

Minutes of a Meeting of the Board of Directors
held at Coverack School
on Tuesday 2nd December at 6.00 p.m.

Item	To be actioned by
<p>1. Present</p> <p>MB – arrived during the meeting</p> <p>TH (HT)</p> <p>JH</p> <p>CH</p> <p>SL (SBM)</p> <p>TL (RO)</p> <p>CM</p> <p>PM (CHAIR)</p> <p>WP</p> <p>PR</p> <p>PS</p> <p>CS</p> <p>Scott Bentley of Francis Clark</p>	
<p>2. Apologies</p> <p>ML</p> <p>MM</p> <p>Apologies accepted by the Board</p>	
<p>3. Declaration of Interests</p> <p>New forms handed out and signed by all present.</p> <p>Forms need completing by MB, ML & MM</p>	
<p>4. Correspondence</p> <p>The Chair told the Board that a letter has been received from Askel Veor confirming the fact that it is permitted to have a joint Governing Body for a Church school and a non-Church school and re-iterating the ration of Directors on committee issue.</p>	
<p>5. The minutes of the last Board of Directors meeting, held on Monday 22nd September were agreed as a true and accurate record and signed by the Chair.</p>	
<p>6. Matters arising</p> <ul style="list-style-type: none"> • Website – The HT told the Board that a secure area has been created on the website, accessed via a password system. This should go live tomorrow. • badges – The HT reported that these are due any day • Bank Accounts – The SBM told the Board that she is struggling to close her Private Fund accounts. It was suggested that they could remain open and just transfer the funds across. 	
<p>7. Presentation of Accounts</p> <p>The accounts were presented to the Board by Scott Bentley, a Partner of Francis Clark who deals with the Keskowethyans MAT account. He informed the Board that both documents will be presented to the EFA. This means that the responses made to Francis Clark’s findings are very relevant.</p> <p>With reference to the format of the accounts; Keskowethyans MAT is a Company, limited by Guarantee, a registered charity and an exempt charity not regulated by the Charity Commission. The format of the accounts is regulated and is the same for all Academies. The EFA dictates this format and a set of accounts is always between 43 - 58 pages long regardless of school size. It was explained that the format breaks down into two sections, the words and the figures.</p>	

<p>He then went through the report and the set of accounts, explaining almost on a line by line basis the meaning and implications of the entries and statements. His comments, which were very helpful and explicit, are set out in an appendix to these minutes and will be presented to the Finance Committee as a working document.</p> <p>It was agreed that the SBM would meet with the auditor to confirm the wording of the report with regard to Bank Reconciliations.</p> <p>Having reached the end of his presentation, he explained to the Board that the process now will be to firstly to get the SBM's response to the report - amend them as needed and as they need to be submitted before the end of December, delegate the Finance Committee the power to accept them prior to submission. The accounts need to be on the website by 31st January, 2015 along with the Value for Money Statement.</p> <p>Question from the chair: Having completed our first 6 months of accounts, is there anything you would like to say to the Board with regard to them? – SB told the Board that the SBM has done a pretty good job some academies have had to have a huge amount of hand holding within this time frame.</p> <p>The board thanked Scott for his time. Everyone had found it very interesting and enlightening.</p> <p>A vote of thanks was given to the SBM by the Board for all of her hard work.</p> <p>The Board agreed to delegate the signing off of the accounts to the Finance Committee.</p>	<p>SBM/SB</p> <p>Finance Comm</p>
<p>8. Headteacher's Report</p> <p>Attendance just above national. Pupil numbers not changed. Performance Management for all teaching staff, TA's admin has been carried out. Every member of staff has had a job description updated. The pay review panel has met. Pupil Premium, there is now a clear strategy and we are driving it forward with a lead person in each school in charge of the Pupil Premium money. The Board asked if they welcomed this opportunity – The HT replied that yes they did. PE specialist - going really well - only slight sticking point is that Mullion school has been quite difficult with us joining the sports scheme. We have met several times with Mullion and asked why it costs nearly £5,000, without being given any clarification. The problem we've got is parental perception which is being fueled by the PE department at Mullion. Modular buildings have gone from Ruan and St Keverne. The approved contractor is waiting for the ground works team to move on site. The units are being manufactured in Austria and when they arrive they should be operational within 10 days. This needs to be done as quickly as possible to relieve the difficulty in the two schools affected. Universal free school meals - working seamlessly. Admin – an aggressive press campaign is in place to get the partnership schools into the press as often as possible.</p>	
<p>9. Schools Business Manager's/Finance report</p> <p>The SBM thanked PR and TL for all their help with the latest set of reports. Some of the payments have been spread across the year now and hopefully the stage has been reached where this report shows income and expenditure more accurately. PR commented that following 3 months of actual figures are pretty much in line with expectations and the and it is forecast to be where we expect to be at the end of the first full financial year. However, there still a hole to be addressed quite quickly. The SBM told the Board that support staff have had a pay increase and is not sure what impact this will have. On extended Income & expenditure commitment, this is orders that have been put on the system run before payroll came in. The new reporting software that has been purchased is really good, allowing more in depth analysis of the figure. The brought forward figures are not in the system but the SBM has got them. Budget of overspending has been reached. This needs to be looked at at the next finance meeting. The Chair thanked the SBM for getting the report out early.</p>	
<p>10. Risks</p> <p>We will look at this at committee level at each meeting and the register will be updated as regards to premises compliance and disaster recovery issues.</p>	

<p>11. Admissions</p> <p>The HT told the Board that a decision is needed on Admission Policies. Are we going to look at changing how many pupils we can admit in any year group or stay the same? The HT recommends that we don't make any changes. The Board asked wouldn't we take anybody we could - The HT replied that yes we would but County always ask the question and the answer is always – Yes. The Board asked the HT, if there is an appeal would County take care of it? Yes if we buy into the County Admissions SLA. If we don't we would have to deal with this and it would involve Solicitors and be quite costly.</p> <p>The Board approved the HT's proposal that we stay as we are and buy into the County Admissions SLA.</p>	
<p>12. Health & Safety Director</p> <p>MB was asked if he would become the MAT Health & Safety Director – He asked the Board what would be expected of him - does the position have an administrative role. PS understands it that the role is not an administrative role but an advocate, advising the Board on matters relating to Health & Safety.</p> <p>MB agreed to take on this role and the Board approved the decision.</p>	
<p>13. Reports from Committees</p> <p>Curriculum - no comments Finance - no comments Personnel - no comments Premises - no comments Pay Review Group – The Chair told the Board that two meetings of the Pay Review Group have taken place and also the HT's Performance Management has been carried . All reports were accepted by the Board</p>	
<p>14. Reports from Local Governing Bodies - <i>All matters from the minutes are brought before the necessary committees these reports are just for the Boards information.</i></p> <p>Coverack & St Keverne - Grade Ruan & Manaccan- something of concern - there seems to be the need for some clarification of their role as Governors now – the Chair proposed that JH, PM, & MM meet to look at the Scheme of Delegation to clarify their role. St Martin - confirm Molly Francis proposed as a new Governor in Ruth Cleaver's place – This appointment was agreed by the Board. All LGB reports accepted by the Board</p>	<p>JH/MM/PM</p>
<p>15. Policies</p> <p>Pay – The Chair recommended that Browne Jacobson be asked to deal with this in the near future – There is a cost involved but it will bring the policy down to a more usable document. Health & Safety – The Chair recommended acceptance of the policy. The only thing that needs to be added is the disaster recovery section. – approved and thanks given to the Premises Committee who did a lot of work on this document. Mathematics - approved Recruitment Policy - work in progress, will be ready for the next meeting Behaviour - Policy – approved Approved Policies to be circulated by the Clerk</p>	<p>CLERK</p>
<p>16. RE Syllabus -</p> <p>The HT asked the Board to officially adopt the County RE Syllabus - RE has to be taught by law but there is no national curriculum because it is felt there are too many regional differences - The recommendation is that we adopt this County syllabus. The Board approved the proposal. CM left the meeting at this point</p>	
<p>17. Adoption of Committee Terms of Reference's</p> <p>Adopted on block by the Board</p>	

<p>18. Any other business</p> <p>Update of Clerks training - no questions</p> <p>JH talked to the Board about recent Raise on line training that she had attended - something that came up was Pupil Premium and the difficulty in getting parents to take it up now that Universal Free School Meals has been introduced. A discussion took place around the difficulty of this problem and how to encourage people to take up when many people just don't like divulge their income.</p> <p>The HT told the Board that a Vision Planning meeting has been scheduled for Monday 9th February at a neutral venue at The Earth Station at Goonhilly. It is due to run between 6 - 7.30pm facilitated by Mark Lees an ex Head teacher with the idea to shape the future of the organisation.</p> <p>The Disaster recovery plan is to be looked at by the Premises committee, clerk to add it to their agenda.</p>	Clerk
<p>19. Date of Meetings for 2015</p> <p>Monday 15th December Finance meeting at 6pm St Keverne</p> <p>Board of Directors Monday 19th January 6pm at St Keverne</p> <p>Personnel Tuesday 3rd March at St Keverne 6pm</p> <p>Curriculum Monday 9th March at Grade at 6pm</p> <p>Premises 16th March at Grade at 6pm</p> <p>Meeting closed at 8.15pm</p>	
<p>20. Confidential items</p> <p>None.</p>	

Schedule of Action Points

Meeting to take place between the SBM and SB of Francis Clark	SBM/SB
Approve the Accounts	Finance C
Meeting to look at LGB Scheme of Delegation	JH/MM/PM
Policies to be distributed	Clerk
Disaster Recovery Plan to be added to next Premises Committee Meeting	Clerk
Pay Policy for action by Browne Jacobson	HT/PM

Signed by the Chair – Pam Miller

Signed _____

Date _____