

Minutes of a Meeting of the Board of Directors
held at St Keverne School
on Monday 12th October, 2015 at 6.00 p.m.

MINUTES

Item	To be actioned by
<p>1. Present</p> <p>JD - The Chair introduced and welcomed JD to the Board.</p> <p>JH TH PM MM WP PR CS SBM</p>	
<p>2. Apologies</p> <p>ML due to work commitments</p> <p>CH PS</p> <p>The Board accepted the above apologies</p>	
<p>3. Resignations</p> <p>The Chair informed the Board that two letters of resignation have been received one from MB citing work commitments not allowing him to fulfil the role of Director as he would like and the other from TL, the Responsible Officer. The Finance committee have discussed the role of RO at their last meeting looking into how best to fill the vacancy. The Chair expressed her concern that they both felt unable to continue as Directors but acknowledged the work they had done for the Board in getting the Keskowethyans MAT up and running. The Members have been informed.</p>	
<p>4. Declaration of Interests</p> <p>The Board were reminded of the Declaration of Interests register and asked complete a new one for this academic year.</p>	
<p>5. Election of Officers</p> <p>Chair – The position of Chair was opened to the floor.</p> <p>CS proposed PM continue in her role as Chair. Seconded by JH.</p> <p>PM agreed to accept the position for another term but reinforced the need of a succession plan which was seconded by PR.</p> <p>Vice Chair – The position of Vice Chair was opened to the floor.</p> <p>PM proposed MM continue in her role as Vice Chair. Seconded by CS.</p> <p>MM agreed to accept the position for another term.</p> <p>The HT asked for the fact that both the Chair and the Vice Chair undertake a considerable amount of work on behalf of the Board to be minuted. He also asked that a limit to the length of time served in office be added to the Financial Handbook if not already there. The SBM agreed to look into this.</p>	SBM
<p>6. Correspondence</p> <p>A Letter received from the Unions with regard to buying into locally-agreed ‘pooled’ arrangements for union facility time, was read out to the Board. There is a cost for this service of £3.54 per pupil.</p> <p>A discussion ensued and MM agreed to look into the matter and pass on her recommendations to the Board. Copy of letter held on file.</p>	MM
<p>7. Minutes of the meeting held on 15th July, 2015</p> <p>The minutes of the last Directors meeting were agreed as a true and accurate record and signed by the Chair.</p> <p>Q - The Chair asked if the Board was happy using the secure area of the website – A – The Board all agreed that yes they were.</p>	
<p>8. Matters arising</p> <p>Item 7 – Rent reduction request - The Chair updated the Board on the position. An informal chat had taken place with Mrs Vyvyan which resulted in it becoming apparent that any request needs to be made in writing to Sir Ferrers Vyvyan. This is in hand.</p> <p>g) Have we found the library contract – MM has found the contract and will be setting up a meeting in the near future.</p> <p>e) Paragraph to be written by each committee – The HT confirmed that this was a recommended action in the new</p>	MM

Ofsted framework and asked that all Chairs of committees/LGBs complete and circulate a paragraph detailing the work of their committee over the last 12 months.

MM, CS,
JH, ML

Item 10 – It was noted that to date no response has been received from Sir David Carter.

9. Ofsted Update

The HT firstly gave the Board an over view of the position of each school within the MAT.

Coverack

NOR 35

1 member short of the lunchtime supervisory team. This is an ongoing problem.

Grade Ruan

NOR 55

Potentially 1 member of the lunchtime supervisory team down after half term.

1 TA due to go on Maternity leave after half term.

1 member of the Teaching staff due to take Maternity leave in the spring term.

Manaccan

NOR 36

Staffing generally okay although stretched with after school club.

St Keverne

NOR 55

1 member of the lunchtime supervisory team short.

The LT has resigned her post and is currently on sick leave.

This role is being covered internally and the teaching post advertised as a fixed term contract until the end of the academic year when the roles will be reviewed.

St Martin

NOR 26

New TA has just been appointed and started in post this week.

The LT at St Martin is on long term sick and this situation is being monitored closely.

It is worth the Board noting that staff are absolutely stretched to the limit across the MST at the moment. We knew we would be but where we are already stretched and then lose a LTS it impacts greatly on those few members of staff on site. It has proved to be a demanding four or five weeks.

The Board suggested that the vacant posts are advertised in the local magazines, The Beacon, The Messenger, and The Ruan Minor Gazette.

The HT informed the Board of a new Ofsted inspection framework and suggested that Directors could view it on the Ofsted website. The different types of inspections were then explained and the Board informed that an inspection was expected at St Keverne who are prepared and ready and St Martin are gearing up for an inspection as they are due shortly.

Work has been taking place on a new improvement plan for the MAT which will be available in time for the next meeting.

Safeguarding - all staff had their training updated before the end of the last academic year. An annual safeguarding return has to be submitted and this year was audited and received a very good appraisal. A recommendation came out of the audit, being that we have an attendance Director.

The Chair of Directors asked the Board members if there was a volunteer to stand as Attendance Director – JH accepted the post.

At this point of the meeting the Chair told JH how happy the Board was that she was well enough to attend the meeting and how glad they all were that she had made a full recovery from her recent illness.

The HT informed the Board of a letter that had just been sent out to Mullion School parents telling them that the Trust are exploring the option of becoming an Academy. A meeting is due to be held tomorrow night concerning this. The HT has written and asked if we could attend but was told politely no, not on this occasion. However, they would like to talk to us at some time in the future.

<p>Q - The Chair asked if the Safeguarding Director had received all relevant safeguarding information. A – The HT responded that yes he had.</p>	
<p>10. Finance SBM report Finance – The SBM reported that the end of year position was much better than earlier predictions forecast. The Finance committee were still aware that tight budget monitoring was needed. The auditors have been in for the last two weeks and a report is expected shortly.</p> <p>Q – The SBM asked the Chair if the annual return is almost complete. A – The Chair replied that she hadn’t seen the return to date. The SBM will double check and re-send.</p> <p>Q - Have the auditors given any feedback – A – No they haven’t.</p> <p>Admin – The secretary at Coverack has spent some time creating the new websites and it is an expectation that time will be spent updating these in future and the newsletters will be paired back.</p> <p>Q – Do we know how many people have been looking at the websites? – A – No we don’t but good feedback has been received from St Keverne.</p> <p>The calendar is being kept up to date and each family is going to be given their own login to access their dash board which will have information relevant to them. There is also an app available. We are aiming to launch this to parents by half term but we will continue to run the paired down newsletter along-side it for the time being and will review this at a later date.</p> <p>MM told the Board that one Mum has told her that it has revolutionised her life.</p> <p>H & S audit for all the schools took place during the summer term. There were holes in places that the SBM was already aware of and from this a plan can now be formulated to plug these. The secretary at Grade Ruan manages the MAT compliance and together we are going to look at the report and move things forward. i.e. one school has an evacuation plan for fire safety and this can be duplicated across the MAT to ensure that all schools have one.</p> <p>The risk assessment process has been reviewed over the summer with an over-arching Kes risk assessment now in place to cover generic risks.</p> <p>A training overview is now in place so we can easily spot any training requirements across the MAT.</p> <p>A meeting has taken place with James Heatherington to earmark our needs with the view of applying for the next round of funding. Needs were highlighted as – new windows and roof at Grade Ruan, a new modular building at St Martin, a new flat roof and the construction of a disabled toilet at St Keverne and a new heating system at Manaccan. Two bids are allowed per school with a minimum cost of £20,000 per bid.</p> <p>The Board ranked the projects in order of priority as:- 1) Manaccan – heating 2) St Keverne – disabled toilet 3) Grade Ruan - windows</p> <p>The Chair wanted to make the Board aware of her concerns about the state of repair of the old school building at St Keverne, especially in light of the fact that it is rented by the Pre-School. A discuss took place and the Board decided to seek quotes for a structural survey and look into the possibility of selling the building. The SBM agreed to make enquiries about both.</p> <p>Minibuses – The SBM updated the Board on the problems concerning the general public using the minibuses. This especially concerns the Grade minibus as it was funded by community contributions as well as school fund raising. After much discussion it was proposed and agreed that the minibuses were available for use by local community groups as long as a section 19 permit was shown and that the driver met the eligibility criteria i.e. must be over 25, under 70 and have a clean driving licence. The SBM will create a hire agreement to be filled in by the hirer and countersigned by the school secretary. The Chair thanked SBM for all her work.</p>	<p>SBM</p> <p>SBM</p> <p>SBM</p> <p>SBM</p>
<p>11. Local Governing Bodies The Chair gave a report on the situation to the Board (copy enclosed in the file) A discussion ensued. It was decided that a sub-committee of JH, MM, PR & PM would meet to review this topic. MM will convene a meeting</p>	<p>MM</p>

<p>12. Policies to be adopted Recruitment Policy Director/Governor Expenses Policy Charging Policy The above policies were adopted by the Board</p> <p>Leave of Absence Policy – to be circulated to Directors for comments prior to the next Board meeting on 23.11.15. Attendance Policy – to be circulated to Directors for comments prior to the next Board meeting on 23.11.15.</p> <p>The Chair of the Personnel Committee informed the Board that the committee’s recommendation to the Board is that we adopt the National 1% pay award for teachers. This recommendation was approved by the Board and the SBM will implement it. The SBM confirmed that this was taken into account when the budgeted was set.</p>	<p>MM</p> <p>SBM</p>
<p>13. Training Training opportunities from Cornwall Learning was handed out and the Chair reminded the Board that they should let the clerk know if they attend any training a training log is now being kept.</p>	
<p>14. Admission arrangements for 2017/18 The board approved the proposed admission policy which is now to be posted on the website for the 6 week consultation period prior to its adoption at the next board meeting on the 23rd November, 2015.</p>	
<p>15. Any other business Q – Did we talk about moving forward with Mr Mark Lee’s recommendations or of coming up with our own plan to find a sustainable way of educating our pupils. A – Yes we did. However, Simon Cade did say that there was going to be a significant meeting in November and to wait until then. The Chair told the Directors that she would be seeing Mr Cade later in the week and would check the situation with him and report back. A talk ensued about the report and whether to circulate it to the Directors, especially those who were unable to attend the last meeting. It was decided not to circulate the report for the moment.</p> <p>Q - Is it possible for our early year’s teachers to get visit the local pre-schools and try and find out what our next year’s intake might be? The Directors felt that it certainly wouldn’t hurt for our EYFS teachers to be visible at these groups.</p> <p>A discussion took place around the viability of local schools joining our MAT if they decide that the Academy route is the one for them. The HT felt that a lizard model MAT would work and that there is a natural geographical split. The Director’s agreed.</p> <p>A report from the local governing body of St Keverne & Coverack schools was handed out by MM. Copy held on file.</p>	<p>Chair</p>
<p>Date of next meeting Monday 23rd November at St Keverne at 6pm. The main business of this meeting will be to receive the annual accounts and report with Francis Clarke present.</p> <p>Meeting closed at 8.05pm</p>	
<p>17. Confidential items None.</p>	

Schedule of Action Points

Check the Financial Handbook for limit of time served in office on the Board	SBM
Look at letter from Unions and give Board recommendations	MM
Set up meeting concerning library contract	MM
Write paragraph summarising work of committee/LGB over the last 12 months	MM,JH,ML & CS
Check & resend annual return to Chair	SBM
Obtain quotes for structural survey and look into the possibility of selling the Old School Building at St Keverne	SBM
Create a hire agreement for the minibuses by members of the local community	SBM
Convene a subcommittee meeting around LGBs	MM
Implement the 1% Teachers National pay award	SBM
Check with Simon Cade about a meeting due to be held in November	Chair

Signed _____
Signed by the Chair – Pam Miller

Date _____