



# Keskowethyans

Multi Academy Trust

Minutes of a Meeting of the Board of Directors  
held at St Keverne School  
on Monday 31 March at 6.30 p.m.

<p><b>1. Present</b> P Miller (Chair) M Bayliss J Halliday T Harman C Hosken M Lever C Martin W Prescott P Relton C Sealey P Sharpe</p>	Action
<p><b>2. Apologies</b> M Mita</p>	
<p><b>3. Declaration of Interests</b> Waiting on necessary forms – deferred to next meeting</p>	
<p><b>4. Correspondence</b> Holding letters have been received from Trevor Doughty, Corporate Director of Children Schools and Families at Cornwall Council in response to the Directors Complaint letter, stating that he has forwarded the letter on to their legal services. A reply has also been received from Andrew George stating that he is contacting Trevor Doughty on the matter. A letter has also been received from the council giving details of time scale allowed to deal with the complaint.</p>	
<p><b>5. Appointments</b> The Directors agreed to make the following appointments:- A Walsh-Newton as Clerk to the Directors. P Sharpe -Safeguarding Director J Halliday – SEN Director P Miller – Training Director Company Secretary to be appointed at a later date</p>	
<p><b>6. Minutes of the meeting held on Monday 10 March 2014</b> It was agreed that the minutes of the last meeting were a true record of the proceedings. JH to forward minutes of last meeting to Amanda PM to find out who needs to keep a file of directors minutes</p>	JH PM

<p>7. <b>Matters arising:</b></p> <p><b>Web site</b> MM was going to ask Susie – not sure if this is happened TH speaking to Steve Drysdale about updating the current websites An agenda item for next time</p> <p><b>Scheme of delegation in relation to LGBs</b> MM and CH working on the Scheme of Delegation Retain as an agenda item for the next meeting</p> <p><b>List of LGB members</b> ML has a list of the St Martin GB and will forward the GB structure onto PM Application forms will also be forwarded to PM</p> <p><b>Private Fund</b> TH proposed that accounts closed by the end of April and funds transferred to the MAT account. Agreed by the Directors. PM to inform SL and the other secretaries</p>	<p>ML</p> <p>PM</p>
<p>8. <b>Reports from Local Governing Bodies</b></p> <p><b>Coverack/St Keverne</b> No report as MM not present</p> <p><b>Grade/Manaccan</b> JH reported that Grade/Manaccan were now short on numbers now that AWN is clerk. Claude to ask at Manaccan if AS would become a staff governor. Another governor is talking about stepping down after the summer.</p> <p><b>St Martin</b> ML reported that at a recent meeting of the St Martin GB some new governors were appointed and the structure of the GB was confirmed and they looked at how to set up an agenda now that much of the roles and responsibilities of the body was now obsolete and they would be looking for some help from other Chair of Governors. One governor intends to step down in the summer which will leave them with the correct number of Governors.</p> <p>TH proposed that a pro-forma should be formatted to help the LGB report to the Directors enabling them to work in the same ways and run identical agendas. TH &amp; PM will, along with the help of the Chairs of the LGB's create a pro- forma in time for the next board meeting.</p> <p>Current committee lists were handed out – electronic version to be emailed out along with email addresses</p>	<p>CM</p> <p>TH &amp; PM</p> <p>AWN</p>

<p>9. <b>Headteacher's update - including general staffing requirements</b></p> <p>TH proposed that the individual school structures for the academic year from September 2014 should be as follows and that fixed term staff should be made permanent:-</p> <p>G/R - 3 ½ classes – one teacher is leaving at the end of the summer term and will need replacing for September. ES to be offered a permanent contract</p> <p>Manaccan – to keep current 2 ½ class structure – AS to be offered a permanent contract Pre-School – maternity leave will need cover as of September.</p> <p>St Keverne – run with current 3 class structure one teacher has now resigned and will need filling in September, NQT doing a really good job and should be offered a permanent contract.</p> <p>St Martin – this current year the budget has been stretched by working a three class structure which has had a positive impact. This however, will not be sustainable for the coming year. Negotiations are currently being taking place,with a view to reducing to 2 classes as of September.</p> <p>Coverack – will remain with current 3 class structure - with SL now working in the role of SBM Coverack is short of a secretarial administrator and this needs addressing - two fixed term teachers to be offered permanent contracts</p> <p>New appointments needed:- Admin at Coverack - 0.7 New teacher at G/R – full time, temporary for 1 year New teacher at St K - full time, temporary for 1 year</p> <p>Proposed that we go ahead and advertise Approved by the directors</p> <p>Proposed that full-time fixed term contracts are made permanent Approved by the directors</p> <p>Who will tell those people that the contracts are made permanent?</p> <p>Who will arrange the appointment – Pam Miller to talk to Martha about arranging the appointment of the two teachers. It was proposed that SL at G/R should be approached to make necessary arrangements for the proposed appointments to ease the burden on the SBM for this recruitment block.</p> <p>It was reported that the hold up with the SBM appointment was due to a query on the payscale to be offered. HR at County looking into it and the</p>	<p>HT &amp; AHT</p> <p>PM</p>
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<p>payscale will depend on their recommendation. MM to chase County tomorrow.</p> <p>TH proposed that the admin role at Coverack would be part-time in the first instance, every morning and a couple of afternoons, fixed term entry level clerical assistant – staff need to know that something is being put in place in the not too distant future.</p> <p>After much discussion it was proposed that an advert is placed without delay for an admin assistant at Coverack – SL at G/R to organise The board approved the proposal.</p>	<p>MM</p> <p>PM</p>
<p>10. <b>Committee reports &amp; recommendations:</b></p> <p><b>Personnel</b> JH gave a report to the board of the last meeting of the Personnel Committee. Details can be found in their recorded minutes.</p> <p><b>Finance</b> CS reported to the board the business carried out at the last Finance Committee meeting. Full details can be found in their recorded minutes.</p>	
<p>11. <b>Policies</b> JH &amp; MM working on the policies CS proposed that all existing policies be adopted on block by the board whilst the new policies are being created. Proposal agreed by the board</p>	
<p>12. <b>School Improvement Partner</b> TH reported that under our current SLA (which runs until the end of this academic year) our SIP is Rosie Morris. A SIP is only allowed to work alongside a school for a maximum of 3 years and this will be Rosie’s third year working with us. A decision needs to be taken before next term whether we buy back into the SLA or source an independent SIP from elsewhere.</p> <p>TH proposed that we buy back into the SLA for the next 12 months. This was agreed by the board</p>	
<p>13. <b>Any other business</b> PS asked the board if we had filled all the necessary posts within the board PM replied that nearly all have been filled and that she has emailed Brown Jacobson for clarification concerning - Risk Review Director &amp; Audit Director A discussion took place concerning those responsible for specific areas of the curriculum. It was agreed that these should probably be at LGB level and would be a future agenda item.</p> <p>TH – informed the board of the Universal Infant Free School Meals scheme that is coming into effect from September – a free school meal for every</p>	

<p>child in KS1 Implications will be, how do we seat them &amp; how do we manage this? – Leadership teams are looking into the impact and will report back to the board.</p> <p>TH wanted to clarify the boards expectations of the clerk. It was agreed that the clerk would aim to get the minutes to TH and PM within 48 hours and the minutes to the directors within a week. All ‘papers’ for future Director’s meetings, (including agendas etc. to be available 7 days prior to meeting.</p> <p>TH requested that all paperwork in conection with the Directors to carry our Keskowethyans branding.</p> <p>WP reported that the heating system at Manaccan was slowly giving up the the ghost.</p> <p>Contractors had been approached to come up with some suggestions. To date we have only had one quote in from Approved Plumbing and Heating of Newlyn of £4,600.00 for boiler and heater in yellow room and 4 heaters in AS classroom. Still waiting on a quote from WT Flockharts Ltd.</p> <p>It was agreed that a working group from the Premises committee would look into options, including bio-mass and solar systems asap.</p>	<p>ML &amp; MB</p>
<p>14. <b>Schedule meetings for Summer term</b> Directors Board Meeting - Monday 28<sup>th</sup> April for Board meeting at St Keverne at 6.30pm</p> <p>LGB – sometime before half-term- to be arranged by Chairs</p> <p>Committees to meet after half-term – Chairs to arrange dates PM to arrange Curriculum and Premises committee meetings. All reports to go to board at end of term meeting</p> <p>Directors Board Meeting - Monday 7<sup>th</sup> July Board meeting at St Martin at 6.30pm</p>	<p>Chairs of LGB</p> <p>PM, CS &amp; MM</p>
<p>Meeting was closed at 8.47pm</p>	