

Minutes of a Meeting of the Board of Directors of the Keskowethyans MAT, to be held at St Keverne School,
on Tuesday 10th January, 2017 at 6.30 p.m.

Minutes

Item	To be actioned by
<p>1. Welcome & Apologies</p> <p>Mrs Jane Dudley (JD) Mrs Jan Halliday(JH) Mr Tom Harman (TH) Mrs Sarah Lyne (SBM)</p> <p>Mrs Pam Miller (PM) – Chair Mrs Martha Mita (MM) Mrs Wendy Sherlock (WS) Rev Peter Sharpe</p> <p>Apologies:</p> <p>Mr Scott Armstrong (SA)</p>	
<p>2. Declaration of Interests</p> <p>None</p>	
<p>3. Correspondence</p> <p>PM informed the Board that it was with regret that she had to inform them that the Headteacher, Tom Harman, had tendered his resignation with effect from the end of this term. His letter of Resignation was then read aloud.</p> <p>PM expressed her gratitude for all TH had done for the MAT and her sadness at the news, but wished him all the best in his new position.</p> <p>A discussion then took place around timings to inform both the Members, staff and parents.</p> <p>It was decided that TH will inform all staff members via an email to ensure that they were all notified at the same time and that the Directors will inform the Members and parents via a letter to be sent out on Friday 13th January, 2017.</p> <p>This was proposed by MM, seconded by JH and agreed unanimously.</p> <p>Moving on PM expressed her delight at having received a first issue copy of the new School magazine from Manaccan Magazine Club.</p> <p>MM suggested that in future copies should be handed out rather than posted.</p>	<p>TH PM</p>
<p>4. Minutes of the meeting held on, 22nd November, 2016</p> <p>The minutes of the meeting held on the, 22nd November, 2016 were agreed as true and correct and signed accordingly.</p>	
<p>5. Matters arising</p> <p>Agenda</p> <p>Item</p> <p>5 Letters from the union – MM has looked into this and recommended that the Board signs up to this for a predicted cost of approx. £200.00. The Board approved the recommendation and the BM will action this.</p> <p>7.11 Set a date for a meeting between the HT and the SEN Director – in hand Write a letter to the staff – PM has done this in the form of a Christmas Card</p> <p>8 Circulate a report following the Members training – PM explained that she had not received the report as yet. It is still with the legal department but will circulate it on receipt.</p> <p>9 Safeguarding report template – deferred until next meeting. Review the safeguarding policy – done – see agenda item 8</p> <p>PiLs to meet with Directors – agenda item put on hold for the present. Belling Trust fund bid – successful, further information in the BM report Ofsted Inspector Visit – no longer needed following todays Ofsted inspection at Grade Ruan. Rent Valuation – in hand with the BM</p>	<p>BM JH/TH</p> <p>PM</p> <p>PS</p> <p>BM</p>

<p>6. Safeguarding</p> <p>WS reported on the Safeguarding side of the Ofsted Inspection carried out at Grade Ruan School the day before.</p> <p>a) SCR - was found to be in order and this will be the same across the MAT as it is one MAT wide document.</p> <p>b) Cause for Concern - the Inspector asked to review the most recent case and was happy with his findings.</p> <p>c) Working with other external agencies - the Inspector asked to see evidence of this and was happy with his findings.</p> <p>d) Safer Recruitment - the Inspector asked who had done the training and wanted to check the files of the two most recent members of staff to see if there had been any breaks in employment and if so, had we asked the appropriate questions. This is something to be taken on board especially when recruiting people known to us. It would be good practice to highlight where there is a gap in employment on application forms and have an appropriate question on the interview question template.</p> <p>It is the intention of PM to do a spot check on the SCR, choose two or three people, review their files and write a monitoring report which will come to the Board.</p>	<p>PM</p>
<p>7. Business Manager's Report</p> <p>The floor was opened for any questions for the BM, the Directors having been in possession of the report electronically prior to the meeting.</p> <p>Q - PS – Parentpay, does this not prove too much of a deal in respect of the lunches? A - BM – no, not with the way we get billed from Chartwells.</p> <p>Q - PM – we were granted £10,000 from Awards from All. Have we received it yet? A - BM – yes we have and the work has been done.</p> <p>Q - PM – Are the new admin arrangements working well? A - BM – Yes they are. They have made a huge difference to me but we will continue to review it to make sure that no one person has too heavy a work load.</p> <p>PM thanked the BM for her report.</p>	
<p>8. Policies to be adopted</p> <p>Kes MAT Behaviour Policy <i>PM noted that under Objectives – Pg.'s 7 & 8 - it still mentions governors – and on the front cover & the notes on the last paragraph should they all come out– yes and WS will amend Add a note to the Policy schedule that exclusions are included in the Behaviour policy Approved with amendments - WS to send new version to the Clerk</i></p> <p>Kes MAT Computing Policy – to be reviewed annually <i>PM comments - under circulation it still says Chairs of Governors, under use of internet – service provider – walled garden? WS will check with NCI and update accordingly. Approved with amendments - WS to send new version to the Clerk</i></p> <p>Kes MAT Finance Policy <i>PS noted that the contents page does not match the contents included. BM - will review. Approved with amendments – BM to send new version to the Clerk</i></p> <p>Kes MAT Lettings Policy – to be reviewed Annually <i>PM – still didn't defined what a session is i.e. Morning, afternoon and evening BM - will review. Approved with amendments – BM to send new version to the Clerk</i></p> <p>Kes MAT Safeguarding Policy – to be reviewed Annually and for the website <i>HT commented that it has taken a lot of doing Approved</i></p> <p>Jan Halliday has agreed to take on the role of Children in Care Director as well as the SEN Director Role.</p>	<p>WS</p> <p>WS</p> <p>BM</p> <p>BM</p>

<p>9. Matters arising from the Audit Completion Report for the Year Ended 31st August 2016</p> <p>PM asked the BM to highlight which points also appeared in the previous year's report and had yet to be addressed.</p> <p>BM responded that these were mainly procedural items.</p> <p>a) Bank reconciliation – these are done every month but did not used to include a printed report. It was an issue as we were unable to print them retrospectively. We can now but they are printed every month as a matter of course.</p> <p>b) RO visit – the report suggests that the Finance Committee looks at the RO's report at every meeting similar to what happens with the Risk Register to show that the committee is monitoring what is going on.</p> <p>Q - PM –can you send them out with the Finance Committee documents. A - BM - yes</p> <p>c) Closure of private funds – a deadline of 31st March has been set for this by TH.</p> <p>d) Approval of expenditure – requisition forms not being completed – TH will reiterate this at the LT's meeting</p> <p>e) Duplicate payments Q - PM - how can this be avoided? A - BM – I did find this occur when the same invoice number had been entered twice. The second time suffixed with an 'a'. A little bit of training is needed.</p> <p>f) Finance Committee needs to look at the reserves policy again as we should have a figure that we aspire too.</p> <p>All of the other points raised have been discussed and a response given to the auditors by TH and BM.</p> <p>Q - PM - will this come to the finance committee? A - BM – yes</p>	
<p>10. Letter from Lord Nash</p> <p>The directors have read the letter from Lord Nash, discussed and reviewed the headlines and agreed that all was being carried out as appropriate for our organisation.</p>	
<p>11. Update on talks with Saints Way MAT</p> <p>Nothing to report at the moment as the most recent meeting with The Saints Way MAT was postponed due to intervention by the RSC. The meeting has been rescheduled for the 19th January, 2017.</p> <p>In the meantime the Board is shrinking and there is an increased urgency with the resignation of TH.</p> <p>PM asked the Board what response they would like given to someone who had come forward and expressed an interest in becoming a Director. The Board agreed that more people will be needed in the future whatever happens and if they are interested then we should encourage them.</p> <p>It was decided that a plan was needed for the immediate future and that PM will share our position with SR from The Saints Way MAT.</p>	
<p>12. Any other business</p> <p>None</p>	
<p>13. Date of next meeting</p> <p>Tuesday 14th March, 2017 at St Keverne School at 6.30pm Meeting closed at pm.</p>	
<p>17. Confidential items</p>	

Agenda item	Action	By whom
5.5	To sign up for the Trade Union Facility Time for the MAT	BM/MM
5.7.11	Set a date for a meeting between HT & SEN Director	TH/JH
5.8	Circulate report of Members training on receipt	PM
5.9	Safeguarding report template	PS
5	Rent Valuation	BM
6	SCR spot check	PM
8	Behaviour Policy – amend and circulate	WS
	Computing Policy – amend and circulate	WS
	Finance Policy – amend and circulate	BM
	Lettings Policy – amend and circulate	BM

Action Points

_____ Date _____
 Signed by the Chair, Mrs Pam Miller

Minutes	Date
Draft to Chair	17.01.17
Received back	23.01.17
Circulated to committee	23.01.17
Draft to meeting for ratification	14.03.17
Approved and signed by chair	14.03.17
Saved to PDF	24.04.17
Sent to Website (part 1 only)	24.04.17
Filed in Company Minute Book	14.03.17