

<b>Directors</b>
Roy Gillard
Antony Callcut
Isabel Cherrett
Nicola Dunford
Fiona Walters
<b>In Attendance:</b>
Clerk – Sue Howard
Business Manager - Matt Matthew

### Minutes

**Welcome:** Chair RG welcomed everyone to the meeting

**Declaration of Business Interests:** There were no declaration of interests declared at this point

F26.17	<p><b>Minutes of previous meeting</b></p> <p>The Minutes of the fourth meeting held on 3 May 2017 were approved by the Chair, Roy Gillard. Part I following slight amendments and Part II. Part I had been made available to the Committee to view via the Google drive prior to the meeting. Part II was distributed by the Clerk for the Committee to read at the meeting and then returned to be destroyed. One copy will be filed by the Clerk.</p>
F27.17	<p><b>Matters arising</b></p> <p><b>.1 F19.17</b> – TC updated the Committee on the Diptford Preschool build and explained about the issues with the groundworks that have been encountered, additional costs of £6k being incurred. The funds already received for the project are £128k. The Committee requested that the Diocese is approached regarding why a ground survey was not completed. <b>Action MM.</b> The Committee <b>agreed</b> for the project to continue, despite these issues.</p> <p>The Committee noted that the F&amp;GP Terms of Reference were approved by the Board on 8 May 2017.</p> <p>The Committee were advised that no external organisation have come forward to take over the running of the swimming pool at Harbertonford. The plan was to open the pool for use for this term only prior to the closure. However, due to repairs needed to the pump involving more costs, it has been decided to close immediately, pending draining. School and PTFA are asked to put forward any proposals for the future use of the area. The Committee requested that disclaimer signage is erected around the pool. <b>Action TC to advise HoS.</b></p> <p>The schools within the MAT are not currently members of the Totnes Learning Community (TLC). Membership fee is £1500 per school plus £1 per pupil and they no longer pay for supply costs for staff attending. TC and ND proposed that we pay for one of our schools to sign up for one year to enable links to be kept and TC will attend meetings. The Committee <b>agreed</b> and TC will update the Committee as to whether this agreement works.</p> <p><b>.2 F23.17</b> – A report was provided to the Committee from the meeting held with Harbertonford Parish Council (PC) on 19 June 2017. TC explained the options that were discussed:</p> <ul style="list-style-type: none"> <li>• From September, a limited amount of permits will be issued by the school at a charge. Protocols regarding vehicles allowed and times etc. would be set and the front gates will be locked during the school day hours.</li> <li>• The PC are going to advise as to whether they can contribute towards the cost of new</li> </ul>

	<p>security fencing across the front of the school as a more long term option.</p> <p>The Committee <b>agreed</b> in principal for the permit plan to go ahead, pending some advice from FW's husband, Antony Walters (this is his field of work) regarding charging for the permits, and any other considerations to take into account for this agreement. Antony Powers at Michelmores to also be contacted for advice. <b>Action TC</b></p>
F28.17	<p><b>Budget</b></p> <p><b>.1 Income and Expenditure for 2016/17</b> An Income vs Expenditure summary was provided for the period to 31 May 2017.</p> <p><b>.2 Budget position for 2017/18</b> MM gave a presentation to the Committee on the current budget position for 2017/18. Administrators and HoS have had sight of their budgets and been asked for their input and comments. There may be further amendments required before an updated version is provided to the Board at the meeting on 3 July 2017. MM added that he will produce a second version to include the 1% pay increase for Sept.</p> <p>The Committee noted the submission deadline to the Education Funding Agency (EFA) for the budget forecast for 2017/18 is 28 July 2017.</p> <p>MM advised that the majority of Pupil Premium (PP) income will be put against Teaching Assistant costs and then a portion of the funding goes back to the school for resources. Each school will receive a statement of their allowance and it is up to them to produce an impact statement for the funds.</p>
F29.17	<p><b>Staffing</b></p> <p><b>.1 Staffing Budget and Staffing Structures</b> ND summarised recent staffing decisions and changes that have occurred across the Trust</p> <p><b>Moved to Part II</b> <b>Back to Part I</b></p> <p>Appointments have been made for recent posts at Stoke Gabriel. The Committee noted that the full time Year 1 and 2 successful applicant is unable to start until the Spring term, so another applicant has accepted a fixed term post for the Autumn term. Maternity cover is required at Diptford from 1 September 2017. Two current staff members due to complete their fixed term period on 31 August 2017 have been offered the post. If neither wishes to take up the post, then an external advert will go out asap.</p> <p><b>.2 Recruitment Flowchart</b> The Committee noted that the Recruitment Flowchart was approved by the Board on 8 May 2017</p> <p><b>.3 Staffing Approval Request Form</b> The Committee noted that the Staffing Approval Request form was approved by the Board on 8 May 2017.</p>
F30.17	<p><b>Maintenance</b></p> <p><b>.1 Update on appeals in relation to Capital Improvement Fund (CIF) bids.</b> The Committee noted that the Trust have made appeals for Harbertonford, Bearnas and Hennock, awaiting results.</p> <p><b>.2 ICT review update</b> ND advised that all new PC's have arrived and throughout the Summer they will be installed in the schools.</p>
F31.17	<p><b>Dates of future meetings</b> Dates of future meetings were confirmed as: 6/2017 – 30 October 2017 7/2017 – 27 November 2017</p>

1/2018 – 31 January 2018 2/2018 – 28 March 2018 3/2018 – 2 May 2018 4/2018 – 27 June 2018
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**Meeting Closed 11.00am**

**Signed as approved copy by Chair – Roy Gillard**

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**Date 30.10.17**