

Minutes of a Meeting of the Board of Directors
held at St Keverne School
on Wednesday 15th July, 2015 at 6.00 p.m.

MINUTES

Item	To be actioned by
<p>1. Present</p> <p>MB CH TH PM MM WP PR PS SBM</p>	
<p>2. Apologies</p> <p>ML due to work commitments CS due to work commitments JH The Board accepted the above apologies TL not present</p>	
<p>3. Declaration of Interests</p> <p>The Board were made aware of the Declaration of Interests register and asked to add any omissions as necessary. No new declarations were made.</p>	
<p>4. Confirmation of new Director</p> <p>The Chair addressed the Board about a prospective new Director, Mrs Jane Dudley, who lectures in early year's education at Penwith College and previously worked in London and has had association with the DfE during her work there. She has a grandchild who is due to start at St Martin-in-Meneage School in September as was keen to join their Governing Body but as there is a vacancy on the Board has agreed to become a Director. It is not the Board's place to appoint Directors, it is the Members but the Board needs to be happy with the appointment. The Board confirmed that they were happy with this proposal.</p>	
<p>5. Correspondence</p> <p>None</p>	
<p>6. Minutes of the meeting held on Monday 27th April, 2015</p> <p>The minutes of the last Directors meeting were agreed as a true and accurate record and signed by the Chair.</p>	
<p>7. Matters arising</p> <p>Item 5 – Correspondence – The SBM told the Board that the comment that there is no charge for CAPH is incorrect and that there is a charge. The HT responded that in fact the minutes are incorrect and should read the CAPH Trust.</p> <p>Item 11 – Matters arising from LGB meetings – Page 2 of the budget – Question - Looking at the cost of the photocopier at St Martin is there no way we can get out of that. Answer - SBM Yes – they have agreed to change the contract to one that is in line with the other schools and actually St Martin's copy charges are the lowest of the MAT.</p> <p>Rent reduction request– A Board member commented that he didn't think we will get anywhere with that request as the Governing Body of St Martin-in-Meneage school had tried in the past. The Board felt that this may be the case but that there was no harm in asking. The idea of having a rent break rather than reduction might be viewed more favourably.</p> <p>Action points</p> <p>a) Pay Policy – MM – Not ready for this meeting</p> <p>b) Pupil Premium report for the Board in September – HT – In hand</p>	

<ul style="list-style-type: none"> c) Look at Vision Meeting draft report – Chair/HT/AHT – Actioned d) Forward MAT improvement plan to clerk to be added to the public area of the website – HT – Actioned e) Set a date for the annual strategy meeting – Chair/HT –Carried out f) Look into RE policy on website which comes up as the PE policy – HT - Actioned g) Locate the contract with the Library Service – MM - Actioned, temporary repairs completed and community library up and running h) Look into the status of the Recruitment, and Curriculum policy – Clerk – Curriculum Policy tabled at this meeting for adoption and Recruitment Policy emailed across to the clerk today. i) Distribute the adopted policies – Clerk - Actioned j) Set up the user codes for the photocopying and default settings to b&w and double sided – SBM - new piece of software to see who is printing what - Actioned k) Circulate the budget figures at the earliest possible time – SBM l) Letter to be sent to LP – Chair - actioned <p>Item 2 – apologies – Question - Have we notified company house about CM – SBM – yes, they have been notified.</p> <p>Item 7 - point e – each committee needs to write a paragraph about what there committee has done – a discussion ensued and it was decided that the Chairs of both the various committees and the LGB’s should be reminded to submit their report prior to the Autumn meeting in September and which will be circulated to the Directors and not to be read out at the next meeting or posted on any websites.</p> <p>Item 10 - The HT told the Board that he had written to Sir David Carter, the face of the DFE in south west but has had no response to date.</p>	Clerk
<p>8. Training</p> <p>The Chair updated the Board that the clerk is compiling a training register and that both the Directors and the Governors should take advantage of any relevant training that presents itself and notify the clerk accordingly.</p>	
<p>9. Head’s Report</p> <p>The HT presented his Head Teacher’s report to the Board.</p> <p>The importance of Governor monitoring visits was highlighted and a discussion ensued and it was decided to add it as an agenda item for the Autumn Term.</p> <p>Yr 6 SAT results were discussed. The HT reported that he was very pleased with the results this year.</p> <p>The Grade Ruan Church inspection took place on the 29th June and the report has been made public today with the school being judged outstanding in all areas.</p> <p>The Chair thanked the HT for the very good report.</p> <p>The Chair felt that the Sport was really going down well and the SATS results were brilliant. In fact it had been a good year in every way and an extremely good beginning for the MAT. Thank you for all you and the teaching staff do.</p> <p>Question – There seems to be a dip with regards to the SPAG test in the SATS figures compared to the others. Is this the same nationally? The HT responded - We don’t have the national comparative data at the moment, we only have a comparison to last year’s data and it does seem lower. The AHT commented that it was a different paper to last year, with one mark answers, involving three things you needed to do to get that one mark made it more difficult than the two mark questions last year. There was also a high threshold and a narrow band for level 4. Would expect that it would be the same result nationally as within the MAT.</p>	Clerk

<p>10. Finance</p> <p>Receive & approve budget 2015/16 The SBM presented the 2015/16 budget adopted by the Finance Committee on the 8th June, 2015 to the Board. Recommended for approval but with the comment that we haven't got any room for manoeuvre if things to go wrong and we will be meeting monthly to ensure that a tight rein is held.</p> <p>A member of the Board commented that they would be surprised if we don't have any issues next year, it is unusual to set such a tight budget.</p> <p>The SBM made the Board aware that with pupil numbers going down to 200 in September this will mean that the following year's budget will be reduced by those 25 pupils we have lost, meaning a reduction in revenue of 10% and she is unsure of where that reduction can be saved.</p> <p>The tabled budget was approved by the Board and the SBM will submit it to the DFE.</p> <p>The Chair gave a huge vote of thanks to the Finance committee and SBM and told the Board that it has been really hard and painful to set this budget especially with staff leaving as a result.</p> <p>Question – Have we managed to get away without paying out any redundancies? Answer – The HT confirmed that yes we had managed to not pay any redundancies.</p> <p>Question - Do we know about the projected carry forward figure is for September? Answer – The SBM answered that we could be much nearer the figure that we budgeted for but she would phone the Director with the answer tomorrow.</p>	SBM
<p>11. Policy to be adopted Curriculum Statement The tabled Curriculum statement has the details of the rolling programme missing from it. The correct version will be sent to the Clerk electronically by the AHT and she will then circulate it as necessary. The policy was adopted by the Board</p>	AHT/Clerk
<p>12. Any other business None</p>	
<p>13. Date of next meeting – TBC The meeting closed at 7pm</p>	
<p>14. Confidential items None</p>	

Schedule of Action Points

Pay Policy	MM
Clerk to remind Chair's of various committee and LGB's to write a paragraph of the works of their committees prior to the Autumn term Board meeting and then circulate those reports to the Directors on receipt	Clerk
Governor monitoring visits to be added to Autumn Term agendas	Clerk
The SBM to clarify the carry forward figure	SBM
Curriculum Policy to be sent to the Clerk electronically and then circulated	AHT/Clerk

Signed by the Chair – Pam Miller

Signed _____

Date _____