

Minutes of a Meeting of the Board of Directors
held at St Keverne School
on Monday 7th December, 2015 at 6.00 p.m.

MINUTES

Item	To be actioned by
<p>1. Present</p> <p>JD CH JH TH PM MM WP PS CS SBM</p> <p>Darren Perry of Francis Clarke</p>	
<p>2. Apologies</p> <p>PR CT – Governor invited for Account presentation PM – Governor invited for Account presentation The Board accepted the above apologies</p>	
<p>3. Resignations</p> <p>A letter of resignation as Chair of St Martin-in-Meneage Governors has been received from ML and both the Chair and the SBM, acting as Company Secretary, have written to him asking for clarification that the resignation is from the Board of Directors also but no reply has been received to date. Members to be notified.</p> <p>Two other resignations have recently been received from Governors. CS from the Grade Ruan/Manaccan Governing Body and DM from St Martin-in-Meneage.</p> <p>The Chair commented that this re-enforces the need for a review of LGB's.</p>	SBM
<p>4. Declaration of Interests</p> <p>Members of the Board were reminded of the Declaration of Interests register and asked to make sure they have completed a new one for this academic year if they haven't already done so, or if there is anything present on the agenda that they wish to declare a pecuniary interest.</p> <p>CH signed a new form which the clerk will add to the register.</p>	Clerk
<p>5. Presentation of Accounts by Francis Clarke</p> <p>Darren Perry of Francis Clarke presented the Board with the Annual Report and Financial Statements for the Year Ended 31 August, 2015 for Keskowethyans Multi Academy Trust.</p> <p>The Chair thanked Darren and Francis Clarke for all the work involved.</p> <p>Q – The Chair asked DP – whether he thought the Trustee's report was ok? A - You've covered what you have to, however the Reserves Policy mentioned on page 10 could do with a bit more narrative. This would be an idea bearing in mind the depleted level of reserves. That would be useful thing to expand on.</p> <p>DP then talked the Board through the separate document – Audit completion report for the year ended 31 August 2015.</p> <p>Q – DP of Francis Clarke asked the Board what measures had been put in place for a RO following the resignation of TL? A – The SBM told DP that an SLA has been purchased from the LA to fill the role of RO and termly meetings will take place.</p> <p>The SBM gave her response to the findings of the audit which had been emailed separately to Francis Clark:- Debtor's ledger maintenance – Trade debtor accounts are now being monitored monthly.</p>	

<p>Staff mileage claims should be checked an authorised – All staff mileage claims will be authorised by the HT or AHT.</p> <p>Pecuniary interest forms – Non-attendance of meetings have made it difficult to conform. Forms will be sent to those who haven't signed one for this financial year for updating.</p> <p>Governance monitoring – Risk register is on-going.</p> <p>Private School funds – One bank account has been kept open at the request of the Trustees.</p> <p>Pg. 14 Company House & Directors – The HT's details have now been uploaded.</p> <p>Questions – The Chair asked CS, as Chair of Finance if he had any queries? A - No, it looks all very straightforward and thank you for summarising it so well.</p> <p>The Chair asked the other Board members if they had any questions – The Board members did not.</p> <p>DP told the Directors that they should let FC know of any amendments they wish to make to the narrative or that they were happy to approve the accounts as they stand. A clean set of accounts, without the wording <i>Draft</i> written across them, will be sent through to the SBM for the Chair and the HT to sign. A pdf will then be sent through for the SBM to upload to the EFA before the end of December deadline.</p> <p>Q – Member of the Finance Committee on Pg. 14 only refers to Directors. A - Ultimately you only have to disclose the trustees you are welcome to disclose members of the governing body but you have no duty to do so.</p> <p>Q – If you have had to prepare these accounts for other MAT's how have you found that others are doing? A – It's always interesting that schools within Cornwall are in so very different positions. There are other small schools that struggle more mainly because they haven't got the ability to create other revenue streams. With your reserves now depleted you need to look at other ways to generate more revenue. I notice that you seconded a staff member and generated some money that way. Perhaps that could be looked into more. You also seem to have larger central costs where other MATs have smaller central costs but that could be that you allocate more costs into that pot than others.</p> <p>A decision was made that on approval the final version of the accounts will be sent to the SBM, for the HT to sign. The SBM will then send them on to the Chair who will sign them and hand deliver them back to FC for conversion to PDF. This will then be forwarded to the SBM to be uploaded to the EFA prior to the deadline of the end of December.</p> <p>DP left the meeting.</p>	<p>FC/Chair/ HT/SBM</p>
<p>6. Adoption of Annual Accounts The Chair asked the Board for a proposal to adopt the Annual Report and Financial Statements for the Year Ended 31 August, 2015 or if anyone felt it necessary to amend any narrative. No amendments were felt necessary. MM proposed the Board adopt the accounts. PS seconded the proposal. All voted in favour.</p>	
<p>7. Confirm Appointment of Chair of the Premises & Health & Safety Committee. It was confirmed that JD will Chair the Premises & Health and Safety Committee and a meeting will be called during the Spring term.</p>	<p>Chair Of Premises</p>
<p>8. Correspondence A letter was received from the Bishop of Truro offering pastoral care to our Christian leaders. (The Chair will provide the clerk with a file copy.) The Clerk informed the Board of a renewal notice from the NGA for membership @ £260.00. The Directors were happy to let it lapse as they felt they had other sources of advice available. An invitation was received from St Keverne School Council, inviting members of the Board to their Christmas Carol concert.</p>	<p>Chair</p>
<p>9. Minutes of the meeting held on 12th October, 2015 The minutes of the last Directors meeting were agreed as a true and accurate record and signed by the Chair.</p>	

<p>10. Matters arising</p> <p>a) Item 5 – length of time served in office for chair, vice chair. In the Articles of Association it states that a term of office is 4 years but can be renewed. The SBM informed the Board that according to the NGA, we can change the term in the A of A from anything between 2 to 6 years if we wish.</p> <p>b) Item 8 g – Library contract, have we found one? MM responded that yes we have and she is waiting for a suitable date to meet with someone from County regarding the contract.</p> <p>c) Item 9 - New Improvement plan is it complete? – The HT responded that work has taken place on a new Improvement Plan but it is not quite finished.</p> <p>d) Item10 – The St Keverne old school building – have quotes for structural survey been obtained? – The SBM responded that she has emailed several companies. Two have responded. The Richard Thomas Partnership of Falmouth & Bodmin charge £120.00 per hour but don't think that looking in a roof should take too long. Another quoted £300-£400 for a survey but suggested that it would be a good idea to <i>get a builder to go up and tap it with a hammer.</i></p> <p>A discuss ensued with regard to the options available to the Board with regards to the old school building at St Keverne, with regards to the lease, the tenants, the LA and the state of repair of the building.</p> <p>It was proposed that the SBM go back to Browne Jacobson and ask for further advice, approach James Hetherington and the LA about the state of repair of the building and the Chair and MM will look at the library lease again.</p> <p>The SBM informed the Board that at the last PC meeting members of the public attended concerned that the library was going to close and it was clear that the public don't want it to close.</p> <p>e) Item 10 - Hire agreement for a minibus – The SBM confirmed this had been drawn up and is now in Grade and SK schools</p> <p>f) Item 15 – Moving forward with Mark Lee's recommendations – The Chair will report on this at the end of the meeting.</p> <p>g) Item 6 – A letter from the Unions - MM confirmed that she is still waiting for a response.</p> <p>h) Item 15 – Request for our early years teachers to visit local pre-schools – The AHT informed the Board that contact had been made, specifically with Little Fishes of Coverack and most of the children in attendance were very young and parents felt school was a long way off at the moment however CS of Coverack school will be visiting the setting again later in the year.</p>	<p>MM</p> <p>HT</p> <p>SBM/ Chair/MM</p> <p>MM</p>
<p>11. HT Report</p> <p>The HT talked the Board through his report in its new format and using the new Keskowethyans MAT brand font of Calibri, the Emerging Issues document, the Self Evaluation Cycle and the Comprehensive Spending Review.</p> <p>The HT reminded the Directors of the importance of triangulating his judgements in his report.</p> <p>Q - Life after levels - Is Ofsted likely to comment on the process adopted by the MAT to cope with Life After Levels? A – HT - Yes they probably will.</p> <p>The HT then went on to tell the Board that the Curriculum Committee had been updated on the scheme that has been adopted to monitor progress in Maths and that they were confident it would offer a sound platform.</p> <p>Safeguarding – work has been done around the PREVENT strategy. The HT will copy PS in to relevant information as Safeguarding Director. This is a big focus of Ofsted at the moment with regards to radicalisation. This is linked not just to ISIS but other organisations such as Animal Right's for instance.</p> <p>Attendance – looking very positive.</p> <p>The MAT has a new School Improvement Partner, Karen Brokenshire who has visited all the five schools and was very positive about what she saw.</p> <p>Q – There have been quite radical changes to the teaching structure and classes across the MAT. Have we any sense of how that is going? Whether there are problems arising from that? A – We are at full stretch following the changes but we knew it would be but tight for teachers. Judgements for teaching are pretty much good across the board, we are just fully stretched across the MAT but what we are finding particularly difficult is if someone is off sick or we lose a dinner lady. Positions are covered but we are just relying on everyone being in school.</p> <p>The Chair informed the Board that the HT's performance review took place on the 25th November with the new SIP and a statement of objectives for 2015/16 had been agreed.</p>	

<p>12. Finance The SBM offered to take any questions on her SBM report. The Board had no questions to ask.</p>	
<p>13. Annual Committee Reports</p> <p>Finance Report Any comments/or questions - No</p> <p>Personnel Report Any comments/or questions - No</p> <p>Curriculum Report Any comments/or questions - No</p> <p>Premises Report – Compiled by the SBM in the absence of a Chair of Premises committee. (The SBM will email a copy to the clerk.) Any comments/or questions – No</p> <p>LGB reports Coverack/St Keverne Manaccan/Grade Ruan Any comments/or questions - No</p> <p>All reports accepted by the Board.</p>	
<p>14. Policies to be adopted</p> <p>Leave of Absence Policy Attendance Policy Collective Worship Early Years Foundation Stage Policy Religious Education Policy Safe Working Practice Doc</p> <p>Policies approved on block by the Board.</p> <p>Q - Collective Worship – are the Government reviewing this at the moment? A – Yes it is something that is being reviewed at the moment. A discuss on the topic ensued.</p>	Clerk
<p>15. LGB Proposal from Working Party</p> <p>The Chair addressed the Board around findings of the LGB proposal from the working party. The proposal has been sent to Bex Couch of the Diocese, who previously worked for the Governor Services at the LA, and she felt it was excellent. A discussion ensued around the working parties proposals, the difficulties in recruiting new governors and the concerns with regards to the proposal of the existing governors.</p> <p>The Chair highlighted some key points from a report from the Chair of Grade Ruan & Manaccan LGB’s regarding her governors concerns.</p> <p>The Chair told the Board that she felt the new websites still didn’t promote the Directors and it was difficult to find information on them. The HT responded by saying that five new school websites had been purchased but a six one for the Keskowethyans MAT had been deemed too expensive at this moment in time. When a new Keskowethyans site is purchased this problem will be addressed. However in the meantime the SBM will see if the individual school sites can be amended to make the Directors more visible.</p> <p>A Director proposed that it might be an idea to include something in the Kes part of the newsletter. The SBM responded that we are trying to get away from newsletters and put everything on the website.</p> <p>The Board decided that a meeting will be arranged with the LGB’s, explain the Board’s proposals. Following this a letter from the Chair will go in the newsletters. The Chair will find a date and request HT & AHT to be present. After the meeting it will be necessary to actively recruit new members.</p>	Chair

<p>16. Any other business</p> <p>a) Recruitment and succession planning – dealt with above.</p> <p>b) Website secure area password change. The Board was told that this problem has now been resolved by each Director/governor having individual usernames and passwords. However we need to ensure that these are cancelled following a resignation.</p> <p>c) Edubase update - SBM talked the Board through the fact that at the time of our Academy conversion the age range at Manaccan School was stated as 4-11 years and not 2-11 years to include the Pre-School. To make this change a request for a <i>significant change</i> needs to be applied for via the Secretary of State. To do this we need to prove that a local consultation was carried out. At the moment we can find no evidence of this taking place although the Chair confirms that there was a consultation at the time of the proposed transfer of the Pre-School from private ownership to Manaccan School, but only to admit from 3 year olds. The alternative is to run a retrospective consultation in the new year and then make a request.</p> <p>d) The chair will take on the role of Whistleblowing director until more directors on board. The AHT will amend the notice in schools.</p> <p>e) Taking forward Mark Lees report, Simon Cade, Diocesan Director of Education, had met with the HT, Chair, MM & JH to assist in the discussion about the way forward for the MAT. He stressed that due to the challenges, both financial and NOR, it would be very important to be part of something bigger – either the lizard schools or further afield. Chair will send electronic version. A meeting of the full Board is needed in January solely to discuss Mark Lees report and consider the way forward.</p>	<p>SBM</p> <p>AHT</p> <p>Chair</p>
<p>17. Date of next meeting Wednesday 27th, January 2016 at St Keverne at 6pm, this will be solely to deal with the Mark Lees report.</p>	
<p>18. Confidential Items The Chair confirmed that the item from the last meeting is still under review.</p>	

Schedule of Action Points

Members to be notified of resignation.	SBM
Add new declaration of interest form to register	Clerk
Accounts to be amended by FC, signed by the HT & Chair and uploaded to the EFA by the SBM	FC, HT, Chair & SBM
Call a meeting in the Spring Term	Chair of Premises Committee
Forward a copy of the correspondence received from the Bishop of Truro to the clerk.	Chair
Convene a meeting with the LA with regards to the Library	MM
Complete the New Improvement Plan	HT
Talk to Browne Jacobson, James Hetherington and the LA about the Old Building at St Keverne	SBM
Look at the library lease	Chair/MM
Chase a response about the Union letter	MM
Circulate adopted policies	Clerk
Convene a meeting with the LGB's	Chair
Apply for a Significant change via the Secretary of State for the Nursery Class at Manaccan	SBM
Amend the safeguarding notice in the five schools	AHT
Send the electronic version of the report from Simon Cade to the clerk	Chair

Signed _____
Signed by the Chair – Pam Miller

Date _____