



# Keskowethyans

Multi Academy Trust

**Minutes of the meeting of the Board of Directors of the Keskowethyans Multi Academy Trust – Monday 10 March at St Keverne School, 6.30 pm**

<p><b>1. Present:</b>  P Miller (Chair)  T Harman (Exec Head)  C Martin  M Mita  M Bayliss  J Halliday  W Prescott (Assistant HT)  C Sealey  C Hosken  M Lever  P Sharpe  S Lyne (interim SBM)</p>	
<p><b>2. Apologies:</b>  Peter Sharpe had advised that he would arrive late due to a prior meeting.</p>	
<p><b>3. Declaration of interests:</b>  Forms were distributed for directors to complete and return to SBM.</p>	
<p><b>4. Correspondence:</b>  The Chair welcomed all to the first Board meeting of the Keskowethyans MAT and Mr Harman back. She reminded all of the importance of confidentiality and that under confidential items at the end of the agenda, members of staff will be asked to leave as per protocol. Having completed a training day, the Chair informed the Board that any decisions made by any member is the responsibility of the whole Board so all should be aware that individual decisions should not be made.  A pack of correspondence was handed to each director containing letters from Michael Gove and the DfE outlining the freedoms and opportunities for academies. It was suggested that each school should hold a hard copy and that a photocopy of the letter be placed on the noticeboard.</p> <p>A letter from Browne Jacobsen had been received congratulating the MAT on the conversions and detailing the 6 month free access to their 'Education Quickcall' service. PM to forward to SL.</p> <p>Congratulations had also been received from Companies House with the reminder that two key documents will need to be filed by the MAT in due course:</p> <ol style="list-style-type: none"> <li>1. Annual accounts</li> <li>2. Annual return to Companies House.</li> </ol>	<p>PM</p>
<p><b>5. Appoint director:</b>  An application had been received from Peter Relton; MM read a resume to the Directors. PM queried whether the previously co-opted director would still be</p>	

<p>required. After discussion it was felt that this gentleman could provide the role of internal auditor. It was agreed to accept the application of Mr Relton. All in favour. PM to contact PR.</p> <p><b>Appoint Vice Chair:</b> It was agreed to formally appoint Martha Mita as vice chair. All agreed.</p> <p><b>Appoint Company Secretary:</b> It was agreed as a Board that the SBM should take on the role of Company Secretary, however the job description needs to fine-tuned.</p> <p><b>Appoint Clerk to the Board:</b> WP had emailed all the secretaries with details of the role. Amanda Walsh-Newton had shown an interest but had concerns about inexperience with re regulations. If appointed she would have to step down from her position on the LGB. There were financial implications in appointing someone from outside the MAT as time could be found for an existing member of the admin staff to undertake the role. Any training could be provided by Askel Veur. PS stressed that the job was important and that it needed to be covered properly. All agreed to offer the job to Amanda and for training to be offered. Remuneration to be decided in the next Finance committee meeting.</p> <p><b>Appoint Accounting Officer:</b> PM had received details about this late that afternoon and will forward to other directors. The role of Accounting Officer has to be the Executive Head and therefore all agreed to appoint T Harman in this position.</p>	<p>PM</p> <p>PM</p> <p>PM</p>
<p><b>6. Minutes of the meeting held on Monday 24 February 2014:</b> The minutes were agreed with the amendment of point 2 e) - changed from ' 4 community governors' to 'at least 3 community governors'.</p>	
<p><b>7. Matters arising:</b> WP confirmed that the licence re the lease for the playing field at Manaccan had been signed. The bank account had been opened. The £20000 conversion money in each school had been moved into their private funds. In future these private funds will merge into the MAT bank account. PM reported that the training for members had been very useful and had enabled her to meet members from other Trusts. The financial SLA is tied in until September but it was suggested that the SBM keep a track of visits and to send an email to see if any kind of refund might be forthcoming. Keskowethyans website – the logo needs updating from Primary Schools Partnership to Multi Academy Trust. TH to ask Steve Drysdale to do this. Discussion ensued about whether the main Keskowethyans site should be at the forefront or accessed via each school. It was felt that we should be aware of parental sensibilities and their continuing need for school individuality. It was felt that the most important thing was for the content to be right and then look to updating the design. TH to liaise with Steve Drysdale to update the content. MM agreed to form a working party with Susie to look at what is contained at present and to then approach Steve.</p>	<p>SL</p> <p>TH</p> <p>MM</p>
<p><b>8. Reports from Local Governing Bodies:</b> MM reported that all governors from Coverack and St Keverne wanted to be involved at committee level. They were keen to talk about their local needs now that the academy business had been finalised. Their perception was that monitoring, assessment, staffing issues would be their focus as LGB business. She offered to draw up an agenda for future LGB meetings and circulate to other directors. MM had a query about over representation of staff on the LGB. TH suggested that the lead teacher could be ex officio in this case. JH reported that similarly the governors at Manaccan and Grade Ruan were keen</p>	

<p>to remain part of the decision making process and wanted to be part of committees. There was some concern as to how much of a voice they would have in future but agreed that local monitoring would be important.</p> <p>ML explained that there had been an interim meeting at St Martin; that he had names to put forward for committees and had the potential of two new governors. A query was put forward re the voting rights of the ex officio Exec Head and AHT. It was agreed that they would have the right to a vote on the LGB.</p> <p>It was noted that governors would be put forward by LGBs for approval by the Board but that in practice the Board was unlikely to reject LGBs proposals. It was also noted that although the composition of the LGBs was to be decided by the Board, it is a work in progress.</p> <p>A full list of all governors on each LGB to be put forward to the next meeting of the Board.</p>	<p>MM; ML; JH</p>
<p><b>9. Constitution of committees, Members, Chairs and terms of reference:</b></p> <p>MM suggested that there should be two representatives from each LGB and two directors on each committee. This would be supplemented by the ex officio roles of the Exec Head and the Chair of the Board. This was agreed. It was also agreed to offer that anyone not on a particular committee could attend a meeting. It was to be stressed that committee membership was a strategic role across the MAT and should be looking to enhance the partnership.</p> <p>Chairs of committees would be elected by the committees and do not need to be a director. PM suggested that chairs should have experience re to the committee. Directors appointed to each committee as follows:</p> <p>Personnel – Martha Mita; Peter Sharpe  Finance – Chris Sealey; Peter Relton  Curriculum – Jan Halliday; Claude Martin  Premises – Mark Bayliss; Matt Lever</p> <p>It was agreed that for the time being we should adopt the terms of reference for each committee that is in place already.</p> <p>It was suggested that Board meetings should take place at the beginning and end of each term with LGB and committee meetings in between in order to feed into these. It was agreed that LGB and committee meetings should take place once a term, with the LGB meetings taking place prior to the committee meetings.</p>	
<p><b>10. Requirement for other committees/roles:</b></p> <p>PM had received an email from Teresa Copping late that afternoon outlining other roles needed including internal audit and training officer. It was agreed to look at these at a later date.</p> <p>With re to committees it was suggested that we will need appeals, admissions, grievance etc. as in the past. These are usually committees which would only meet on an ad hoc basis but do need to have names allocated. PM had been in contact with the chair of another academy for advice and is awaiting a reply.</p>	
<p><b>11. Report from Interim Schools Business Manager:</b></p> <p>The finance system had been installed and two initial training days included. All five members of the admin staff had attended the morning session and Amanda and Sharon had attended the whole day as back up training in case anything happened to the SBM. It was reported that all had enjoyed the training which had covered areas such as Purchase ledger/ Purchase order; Nominal ledger; VAT/Budget. The next area will focus on the web based aspect of the system.</p> <p>The system is live in all the schools. SL suggested a briefing for all staff/budget holders on the details of how orders and requisitions take place. SL has written to all suppliers to request BACS details.</p> <p>New scanners are required for each school as the existing printers do not work with the system. SL sourcing these.</p> <p>11 April – EFA report. SL will work on the Budget information over the Easter holidays</p>	<p>SL</p>

<p>The Lloyds MAT bank account is open with an opening balance of £165 795. There is an additional £75k primary school grant expected. A cheque book and paying in book had arrived although SL would prefer pre-printed cheques.</p> <p>Payroll – should get the information this week. A black and white copy of the MAT logo to go on the payroll cheques.</p> <p>Insurances – less than 24 hours to sort this out. Had to make decision with MM. RSA curriculum combined insurance, all cover and legal and travel. £14k – 1 year policy gives time to reconsider during the year.</p> <p>Staff absence insurance policy - £20k allowed in MAT budget. 3 quotes – School safe - £36300; Supply plan £52980; SAS £39000. SAS has more benefits for staff, includes medical cover. SL to try and reduce as pre-existing conditions are making premiums high.</p> <p>All schools had received their rate demands along with the charitable rate relief. Cleaning – quote received from Cormac for Coverack/St Keverne contract. Presently Coverack paying weekly. Some concern expressed at using a county provider even if it could be used for all five schools. Recommended getting another quote to compare in any case and to look at costs overall to see what is being spent across the five schools.</p> <p>Health safety and well-being – accessing risk assessments on School messenger. We are covered until the end of April which for £1600 could be extended until the end of the year.</p> <p>SL contacted EEC – a licence would cost £168 for each school. If one person was responsible for risk assessments only one licence would be needed. However, it was felt better to have access in each school and if we bought 5 licences it would still be half the county price. Agreed to buy 5 licences for a year.</p> <p>SL reported that she had been in touch with Peter Murphy from Ellis Witton re employment law, who would help ensure we are compliant. PM pointed out that Browne Jacobsen can do this and reminded the Board of the 6 month free help service.</p> <p>Sharon Lamerton had sent a note relating to £93 worth of income that had been written off by the LFS technician. This is for after school care where families have left the school and invoices would be difficult to chase. She had requested that directors sign a form authorising this signing off. PM duly signed.</p> <p>PM thanked SL for all her hard work.</p>	<p>SL</p> <p>SL</p> <p>SL</p>
<p><b>12. Headteacher: Sports premium funding; Immediate priorities:</b></p> <p>So far the SP money has been used to employ Tom Studd and purchase some balls. TH asked for directors to give some thought about how to use the Sports Premium particularly with re swimming and to try and achieve some kind of consistency. Swimming involves different costs for each of the schools:</p> <p>3 use Sea Acres @ £130 pw inc £100 pool hire/instructor; 1 uses Helston Pool @ £220 per session inc £100 pool hire/instructor and £120 transport and 1 has its own pool with approx. costs of £2000+ per year. St Keverne does not have an instructor.</p> <p>TH outlined two choices:-</p> <ol style="list-style-type: none"> <li>1. Support the whole cost – pool hire/instruction/transport with no charge to parents</li> <li>2. Support pool hire and instruction but not transport</li> </ol> <p>It was noted that there are differing outcomes for children depending on the venue and that we should consider our responsibilities under the curriculum and concentrate on the quality of education and improving the outcome for all swimmers. There may be different requirements in each school which would make a per head allocation difficult to implement. TH emphasised that the costs need to be considered before the summer term when most would start swimming. It was also noted that the SP money should be used widely across sports and that it could be very easy to use it all on swimming. PM to ask the finance committee</p>	

to consider this in depth.	
<p><b>13. Model list of policies:</b> The statutory Policies for Schools updated Feb2014. MM and JH agreed to look at to ascertain which policies we already have in place. CS to look at Finance policy.</p>	MM; JH CS
<p><b>14. AOB – Draft letter to County:</b> It was agreed to send the letter drafted by Browne Jacobsen to Cornwall Council and to the others listed. Teresa thinks in light of the fact that Cornwall Council have admitted liability with re the payroll, they may waive the £500 costs incurred through lateness. It was noted that directors will have to consider the following areas imminently: School improvement Performance management Scheme of delegation and how it relates to the LGB – CH and MM agreed to look at this to make sure role of LGB is clear. Delegated authority for Exec Head – responsible for all day to day operational management of the schools. Training for directors.</p> <p><b>Date of next meeting: Monday 31 March, 6.30 at St Keverne School</b></p>	CH; MM  PM