

Minutes of a Meeting of the Board of Directors of the Keskowethyans MAT, to be held at St Keverne School, on Tuesday 14th March, 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 Pam Miller (PM) – Chair Mrs Wendy Sherlock (WS) Rev Peter Sharpe</p> <p>Apologies: Mrs Sarah Lyne (SBM) Mrs Martha Mita (MM)</p> <p>The Chair opened the meeting by congratulating everyone for: Five Schools, Five OfSTED's, & Five Goods! Well done everyone!</p> <p>TH informed the Board that a Press release had been compiled and was ready to go as soon as the Manaccan's report is made public.</p>	
<p>2. Declaration of Interests</p> <p>None</p>	
<p>3. Correspondence</p> <p>Letter received from Rebecca Clark – The Regional schools commissioner offering her congratulations on the 'Good' OfSTED judgement at St Keverne.</p> <p>The Board formally accepted a letter of resignation from Scott Armstrong.</p>	
<p>4. Minutes of the meeting held on, 10th January, 2016</p> <p>The minutes of the meeting held on the 10th January, 2017 were agreed as true and correct and signed accordingly.</p> <p>Minutes of the meeting held on, 2nd March, 2017</p> <p>The minutes of the meeting held on the 2nd March, 2017 were agreed as true and correct and signed accordingly.</p>	
<p>5. Matters arising</p> <p>Agenda item</p> <p>5.5 To sign up for the Trade Union Facility Time for the MAT - deferred BM/MM</p> <p>5.7.11 Set a date for a meeting between HT & SEN Director – deferred TH/JH</p> <p>5.8 Circulate report of Members training on receipt PM</p> <p>PM referred to the two documents circulated to the Board members prior to the meeting:</p> <p>a) The "Member" role in academy trusts.</p> <p>b) Protocol for appointing Trustees/Directors in Academy Trusts</p> <p>These documents will provide the basis for recruitment of new Trustees/Directors, which is something the Board should should be actively doing. Two possible candidates were mentioned also one of the MAT's Members is looking for suitable individuals to join the Board.</p> <p>5.9 Safeguarding report template PS – deferred</p> <p>The Safeguarding Director reported that Safeguarding was scrutinised during each of the OfSTED inspections and each outcome was 'Good'.</p> <p>5 Rent Valuation – Done BM</p> <p>6 SCR spot check - Done PM</p> <p>8 Behaviour & Computing Policy – amend and circulate – Done WS Finance & Lettings Policy – amend and circulate – Done BM</p>	

6. Safeguarding

The Safeguarding Director commented that the rigorous inspection of our Safeguarding practices at the recent 5 OfSTED's that have taken place and were judged as 'Good'

It was decided to defer the template for a new Safeguarding report to the new academic year.

7. Head's Report

TH informed the Board that following the recent OfSTED inspections the HT's report format had altered slightly and explained how and why.

Q - Does the report warranted a separate meeting?

A - It was confirmed that it was looked at in more detail in the Curriculum and Personnel meetings.

Q - When did the Sports Premium funding start and when is it due to end?

A - Initially it started in January 2014, for a 3-year period but has been extended and is anticipated to run until August 2020.

8. Business Managers Report

The BM report was looked at in detail.

A Director commented that he found the funding allocation information very difficult to interpret and did not really understand what it meant for the MAT. It appears that numbers on roll are decreasing and the budget is in line with those figures.

Do we have a feel for what we might be looking at when we come to set the budget?

TH – BM and I have started to look at possible staffing for this coming September but that is as far as we've got with it at the moment.

Q - How much money have we got for the Big lottery Grant?

A - £10,000 with work due to take place the last week of this term.

The due diligence document from the Saints Way MAT has incurred a huge amount of extra work for the BM.

The AHT commented that she felt it had been an invasive process with the information being very one way at the moment without having seen a governance or staffing structure.

A Director responded that he was not concerned about the confidentiality aspect of this, due to the fact that the MAT is not a business. If it was a business negotiation then it could impact on the price but this isn't the case.

Pre-School License –

The Chair of the Finance committee talked the Board through the BM's report on the proposed lease for the St Keverne Pre-School group and the figures involved, being;

Annual sum of £4050 + utilities

Water	£50 per quarter	Feed is on a separate meter so can be charged as usage
Electricity	£100 per quarter	10% of charges averaged
Oil	£30 per quarter	Winter only – 10% of charges averaged
Internet	FOC	No extra cost to have pre-school on system
Broadband repairs	As billed	
Buildings insurance	FOC	No extra cost to have pre-school on schedule

Q - How do we communicate this to them? Do we wait until we get the lease?

A - Following discussion, it was decided that the proposals would be discussed with the Pre-School.

It was highlighted that the lease will mean the Pre-School will be paying £100.00 per week as opposed to £100 per month, which is a 4-fold increase.

Q - This is a lot of money and they are not open full time.

A - We need to tread reasonably carefully and mention that it's for sole occupation and they may want to renegotiate.

JD

9. Policies to be adopted

In addition to the policies on the agenda the Kes MAT Admissions Policy was discussed and – approved prior to the LA deadline of the 15th

Kes MAT Code of Conduct Policy -

Kes MAT Dignity at Work Policy

Kes MAT Humanities Policy

Kes MAT SEN Offer

<p>Kes MAT SEN Information Report 2016-17 Kes MAT Tackling Extremism & Radicalisation Policy All policies were adopted by the Board.</p>	
<p>10. St Keverne Library The Chair expressed her reservations on agreeing the proposal to approve the micro library remaining in the building indefinitely. Q - What exactly was being proposed and what the £2,500 is actually for? A - The Board was informed that the room used by the Library Service is half the size of the room currently used by the Pre-School and the £2,500 figure would be comparable to the rent that we have proposed the Pre-School should pay. Following a discussion the Board felt there could be a safeguarding issue in that the library would not be supervised. It was agreed that other occupants should be consulted prior to making a decision.</p>	
<p>11. St Martin School Following an initial meeting yesterday between the Board and Victoria Hatton of Browne Jacobson, the Chair proposed that Browne Jacobson were formally appointed to act on behalf of the MAT whilst exploring options for the short and long term sustainability of St Martin-in-Meneage School. This is expected to cost in the region of £5,000 + VAT and disbursements. The motion was agreed.</p> <p>Following the initial discussion with Victoria Hatton, the Board agreed to prepare a detailed document, outlining the options available, recognising that one of these options might be closure and then to make a proposal for the future of St Martin-in-Meneage School, with a view to a formal consultation with all stakeholders.</p> <p>The Board agreed that a letter will be sent to all stakeholders as soon as possible informing them of the consultation. The letter will be sent to the Members prior to being sent out.</p> <p>The clerk will ensure that the letter is sent to all stakeholders on the list, which is subject to amendments.</p> <p>Brown Jacobson will issue a press release around the letter.</p> <p>There was some discussion about the way the letter should be distributed, and it was agreed that the letters to parents should be posted, all at the same time</p>	
<p>12. Terms of Reference The Board agreed that all TOR's should be in the same format as the newly adopted Personnel TOR.</p>	
<p>12a. Saints Way MAT; Update Motion to be put to the Board: Agreement to enter into a memorandum of understanding to pave the way for a merger with the Saints Way group, thereby enabling the Board to enter into detailed negotiations to determine the conditions of merger subject to the approval of the RSC and DBE. – postponed until the next meeting, due to the volume of work presently underway.</p>	
<p>13. Any other business Questions from the Academy Members for the Board of Directors for the Members AGM due to take place next week Tuesday 6.30pm at St Keverne.</p> <p>The Board looked at the Members questions so that they were prepared for them when asked next week.</p> <p>The Chair read out a tribute to TH and thanked him for all his work.</p> <p>A request was made that the minutes of the last two Personnel meetings be sent out to the Directors.</p>	
<p>14. Date of next meeting Wednesday 3rd May 2017 at St Keverne School at 6.30pm next term and another will be booked if needed. Meeting closed at 8.40pm.</p>	
<p>15. Confidential items The confidential minutes of the meeting held on the, 10th January & 2nd March, 2017 were agreed as true and correct and signed accordingly.</p>	

Agenda item	Action	By whom
8	Talk the proposed lease through with the St Keverne Pre-School	JD

Action Points

_____ Date _____
 Signed by the Chair, Mrs Pam Miller

Minutes	Date
Draft to Chair	27.03.17
Received back	30.03.17
Circulated to committee	30.03.17
Draft to meeting for ratification	03.05.17
Approved and signed by chair	03.05.17
Saved to PDF	22.05.17
Sent to Website (part 1 only)	22.05.17
Filed in Company Minute Book	03.05.17