



Keskowethyans

Multi Academy Trust

Minutes of a Meeting of the Board of Directors
held at St Keverne
on Monday 28th April, 2014 at 6.30 p.m.

<p>1. Present P Miller (Chair) M Bayliss J Halliday T Harman (Head) C Hosken C Martin M Mita W Prescott P Relton C Sealey S Lyne (SBM)</p>	Action
<p>2. Apologies M Lever P Sharpe</p> <p>PM asked the Directors to take a moment of reflection for Susie Goodwill in light of recent events. PM has written to SG on behalf of the board offering her our deepest condolences.</p>	
<p>3. Declaration of Interests SL produced the signed to date declarations of business and pecuniary interest forms. PM & PR have yet to complete one.</p>	
<p>4. Correspondence PM reported that a letter has been received from CC with regards to the Boards complaint over the Academy conversion process. In the letter Trevor Doughty, Corporate Director of Children Schools and Families at CC, accepted the council's responsibility for the delay in processing the initial payroll run and agreed to pay costs of £500 but does not agree with the complaint that they were almost putting obstacles in the way of the conversion. The board agreed to accept the £500.00 and draw a line under matter. PM will acknowledge this in a letter and ask how the £500 will be paid.</p>	PM
<p>5. Minutes of last meeting Agreed that it was a true and accurate record of the meeting.</p>	
<p>6. Matters arising Item 5 – Safeguarding Director The question was asked, how is the information from PS going to be distributed to the schools? All information relating to safeguarding comes to the Head or secretary's email and is posted on School Messenger. TH will copy PS into any relevant alert on School Messenger.</p>	TH

<p>SBM will in future be the Company Secretary.</p>	
<p>No 6. Who needs to keep the file of Director's minutes? A file needs to be held in the registered office in paper form.</p>	SL
<p>No. 7 Website - SD is looking at updating the website and is hoping to bring St Martin up to speed with the other schools. It was suggested that a secure area is needed on the Keskowethyans website for Director's, committee minutes etc which can be accessed by anyone authorised via a password system. It was agreed that the website should be in the format of a Keskowethyans front page with all schools linked to it.</p>	TH
<p>List of LGB handed out to Directors – St Martin's list does include the new Governors.</p>	
<p>Private funds – everyone has had notification to close them by SBM</p>	TH/SD
<p>No 8 Reports from LGB A proforma is being worked on. Directors need to be given the highlights of meetings only rather than being minutes in full. Minutes can be made available to Directors before meetings and any points can be picked up if necessary. Governors minutes are public and should be available on the website under a Governors tab.</p>	
<p>No 9 Headteacher's update –MM reported that the recruitment process has started for the two teacher vacancies. Interviews are scheduled for the 6th & 7th May. A discussion ensued with regards to the MAT's recruitment policy. It was agreed that in future any vacancies will be advertised internally to all existing staff first, giving them five days to place an expression of interest. If the vacancy is not filled in this way then it will advertised externally at this point. Staff need to know this is how recruitment will happen in the future and this will be via the Recruitment Policy when it is created.</p>	
<p>Chair of the LGB's were asked to set up monitoring visits at the next LGB meetings.</p>	JK/ML/MM
<p>Manaccan School Heating. Premises committee hasn't met yet but ML & MB suggested that it was advisable to proceed with the current proposal with regard to restoring the heating to its former level.</p>	
<p>WP presented a list of current staff and their contract details to the board.</p>	JH/MM
<p>Policies – JH & MM have looked at them – suggest that Directors adopt on mass the policies from either St K/Cov or GR/Man updating them as and when necessary. The Board agreed that each school has a set of policies in place that would be adopted on mass and we will get a rolling programme would be put in place asap.</p>	

<p>7. Audit/Risk Review To be dealt with under finance</p>	
<p>8. Headteacher's Report TH referred to a draft report presented to the Board and asked for the Director's input on how it should be presented to them in the future. It was agreed that:-</p> <p>Page 1 – NOR important up's and down's needed including a total for MAT – extra column at the start - a trend line would be helpful to look at historic info. Staffing– changes in staffing is only necessary and any vacancies and HT recommendations. Training days not necessary. Gov – training through governors' minutes and Director training through the Board. Training taken out of the Headteacher's report. Ofsted – latest Ofsted judgement + key issues. Comment about the curriculum– not necessary – just bring to the attention of Directors anything noteworthy. Improvement plan – commentary needed on HT's report – Plan available on secure website – LGB report on their minutes as they action anything and the LGB must action the individual items. Teaching and Learning – important that it is a regular item on report not necessary that its individual schools. Pupil premium needed – including numbers Use of PP expenditure – needed SEN – breakdown of numbers per school + MAT – important. Gifted and Talented - report necessary. Exclusion + in care – information needed. Attendance needed. Sports premium information needed. Premises issues not needed. Anything noteworthy needed. Dates not needed. Executive summary at the front would be helpful as it is a large document – mentioning that each school is working at a level that the board of Directors would expect – or anything to flag up to Directors – i.e. that year 6 SATS at an odds at one school or someone is on long term sick at one school etc. Any items of specific concern. The document can always be reduced in the future to meet requirements.</p>	
<p>9. Schools Business Manager's Report SL reported that she was relieved when the first pay run had been actioned successfully. The BACS system is now up and running after a few teething problems and a routine of running a BACS run every Friday is in place. Some suppliers have been chasing payment – but this is being sorted. Admin staff has had training on Civica and it has been decided to put the Web aspect of the system on hold until September and just use manual authorisation at the moment to give everyone time to adjust to the new system.</p>	

<p>SL would like some information from Directors – Up to what amount should the LT’s be able to authorise before seeking additional authorisation? – It was agreed to set a limit of £300.00. This is simply for consumables as a MAT wide budget will be set for curriculum subject areas, (literacy, and maths). With the budget being authorised by HT and AHT.</p> <p>Utility bill invoices - do they need to be authorised as they have to be paid anyway? The Directors agreed that they would not need to be authorised. What form do the directors want the reports to take? – The Directors wanted to see the report separated out into individual schools, including the monthly predicted and actual spend and a total MAT spend as well. The full report presented to the Finance Committee first and a summary report then presented to the Board. The Chair requested that the SBM attend each Board meeting. The Responsible Officer to undertake the audit checks would be Mr Tim Luddington, who has agreed to undertake the role. PM will send Sarah his details and his report will go to the Finance Committee. The bank reconciliation will also go to the Finance Committee.</p> <p>There is a need to appoint a clerical assistant at St Keverne/Coverack. This might be suitable post for an apprentice. SBM has looked into it and it would be suitable for someone doing a level 2 business admin course. It would involve the apprentice attending college 1 day a week. There is a £1600 grant available if they are 16-18 years of age. There is a recruitment process to go through to appoint an apprentice.</p> <p>The Board of Directors approved the idea but clarified that they would pay a suitable wage (Pay scale – C grade) and requires a good level of numeracy and literacy. A two week timescale was given to see if a suitable person could be found after which normal recruitment would need to begin.</p> <p>Directors approved that with the caveat that if we can’t recruit as above we explore other options quickly.</p> <p>EFA return needs to be in before Tuesday 6 May 2014.</p> <p>March accounts return needs to be in by the end of June.</p> <p>SL met with accountants last week and looked at the return. It was a very helpful meeting.</p> <p>Diary date has been made for September with the accountants and then early in December to sign off the accounts.</p> <p>A finance meeting will be needed mid November prior to this.</p> <p>Three of our schools have had free solar panels fitted in the Easter break (Coverack, Manaccan and Grade Ruan), courtesy of the Goonhilly Solar Park as part of their corporate responsibility. St Martin will need to get their new roof fitted in order to allow the solar panels to be fitted over the summer. The children from Years 5&6 from each school will go to the solar farm for a session on solar energy.</p> <p>It would not supply enough electricity to consider changing the form of heating to electricity but it will save on energy costs at each school. PM asked that it is mentioned in the school newsletters. MB asked if there is an agreement with the company if the roof needs fixing etc –</p>	<p>MM/SBM</p> <p>TH</p>
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<p>no – but we have insurance, and CM reported that the engineers explained that there is a number on the inverter and that if there is any problem at all to use it and they will come and sort out the problem. MB understands that the fire brigade will not put out a fire on a property with solar panels for fear of electrocution. It was agreed that the insurance company should be notified that they have been fitted.</p>	<p>SBM</p>
<p>10. Committee Minutes & Terms of Reference: Personnel & Finance Minutes given out. SBM requested a copy of the Finance minutes.</p>	<p>PM</p>
<p>11. Agree Finance Policy & Scheme of Delegation The Chair reported that after much concern over the Finance Policy and Scheme of Delegation, Sally Piper, The Chair of The Rainbow MAT (which includes St Meriadoc, Troon & Beacon schools) has sent the Finance Policy for Saints Way MAT. Made up of five church schools that has been up and running for two years and has been to external audit and been approved. She recommended that a small working group go through it, edit the documents and then circulate it for approval at the next meeting. A date for the meeting was set for Monday 19th May, 2014, Grade Ruan, 6pm. All of the documents will be sent out to every Board member in the mean time and any comments are welcomed. It was noted that The Saints Way website is a good website to look at.</p> <p>Some discussion followed about needing some clarity on individual and committee roles and responsibilities within the Academy and it was agreed that the roles and responsibilities need to be applied that were put into a structure plan last year. This would hopefully prove to be a good starting point to bring clarity under the new organisation. Roles would be clarified at the next LT's meeting, using the schedule. It was also felt that once everyone sees the documents that have been forwarded from Sally Piper today, this will further help to bring clarification to individual roles and responsibilities.</p>	<p>PM/CS/TH/SBM</p> <p>TH/WP</p>
<p>12. Local Governing Bodies – Format for reporting Martha has produced a scheme of delegation for local governing bodies that was distributed. For the next round of LGB, MM & JH will support ML as to what form the agenda will take</p>	
<p>13. A.O.B. MB – asked how he could contact the other Directors and committee members – Directors were asked to email the Clerk from the email address they wish to be contacted on and she will circulate the email addresses to everyone. PM requested some Keskowethyan badges for Directors visiting schools. The SBM will organise this. PM reported that she has asked the SBM to purchase a laptop for the clerk so that she has a dedicated laptop for clerking purposes.</p>	<p>Clerk</p> <p>SBM</p> <p>SBM</p>

<p>PM reported that she attended a Data Protection and Freedom of Information training course last week.</p> <p>TH reported that a capital bid placed earlier on in the Academy conversion process has been successful and that this will mean that both St Keverne and Grade Ruan will have new builds to replace their existing Elliot huts. This is just round 1 and following this the intention is to look at what else we can get done for the other schools. A timetable was attached the notification letter and the grant must be spent before March 2015.</p>	
<p>14. Date of next Meeting Monday 7th July, 6.30pm St Martin</p> <p>Meeting closed 9.05pm</p>	

Signed _____
Chair of Directors

Date _____