

Minutes of a Meeting of the Board of Directors of the Keskowethyans MAT, to be held at St Keverne School,
 on Tuesday 22nd November, 2016 at 6.30 p.m.

Minutes

Item	To be actioned by
<p>1. Welcome & Apologies</p> <p>Mr Scott Armstrong (SA) Mrs Jane Dudley (JD) Mrs Jan Halliday(JH) Mr Tom Harman (TH)</p> <p>Mrs Zoe Holmes (ZH) Mrs Sarah Lyne (SBM) Mrs Pam Miller (PM) – Chair Mrs Martha Mita (MM)</p> <p>Ms Wendy Prescott (WP) Rev Peter Sharpe</p> <p>Apologies:</p> <p>Mr Chris Sealey (CS) Mrs Claire Till (CT)</p>	
<p>2. Declaration of Interests</p> <p>No new declarations were made.</p>	
<p>3. Presentation of Accounts by Francis Clarke</p> <p>Darren Perry (DP) of Francis Clarke presented the Annual Report and Financial Statements for the Year Ended 31st August 2016, to the Board.</p> <p>PM opened the floor for questions:-</p> <p>PS stated that he felt that the report was not that helpful in working out where we are financially.</p> <p>DP responded that the key points are the amount held in reserve and the need to keep a close eye that the MAT is working in line with the budget for the next financial year.</p> <p>The Audit completion report for the year ended 31st August, 2016 was handed out for reference and DP talked the Board through it highlighting that the audit hadn't found that any money had been spent inappropriately but the audit had raised a few general points about procedures that it would be useful to look into. Some points had been highlighted in the previous year's report and haven't been addressed. It would be good practice if these were addressed by the time next year's audit takes place. Comment on what's happened since and what more can be done page?</p> <p>In terms of finalising accounts, we need to look at the latest set of management accounts and the budget savings to be achieved and then we will be in a position to send out the final version.</p> <p>PM asked if there were any more questions for DP.</p> <p>With no further questions PM thanked DP for his very comprehensive presentation and both DP and ZH left the meeting.</p>	
<p>4. Adoption of Annual Accounts</p> <p>The Board agreed to adopt the set of accounts presented, with the caveat that the end document has no major changes and any changes that have been made are highlighted to the Directors.</p>	
<p>5. Correspondence</p> <p>A) PM informed the Board that she had received a letter of resignation as Director from Mr Chris Sealey who will be leaving his present employment to work abroad. PM has written to CS, thanking him for all he has done for the MAT and wishing him well for this future, on behalf of the Board. The resignation means that the Finance Committee is no longer Quorate or has a Chair. PS offered to move from Personnel Committee to the Finance committee. This offer was appreciated and accepted by the Board.</p> <p>B) PM informed the Board of a letter from Lord Nash, the Parliamentary Under Secretary of State. This was a general letter to chairs of Trusts highlighting several similar points to those received earlier and highlighted in the document created by PS. PM recommended that the letter be looked at in more detail in the new year.</p> <p>C) A Letter from the unions was tabled and passed onto MM for the Personnel Committee to look at.</p> <p>D) PM read out a letter from the Regional Schools Commissioner for the South West, congratulating Coverack on their SATs results – PM has sent Coverack a card of congratulations on the Boards behalf.</p>	<p>Matters Arising</p> <p>Personnel Committee</p>
<p>6. Minutes of the meeting held on, 18th October, 2016</p> <p>The minutes of the meeting held on the, 18th October, 2016 were agreed as true and correct and signed accordingly.</p>	
<p>7. Matters arising</p> <p>8 Agree the format for a termly Safeguarding report covered under Safeguarding WP/PS – to be</p> <p>10 Add the Admissions Policy to the agenda for the January Board meeting Clerk - Done</p>	

<p>11</p> <p>12</p> <p>6.6</p> <p>11</p>	<p>Add the Intimate Care Policy to the agenda for the next Personnel Meeting Carry out the Admissions Policy consultation Set a date for a meeting of the Pay Panel on 14th November, 2016. Set a date for the SIP visit and the HT's performance management Set a date for a meeting with the SEN Director Create a statement with reference to Social Media for the newsletter Write a letter to the staff congratulating them on a good start to the academic year</p> <p>Look into whether a Director can also be a PiL in the Articles of Association BM reported that on checking the Articles of Association she found no mention of whether this was possible or not. The only thing stated was that 'Directors are to ensure Governors/PiLs are doing what they are supposed to be doing.' After a discussion the Board agreed that a Director cannot also be a PiL but can attend the PiL meetings if desired. It was also agreed that a Director is unable to carryout PiL monitoring visits. Pill's to meet with Directors – add to the next agenda for the Board</p> <p>Safeguarding addendum Belling Trust Funding Bid – Under consideration Ofsted Inspector Visit - To be arranged.</p>	<p>Clerk - Done Clerk - Done MM – Have met PM – Done JH/TH - deferred MM - Done PM – Deferred BM Clerk - Deferred WP – Done</p>	<p>JH/TH PM Matters Arising Matters Arising x 2</p>
<p>8. Training</p>	<p>Update on Role of Members PM has recently attended a training session on the role of a Member and will circulate a report document to the Board on the main points raised, when it has been ratified by the Legal Department. PM highlighted the fact that a minimum requirement is three Members and a letter of resignation would not be able to be accepted prior to a new Member being found. This has resulted in Academies/MAT's having a fourth Member as insurance.</p>		<p>PM</p>
<p>9. Safeguarding</p>	<p>PS, as Safeguarding Director, informed the Board that he had met with WP to review Safeguarding within the MAT. The meeting was comprehensive and left PS reassured by the procedures in place, which were explained to the Board in detail. A template for a Safeguarding Report for the Board is being looked at. A discussion then ensued that encompassed the safeguarding role of the Board and Kes staff members. WP informed the Directors that the Safeguarding Policy is being updated due to new guidance and will be ready for the January meeting.</p>		<p>PS WP</p>
<p>10. Business Manager's Report</p>	<p>H&S reports have arrived following recent visits by Ellis Whitham. The BM met with two of the secretaries recently to discuss the sharing of workloads. This resulted in a firm agreement of working together in order to take on some of the BM's workload.</p>		
<p>11. Policies to be adopted</p>	<p>Kes MAT Finance Policy - Deferred Kes MAT Lettings Policy - Deferred</p>		
<p>12. Twinkling Stars</p>	<p>TH – outlined the background of the St Martin Twinkling Stars Pre-School group to the Board and reminded the Directors of the decision to give our support for a term, the Autumn Term 2016, to help them re-open. The term is nearing the end and the Board needs to decide to adhere to the original offer or extend the support for a further length of time. A lengthy discussion ensued. TH reminded the Board of the current situation with St Keverne Pre-School and the license negotiations, the tight budget and constraints placed on staff whilst not forgetting that if the St Martin Pre-School closes the significant impact this could potentially have on pupil numbers at the already vulnerable school. The Pre-School has recently undergone an Ofsted inspection and gained a 'Good' status and have applied for a grant and may get approx. £3,000 which will help them for a bit longer. Q – JH – How many pupils do they have on role? A – TH – 2 currently. Q – JD – Have any more parents expressed an interest in their children attending? A – WP – A lengthy and widespread leaflet/social media advertising campaign has taken place and there are two very young children that are keen, however, they are both a long way off pre-school age. PS proposed that the Board keeps to the original terms of the offer of support. A vote took place and the Board approved the proposal.</p>		
<p>13. St Keverne Pre-School/Library</p>	<p>Rent valuation for the lease is currently being organised.</p>		

<p>14. Report on talks with Saints Way MAT</p> <p>PM introduced the agenda item by informing the Board that two meetings have currently taken place with the Saints way MAT. Those present have been; Mr Stuart Renshaw, Principal, Canon Dr John Cadman, Chair of Directors, TH & PM.</p> <p>PM handed over to TH to update the Directors on the talks so far. TH felt that the talks had been very positive, exploratory meetings. With a willingness from each side to create a model that will work in the future should other MAT's join the created structure.</p> <p>The suggested governance structure will be very similar to the present Keskowethyans MAT governance structure. A Board of Directors and then a body of Governors/PiL's at a local level of each hub. At the moment there would be 4 separate hubs, one in the West, Bodmin, Bude and one in the East of Cornwall. This structure has been outlined to both the Diocese and the offices of the Regional Schools Commissioner and has been approved in principle. In terms of the West Hub it would likely incorporate our five schools and St Michael's school in Helston. There is a real appreciation and understanding that in terms of staffing there would have to be a transitional stage working towards an end model due to the number of more senior staff at present. This will be the focus of the next meeting with the aim to create a five year plan. The indication is that there is funding available for conversion and if the decision is to move forward the aim will be to complete the process by September 2017. We have been advised that the Regional Schools Commissioner has given the okay for us to continue in our talks but are not agreeing with any schools remaining in isolation. We are aware that this means we have to do something and feel it is the right thing to do to negotiate our own future rather than having something forced upon us.</p> <p>Q - WP – Have you any idea on the numbers of schools in each hub? A - TH – The Bodmin hub have 6 schools, the West hub will also have 6 but unsure of the Bude and East hub sizes. Q – Are they all Church schools? A – No, not all of them.</p> <p>PM asked the Board to approve continued talks with The Saints Way MAT with the aim of a firm proposal and decision in January, 2017. All in agreement.</p>	
<p>15. Any other business None</p>	
<p>16. Date of next meeting Tuesday 10th January, 2017 at St Keverne School at 6.30pm Meeting closed at 8.40pm.</p>	
<p>17. Confidential items None The confidential minutes of the previous meeting held on 18th October, 2017 were approved as a true and accurate record and signed accordingly.</p>	

Action Points

Agenda item	Action	By whom
5	Letter from the Unions to be addressed by the Personnel Committee – Clerk added it as an agenda item for the next Personnel meeting.	Personnel Committee
7.11	Set a date for a meeting between the Head & SEN Director	JH/TH
	Write a letter to the staff	PM
8	Circulate a report following the Members training	PM
9	Create a Safeguarding report template	PS
	Review the Safeguarding Policy prior to the January meeting	WP
	Points to be added to Matters Arising	
	Annual Report	
	Letter from Lord Nash	
	PiL's to meet with Directors	
	Belling Trust Fund Bid	
	Ofsted Inspector visit	
	Rent Valuation for St Keverne Pre-School	

Signed by the Chair, Mrs Pam Miller

Date _____

Minutes	Date
Draft to Chair	25.11.16
Received back	30.11.16
Circulated to committee	30.11.16
Draft to meeting for ratification	10.01.17
Approved and signed by chair	10.01.17
Saved to PDF	
Sent to Website (part 1 only)	
Filed in Company Minute Book	