



# Keskowethyans

*Multi Academy Trust*

Minutes of a Meeting of the Board of Directors  
held at Grade Ruan C of E School  
on Monday 22<sup>nd</sup> September at 6.30 p.m.

Item	Actioned by
<p><b>1. Present</b></p> <p>MB TH JH TL CM PM (Chair) MM WP PR PS CS</p>	
<p><b>2. Apologies</b></p> <p>CH SL (SBM) ML</p>	
<p><b>3. Declaration of Interests</b></p> <p>None</p>	
<p><b>4. Correspondence</b></p> <p>None</p>	
<p><b>5. Minutes of the meeting held on Monday 7<sup>th</sup> July, 2014</b></p> <p>The minutes of the last meeting held on Monday 7<sup>th</sup> July were agreed as a true and accurate record and signed by the Chair accordingly.</p>	
<p><b>7. Matters arising</b></p> <p>a) Matters arising item a - Susie Goodwill is now back at St Keverne on a phased return basis. Everyone really pleased to hear she is back and doing remarkably well under the circumstances.</p> <p>b) Matters arising item c, Website - TH met with Steve Drysdale last week. He is currently working on the Website development.</p> <p>c) Matters arising item e, Badges – New badges are on order for all schools with rebranding to include the Keskowethyans logo. Directors/ visitors badges etc. are being ordered at the same time.</p> <p>d) Matters arising item f, Private funds - MM reported that all private fund accounts are now closed. However, as it is necessary for some grant funding needs a school specific account we may need to resurrect one. PM was under the impression that we couldn't actually have more than one account. MM would look into this with the SBM.</p> <p>e) Matters arising item h - Insurance Company - Solar panels. MM was under the impression that SBM had asked the insurance company the question but has not yet had an answer.</p>	<p>MM</p> <p>SBM</p> <p>SBM</p>

<p>f) 11. Committees Minutes &amp; Terms of Reference, Finance- Finance minutes &amp; TOR - a response has been received from Victoria of Brown Jacobson solicitors and from Teresa Copping via email, confirmation letter from Askel Veur to follow. A discussion ensued about the way forward.</p> <p>The board decided that:-  Part 1 - with regards to the issue where by each committee needs a majority of board members the committees are made up as follows - Personnel - 4 Directors, Finance has 5 &amp; Curriculum has 4.  PS proposed the idea that if a Director opposes a proposal then the decision has to be deferred to a board meeting. This was agreed by the board. Each terms of reference needs to be amended for the committees.  Part 2 - PM proposed that Grade stand alone and Manaccan works with St Martin. JH told the board that Manaccan only has 3 Governors and St Martin are asking for support as a new Governing body so this will not work.  PR proposed that we do as the solicitor’s suggested and have two meetings carrying on simultaneously but minuted separately.  This proposal was agreed by the Directors.</p>	<p>Chairs of committees</p> <p>JH</p>
<p><b>8. Headteacher’s Report</b>  The HT went through the report with the Directors.</p> <p>Pg. 3 pupil numbers 222 - 213 last year increase of 8 positive step forward  OfSTED issue - St Martin reasonably close to expecting an inspection. The HT also asked the Board be aware that following the problems in Birmingham OfSTED have rolled out no notice inspections and there have been 40 this term already. We must be on our guard. MM had heard that Cornwall is being targeted. PR asked the HT how he felt about an impending inspection of St Martin. The HT said he was not worried, everything was in order. Would it be just SM or would it be the whole MAT. The HT reported that he didn't know the answer to that at this stage. St Keverne is still on the radar but has had another set of good results this year. The no notice inspections do have implications as regards to staff members being off site. The Board asked if we are in a position to take it in our stride if it happened tomorrow – The HT replied “yes we are”.</p> <p>Teaching &amp; Learning - remind Directors appraisal and performance management is now linked to pay.</p> <p>Pg. 6 Pupil Premium - breakdown of pupils entitled to pupil premium in each school - 27 pupils across the MAT. Some serious thought needs to be given to how we are going to spend Pupil Premium money which has doubled from £600 to £1300 per pupil. This is one of the things we were challenged on during the last Coverack Ofsted inspection, the fact that the website did not give information on what is being done with it.  TH, WP, MM, PM &amp; CM to look at it and will be added to the next Lead Teachers meeting agenda.</p> <p>Lucy Parrott to take on the SEN role across the MAT.  SEN broadly in line with national figures only 2 children statemented.</p> <p>Sports Premium - paperwork put together by Tom Studd. This is about to go onto the schools website as we have additional funding for sports premium. The HT has asked Tom to look at extending the sports provision that the children have access to - Year 5&amp;6 going to BF adventure to take part in archery, rock climbing etc. Years 3&amp;4 to take part in an enrichment day in the Spring Term and KS1 in the Summer Term.  PR commented that any trip needs to be branded as sport not just as a school trip. The HT felt this was a valid point.  Dance sessions for all the KS2 children will happen in the Autumn term as part of the sports curriculum. This will culminate in a public performance before Easter.</p>	<p>HT</p>

<p>2 children in care one at Coverack attending on a very part time basis and one in Grade Ruan. Both attract pupil premium. £1900 per pupil. Attendance figures have improved - St Keverne still lower but has improved a lot.</p> <p>General issues - Early year's foundation stage garden at Grade Ruan – funded via the Awards for All scheme - grant funded. St Martin Elliott building has had a new pitched roof and solar panels have been installed. Modular buildings coming to St Keverne and Grade Ruan soon.</p> <p>Vision group - would it be useful for us as a partnership to have a small vision group meeting - doesn't have to be regularly - to do some blue sky thinking about where we might be in five years' time? After much discussion it was decided that a date next term would be decided upon where staff and governors could get together with Directors to look at the future.</p> <p>All children in KS2 having 10 sessions of either drumming/brass etc. provided free by the Music Service - no cost to pupils or schools.</p> <p>An odd job man for the partnership is something for the Directors to think about. There is often small maintenance issues on site and it would help if there was someone regularly checking if there were any jobs that needed attention.</p> <p>Press release - significant double page spread sent to the West Briton about the Keskowethyans MAT.</p> <p>Emmerging issues – This document is just a snap shot of things to keep an eye on and what is going on.</p>	
<p><b>9. Schools Business Manager's/Finance report</b></p> <p>MM reported as best she could in light of the SBM having to leave the meeting due to being unwell.</p> <p>The accountants are in for a two week audit. TL asked who had agreed the Audit plan – MM assumed this would have been the SBM. The Auditors will produce a set of statutory accounts. PM and TH given a trustees report to fill out to go along with the audit. MM and TL to look at it. PR and TL reported that this is a template that just requires filling in. CS asked if he would like to work on it, he would be happy to look at it but doesn't want to work on it. TL asked CS if he has been having monthly budget reports which are a statutory requirement. CS replied that he had not over the summer period. PR reported that he felt uncomfortable that there hasn't been any to date and felt that we are now at the point of an audit and we are not discharging our legal obligations at the moment. TL would have expected reports to have been circulated before this meeting. SBM must have written a report so PM will ask for it and circulate it to the board members.</p> <p>Finance committee meeting Tuesday 30th September, St Keverne, 6pm. MM offered to attend.</p> <p>The Directors felt a little unease that we have a group of auditors in and we have no idea how it's going. TL had assumed that he would meet with SL over the summer and as the responsible officer he would have expected a letter informing him of the visit but has had no contact even having asked the SBM twice for a meeting. Directors voiced concern over lack of figures. PS suggested that TL contacts the SBM and offers help with the auditors. PM reminded the directors that we have a duty of care for the SBM and that if she needs help we must make sure she gets it. MB also has concerns with regard to the SBM as far as property compliance also. One of the problems is that staff at St Keverne are used to asking SL about school related problems, thereby causing distraction. PM thinks the SBM office should be relocated off campus.</p>	<p>PM</p>
<p><b>10. Strategy Plan 2014/15</b></p>	

To be added as an agenda item for the next meeting	
<p><b>11. Devise and agree a plan to agree and receive minutes /reports</b>  It was agreed that the LGB minutes should be sent to the Chair of the Board, the Chairs of the committees and be posted on the websites. This will enable Chairs of Committees to identify needs for consideration.</p> <p>The Board should receive the committee minutes and the local governing body minutes at the last meeting of each term.</p>	
<p><b>12. Risk Policy -</b>  This is more in the form of an audit document which needs to be looked at by a working group to identify the risks. The document is a model. TH, MM, PR &amp; TL - Tuesday 14th October at Manaccan at 9am</p> <p><b>H&amp;S Policy</b>  MB asked for directors to take a look at the H&amp;S Policy and email any remarks to him so that he can finalise it prior to the next Premises meeting.</p>	<p>TH, MM, PR &amp; TL</p> <p>Directors</p>
<p><b>13. Any other business</b>  TL – asked which of the directors signed the auditors letter of engagement? No one was aware of having done so. PM thought it might be in a letter signed by her or MM. TL will ask the auditors to see a copy.</p> <p>MM would like to congratulate the staff on the set of results from last year on behalf of the Directors.</p>	
<p><b>14. Date of next Meeting:</b>  Tuesday 2nd December, 6pm at Coverack</p> <p>Dates of committee meetings</p> <p>20th Oct – Curriculum committee meeting, Coverack 6.30pm  22nd Oct – Personnel committee meeting, Manaccan 6pm  17th November - Premises committee meeting, Grade Ruan 6pm - The clerk to notify premises committee of change of date.  Pay review committee - Tuesday 21st October at Bay Hotel, 4pm tbc</p> <p>Meeting closed at 8.45pm</p>	<p>Clerk</p>
<p><b>15. Confidential items</b>  None.</p>	

Signed \_\_\_\_\_  
Chair of Directors

Date \_\_\_\_\_