



Keskowethyans

Multi Academy Trust

Minutes of the Meeting of the Board of Directors
held at St Martin School
on Monday 7th July at 6.30 p.m.

Item	Actioned by
<p>1. Present</p> <p>MB TH JH CM PM (Chair) MM WP PR PS CS SL (SBM) TL</p>	
<p>2. Apologies</p> <p>ML CH</p>	
<p>3. Declaration of Interests</p> <p>PM (Chair) & PR completed a Nil return declaration of business and pecuniary interest form. All others had been completed previously and nobody had anything to add.</p>	
<p>4. Confirm appointment of co-opted Director</p> <p>The Chair proposed that Tim Luddington joins the Board as a co-opted Director and specifically as the Responsible Officer. The Directors agreed with the proposal and TL's application paperwork was given to the SBM. TL completed a Nil return declaration of business and pecuniary interest form.</p> <p>Confirm Whistle Blower Director</p> <p>It was confirmed that MB has been appointed as the Whistleblowing Director.</p> <p>Company Secretary</p> <p>It was confirmed that the SBM would be the Keskowethyans MAT Company Secretary.</p>	
<p>5. Correspondence</p> <p>PM reported that she had received a letter from CC confirming that they have paid the £500.00 compensation for the problems encountered with the first payroll run.</p>	
<p>6. Minutes of the meeting held on Monday 28th April, 2014</p> <p>The minutes of the last meeting held on Monday 28th April were agreed as a true and accurate record and signed by the Chair accordingly.</p>	

<p>7. Matters arising</p> <ul style="list-style-type: none"> a. Susie Goodwill still off for the time being – The thoughts of the Directors are with her and her family at this difficult time. b. Safeguarding - emails are being forwarded onto PS from TH c. Website - SD working on all websites including Keskowethyans. All should be up and running by September, including secure areas. d. Finance Policy – scheduled for later in the meeting e. AOB badges –The chair reported that as of yet there are no official Directors badges in schools and she would like them to be available when visiting. – It was agreed that laminated badges would be adequate until such time as others could be ordered. f. Private funds – The clerk reported that Manaccan has transferred their Private Funds into the current account and now has a nil balance. The SBM reported that Grade Ruan is in the process of transferring theirs and she is not sure about St Martin. g. Solar farm visit - now scheduled for the beginning of the autumn term. h. Inform the Insurance Company about fitting the solar panels – The SBM reported that this hasn't been done as yet. 	<p>Clerk</p> <p>SBM</p> <p>SBM</p>
<p>8. Headteacher's Report</p> <p>Copy attached including a strategy plan for the next academic year showing key areas of responsibility from Directors right down to teaching staff. - comprehensive document that highlights individuals responsibilities - Directors asked to take it away and report back any alterations they would recommend and it to be returned to at the next meeting .</p> <p>It was agreed that it should be added as an agenda item at committee level</p> <p>A discussion took place around the HT's report - the fact that the STA lost one of the SATs papers was highlighted the HT reported that the MAT has introduced a joint checking system for all aspects of SATs meaning that two members of staff countersigned all aspects.</p> <p>The HT asked the Directors if this was the type of report that they wished to see - The Directors agreed that it was exactly the format they hoped for.</p> <p>The question was asked if it would it be a good idea to collate the figures into a single entity at the end of the report to allow the Board the chance to compare against other single schools of approx. 200 pupils.</p> <p>MM wanted to know what should be done about those parents who don't return their FSM form. - The HT reported that they will be followed up that the admin staffs are chasing them at the moment.</p>	<p>Clerk</p> <p>Clerk</p>
<p>9. Schools Business Manager's report</p> <p>The SBM reported that following a joint teaching staff meeting with the HT and AHT - a wish list was produced by each school for the forthcoming year.</p> <p>Kerry Finnegan is sitting in for Susie Goodwill at St Keverne at the moment.</p> <p>Sharon at Grade Ruan is moving on and a replacement has been appointed - Louise Raybould who is visiting Grade Ruan next Monday for a handover.</p> <p>An admin meeting has been held with SBM, HT and AHT where sections of the role were divided amongst staff:-</p> <p>Amanda - will back up SBM and mentor new office staff</p> <p>Sylvia - take on HR responsibility - job applications, adverts, starter's forms, leaver's spreadsheets, supply, DBS checking etc.</p>	

Ginny - newsletters and websites, Keskowethyans newsletter from September with a section for each school
Susie - press releases and marketing, twitter, Facebook etc.
Louise - Property compliance when she's settled in

Stage two of the process will be a data role when an integrated system is in place + Keskowethyan in box for email.

Regular admin meetings have been set up.

It is expected that the roles will change round in September 2015 to allow everyone is kept up to date with skills.

Finance system - web based side of the system up and running in September.

Savings made since march – Photocopiers - G/R changed over in January, Coverack just had their new one, St Keverne is due to have a new one shortly, Manaccan's contract expires in September and St Martin's is not due for a while. Savings of £7,000 have been made at the moment – with it rising to £9,000 when all five schools have changed.

Broadband being looked into – with a predicted £7,000 saving in first year followed by £5,000 in subsequent years.

80% saving on rate relief, - £28,000 saved since March.

Elliot replacement going ahead - both sites require planning permission but this should be turned around in eight weeks. Tender documents have gone out last week and we have had several notices of interest for the old buildings.

Back log maintenance work for electrical re-wiring at St Keverne is back down to £31,000 with the school paying 10%. Work to be done over the Summer break. A pre works meeting took place last week with the same sub-contractor as previously. The idea is to carry out the Solar panel installation at the same time.

St Martin Elliot roof work is to be carried out over the Summer and the solar panels carried out also.

St Martin server out of warranty, St Keverne has had to have a new one with the new finance system so Microcomms will install the old one in St Martin. Manaccan's is out of warranty - the clerk mentioned that this is not being backed up remotely although she has asked the IMS team at CC to organise it, the SBM to look into that with County.

Budget

SBM handed out the Budget setting for next year and CS the Chair of the Finance Committee talked the Directors through the report.

A discussion ensued with PR highlighting the fact that although there was sufficient funds for the budget for the forthcoming year this was only due to the residue funds from the academy conversion money which would not be the case for the following financial year and it will be necessary to to be cautious with our spending over the coming year and look seriously into any areas where savings could be made.

SBM

<p>The Directors agreed that this was something that the Board needed to be aware of. The HT whilst agreeing told the board that he had managed far worse budgets in his time and the Chair of the Finance committee agreed that whilst budgets regularly looked ominous it invariably wasn't the case.</p> <p>The option of using Capital Money for anything other than building work was discussed with the legalities to be looked into further.</p> <p>The Chair reminded the Directors we will be looking for outside funding as well as the EFA money to help our position.</p> <p>It was agreed that the Finance Committee would receive monthly forecasts from the SBM and it would be helpful to identify soft areas where savings can be made - supply can be an area.</p> <p>It was agreed that cost control has to be on everyone's mind.</p> <p>Action taken - hand to the finance committee to come up with some strategic plan on how to keep on top of the budget with monthly budget monitoring reports to be received from the SBM.</p> <p>SBM to email the clerk a copy of the budget</p>	<p>SBM</p> <p>SBM</p>
<p>10. Reports/Minutes from Local Governing Bodies</p>	
<p>St Keverne/Coverack - no exclusions, no children in care Attendance has plummeted in both schools recently not helped by the fact that CC aren't fining. No safeguarding issues No H&S issues No finance issues Premises issues - Coverack has quite a healthy devolved capital fund to allow them to make changes to the hall as desired. Premises at St Keverne - railings and gate needing attention but no money at the moment. The car park needs fending off, MM reported that she is pursuing someone else that might have funding available. Looking for a ramp if any other schools might have one for the disabled access to the library – The SBM reminded the Board that we can't subsidise any other services. MM is going to meet with the lady from the County library service as mobile library service is being closed – the option of closing the community library is not being considered but the option of charging for it may have to be. MM reported that with the resignation of two Governors - Kim Thompson and Alice Basher, she is low on numbers and may have to recruit.</p> <p>Manaccan/Grade Ruan Staffing new KS2 teacher recruited for Grade Ruan to start in September and a new secretary and new TA to be appointed this week. Premises issues discussed with the school wall at Grade Ruan being highlighted along with the heating and loft conversion issues at Manaccan. Getting close to being able to purchase a minibus at Grade Ruan - MH has been brilliant in organising it and hoping to get one for September.</p> <p>PM asked how the Chairs of the LGB's found the new format - MM reported that the second meeting was easier than the first meeting after academising. She also mentioned that she is not receiving the committee minutes before the LGB meetings and has to contact Chairs of committees to ask if there is anything they need to report on.</p>	

<p>St Martin</p> <p>In the absence of St Martin’s Chair (ML) a report that he had compiled was handed out. The HT reported that St Martin LGB has quite a lot of new Governors and it was agreed that it would be a good idea if they shadowed Grade Ruan & Manaccan LGB for twelve months. The Board felt this was another collaboration which will prove useful.</p> <p>The Chair asked if the Board was happy to accept the reports – It was agreed to accept them unanimously.</p>	
<p>11. Committees Minutes & Terms of Reference:</p> <ul style="list-style-type: none"> Curriculum – TOR adopted and minutes agreed as a true and accurate record. Premises – The Chair of the Premises Committee (MB) told the Board that the minutes did not mention the fact that he was uncomfortable with the word ‘ensure’ used in the Premises TOR. He feels that there are not the procedures in place at present to allow the committee to <i>ensure</i> all that is necessary for it to <i>ensure</i>. A lengthy discussion ensued about the legalities resulting in the Chair asking if the Board could accept the TOR taking seriously all the points raised whilst the Premises committee readdressed the TOR at their next meeting. The TOR was adopted and the minutes agreed as a true and accurate record. Personnel - minutes agreed as a true and accurate record and TOR adopted. <p>Safeguarding policy - produced by MM based on the model Safeguarding and Child Protection Policy that comes down from Cornwall Council, adapted for the MAT by the AHT and finished off by the HT and MM. All people that need to be named are named. People named in red are for Jan and Martha's use when creating visitors policy and others. The clerk needs to change it into black for file copy. Adopted by the Directors. It now needs taking to the next level and measures put into place to ensure all action points are being taken and adhered to.</p> <p>Needs to be added to the next personnel agenda</p> <ul style="list-style-type: none"> Finance - Finance minutes and TOR – The wording of the TOR still needs looking at, as does the membership – The Chair has clarified with Teresa Copping that it was not necessary to have a majority of Directors on each committee as stated in the Articles of Association. This was challenged by a Director and the Board felt that the legality of the advice should be checked and confirmed in writing. The Chair agreed to contact Browne Jacobson and ask for written clarification which can be held on record with the Articles of Association. <p>The minutes were agreed as true and accurate record but not the TOR.</p> <p>Due to the length of the meeting and the volume of reporting required, It was agreed to add an agenda item for next meeting how the minutes might be dealt with differently in future.</p>	<p>Clerk</p> <p>Clerk</p> <p>Chair</p> <p>Clerk</p>

<p>12. Agree Finance Policy & Scheme of Delegation Finance policy including scheme of delegation- final version came to the finance meeting last week</p>	
<p>13. Any other business The SBM and the Chair attended training last week at Francis Clark (The Board's accountants) on the Academies Financial Handbook which was both interesting and helpful.</p> <p>The Chair thanked the Directors for their commitment and contribution to the present status of the Board. Much has been achieved since 1 March In what has been huge and sometimes difficult learning curve. Significant steps have been taken in setting up the MAT whilst at the same time achieving significant progress in our schools. Should anyone have any concerns on any issue or subject please contact the Chair for clarification.</p>	
<p>14. Date of next Meeting: Monday 22nd September, 2014 at Grade Ruan School, 6.30pm</p> <p>Meeting closed at 8.25pm</p> <p>CM, WP and SBM left the meeting prior to confidential minutes</p>	

Signed _____
Chair of Directors

Date _____