

Minutes of a Meeting of the Board of Directors of the Keskowethyans MAT, to be held at St Keverne School,
on Tuesday 18th October, 2016 at 6.30 p.m.

Minutes

Item	To be actioned by
<p>1. Welcome & Apologies</p> <p>Mrs Jan Halliday (JH) Mr Tom Harman (TH) Mrs Pam Miller (PM) – Chair Mrs Martha Mita (MM)</p> <p>Ms Wendy Prescott (WP) Rev Peter Sharpe Mr Chris Sealey (CS) Mrs Sarah Lyne (SBM)</p> <p>Apologies:</p> <p>Mrs Jane Dudley (JD) Mr Scott Armstrong (SA)</p>	
<p>2. Election of Officers</p> <p>a) Chair – The chair was asked if she was willing to stand for a further term of office – PM agreed to stand for one more year, but with the caveat that, due to personal circumstances, it might become necessary for her to stand down during the year.</p> <p>CS proposed PM as Chair JH seconded The Board voted in favour.</p> <p>PS – highlighted the need for succession planning.</p> <p>b) Vice Chair PS proposed MM as Vice Chair JH seconded The Board voted in favour.</p> <p>PM took the Chair for the remainder of the meeting.</p>	
<p>3. Declaration of Interests</p> <p>New form completed by MM – The BM mentioned that the auditor has requested that all forms are completed asap.</p>	
<p>4. Correspondence</p> <p>a) Letter for the attention of the accounting officer CRM:005269560 PM highlighted a couple of points which were clarified by the BM BM clarified that Edubase site has been updated.</p> <p>b) School Meals Framework Contract- TH confirmed that we are not at present in a position to provide our own meals and has therefore responded as such.</p>	
<p>5. Minutes of the meeting held on, 19th September, 2016</p> <p>The minutes of the meeting held on the, 19th September, 2016 were agreed as true and correct and signed accordingly.</p>	

<p>6. Matters arising</p> <p>5.3ii Safeguarding meeting to be arranged this term – PS & WP confirmed that this was taking place next Thursday.</p> <p>5.5 Add St Keverne Pre-School/Library to agenda for next meeting – Done, agenda item 13</p> <p>6 Read doc – Keeping Children Safe in Education and email the clerk to confirm – All Directors - only a few responses have been received – WP distributed a new leaflet as the previous one contained incorrect contact detail. PM – asked if the leaflet is handed out to parents, volunteers etc. WP – not to parents but is available on noticeboards. It is handed out to volunteers. TH - can we confirm that all Directors present have read – Keeping Children Safe in Education – Yes, all Directors confirmed that they have read the document.</p> <p>6 Add an addendum to the Safeguarding Policy following recent changes in legislation – WP – for review in March 2017; WP has prepared an addendum – Clerk to add to the Safeguarding Policy – WP to send it electronically to the Clerk and to the website administrator. PM how are staff kept up to date – all staff members have been given part 1 and have had to sign to confirm they have read it. Q - MM – does that include admin staff? A - WP - yes everyone, part-time students etc.</p> <p>7 H&S Policy, Directors to email confirmation/comments to the Clerk - Yes</p> <p>7 Add H&S Policy to the agenda of the next Board meeting – Clerk – Done</p> <p>7 MAT Strategy. The proposed meeting with St Pirans MAT was subsequently cancelled by St Pirans. TH & PM subsequently continue to look for other contacts.</p> <p>No other Matters arising.</p>	
<p>7. Training</p> <p>PM informed the Board that she was attending a course on the 4th November on the Role of a Member and will be taking one of our Members along with her.</p> <p>The Clerk confirmed that any Training opportunities are emailed out on receipt.</p>	
<p>8. Safeguarding</p> <p>A discussion ensued around the format of a termly Safeguarding report. WP & PS will look at this at their meeting on Thursday.</p>	WP/PS
<p>9. Business Manager’s Report</p> <p>Opened the floor for questions</p> <p>Q - PM –Are the various premises/H&S jobs being prioritised? A - BM – yes, this is underway.</p> <p>Q - PS – is fibre broadband available for all schools? A - BM – yes it is.</p> <p>Q - MM – How did you feel at the end of the Audit? A - BM – Okay. – The Auditor expressed that she feels sorry for Academies as the level of scrutiny is a lot higher than for other businesses. TH – yes but we are dealing with public money.</p> <p>PM thanked the BM for her report.</p>	

10. Policies to be adopted

- Kes MAT Accessibility Policy
- Kes MAT Admissions Policy – to go to consultation for review at the next meeting
- Kes MAT Art & Design Policy
- Kes MAT Assessment, Recording & Reporting Policy
- Kes MAT Asthma Policy
- Kes MAT Calculations Policy
- Kes MAT Charging & Remissions Policy
- Kes MAT Collective Worship Policy
- Kes MAT Curriculum Statement
- Kes MAT Disaster Response & Recovery Plan
- Kes MAT English Policy
- Kes MAT Equality Scheme
- Kes MAT Governor Expenses Policy
- Kes MAT Health & Safety Policy
- Kes MAT Home School Agreement
- Kes MAT Intimate Care Policy – To go back to the committee
- Kes MAT Mathematics Policy
- Kes MAT Sex & Relationships Education Policy
- Kes MAT Supporting Pupils with Medical Needs at School

PS proposed that they are approved on block excluding the Admissions Policy and the Intimate Care
Agreed by the Directors – All above policies were adopted by the Board

Queries were raised about the Intimate Care Policy. It was agreed that it should go back to the committee for further consideration.

Admissions Policy – TH went through the changes with the Directors
It was proposed that Google Maps would be used to work out distance as we don't buy into the SLA with CC.
and the policy was amended accordingly

Consultation should take place for at least six weeks between 1st Oct – 31st January 2017. The policy will be posted on the website from next week with the name of the contact person, which should be the clerk, and with an end date. It should then come to the Board for the January meeting. PM pointed out that consultation via the website would not be satisfactory unless people were made aware of the process.

JH proposed a notice on the village board
BM proposed on Kes Facebook & newsletters
PS seconded both proposals

All voted in favour – the clerk will make the arrangements.

PS asked when the PAN is set for the five schools and thinks this would be useful to drill down in line with the admissions policy.
Can we say that the Board makes a decision annually on the PAN per year group in July/June every year and post it on our website?

CS left the meeting at this point.

N.B. Copies of the Curriculum, Non-Curriculum and Pre-School Policy Review Schedules have been emailed out for information only.

The intention is for each committee to review these schedules when reviewing policies.

Clerk

Clerk

Clerk

11. HT's Report

- a) HT's report
- b) Performance Outcomes – July 2016
- c) Self Evaluation Cycle
- d) Emerging Issues – 2016/17
- e) Review of MAT Plan

The HT highlighted points from the HT's report:-

Collaborative working, due to small cohorts we are looking at physically working together more. This has to be handled in a very delicate manner, but we think there are a number of opportunities to explore.

Q - Is this something that could be raised at our Open days?

A - We haven't done so this year as the arrangements haven't yet been fine tuned. They are just at the pilot stage but this is something that can be looked at in the future.

Pay panel - a date is needed for the pay panel to meet.

A date to be set for the SIP visit and HT's Performance Management.

Meeting to be set up with the SEN Director.

FGM, and child sexual exploitation training - WP looking into training.

Handwriting and presentation big push at the moment.

Belling Trust – HT thinks a substantial grant can be secured from the Belling Trust, meeting with Mr Belling tomorrow. Led to believe there is a good chance of getting a £25,000 grant.

Facebook – TH advised the Board that every so often a parent has the odd occasional rant on Facebook and enquired whether the directors should send a message that this is not acceptable and will not be tolerated. MM has a previously written statement and will look into writing another one.

TH proposed that a policy is put into place that documents tabled at any meetings were not acceptable and that only documents that people have had a week to study leading into a meeting would be acceptable. BM responded that sometimes she is unable to get a document ready in time for a week prior to a meeting date.

The HT responded that if that were the case he would suggest that the meeting is postponed.

The committee agreed it should aim to have all docs tabled a week prior to the meeting.

Finance committee dates to be re-scheduled.

PM – requested that either there were no back to back meetings or more time was allowed for each one.

AOB will stand as an agenda item but with a period of notice.

TH proposed that a letter from the Chair may be received well at the start of the year. PM happy to do that.

TH reported that he is trying to book a day with an Ofsted inspector just to come and talk to key people as an insight into expectations. This is not meant to put people under pressure but just meant to make them aware.

Q - PM - In general are you happy with the SATS results?

A – TH – Yes not just happy, very happy.

Q - PS – Emerging Issues – in what way are they emerging? –

A – TH - perhaps not the best title, they are just issues that we need to focus on that are emerging from the data.

PM - thanked TH for his report.

MM

PM

JH

WP

MM

PM

<p>12. Partner's in Learning Report JH reported to the Board that the PiL's have recently had a very positive meeting with 3 new members joining the group; Angela Agutter, Emma Gooding & Zoe Holmes. Monitoring visits were arranged to look at handwriting presentation, marking, teachers' comments for example. Committee allocation took place and a TOR is being created.</p> <p>Q - MM asked for clarification as to whether she is a PiL or not. PS – is it realistic for someone to be a Director and a PiL? BM will look up the memorandum under the Articles of Association. To be added to matters arising on the next agenda. The group would still like to meet with the Directors. A discussion ensued around this subject. It was decided that it would be added as an agenda item for the next meeting. Directors to think about it in the meantime.</p>	BM Clerk
<p>13. St Keverne Pre-School/Library The BM updated the Board on the situation with the County Library Service who intend to pay a small remuneration from now until Easter. Q - PM – won't this compromise the situation? A - BM – No, it won't.</p> <p>The BM updated the Board on the situation with the Pre-School and the fact that she is looking into a license. The Finance committee had decided to recommend a lower rental rate, but this will be re-visited when the terms of the license have been confirmed.</p>	
<p>14. Any other business None</p>	
<p>15. Date of next meeting Tuesday 22nd November, 2016 at St Keverne School at 6.30pm Meeting closed at 9.05pm.</p>	
<p>11. Confidential items Minuted separately.</p>	

Action Points

Agenda item	Action	By whom
8	Agree the format for a termly Safeguarding report	WP/PS
10	Add the Admissions Policy to the agenda for the January Board meeting	Clerk
	Add the Intimate Care Policy to the agenda for the next Personnel Meeting	Clerk
	Carry out the Admissions Policy consultation	Clerk
11	Set a date for a meeting of the Pay Panel	MM
	Set a date for the SIP visit and the HT's performance management	PM
	Set a date for a meeting with the SEN Director	JH/TH
	Create a statement with reference to Social Media for the newsletter	MM
	Write a letter to the staff congratulating them on a good start to the academic year	PM
12	Look into whether a Director can also be a PiL in the Articles of Association	BM
	PiL's to meet with Directors – add to the next agenda for the Board	Clerk

Signed by the Chair, Mrs Pam Miller

Date _____

Minutes	Date
Draft to Chair	10.11.16
Received back	15.11.16
Circulated to committee	15.11.16
Draft to meeting for ratification	22.11.16
Approved and signed by chair	22.11.16
Saved to PDF	
Sent to Website (part 1 only)	
Filed in Company Minute Book	