

<b>Directors</b>	
Tony Callcut	Iain Grafton
Isabel Cherrett	Simon Niles
Nicola Dunford	Charlotte Power
Roy Gillard	
Fiona Walters – Apology Accepted	
<b>In Attendance:</b>	
Clerk – Sue Howard	
Mark Matthew - item D39.16 6.00pm – 8.25pm	

### Agenda

D34.16	Approval of Minutes from previous meeting
D35.16	Matters Arising
D36.16	Appointments of Directors and others .1 Diane Hockin – Resignation .2 Roy Gillard – Appointment .3 Chair and Vice Chair – Newton & Teign hub .4 Chair and Vice Chair – Totnes hub
D37.16	Report from CEO and Deputy CEO
D38.16	Safeguarding
D39.16	Finance
D40.16	Estates Projects 2016-17
D41.16	Staffing .1 Appeals against pay progression .2 Appraisal of CEO & DCEO
D42.16	Policies .1 Schedule for discussion and amendment .2 Review and approval of policies prepared
D43.16	Committee Membership
D44.16	Part II – Iain Grafton
D45.16	Dates of future meetings

### Minutes

D34.16	The Minutes of the third meeting, Part 1 held on 4 July 2016 were approved and signed by the Chair, Isabel Cherrett. The Minutes had been made available on the Link website secure page, for the Board to view prior to the meeting.
D35.16	<b>D26.16 DBS checks outstanding</b> – <i>the Clerk reported that only Roy Gillard needs to be processed and this will be actioned by her, following his appointment at this meeting. The Clerk also confirmed she will add the profile for Roy to the Link website.</i>

	<p>The Chair thanked Mr Grafton for the presentation on Safeguarding to Directors and members of the Local Governing Boards on 12 July.</p> <p>The Chair confirmed the successful appointment of Mark Matthew, as the Academy's Business Manager following interviews held on 22 July 2016 and approval, via email, from all Board Trustees. Mark commenced his employment on 1 September 2016.</p> <p>IC advised the Board of the visit by EFA officers on 3<sup>rd</sup> and 4<sup>th</sup> Nov. The main purpose of their visit is to gather evidence to support the FMGS return and review the actions. They will be at Landscope House for one day and then visiting two schools, Hennock and Bearnas, for the other day.</p>
D36.16	<p>.1 Diane Hockin has tendered her resignation for personal reasons. <i>Clerk to forward completed paperwork to Michelmores for filing with Companies House.</i></p> <p>.2 RG – The Clerk has received confirmation of RG's appointment from the Diocese as a Foundation Director. <i>Clerk to circulate resolution to Foundation Members for approval and then forward to Michelmores for filing with Companies House.</i></p> <p>.3 ND confirmed that Claire Baker has been elected as Chair of the Local Governing Board for the Newton &amp; Teign Hub, with Linette Avery as Vice.</p> <p>.4 TC confirmed that Claire Moorman has been elected as Chair for the Totnes Hub, with Anna Neville as Vice</p>
D37.16	<p>TC and ND tabled the updated Trust Improvement Plan (IP) and current pupil numbers. The latter highlighted an overall drop of 8 pupils across the Trust compared to the 2015 census. SN and MM will work together to gain an understanding of future pupil numbers through Devon County Council's forecast pupil numbers. MM is promoting the forthcoming open days for all six schools in order to increase numbers.</p> <p>TC and ND advised the Board that all staff appraisals have been completed and their recommendations for pay increases are awaiting review and approval by the Remuneration Committee. Retention of staff was crucial to the success of the MAT and the Board noted it may be appropriate to review the Head of School pay scales as the CEO and DCEO agreed the current maximum point on the leadership scale does not recognise them as Senior Leaders. RG responded by stating that if supply costs are reined in across the Trust, this can free up finances for our current staff. <i>Clerk to circulate reports to Remuneration Committee.</i></p> <p>SN asked if any plans for expansion of the MAT are included in the IP. ND &amp; TC confirmed this would be a target in the Business Plan to be prepared; the IP related to the 6 schools currently in the MAT. They hoped a draft Business Plan would be ready for the Board to consider in December.</p> <p>Retention of staff needs to be a priority in the Link IP. CP asked TC &amp; ND whether there were any concerns about this year's SATS results. They answered that Hennock had an unexpected dip, only by a couple of marks, other schools' results were as expected.</p>
D38.16	<p>Designated leads for safeguarding were <b>agreed.</b></p> <ul style="list-style-type: none"> <li>• IG and CP for the Board of Directors - <i>clerk to look at safeguarding training for CP</i></li> <li>• TC and ND for Senior Management</li> <li>• Claire Baker and Rebecca Humphreys for Newton &amp; Teign Governing Board</li> <li>• Anna Neville and Paul Bedford for Totnes Governing Board</li> </ul>
D39.16	<p>MM gave a Power Point presentation on the work completed since the beginning of September and the HCSS budgeting software introduced. This provided a useful tool for modelling purposes; further work was needed on the financial management system to ensure it was fit for purpose.</p>

	<p>.1 Financial Year 2015-16 MM provided an updated summary of income and expenditure for the financial year ending 31 August 2016, resulting in an overall surplus of £19,997 and a carry forward figure on the Balance Sheet of £417,019. Mr Allen and Mr Matthew would work together to ensure figures were ready for the audit commencing on 7 November 2016.</p> <p>.2 Budget 2016-17 and beyond MM had circulated detailed income and expenditure budgets for the Trust and the individual six schools for the period 2016-17 to 2020-21. Whilst a revenue budget surplus at Academy level was forecast across the period, individual schools were shown to be in deficit where pupil numbers were lower. This reinforced the need to increase numbers and Heads of Schools were aware of their own school's budgets. The Board <b>approved</b> the updated 2016-17 budget. SN noted that staffing costs are below the sector average percentage, which provided limited leeway to offset deficits for future years. The Board of Directors will monitor the 2016-17 budget through the year and MM will produce a financial report monthly for the Directors. RG requested a preference for graphical reports and dashboards, rather than just figures.</p> <p>MM advised the Board of the projects proposed if the CIF bids are successful, results for these bids are announced around March 2017. SN asked MM to highlight the priority projects needed in case CIF bids are unsuccessful. RG added that a cost implication for each item would be useful. <i>MM to action for the Board's meeting in December.</i> Directors need to be aware of the tendering process for the projects and gave their support and <b>agreement</b> of the way that MM has facilitated it.</p> <p>MM highlighted the need for an internal auditor to be appointed, for quarterly reviews of the Trust. <i>MM will obtain some quotes for the Board.</i></p> <p>TC commented that MM has done an amazing job, RG and all directors gave thanks.</p>
D40.16	The Estate Projects for 2016-17 had been covered in item 39.16
D41.16	<p>.1 The Board <b>agreed</b> for IG, CP and FW be appointed as the First Appeals Committee for pay Progressions. RG, IC and SN to be the Second.</p> <p>.2 IC advised the Board that she is meeting with the Chairs of the Local Governing Boards, on 14 October 2016, for a pre-appraisal discussion, in relation to the CEO and DCEO appraisals. An external professional needs to be sourced for the formal CEO and DCEO appraisal. The Board agreed with the initial set up of the Academy completed, it was now appropriate to prepare job descriptions for these two leadership roles, ensuring appropriate delegation of responsibilities that were complementary and reduced any concern regarding duplication. <i>RG has sample job descriptions that he will forward to IC; ND &amp; TC will meet to prepare a draft also.</i> Once agreed, these roles would provide the individual schools with that clarification and understanding.</p>
D42.16	<p>.1 A schedule of draft policies were produced and provided to the Board prior to the meeting. It was brought to the attention of the clerk that 4 policies that had been approved by the Local Governing Boards, should come to the Board for approval also, they were;</p> <p>Freedom of Information Data Protection Policy Whistleblowing Governor and Director Allowances <i>Clerk to action via email</i></p> <p>.2 19 Policies were prepared for the Board prior to the meeting for review and approval. The Board reviewed them, asked the clerk to make slight amendments and <b>approved</b> the following:</p>

	<p>Accounting Policy 2016  Anti-Fraud &amp; Corruption Policy 2016  Capital and Revenue Reserves Policy 2016  Charging and Remission Policy 2016  Equal Opportunities Policy 2016  Exclusion Policy 2016  Fair Processing Notice 2016  Finance Policy 2016 – it was agreed that the authorisation levels for goods and services would be £5000 for the CEO and DCEO and £3,000 for the Business Manager. The Chair, Vice Chair or Finance Director would authorise the travel and subsistence claims of the CEO and the CEO would authorise the VAT returns, prepared by the Business Manager. Capital projects over £3,000 would require the authorisation of the Finance Director  Financial Reserves and Investment Policy 2016  Fundraising Policy 2016, with the agreement that any additional capital or revenue expenditure must be within the budget  Gifts and Hospitality Policy 2016 – the Board asked the CEO and DCEO to ensure all staff were reminded of this policy  Health, Safety, Welfare and Security Policy 2016  Investment Policy 2016  Pay Policy 2016 – the Board had agreed, via email prior to the meeting, the 1% cost of living increase for all staff  Appraisal Policy for Teachers, Heads of School and Executive Headteachers  Support Staff Appraisal Scheme for Schools  Procurement &amp; Tendering Policy 2016  Risk Management Policy 2016 and Risk Management Strategy 2016</p> <p><i>The Chair asked for an item for the December meeting on the detailed arrangements relating to Health and Safety and on Risk Management and the Risk Register.</i></p>
D43.16	<p>IC had populated a draft membership table for the Committees. All directors are to advise IC by 19 October of any amendments or suggestions. CP volunteered to stand as chair of Audit Committee, the Board <b>approved</b> the proposed membership in principle. <i>Chairs of committees are to suggest dates for future meetings</i> to fellow members. Dates and agenda items to be linked with Annual cycle.  The Board <b>approved</b> that the chair, IC, would act as 'Champion' for Health &amp; Safety</p>
D44.16	<b>Part II</b>
D45.16	<p>Fifth meeting, 5 December 2016 to include feedback, via document rather than verbal, from committees if they have met. The Financial Statements and other Audit documents would be discussed and, if agreed, signed during that meeting also.</p>

**Meeting Closed 8.45pm**

**Signed as approved copy by chair – Isabel Cherrett**

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**Date 5.12.16**