

Meeting of Directors

| |
|--|
| Directors |
| Tony Callcut |
| Isabel Cherrett |
| Nicola Dunford |
| Iain Grafton |
| Diane Hockin – Apology accepted |
| Simon Niles |
| Charlotte Power |
| Fiona Walters – Apology accepted |
| In Attendance: |
| Clerk – Sue Howard |
| Mike Allen - item D27.16 6.00pm – 6.45pm |

Agenda

| | |
|--------|--|
| D25.16 | Approval of Minutes from previous meeting |
| D26.16 | Matters Arising |
| D27.16 | Finance |
| D28.16 | Report from CEO and Deputy CEO |
| D29.16 | Business Planning and Execution 1. Scheme of Delegation 2. Annual Cycle of Business 3. Committees' Terms of Reference |
| D30.16 | Directors Development |
| D31.16 | Dates of Future Meetings |

Minutes

| | |
|--------|---|
| D25.16 | The Minutes of the second meeting, Parts I and II held on 6 June 2016 were approved and signed by the Chair, Isabel Cherrett. Part I had been made available on the Link website secure page, for the Board to view prior to the meeting. Part II were distributed by the Clerk for the Board to read at the meeting and then returned to be destroyed. One copy will be filed by the Clerk. |
| D26.16 | DBS checks outstanding – the Clerk reported that only two are outstanding which are just awaiting ID verification. Diocesan data requirements – the Clerk reported that a few points have been forwarded to her from the Diocese and these will be built into the Annual cycle. Attendees for 'get together' – the Clerk reported that 13 people have replied to confirm their attendance at the meeting on 12 July for Members, Directors and members of the two Local Governing Boards. She is clerking both LGB meetings this week so will update the Chair with final numbers. Directors' Profiles – the Clerk reported that just two are outstanding. |
| D27.16 | Prior to the meeting, Directors had received the Income and Expenditure Statements for the financial year to date, an end of year projection as at 31 August 2016, the draft budget for 2016- |

| | |
|--------|---|
| | <p>17 and an outline budget for 2017-18.</p> <p>MA responded to Directors’ questions regarding known and possible expenditure before the year end, with a budget surplus of £86,255. The Board noted the significant carry forward figure of £459,150 to 2016-17. In addition to an average carry forward figure per school, the CEO and Deputy CEO, having been prudent since the Academy was set up, wished to use this sum for the benefit of all six schools. MA reported:</p> <ul style="list-style-type: none"> • The audit would commence on 7 November and be presented to the Board in December for approval. • The Balance Sheet is very clean with a small number of debtors and the VAT is all set up. Conversion funds remaining show as £41K, this will be lower as an amount of money has been agreed to be spent on each school as a ‘good news’ token. <p>The Directors would receive an updated Income and Expenditure Account for 2015-16 at the October meeting.</p> <p>Turning to the budget for 2016-17, this showed a surplus of £36K, subject to any salary changes for senior Academy staff. The Board needed to be aware of the Other Income line of £78,450; as this is the 4th largest source of income, there was a risk that this level of income may not be achieved. SN remarked that the Administration costs showed a significant increase. ND and TC confirmed the changes in the administrative structure within the MAT and included the new post of Business Manager.</p> <p>MA asked the Board in what form they would like the budget monitoring to take. The Board agreed that figures for the MAT overall should be monitored quarterly as this would provide a basis for comparison in future years. Until the proposed F&GP Committee was established, the Board would monitor financial performance against the budget, with any variances of 10 pc at school level reported. Thus the Budget will be reviewed at the first meeting of each term and any areas requiring investigation can be followed up at the second meeting of that term.</p> <p>The Board formally approved the budget for 2016-17 and asked for any adjustments in the light of the year end to be reported in October. The Directors noted the outline budget for 2017-18 and agreed this would be discussed in more detail in December when the Business Manager was in post.</p> <p>IC thanked MA for attending and preparing at short notice the composite figures for the three years to 2017-18.</p> |
| D28.16 | <p>ND and TC gave a Power Point presentation to the Directors and questions were asked. They asked for Director representation at the forthcoming Business Manager interviews on 22nd July, ND had also requested a representative of Bishop Fleming to be present for the technical aspects of the role.</p> <p>The Board noted the proposal to submit a CIF bid and agreed, due to the timescales and previous relationships with NPS, to approve that NPS be appointed to do the bid writing for the CIF round in the Autumn. If the bid was successful, a formal procurement must take place.</p> |
| D29.16 | <p>.1 Scheme of Delegation The Board had received the revised SOD in advance of this meeting to review. The Directors tested the appropriateness of the Scheme, agreed a number of changes and asked the Clerk to amend accordingly.</p> |

| | |
|--------|--|
| | <p>When premises related decisions were being discussed, TC mentioned his proposal for the Harbertonford swimming pool; this will be revisited in the new Academic Year.</p> <p>The Board approved the title of Deputy Chief Executive Officer (DCEO) as the appropriate and consistent title for TC.</p> <p>The Chair asked that the Scheme should be revisited in 6 months' time.</p> <p>.2 Annual Cycle - A revised Annual Cycle was available for the Board to review prior to this meeting. The Board agreed this, subject to the EDEN items to be added. Again, this would be reviewed after six months as more information became available.</p> <p>.3 Standards and Curriculum Committee – ND had drafted the Duties of this new Committee. She would pass these to the Clerk and Chair, for updating prior to publication.</p> |
| D30.16 | Directors Training – ongoing agenda item for self-evaluation purposes |
| D31.16 | The Academy was required to complete the FMGS (Financial management and governance self-assessment) four months after conversion. The Clerk had prepared the return and with the approval of the Budget and the finalisation of the Scheme of Delegation, the Board authorised the Clerk to submit this online with DfE. |
| D32.16 | <p>The Board approved the following dates for meetings at 6.00 pm at Landscope during 2016-17:</p> <p>Monday 10 October 2016 Monday 5 December 2016 Monday 6 March 2017 Monday 8th May 2017 Monday 3 July 2017</p> <p>This cycle would be reviewed and, if required, an additional meeting convened. The five Members of the Academy were required to convene an AGM once a year, usually held in April, within 18 months of the LAT opening and then annually thereafter at the same time. The</p> |
| D33.16 | Extra item – The Board agreed to recommend the appointment of the candidate with financial experience who had been approached. This was subject to his resignation from an existing position at another C of E educational establishment. |

Meeting Closed 8.15pm

Signed as approved copy by Chair - Isabel Cherrett

.....
Date 10.10.16