

Minutes of a Meeting of the Board of Directors of the Keskowethyans MAT, held at St Keverne School,  
on Wednesday 3<sup>rd</sup> May, 2017 at 6.30p.m.

Minutes

Item	To be actioned by
<p>1. Welcome &amp; Apologies</p> <p>Mrs Jan Halliday (JH)                      Mrs Pam Miller (Chair)</p> <p>Mrs Martha Mita (MM)                      Mrs Wendy Sherlock (AHT)                      Rev Peter Sharpe (PS)</p> <p>Apologies:</p> <p>Mrs Jane Dudley (JD)      Mrs Sarah Lyne (BM)</p>	
<p>2. Declaration of Interests</p> <p>No new declarations were made.</p>	
<p>3. Correspondence</p> <p>Competency Governance Framework – received by the Board</p> <p>The Chair reported to the Board that a letter had been received from Petroc Trelawney, requesting information on the St Martin consultation process and asked the Directors permission to add him to the stakeholder list – The Directors agreed</p> <p>It was reported that an email had been received from a Kes MAT Member enquiring whether a Coverack Pre-School would be a possibility in light of their flourishing toddler group. This was discussed in-depth and the Board decided that JD would follow this up with the Member.</p>	JD
<p>4. Minutes of the meetings held on 14<sup>th</sup> March &amp; 19<sup>th</sup> April, 2017</p> <p>The minutes of the 14.03.17 were annotated in order to make them anonymous and then signed as a true and accurate record.</p> <p>The minutes of the 19.04.17 were agreed as a true and accurate record of the meeting and signed accordingly.</p>	
<p>5. Matters arising</p> <p>1.1 To sign up for the Trade Union Facility Time for the MAT – deferred from 14.03.17 – BM/MM – to be added into the next round of SLA's</p> <p>1.2 Set a date for meeting between HT &amp; SEN Director – deferred from 14.03.17 – took place 27.03.17/report circulated – The Chair thanked the SEN Director</p> <p>1.3 Safeguarding report template – deferred until the Autumn Term 2017</p> <p>1.4 St Keverne Pre-School License – to come under BM's report</p> <p>1.5 St Keverne Library – to be dealt with under BM's report</p> <p>1.6 Chair to inform Saint's Way and Southerly Point of Board's decision - Done</p> <p>1.7 Application to be sent to prospective new Director - Done</p> <p>1.8 Place advert for new Directors in the West Briton - Deferred</p>	<p>BM</p> <p>Safeguarding Director</p> <p>MM</p>

**6. Head teacher's Report**

The AHT presented her HT's report to the Board. Updating them on the situation at each of the MAT schools and informing them that unfortunately, a permanent exclusion had been made at one of them. The Board acknowledged the information and noted that a review meeting should take place on or before the 19<sup>th</sup> May, 2017. This meeting will need to be clerked and minuted. A review panel of Directors should be formed. The parents are invited to attend and allowed to bring one friend or associate with them. The AHT and Chair will meet with the Legal team on Friday. The Chair believes that she will not be able to be part of the review panel. If the parents should appeal the findings of the panel, the subsequent appeal panel would be convened by the local authority with a panel of experienced personnel. The appeal would be held at a suitable venue. The MAT will be required to meet any costs incurred. Possible dates were suggested for the review meeting (15<sup>th</sup> May, 2017 at 2pm or 18<sup>th</sup> May, 2017 at 2pm) and the venue was set as St Martin School. The Directors were asked to confirm their availability with the Chair via email.

All schools are prepared for KS2 SATS, which are due to take place next week. KS1 SATs are due to take place prior to the 31<sup>st</sup> May.

**7. Business Manager's Report**

The BM's report was received by the Board

A director commented that the first visit of the RO on the 9<sup>th</sup> May is the first for this academic year and is not satisfactory. Thought must be given prior to the SLA being renewed.

**Pre-School** – A report of a Director's visit to the Pre-school was discussed – it was noted that they feel they are unable to afford the proposed rent on the current sessions that they operate with the 24 children they have on their books. They suggest a monthly rent of £150.00 plus utility bills. The Director felt that they might be persuaded to come under the wing of the MAT.

A Director reminded the Board that the MAT is not allowed to subsidise another business.

A Director proposed that an exclusive use means an exclusive rent or they come under the MAT umbrella.

It was suggested that a scaled increase could be brought in – doubling the rent to start with to £200.00 a month plus bills, to be gradually increased to a more market related rent in the future. It was noted that separate utility billing may be difficult without separate metering. An agreed percentage of utility bills maybe an option.

It was proposed that the Business Manager should discuss the legal situation with regard to the noncommercial nature of the rent offer with the accountant. Following which if an acceptable rent, as stated above, could be agreed with the Pre-School with a view to moving to a more market related rent in the future the Board would be satisfied. The Board agreed.

**Library**

The Chair felt there is a fundamental problem in having a lease and taking money from the Library Service when it had originally been agreed with the Library authorities that the Library would be moving last August. This had been confirmed on two occasions.

There is currently no rent paid; this is a new proposal that an unattended micro library be given a lease for the use of the room for 2 hours a day, at the end of the school day.

The Directors talked in-depth around the topic and agreed that more detail is needed; who will be responsible for: the cleaning, public liability and buildings insurance and will they have their own internet hub? However, it was acknowledged that it would be a useful source of income and is a valuable asset to a rural community. Deferred until the next finance committee.

<p>8. Policies to be adopted</p> <p><b>Kes MAT Redundancy Policy</b> – The Board were informed that Ellis Whitham advised not to have a Redundancy Policy but should have a procedure and the first item of procedure should be to contact the HR provider and ask for procedural advice. This would ensure that any advice given is current and valid.</p> <p>The Board noted that Ellis Whitham would be happy to review our staff handbook and staff related policies. They offer a model staff handbook.</p> <p>The Board asked the BM about annual Contracts of Employment. This is something that she believes the HR department cover for us. MM to follow this up.</p> <p><b>Kes MAT Whole School Pay Policy</b> - The Chair of the Personnel Committee informed the Board that it had become apparent that a back dated pay award was required for the MAT support staff, amounting to approx. £4,000. The Board acknowledged and approved this. MM will update the Whole School Pay Policy.</p> <p><b>Kes MAT Safeguarding Policy</b> – <i>not discussed at this meeting</i></p>	<p>MM</p> <p>MM</p> <p>MM</p>
<p>9. <b>St Martin-in-Meneage Consultation</b></p> <p>The Chair thanked everyone for their input to the consultation document and informed them that the Legal Department had recommended that a 6 weeks consultation takes place rather than a 4-week one, to allow the meeting to take place, as stated, on the 19<sup>th</sup> June. This would mean that an extra two weeks is offered as opposed to the bare minimum four-week period.</p> <p>The Board approved this recommendation and the necessary amendments would be made to the paper.</p> <p>It was agreed that, to coincide with St Martin Parents being presented with hard copies of the consultation documents at the end of the school day, stakeholders would be emailed concurrently.</p> <p>The Clerk would arrange the necessary changes to the St Martin consultation documents and the timely circulation of the same.</p>	<p>Clerk</p>
<p>10. <b>Update following Strategic Decision made on 19.04.17</b></p> <p>The Chair confirmed that both SR and SC were emailed with the Boards strategic decision. Both were saddened by the news. A response had been received from the Chair of St Pirans as well as Askel Veur.</p> <p>The Chair then contacted DB of Southerly Point, who had welcomed the decision. It was felt that planning meetings should be convened early in September. However, in the meantime Southerly Point are very happy to support Keskowethyans informally in any way they can at Board or senior leadership level. AHT will be invited to attend any meetings taking place and staff will be invited to attend any training sessions being held. The Southerly Point’s Board is meeting tonight. The Board acknowledged that staff are aware that talks are being held and are keen to know of any developments. However, any announcement will have to be postponed until the Southerly Point Board approve our request to joint their organisation.</p>	
<p>11. <b>Update on New Directors</b></p> <p>The Chair informed the Board that to date an application had not been received from the interested party in becoming a new Director and the Diocese lead had come to nothing.</p> <p>A Kes Member has been reminded that if she knows of any interested party to ask them to send their CVs to the Board.</p> <p>The Board agreed that the Chair should approach the PIL who has expressed an interest.</p>	

<p>12. Any other business</p> <p><b>INSET days for 2017/18</b> Two options were presented to the Board by the AHT.</p> <p>a) To take all five INSET days together, the week following the summer half-term, Monday 4<sup>th</sup> to Friday 8<sup>th</sup> June, 2018, giving parents the option of taking a week's holiday in term time.</p> <p>b) Alternatively, to take the same five INSET days as Mullion School making it easier for parents with children in both primary and secondary. The INSET days being 2 at the beginning of the autumn term, 1 at the end of February half-term and 2 and the end of the Summer term.</p> <p>Views from the LT's and secretaries have been sought with mixed responses received back. The AHT felt that the week significantly reduces parents taking holidays in term time. The Board agreed to keep continuity and set the INSET days on the Monday 4<sup>th</sup> to Friday 8<sup>th</sup> June, 2018 creating a two-week Summer half-term as in the previous two academic calendars.</p> <p><b>Resignation of the Clerk</b> The clerk informed the Board that she felt it was time to stand down and concentrate on her finance role within the MAT. She strongly recommended that the Board should employ a professional clerk who would be able to support them fully.</p> <p><b>Website Secure Area</b> The Board discussed the usage of the secure area of the website and who should/should not be granted access. It was agreed that committee members should be granted access to documents pertinent to their meetings. Directors should have access to these documents also. PiLs should only be given access to documents relevant to the committees that they sit on. Keskowethyans MAT statutory docs should be available for public viewing on the main Keskowethyans Website. Directors' phone numbers should not be on websites.</p>	
<p>13. Date of next meeting Monday 26<sup>th</sup> June at St Keverne at 6.30pm</p>	
<p>14. Confidential items See separate set of minutes</p>	

### Action Points

Agenda item	Action	By whom
3	Discuss the possibility of a Coverack Pre-School with a Member	JD
5 1.1	Sign up to the Trade Union Facility Time SLA	BM
5 1.3	Safeguarding report template – deferred until the Autumn Term	Safeguarding Director
5 1.8	Place an advert for new Directors in the West Britton	MM
7	St Keverne Library – to be added to the next Finance agenda	Clerk
8	Kes MAT staff handbook and staff related policies to be sent to Ellis Whitham	MM
	Kes MAT Whole School Pay Policy to be updated	MM
9	St Martin consultation documents to be amended and circulated	Clerk

Signed by the Chair, Mrs Pam Miller

Date \_\_\_\_\_

Minutes	Date
Draft to Chair	24.05.17
Received back	02.06.17
Circulated to committee	02.06.17
Draft to meeting for ratification	04.07.17
Approved and signed by chair	04.07.17
Saved to PDF	05.07.17
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