

Minutes of a Meeting of the Board of Directors  
held at St Keverne School  
on Monday 27<sup>th</sup> April, 2015 at 6.00 p.m.  
**MINUTES**

Item	To be actioned by
1. Present TH JH SL PM MM WP PS CS	
2. Apologies MB due to work commitments ML due to evening work commitments CM resigned as a Director TL  The apologies were accepted by the Board as was CM's resignation. The Chair expressed her disappointment that CM felt unable to continue as a Director and thanked him for all he had done for the Board. The SBM will notify Company House and the Members that CM has stood down.  Apologies received from CH & PR following the meeting.	SBM
3. Declaration of Interests The Board were made aware of the Declaration of Interests register and asked to add any omissions as necessary.	
4. Election of Officer The election of Chair and Vice Chair was deferred to the Autumn Term Meeting. The chair urged the Board members to consider succession.	
5. Correspondence A letter has been received Inviting the MAT to become a member of the Cornwall Association of Primary Heads. This would be at no charge and would mean no liability. A discussion ensued around the advantages of joining and the HT reported that he could see no reason not to join. The Board agreed to join and asked the Chair to sign and post the necessary paperwork.	Chair
6. Minutes of the meeting held on Monday 19 <sup>th</sup> January, 2015 The minutes of the last Directors meeting were agreed as a true and accurate record and signed by the Chair.	
7. Matters arising a) Item No. 6 – Website The Chair explained to the board that she and the clerk had sought advice with regard to the distribution of minutes along and the concerns she had about placing committee minutes on the secure area of the Keskowethyans website. A discussion then took place on the subject following which The Board proposed that:-  a) The clerk sends the draft minutes to the Chair for approval and the Chair of Directors/Headteacher for their information, always being mindful of confidentiality.  b) Once approved by the Chair they are placed on the secure area of the Keskowethyans website.  c) No budget or confidential documents are ever placed on the secure area.  d) Following adoption at the next Board meeting the Director's minutes should then be posted on the public area of the Keskowethyans website, however, committee meeting minutes should <b>not</b> .  e) At the end of every year, each committee Chair should write a paragraph summarising the work of	

<p>their particular committee during the year. This is then submitted to the Board in September and published on the public area of the website. This is something that Ofsted are actively looking for.</p> <p>Item No. 15 - Pay policy – deferred to the next meeting.</p> <p>Pupil Premium – The HT told the Board that he is preparing a report for September, 2015.</p> <p>Vision meeting – a draft report has just been received from Mark Lees. It was proposed that Mr Lees be invited to a meeting nearer to the end of term to discuss its findings. In the meantime the Chair of Directors, HT and AHT intend to spend a little time going through the draft report.</p> <p>CATS - The Chair passed on her congratulations to the HT on the amazing production of CATS. She felt it was absolutely stunning and the write up in the Packet, West Briton and local Messenger was brilliant. The Board added their congratulations also.</p>	<p>MM</p> <p>HT</p> <p>Chair/HT/AHT</p>
<p>8. Ofsted Update</p> <p>The HT proposed that an Ofsted Update should become a standing agenda item at all committee levels. The HT reported to the Board key issues on the subject raised at a recent CAPH meeting.</p> <p>Question – A member of the Board asked the HT who would be brought in during an Ofsted inspection. Would it be Directors or Governors?</p> <p>Answer – The HT reported that it would be Governors who would be expected to attend during and inspection but he would bring in Directors to help also. The HT reported that he was increasingly being lead to believe that Ofsted inspections are going to take place for a MAT as a whole rather than individual schools.</p> <p>A Board member commented that they would not feel particularly comfortable talking to Ofsted about local school issues as that is not the role of the Directors at the moment. The Chair reminded the Board that they are kept up to date on individual school issues via the termly Heads report.</p> <p>Question – How does the HT suggest that the board triangulates the judgements made in the HT report?</p> <p>Answer – The HT suggested that it might be helpful if there was an end column to the HT’s report in which he could annotate any comments made during the meeting.</p> <p>Question - Where does the MAT improvement plan exist?</p> <p>Answer - The HT will look into it and place it on the public area on the website.</p> <p>It was suggested that an annual strategy meeting for Directors might be a good idea. Date to be set by HT and Chair of Directors.</p>	<p>HT</p> <p>HT</p> <p>Chair/HT</p>
<p>9. Collective Worship Report</p> <p>The HT told the board that Grade Ruan, being a Church School has a SIAMS Church inspection as well as an Ofsted inspection and is anticipating one soon. Because of this the HT feels it would be worth having Collective Worship as a standing item on both the LGB and Board agendas.</p> <p>Question – A member of the Board reported that when you try and access the RE policy in the secure area of the website a PE policy comes up. The HT will bring this to the attention of the person concerned.</p>	<p>HT</p>
<p>10. Members AGM Report</p> <p>The Chair gave the Board a report on the Members AGM which took place on Wednesday 11<sup>th</sup> March, 2015.</p> <p>Simon Cade told those present about Sir David Carter, the regional schools commissioner, who seems to be an ally for small schools and is presenting cases for small school in Westminster. It would be good to invite him to visit the MAT and that the official opening of the new buildings might be a good time.</p>	
<p>11. Matters arising from LGB meetings</p> <p>Nothing to report from JH Chair of Grade Ruan and Manaccan LGB.</p> <p>MM, Chair of Coverack and St Keverne LGB reported that she wasn’t aware of the outcome of premises issues following the recent Premises Committee meeting.</p> <p>A discussion took place around the subject during which the SBM updated MM on the issues. It was decided that temporary repairs to the library should go ahead and then go from there.</p> <p>The Board also felt there was a possible need to review any leases. I.e. with the library service and pre-</p>	

<p>schools. MM will find the contract with the library</p> <p>St Martin Question – The Chair of the Directors asked if it was the case that St Martin Pre-School is going to close, they are still advertising for more children in the newsletters? Answer - The HT reported that yes it was true, they are intending to close temporarily as of September, 2015.</p>	MM
<p>12. Committee Reports The Chairs reported on the individual committee meetings. Question – A member of the Board asked how are Governor visit reports getting to the Curriculum Committee? Answer – They are being forwarded to the HT for ratification and then forwarded to the Clerk, who arranges for them to go onto the relevant website, the Curriculum committee and to the Chairs of the LGB's for their meetings. The clerk to look for a Recruitment policy and a Curriculum policy which have been created but not on the agenda</p>	Clerk
<p>13. Policies to be adopted Leave of Absence SEN Offer Calculations English Science PE SRE Disaster Recovery Plan Adopted on block with the amendment on the SEN offer, page 2 EIP's to be replaced by Educational Health care plan. Clerk to distribute as necessary.</p>	Clerk
<p>14. Budget &amp; Finance Reports The Chair of Finance gave the board an up to date finance report. Copy enclosed.</p> <p><b>Budget 2014/2015</b> The budget spreadsheet demonstrates various areas of overspends including both salary headings, other areas are many and various. With the benefit of 7 months actual spend figures for this year will help when setting the budget for next year.</p> <p><b>Budget 2015/2016</b> The predicted total spend for this financial year is £1.6 million and the funding for next year is £1.3 million. The Chair of Finance commented that the new set of budget figures comes very close to balancing with the income figure. The Head teacher felt that it will be possible to still strip the figures down a little more. The SBM commented that at the moment there are no curriculum costs in this budget, nor any for supply. Long term illness is covered by insurance any other supply needs will have to be covered internally. It was thought possible that there are savings that could be made on curriculum costs. Staffing costs involving staff moving up on the main scale have been allowed for but staff moving from main to upper haven't. It would be helpful to know if that is likely it happen. Increase in employer's pension contribution has been allowed for as has an increase in National insurance.</p> <p>Accurate figures include – Fire extinguisher maintenance Alarm &amp; emergency lighting maintenance PAT testing, a discussion ensued with regard to how often PAT testing needs to take place. A decision was taken to PAT test bi-annually. Play equipment checks Legionella- 2 schools have tank issues. A discussion took place about the cost of water testing and the possibility of training a staff member Asbestos inspection Kitchen cleaning of ducting and canopies – G/R have a kitchen SLA but it doesn't include the cleaning – A discussion took place around the regularity of cleaning. Kitchen maintenance cost – just an estimated figure.HT suggested that there should be a Central budget - £1,500 in there they have to apply to have it replaced. St Keverne electrical work retention figure Grounds maintenance contract figure – 2 local people looking at it to give us quotes. Should be offered</p>	

as a four school contract well under £8,800 should be under £5,000  
Retention for the new buildings is due to be paid in January, 2016 and March, 2016  
Cleaning contracts for the school. This is an accurate figure but deal should be offered to include all five schools and try and make further savings. HT report that Chris Dunstan of Cormac is keen to get the five school contracts.

St Martin rent – figure is £7,500. A discussion took place around the possibility to write to the landlords and ask for a reduction in the rent. No decision was taken.

Quick call solicitors – accurate  
£10,000 for accountants – probably over budgeted.

£218,000 staff costs – it is possible that two members of staff will be lost in this budget, but the intention is not to replace those that are leaving or retiring.

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Question - Payroll and HR, when does this SLA run from? Answer – September, 2015.

Question - Photocopying line. Why are some schools more expensive than others? Answer - St Martin is more expensive as they are on an old contract with another 18 months to go before we can bring them in-line with the other schools on cheaper newer contracts.

Question - Can we give users codes so we can trace who is using more copies? Some people don't think twice sending 30 colour copies. All lap tops pcs should be defaulted to black and white and double sided and people need to be told that machines need to be kept in that setting.

SBM will continue to work on it.

The Chair told the committee that the figures look far more positive but there is a need to really test out the viability of the different spending areas at the next finance meeting.

The Chair invited the HT to explain the MAT class structure plan to the committee.

SBM

#### **Coverack**

2 classes

2 teachers or the equivalent

Supported by TA's

Will shed some people

#### **Grade Ruan**

3 classes

Some natural movement

#### **Manaccan**

2 classes

Supported by TA's - possibly TA movement

#### **St Keverne**

3 classes

Possibly TA movement

#### **St Martin**

2 classes – pupil numbers have actually gone up

Possibly some movement

Question – Do we know if this is a general picture on the Lizard that schools are reducing staffing?

Answer – Helston schools are full and Garras now have 61 pupils and are talking of expansion.

Question – What has happened with our deficit?

Answer – We won't exceed our reserves, hopefully. The reason this has become so difficult is because the present Government has removed the small school payment.

Following a further discussion the committee decided that the leadership team should work on the budget further with a view to reviewing it again at the next finance meeting. The committee asked the SBM to circulate the figures at the earliest opportunity to allow time for the members to study them prior to the next meeting.

SBM

<p>15. Any other business</p> <p>The Headteacher asked the Board members if they agreed that a letter of thanks should be sent to LP thanking her for all she has done for the MAT in her strategic and SENCO role. The Board agreed and the Chair volunteered to write to Miss Parrott</p> <p>The Chair told the Board that the courses on offer for new governors is not relevant for the roles that our governors undertake as a MAT. A discussion took place on the subject and a decision was taken to wait for a while as the Leadership team was looking into an SLA with the Learning Institute and part of their offer is two governor twilight sessions tailored to individual MAT needs.</p> <p>Question – The Safeguarding director addressed the Board on the Keskowethyans website and the fact that safeguarding was present if you drilled down but felt that it should have a more prominent presence. He felt that the safeguarding policy and details of who to talk to in the event of a safeguarding concern should be more visible.</p> <p>A discussion took place around marketing. The Board felt that Culdrose would be a good target for marketing and that offering a bus service might be a good idea. It was suggested to revisit the topic under matters arising at the next meeting.</p>	PM
<p>16. Date of next meeting –</p> <p>Board Budget setting meeting – Monday 8<sup>th</sup> June, at St Keverne 6pm</p> <p>Personnel meeting will be called if necessary.</p> <p>Curriculum meeting will be put on hold until next term.</p> <p>Strategy/vision meeting will be set for the end of term at a later date.</p> <p>Meeting closed at 8.40pm</p>	
<p>17. Confidential items</p> <p>None</p>	

#### Schedule of Action Points

	SBM
Sign and post the paperwork to join CAPH	Chair
Pay policy	MM
Pupil Premium report for the Board in September	HT
Look at Vision Meeting draft report	Chair/HT/AHT
Forward MAT improvement plan to clerk to be added to the public area of the website	HT
Set a date for an annual strategy meeting	Chair/HT
Look into RE policy on website which comes up as the PE policy	HT
Locate the contract with the Library Service	MM
Look into the status of the recruitment and curriculum policy	Clerk
Distribute the adopted policies	Clerk
Set up user codes for photocopying and default settings to b&w and double sided	SBM
Circulate the budget figures at the earliest possible time	SBM
Letter to be sent to LP	PM

Signed by the Chair – Pam Miller

Signed \_\_\_\_\_

Date \_\_\_\_\_