

Directors	
Isabel Cherrett	Iain Grafton
Tony Callcut	Charlotte Power
Nicola Dunford	Simon Niles
Roy Gillard	
In Attendance:	
Clerk – Sue Howard	
Business Manager Matt Matthew – item D15.17 & 17.17	

Minutes

<p>Welcome: Chair IJC welcomed everyone to the meeting Apologies: Apologies were accepted from Fiona Walters Declaration of Business Interests: CP declared her Business Interests in relation to item D15.17.2 and SN in relation to item D22.17</p>	
D14.17	<p>Minutes of previous meeting The Minutes of the sixth meeting were approved and signed by the Chair, Isabel Cherrett. Part I had been made available to the Board via the google drive prior to the meeting. Part II was 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.</p>
D15.17	<p>Matters Arising .1 F2.17 The Board formally noted that the Annual Abbreviated Return (AAR) for the period ended 31 August 2016 had been submitted to the Education Funding Agency (EFA) by 28 February 2017. .2 F4.17 Diptford Pre-School MM had produced an Options Appraisal document for the Board prior to the meeting detailing the three options available regarding the proposal for Diptford Preschool to become part of the MAT. These comprised: do nothing; alternative provision and to take the Pre-school provision. The estimated annual staffing expenditure was now lower than previously reported due to accurate hourly salary and funding rates being obtained. The Board questioned under option 3 the possible oversight by the Harbertonford Preschool leader and who would be responsible for the workload associated with the set up. MM confirmed there could be an opportunity for the current Preschool leader at HF to mentor or oversee the initial transition period for Diptford. TC and MM would take responsibility for the set up of the provision. The Board noted that should the MAT take on the provision, this would trigger a new 'request to register' with Ofsted and this should be factored into the timescale as delays are possible. After due consideration, the Finance Director proposed that it would be in the MAT's interests to take on the Pre-school and the Board agreed Option 3. .3 D9.17 ND had updated the template for safeguarding reporting to Directors, following discussions with lead governors for safeguarding and this was made available for the Board prior to the meeting. ND added that two reports have already been completed and once all received, they will then be forwarded to the safeguarding director; any major issues will then be brought to the Board. The Board noted that Babcock are carrying out a safeguarding audit at Landscape 20 March 2017.</p>

	<p>.4 D12.17 Admissions Policies The Clerk confirmed that all the Admissions policies had been submitted to the Diocese and to Devon County Council and were not subject to the formal consultation period.</p> <p>.5 D55.16 It was noted that the Remuneration Committee are still to set a protocol regarding recruitment following the staff appraisal appeal – Action ND, RG and IJC</p>
D16.17	<p>Audit Committee CP summarised the second Audit Committee meeting held 24 February 2017. At the request of the Committee, Internal Auditor, St Kew, has revised her report template to make explicit the areas reviewed and the range of sampling. CP added that St.Kew will visit the individual academies for comparison purposes.</p> <p>.1 <u>Approve revised Constitution and Terms of Reference</u> The Board approved the updated Terms of Reference for the Committee which were made available as supporting documentation for the meeting.</p> <p>.2 <u>Appointment of External Auditor 16/17</u> Following recommendation from the Audit Committee, the Board approved Bishop Fleming (BF) as external auditors for the Trust for the financial year 2016/17 and delegated approval of the fee to the Audit Committee. The Board agree a full review of the external audit function should be planned in time for the 2017/18 appointment.</p>
D17.17	<p>Finance & General Purposes</p> <p>.1 <u>Income and Expenditure report on actuals against the approved 2016/17 budget to 31 January 2017</u> The Business Manager tabled actual vs budget reports for period 1 September 2016 to 28 February 2017 and summarised the layout and results. The Board noted that this showed a good account of the 6 month position and forecast for the full year. Following the move to HCSS for accounting, reporting will be more accurate and readily available for viewing by Directors. The Board were invited to email any further questions relating to the reports to the Business Manager following the meeting.</p> <p>Extra from MM – The financial year 2015/16 year end procedure on FMS has been completed. Payroll end of month reports and personnel contract information held on SIMS now match accurately after a review period. The HCSS accounting package is ready to go. Restrictions on ordering and raising invoices is being put into place in preparation for the transfer on 1 April 2017. Bishop Fleming will check the transfer figures prior to launch of HCSS and training for the new accounting package will take place the first week back in the Summer term. The Audit Committee had also asked St Kew for a report on the transfer.</p> <p>The Capital Improvement Fund (CIF) results are to be announced by the end of March. A full tendering process is being prepared for catering and formal recommendations will be submitted to the Board for discussion.</p> <p>ND confirmed that controls on expenditure across the MAT are being understood and well received by the HoS. The awareness and management of their budget is more vigorous.</p> <p>.2 <u>Review final FMGS audit report from the EFA</u> The final report received from the EFA following their visit had been available for the Board. The Board noted that there is one item still outstanding, a Central Services Agreement.</p> <p>.3 <u>Central Services Policy/Agreement</u> The Business Manager had produced a draft Central Services Agreement in relation to item D17.17.2. Further work was required and the Policy will be brought to the Board for approval at the eighth meeting on 8 May 2017.</p> <p>.4 <u>2017-18 Funding</u></p>

	The Board received the Business Manager's report , detailing the reduction in funding set out in the Department for Education (DfE) recent publication. The Board noted with regret the reduction of £67,505 across the MAT for the year 2017/18, and the increased pressure this placed on the budget.
D18.17	Remuneration Committee IJC advised the Board that there are no new issues.
D19.17	Standards and Curriculum Committee IG advised the Board that the first meeting of the Standards and Curriculum had been postponed and will now be held on 14 March 2017.
D20.17	Chief Executive Officer's Report ND had produced a report for the Board. This included a summary of the national picture for Multi Academy Trusts, an update on the MAT Growth & Capacity Plan and Business Plan. ND had recently attended her CEO training residential and advised the Board of considerations taken from this including that there is a proposal for Local Governing Boards to become advisory boards of the future as they are no longer seen as decision makers. The Growth & Capacity Plan that ND has produced will be made available for the Board to view via the google drive. Clerk to action. The Board noted that the Woodleigh Federation has submitted its expression of interest to the Regional Schools Commissioner. Parent and staff consultations are taking place this week at all three Federation schools, Cheriton Bishop, Tedburn St Mary and Yeoford. ND, TC and MM will give presentations on the Link's vision, structure and culture. Communication is continuing with Denbury and Abbotskerswell schools.
D21.17	Executive Principal's Report The EP had updated the MAT Improvement Plan and this was made available to the Board via the google drive. Key areas were discussed, including; <ul style="list-style-type: none"> Standards in English and maths and data analysis. Detailed case studies and data will be addressed at the Standards and Curriculum meeting 14 March 2017. Proposal to produce a Data Dashboard to enable Directors and Governors to be able to view live data online. There continues to be good communication between subject leaders and Heads of Schools. Heads of School have a deadline for 2017/18 School Improvements Plan's (SIP's) of mid-summer term. Projects can then be costed and this will feed through to the MAT Improvement Plan (MIP). In-house Career Professional Development (CPD) and training for staff along with Leadership of our staff remains important.
D22.17	Admissions ND sought guidance from the Board regarding Planned Admission Numbers (PAN) and whether it was advisable to increase our PAN's in advance and for our academies to show as not at capacity or apply if and when required? The Board agreed that it should be looked at on a case by case basis, it is better to understate your PAN than overstate.
D23.17	Safeguarding No issues to report. CP highlighted the Keeping Children Safe in Education (KSCIE) document for Directors to have read. This will be made available on the google drive and Directors to email confirmation to the clerk once read. Clerk to action and Directors to read.
D24.17	Vision, Mission and SWOT ND and IJC will continue to work on these documents and bring to the Board any amendments and suggestions. It was agreed an additional time, outside a formal meeting, may be the best way to progress this.
D25.17	Governance .1 Skills Audit IC had produced an analysis of the recent skills audit carried out for the Board prior to the meeting. The Board discussed the skills gap and the expertise sought and agreed on a

	<p>maximum of three or four Directors to be recruited over the next few months. Knowledge in the following categories is to be sought;</p> <ul style="list-style-type: none"> • IT • Local Business connections • Financial background for Audit committee • Education based expertise • Property development and facilities management • HR lead at Director level <p>The Board were in agreement that we must be rigorous in recruiting for the skills we need and the process should be similar to that of employing staff with a probation period. IJC will draft a document for potential interested parties to complete showing an expression of interest.</p> <p>Action IJC</p> <p>.2 <u>Code of Practice for Trustees</u> The Code of Practice for Trustees was approved by the Board. Copies will be made available by the clerk, for all Directors to sign.</p> <p>.3 <u>Induction Pack for Trustees</u> The Board noted this document and its content. It will be updated with the Vision and Mission of the Trust once finalised.</p>
D26.17	<p><u>Annual General Meeting</u> Clerk will obtain four or five available dates from Directors for the Annual General Meeting (AGM) to be held and then forward onto the Members of the Trust so a date can be scheduled. It was agreed the Landscope School Hall would be a better venue due to the numbers that will be attending.</p>
D27.17	<p><u>Policies</u> The following policies had been amended showing tracked changes.</p> <ul style="list-style-type: none"> .1 Flexible Working Requests .2 Recruitment & Selection .3 Pay Policy .4 Staff Leave & Absence .5 Managing Sickness Absence <p>Michelmores had advised that all Personnel policies should now go through a formal consultation with the recognised Unions and would assist in this process. Prior to submission, the Chair and Finance Director had gone through the list of 27 policies held historically and agreed where some of these could be combined. They, together with the CEO, EP and Clerk would review all the policies to capture recent changes in nomenclature etc, prior to submission to HR at Michelmores.</p>
D28.17	<p><u>Dates of future meetings</u> Dates of future meetings were confirmed as: 8/2017 – 8 May 2017 9/2017 – 3 July 2017</p>
D29.17	<p>Extra item – Devon County Council had recently published the proposed term dates for academic years 2018/19 and 2019/20. As parents were already enquiring about dates, the Board formally approved these together with the allocation of non-pupil days for each year. Clerk with distribute to schools and ensure visibility on all websites for parents.</p>

Meeting Closed 8.46pm

Signed as approved copy by Chair – Isabel Cherrett

.....
Date 8.5.17