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| Directors | |
| Isabel Cherrett | Roy Gillard |
| Peter Bethel | Cheryl Mathieson |
| Tony Callcut | Fiona Walters |
| Nicola Dunford | |
| In Attendance: | |
| Clerk – Sue Howard | |
| Trust Business Manager – Matt Matthew | |

Minutes

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| <p>Welcome: Chair IJC welcomed all Trustees and Officers to the meeting and, on behalf of the Board, wished all Year 6 pupils well in the SATs tests.</p> <p>Apologies: Apologies were accepted from Iain Grafton, Simon Niles and Charlotte Power</p> <p>Declaration of Business Interests: There were no interests declared at this point</p> | |
| <p>Presentation – The Executive Principal (EP) gave a presentation on Cohesive School Improvement. Questions were asked and discussions took place and the Clerk will upload the Power Point to the Google Drive for Directors to view.</p> | |
| 1 | <p><u>Minutes of previous meeting</u> The Minutes of meeting held on 26 March 2018 were approved and signed by the Chair, Isabel Cherrett. Part I had been made available to the Board prior to the meeting.</p> |
| 2 | <p><u>Matters Arising</u> 2.1 D2.2 The EP had reported to the Finance & General Purposes Committee in relation to the resolution of snagging items. The F&GP had delegated authority to the Finance Director, EP and the Trust Business Manager (TBM) to consider the three quotations to install new fascia on the Diptford Pre-school to avoid future maintenance costs. .2 D23 The Chief Executive Officer (CEO) fed back to the Board following the Local Governing Board (LGB) training by Babcock on 28 March 2018. At least four Governors from each Board attended.</p> |
| 3 | <p><u>Directors' Away Day – Provision for Disadvantaged Children</u> .1 Notes were provided following the Away Day held on 23 March 2018 .2 The Chair of Directors summarised the meeting held with the Regional Schools Commissioner (RSC) on 25 April 2018 for the MAT Review. The CEO also tabled a document in relation to the meeting.</p> |
| 4 | <p><u>Audit Committee</u> To note the next meeting of the Audit Committee is to be held on 5 June 2018. In the absence of CP, the Chair of the Audit Committee, Committee member PB, advised the Board that he and the Chair are continuing their visits to the Trust Schools completing internal audits. The Chair of Directors advised that CP is obtaining quotes for the provision of the external audit service for the 2018/19 accounts. The Audit Committee will review these at their next meeting and make a recommendation to the Board in July.</p> |
| 5 | <p><u>Finance & General Purposes Committee</u> .1 The minutes of the F&GP meeting held 28 March 2018 were made available to the Board .2 The Finance Director (FD) summarised key points from the F&GP Committee meeting held on 4 May 2018:-</p> |

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| | <ul style="list-style-type: none"> • He is liaising with the TBM and Director FW regarding complaints to the Access Group in relation to the significant issues with the first run of the new Payroll system • Capital Improvement Fund (CIF) bids were successful for three Trust Schools, totalling £380K • 2018/19 Budget being drafted. Full report to the Board in July • GDPR – TBM and Administrators are working on GDPR compliancy and Privacy Notices have been distributed to all staff and pupils. The Audit Chair has arranged for Michelmores to provide some free training on GDPR. <p>It was noted that the Budget Forecast Return Outturn (BFRO) has been submitted to the Department of Education (DfE) by the deadline. The TBM provided the FD with a full report.</p> |
| 6 | <p><u>Standards & Curriculum Committee</u></p> <p>.1 The next meeting is scheduled for 23 May 2018. The Chair of Standards & Curriculum was absent from this meeting.</p> <p>.2 The minutes were noted of the LGB meetings held: Newton & Teign Hub 21 March 2018 Totnes Hub 22 March 2018 The Board requested the Clerk obtain copies of minutes from the Woodleigh Hub for future meetings. Action Clerk</p> |
| 7 | <p><u>Safeguarding</u></p> <p>Then EP reported to the Board that there are no new Safeguarding issues. He added that there is an ongoing issue that is being dealt with by the Multi Agency Safeguarding Hub (MASH).</p> |
| 8 | <p><u>Governance</u></p> <p>The CEO is working with the Chairs of the LGB's to review the roles, responsibilities and composition of the LGB's during this Summer term. The Board will be updated on progress at the Board meeting in July. The EP reported his concern over low attendance at the Newton & Teign LGB meetings.</p> <p>The Clerk reported to the Board that she received correspondence from one person expressing an interest in becoming a Director of the Trust. She has forwarded them the appropriate form and is awaiting a response.</p> |
| 9 | <p><u>Chief Executive Officer's Report</u></p> <p>The CEO tabled her report to the Board and drew attention in particular to:</p> <ul style="list-style-type: none"> • Multi Academy Trust Development and Improvement Fund (MDIF) has been successful, £78K funding has been received. • Diocesan links to promote growth are developing • RSC South West School Improvement Pilot – CEO and EP as part of a network approach are meeting with other MATS in the South West in relation to staff appraisal and development of leadership <p>Part II Part I</p> |
| 10 | <p><u>Executive Principal's Report</u></p> <p>The EP had provided his report prior to the meeting and summarised the key points:</p> <ul style="list-style-type: none"> • Numbers on Roll • Writing Standards • Disadvantaged Pupils • Strategic School Improvement Fund – not submitted |
| 11 | <p><u>Policies</u></p> <p>The following policies were recommended for approval by the Finance & General Purposes Committee:</p> |

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| | <p>Professional Development (reimbursement of fees for courses over £500 if staff leave within a specified time) - Approved Health & Safety (financial support under the Display Screen Regulations) - Approved Pay Policy (changes to the arrangements for application to the Upper Pay Scale plus refinement of the appraisal arrangements) – Approved – Clerk to advise Trade Unions Exit Interview (the HR Director will undertake exit interviews) – Approved – Clerk to advise Trade Unions</p> |
| 12 | <p><u>Dates of future meetings</u> Dates of future meetings were confirmed as: 15/2018 – 9 July 2018 16 July 2018 (AGM) 16/2018 – 8 October 2018 17/2018 – 10 December 2018 18/2019 – 11 February 2019 19/2019 – 20 May 2019 20/2019 – 15 July 2019</p> |
| 13 | <p><u>Private Session without Staff</u> A private session was held with no staff present.</p> |

Meeting Closed 5.55pm

Signed as approved copy by Chair, Isabel Cherrett

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Date 9.7.18