

<b>Directors</b>	
Isabel Cherrett	Iain Grafton
Tony Callcut	Charlotte Power
Nicola Dunford	Simon Niles
Roy Gillard	Fiona Walters
<b>In Attendance:</b>	
Clerk – Sue Howard	
Business Manager Matt Matthew - item D4.17.2 6.20 – 7.10pm	

### Agenda

D1.17	Approval of Minutes from previous meeting
D2.17	Matters Arising
D3.17	Audit Committee
D4.17	Finance & General Purposes Committee .1 RG to report on any issues from meeting held on 18.01.17 .2 Budget 2016/17 .3 Diptford PreSchool
D5.17	Remuneration Committee
D6.17	Standards & Curriculum Committee
D7.17	CEO Report
D8.17	EP Report
D9.17	Safeguarding
D10.17	Health & Safety, Risk Management and Risk Register .1 Arrangement on Health & Safety across the Trust .2 Risk Register for review
D11.17	Governance
D12.17	Policies
D13.17	Dates of Future meetings

### Minutes

<b>Welcome:</b> Chair IJC welcomed all Trustees and officers to the meeting	
<b>Declaration of Business Interests:</b> SN and IG declared their Business Interests in relation to item D12.17.2 – Admissions Policies	
D1.17	The Minutes of the fifth meeting, Parts I and II held on 5 December 2016, were approved and signed by the Chair, Isabel Cherrett, with one small amendment for Part I. Part I had been made available on the Link website secure page, for the Board to view 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.
D2.17	<b>D52.16</b> - The Board formally noted that the Financial statements and Annual accounts for the period ended 31 August 2016 had been submitted to the Education Funding Agency (EFA) by 31

	<p>December 2016. Bishop Fleming (BF) has prepared the Abbreviated Accounts Return (AAR). The Finance Director RG had approved the AAR for submission by the Business Manager MM by the new submission date of 28 February 2017.</p> <p><b>D53.16</b> - TC updated the Board regarding the pupil with low attendance. This is no longer a safeguarding issue and the child's medical needs were supported by their GP with regular appointments and attendance monitored. TC added that work is sent home for when they are absent so they are well supported by the school.</p> <p><b>D54.16</b> - Following the fifth meeting of the Board, ND, the CEO, wrote to all teaching staff of the Trust with an instruction that no school devices, including laptops, may be taken off site until further notice. Looking forward to September 2017, the aim for the Trust is for all full time staff to have an encrypted laptop.</p> <p><b>D55.16</b> – The Chair reported that an appeal had been made following the recent staff appraisals and salary reviews. The Remuneration Committee had met and upheld the appeal on the grounds of ambiguous communication regarding salary progression. A protocol regarding advertising, recruiting, salary setting and appointments is to be set and followed across the MAT.</p>
D3.17	<p>CP confirmed there were no matters to report; the second meeting of the Audit Committee is set for 24 February 2017. St Kew accountancy's second scheduled visit is in on the same day, looking at orders, payments and tendering. IC has redrafted the Terms of Reference for the Audit Committee for discussion at that meeting.</p>
D4.17	<p>.1 The F&amp;GP Committee had held its second meeting on 18 January 2017; RG reported on the agenda items which included:</p> <ul style="list-style-type: none"> <li>• The Trust is moving from FMS to HCSS for their financial package. This will run alongside the HCSS Budget Software that was introduced during the autumn. MM has asked BF to confirm the transfer figures to ensure accuracy for the end of year audit procedures.</li> <li>• The F&amp;GP Committee agreed to buy in Babcock Financial Assistance, 6 days at a cost of £3,110 to ensure that FMS is accurate, prior to the transfer and commencement of HCSS on 1 April 2017. MM will endeavour to reduce this cost by completing some of the tasks himself.</li> <li>• RG reiterated the need to be extra vigilant and aware of ever increasing teaching supply costs across the Trust. Higher Level Teaching Assistants (HLTA's) must be used where possible to cover absences due to training courses. Heads of School (HoS) will cover Planning, Preparation and Assessment (PPA) time for teaching staff.</li> </ul> <p>.2 The Business Manager had provided the Board with various reports prior to the meeting, including:</p> <ul style="list-style-type: none"> <li>• Cashflow</li> <li>• Budget Expenditure vs Actual spend</li> <li>• Organisational staffing charts and Salary expenditure</li> <li>• Supply Costs</li> </ul> <p>He had provided the HoS's with updated budget reports so they have a better understanding and a clearer picture of their individual budgets. Photocopier agreements, with significant savings on current costs, are about to be agreed for Hennock and Diptford with the aim to bring into line the other 4 schools which currently have staggered end dates of their contracts.</p> <p>The Board discussed the impact on the Age-Weighted Pupil Unit (AWPU) in relation to the provision for Special Educational Need (SEN) pupils and the need for the Trust to produce a response following the National Fairer Funding Formula result.</p>

	<p>.3 TC summarised the proposal for the Pre-School at Diptford to become part of the MAT. The current parent led Committee of the Pre-School no longer wished to continue so the Pre-School will close. TC added that following discussion at the recent F&amp;GP meeting, RG had requested that a business plan be prepared to cover due diligence. MM reported that initial discussions have taken place with the committee with some figures provided.</p> <ul style="list-style-type: none"> <li>8 children are due to start in September 2017, totalling 97.5hrs a week @ £3.98 per hour, based on 38 weeks, this brings £14,746 a year. Staffing, currently a Pre-School leader and Assistant, is £15,354. The Pre-School would need 112.5hrs to break even.</li> </ul> <p>MM has sent a due diligence checklist to the committee to complete. Legal advice has been taken and TUPE liability would be with the Trust. The Board agreed in principal and will review the Business Plan at the seventh meeting scheduled for 6 March 2017. The Board expressed their support for the Pre-School if procedures are not in place in time for when the current Committee steps down.</p>
D5.17	IC advised the Board that an informal flexible working request has been made. The Remuneration Committee had met with the CEO and EP to discuss the request and received legal advice from Michelmores. The Committee have made a decision based on that advice and the recommendation from the CEO and EP, pending the formal request being made.
D6.17	IG advised the Board that the first meeting of the Standards and Curriculum will be held on 28 February 2017.
D7.17	ND tabled a document highlighting the Trust's Business Plan priorities, a copy of which had been made available prior to the meeting. She reported the main messages from the South West Network Event she had recently attended around Collective Strength and shared responsibility.
D8.17	<p>TC had provided the Board with an updated MAT Improvement Plan and his EP report prior to the meeting. His report included pupil numbers, attendance, training and staffing.</p> <p>He advised the Board that the Trust has registered with South West Teaching School Alliance (SWTSA). Membership would be free until September 2017 but the annual fees were thought to be cost-effective in view of the benefits which the Trust would gain.</p> <p>The Board noted the responsibility placed on members of the respective Local Governing Boards in respect of a range of teaching and learning as well as safeguarding and health &amp; safety through regular visits to each school. Governors' knowledge of the day-to-day operation of the schools was critical as this was tested through Ofsted inspections. IG expected that the Standards and Curriculum Committee would have regular reports from the respective Governors relating to their area(s) of responsibility. The Board agreed that it would be helpful to adopt standard agenda and minuting for the Trust Board and the LGBs; Directors asked the Clerk to introduce this approach.</p> <p><i>Clerk to action.</i></p>
D9.17	ND reported that Safeguarding Audits have recently been completed and submitted for all schools within the Trust. Actions have been generated from these and she will ensure these are completed. Administrators have been advised of the necessity for accuracy on personnel record keeping and the Single Central Record (SCR) in each school is to be audited with a Trust wide SCR being drafted. A template has been produced to provide a report to the Board on Safeguarding in our schools. Lead Safeguarding governors will take on this responsibility in conjunction with the HoS's and administrators. <i>ND to advise the relevant people on this</i>
D10.17	<p>.1 SH had produced a report for the Board prior to the meeting detailing the results following her recent Health &amp; Safety review visits to the schools. She advised that each school has received a report with actions required and recommendations for good practice. SH will continue to review H&amp;S and will carry out termly visits to ensure records are accurate, accompanied by Governors in the next round in April 2017. This will be reported to the Audit Committee.</p> <p>.2 The Trust Risk Register has been reviewed and this will be made available to the Board via Google Drive.</p>
D11.17	The Chair and Clerk advised the Board there were no issues arising from recent LGB meetings. IC had attended the Totnes LGB on 26 January and had explained how the Trust was

	progressing to establish accurate and reliable financial data in particular.
D12.17	<p>Two policies were prepared for the Board prior to the meeting for approval.</p> <p>Managing Unreasonable Behaviour in Adults – approved</p> <p>2018-19 Admission Policies for all 6 schools within the Trust</p> <p>The Board recorded the declarations of interest from Mr Grafton and Mr Niles. The Board noted some minor amendments and, subject to these, asked for four of these to be submitted to the Diocese for approval prior to submission to the EFA.</p>
D13.17	<p>Directors' Strategy Day: 7 February 2017 3-7pm Royal Seven Stars, Totnes. ND tabled a proposed agenda for this to the Board.</p> <p>Primary Schools Conference: 20 February 2017 9am Michelmores, Exeter. The Board noted Mr Niles' would not attend due to a conflict of interest.</p> <p><i>Clerk to email out attendees and information to the Board</i></p> <p>Dates of future meetings were confirmed as:</p> <p>7/2017 – 6 March 2017</p> <p>8/2017 – 8 May 2017</p> <p>9/2017 – 3 July 2017</p>

**Meeting Closed 8.30pm**

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

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**Date 6.3.17**