

**Minutes of the MID-TRENT MAT BOARD OF TRUSTEES Meeting**

**Thursday 7<sup>th</sup> December 2017 1.00pm at St Peter’s CE Primary School**

**PART ONE**

**Trustee Membership: Nicki Clay (NC) Julie Alexander (JA) Paul Hayward (PH) Mary Evans (ME) Mark Blundy (MB) Vivienne Starkie (VS) Angela Mulligan (AM) Advisor (Chief Finance Officer) : Andrew Nield (AN)**

**Clerk: PRWhibley Invited Speaker: Chris Wollington (CW)**

| No.  | Agenda Title  | Discussion   | Action Required | By Whom | By When      |
|--|---|--|-----------------|---------|--------------|
| <b>0. PRELIMINARY BUSINESS OF MEETING</b>  |   |  |                 |         |              |
| 0.1  | <b>Welcome, Introductions and Apologies for Absence</b> | All present  | Update Register | Clerk   | Next meeting |
| 0.2  | <b>Election of Chair and Vice Chair</b>                 | ME, on reflection has decided to defer her resignation as Chair until after the outcome of the Governance review. VE explained that taking on the position of Curate will mean a huge increase in the demands on her time. She will continue as Vice-Chair until such time as either the review is finished or the demands on her time become too great.   |                 |         |              |
| <b>1. STANDARD ITEMS OF BUSINESS</b>   |   |  |                 |         |              |
| 1.1  | Welcome, Introductions and Apologies for Absence        |  |                 |         |              |
| 1.2  | <b>Business of Meeting</b>                              | Chris Wollington (CW: a representative from Dains Accountants) attended and so the meeting decided to begin with item 4.1.   |                 |         |              |
| <i>Governors were also asked to identify any items included on the agenda which require recording in a confidential appendix to the minutes.</i> |   |  |                 |         |              |
| <b>2. TRUSTEE BOARD MATTERS</b>  |   |  |                 |         |              |
| 2.1  | <b>Trustee membership changes</b>                       | Jeremy Hodgkiss has resigned since the last meeting which means that there are now only seven Trustees. An idea was discussed that would involve changes to personnel for both the Members and the Trustees, but it was felt that this would need to be considered alongside the outcome of the governance review which has now started. This led to a discussion about the independent MAT Governance Review that is presently taking place by Jane Owens.(JO). AN has had a discussion with JO as part of this review process and ME is due to have a discussion with JO tomorrow. JO has been |                 |         |              |

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|  |  | <p>sent a number of documents and policies relating to the MAT to help inform the review process.. Once JO has reviewed all of the information and completed her discussions she will then come and talk to the Board. The review will help the Trustees to formalise its working practices by holding each layer of governance to account. Each committee needed to know their role and responsibilities. . Clarity was requested as to whether JO would be talking to other Trustees individually, or just as a group. ME asked if the Trustees would like the opportunity for this to happen and agreed that she would clarify this with JO and inform the group.</p> <p>A discussion concerning Key Performance Indicators (KPI) resulted following on from the recent Finance Meeting in which some of the Trustees were present. It was agreed that the Trustees should be setting KPI's for the work of the LGB governors.</p> | <p>JO to be contacted</p> <p>KPI's to be agreed</p>   | <p>ME</p> <p>Trustees</p>    | <p>Asap</p> <p>Discussion next meeting</p> |
| 2.2  | <b>Register of Interests</b>                                   | No change. New signed declarations to be actioned at the next meeting   | Clerk to circulate documents to be signed   | All Trustees                 | At the meeting                             |
| 2.3  | <b>Confidentiality</b>   | Resolved  |   |                              |  |
| 2.4  | <b>Code of Conduct</b>   | Held over to next meeting as the form is being updated.   | Form to be rewritten and signed at next meeting   | All Trustees                 | At the meeting                             |
| 2.5  | <b>Minutes of the Previous Meeting</b>                         | <p>Small typing error (but very important amendment) to a Trustees name.</p> <p>Resolved</p>  | <p>Previous minutes signed as correct record.</p> <p>All papers given to be added to the minute book.</p> | <p>ME</p> <p>Clerk to NC</p> | <p>During meeting</p> <p>After meeting</p> |
| 2.6  | <b>Matters Arising from Previous Meeting</b>                   | <p><u>Section 10: Review of Committee Structures</u></p> <p>It was stated that as chair of an LGB Finance Committee Gavin Hill (GH) should have been invited. The meeting agreed that Gavin should be asked to join the Finance Committee.</p> <p><u>Section 12: Health and Safety Updates</u></p> <p><b>QUESTION: Have all the schools' Health and Safety Policies been updated? ANSWER: All completed.</b></p>  | <p>GH invited to join</p> <p>Clerk to add GH to mail list</p> <p>Resolved.</p>                            | <p>JA to discuss with GH</p> | <p>asap</p>                                |
| 2.7  | <b>Emergency / Delegated Powers Chair / Vice Chair Actions</b> | None  |   |                              |  |
| <b>3. SCHOOL IMPROVEMENT AND DEVELOPMENT</b> |  |   |   |                              |  |

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|-----|---|--|---|--|---|
| 3.1 | Trustee Committee Reports / Visits to school  | <p><u>PH: Website: (presented at the meeting)</u><br/>The three schools web-sites are all live and they have a 'staffs.sch.uk' domain whereas the MAT website will have a midtrentmat.co.uk domain. Next month PH will complete a Compliance Check across the MAT. JA will send PH a list of the statutory policies, so he can cross-reference against his website list.</p> <p><u>PH: Assessment (presented at the meeting)</u><br/>The schools use the PIRA and PUMA systems. All children are assessed termly except children in Reception, who are assessed in the summer only. The Leadership Forum are considering introducing a new assessment schedule which would focus on Grammar, Punctuation and Spelling (GPS). However, this will have to be discussed further as it would involve a new un-budgeted financial commitment.</p> <p><u>JA: AO Report: The audit report has just arrived from the MAT auditors</u><br/>The MAT audit report on 2016-17 felt that there were insufficient internal controls completed. The systems at strategic level are in place but it is the operational checks that need to be systematically completed. JA has spoken to GH who has agreed to complete the internal checks of income/expenditure and payroll that were mentioned in the report.</p> <p>The policy item on 'Mobile Phones' was raised. See 3.4.<br/>MAT Pupil Attendance Policy. See 3.4<br/>The Lands and Buildings Return has now been completed (AN/JA)<br/><u>NC: CEO report being revised and updated.</u> It will be presented at the next meeting.</p> | <p>List to be sent to PH</p> <p>Further discussion and decision</p> <p>Internal controls to be initiated</p> <p>MAT Mobile Phone Policy</p> | <p>JA/PH</p> <p>NC/JA/PH</p> <p>GH</p> <p>NC/JA/PH</p> | <p>December 2017</p> <p>Pre-Finance meeting(s)</p> <p>termly</p> <p>Next Trustees meeting</p> |
| 3.2 | Trustees' Calendar  | <p>A detailed discussion agreed that a meeting cycle for the MAT would be extremely advantageous. It would allow the cycle of committee meetings to take place which would allow any recommendations forthcoming from those meetings to be brought to the attention of the Trustees in good time.</p> <p>It was also agreed that there should be four Trustee meetings each year. Each meeting could be more focused on specific items. It would also allow the involvement of the Members whom have asked to attend a Trustees' meeting following their own, in the Spring term.</p>  | <p>Trustees meeting dates agreed<br/><b>See 6.2</b></p> <p>Members informed of meeting date</p>   | <p>Trustees</p> <p>Clerk</p>                           | <p>At meeting</p> <p>Approved draft minutes agreed</p>  |
| 3.3 | Headteachers' termly reports to the LGBs  | <p>Presented prior to meeting.<br/>Resolved.<br/><b><u>QUESTION: The attachment to the Health and Safety papers were omitted from the global email. Could they be sent to all Trustees? ANSWER: Yes, immediately following this meeting.</u></b></p>   | <p>H / S papers sent</p>  | <p>PH</p>  | <p>Post meeting</p>   |
| 3.4 | School Policies Procedures and Policies: <ul style="list-style-type: none"> <li>Attendance</li> <li>Freedom of Information</li> <li>Gifted, Talented and More Able</li> <li>Religious Education</li> <li>Flexible Working</li> <li>Pupil Premium</li> </ul> | <p>JA had prepared draft policies which had been sent out to headteachers for consultation with staff and LGBs as appropriate. These were presented to the Trust Board for approval as follows:</p> <p>The MAT Attendance Policy was discussed and agreed with one amendment. It was agreed that on page 2 of the policy concerning the timescale, it should read '<b>over the year</b>' rather than at intervals. This was agreed.</p> <p>Each school needs to add their own local arrangements to the policy. It was stated that this needs to be updated annually.</p> <ul style="list-style-type: none"> <li>Attendance: All schools will now follow the same MAT Pupil Attendance Policy from January 2<sup>nd</sup> 2018. The policy was approved by Trustees.</li> </ul>  | <p>Amendment</p> <p>Local arrangements to be added to policy</p>  | <p>JA</p> <p>NC/PH/JA</p>                              | <p>Prior to publication</p> <p>Next meeting</p>   |

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|----------------------|--|--|---|---|---|
|                      | <ul style="list-style-type: none"> <li>Preventing Extremism and Radicalisation</li> <li>Social Networking Code of Practice</li> <li>Mobile Phone Policy</li> </ul> | <ul style="list-style-type: none"> <li>Freedom of Information: 2000 regulations are still relevant and a new MAT policy has been drafted. This should be a MAT one and will be sent to PH for placing on the MAT website: headteachers should ensure this policy is uploaded to individual schools' websites too. The policy was approved by Trustees.</li> <li>Gifted, Talented and More Able: This is not statutory but the meeting felt that it was 'good practice' to produce and monitor it. The policy was approved by Trustees.</li> <li>Religious Education: The curriculum group has put together a new scheme of work. An explanation of working practices stated that Christian teachings should be allocated two thirds whilst non-Christian teaching should be allocated one third. The RE curriculum group will continue to re-evaluate the scheme of work. The Trustees wanted to share that they felt that the agreed Aims included in the policy were excellent. The policy was approved by Trustees.</li> <li>Flexible Working: An explanation of the blue additions to the document were given and the policy was approved by Trustees</li> <li>Pupil Premium (PP): The meeting felt that there needed to be a much clearer statement as to how the monies are spent regarding PP for Service Children, as it is intended to be used slightly differently to PP for Disadvantaged pupils. PH will add the additional explanation to the policy. It will then be sent to JA for inclusion.</li> <li>Preventing Extremism and Radicalisation: (amend page 4; delete 2015 and replace with 2016.) The policy was approved by Trustees.</li> <li>Social Networking Code of Practice: To be amalgamated in future with both Staff Discipline policy and Staff Code of Conduct. The policy was approved by Trustees.</li> </ul> <p><b>QUESTION: Are all these policies pre-existing ones? ANSWER: No, some are new policies.</b></p> <p><b>QUESTION: Would it be possible with any future upgraded policies, that any deletions/additions or rewording is highlighted so that the proposed changes are clear? ANSWER: Yes.</b></p> <p>Mobile Phone Policy: After discussion it was agreed that there should be a MAT Policy for all schools. The headteachers agreed to remind the staff in the meantime that they should not be using their phones in class, not taking photographs and that they should be left in the staffroom. An agreed policy to be drafted by JA will be submitted for approval at the next Trustees meeting.</p> | <p>Financial statement sent to JA</p> <p>Changes highlighted</p> <p>MAT Draft Mobile Policy written</p> | <p>PH</p> <p>Author of Policy</p> <p>Leadership Forum</p> | <p>Prior to publication</p> <p>Prior to next Meeting</p> <p>Next Trustees meeting</p> |
| <b>4. MONITORING</b> |  |  |   |   |   |
| 4.1                  | <b>Finance Report</b>  | <p>AN: (Sent prior to meeting)</p> <p>The financial scheme of delegation</p> <p>The financial regulations</p> <p>The risk register</p> <p>MAT risk management policy</p> <p><b>Financial Statement accounts and the Audit Clearance document</b> (sent 48 hours prior to the meeting) were discussed. CW led the explanation of the documents page by page to the Trustees whilst answering all questions. AN clarified any issues that needed further explanation to support CW's presentation.</p> <p><u>Headline figures and discussion:</u></p>  |   |   |   |

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|---------|--|--|-----------------|---------|---------|---------|--------|--------|--------|---------|---------|-------|---------|--------|---|--|---|
|         |  | <p>It was explained that the organisation had a £740,000 liability in its LGPS pension reserves (if it ceased trading immediately). The auditor confirmed this is underwritten by the government should this occur. The current employer contribution is 22.2% and will rise by 1% each year for next two years.</p> <p>All financial statements/accounts, once agreed and signed, should be placed on the MAT website prior to the end of January 2018.</p> <p>Staff costs take up 75% of the MAT's budget. This is not a concern and is normal for this type of MAT. It was stated however that should it rise to &gt;80% then that would be a cause for fiscal concern.</p> <p>The fixed assets of the MAT are extremely small compared to other MAT's because they are Church schools and so do not own their land and buildings.</p> <p>A recommendation concerning Internal Controls was introduced this year which involves a two-tier notification process. AN explained the MAT procedures for VAT which CW agreed goes above the merely acceptable practice in other schools. Bank reconciliation is now in place and the reclaiming of rates has been initiated.</p> <p>It was stated that the MAT needs to look at 'internal controls' as a matter of urgency there is a requirement is for an independent internal audit process to take place across the MAT on key aspects involving expenditure, income and payroll and a report produced for the MAT Finance committee to scrutinise and take appropriate action on behalf of the Trustees.</p> <p>In 2016/17 although detailed internal checks were not carried out, an appropriate level of scrutiny of financial controls and procedures had been provided by JH through the interrogation of financial reports, budgets and policies.</p> <p>As stated in item 3.1 following the recent resignation of JH the independent internal control checks will be undertaken by GH for the 2017/18 year and will include visits to each school.</p> <p>Individual liabilities of each school were discussed. i.e. It was noted that St Andrews had a large capital project being done in Autumn Term which would reduce their revenue by £23,000. The meeting agreed that this showed that the MAT was being prudent by keeping reserves for such large future projects. An added example of where St. Peter's are being funded for 112 pupils when in fact they have 137 pupils on role.</p> <p>Although draft the revenue reserves not including unadjusted items are:</p> <table border="1" data-bbox="465 863 786 962"> <thead> <tr> <th></th> <th>2015</th> <th>2016</th> </tr> </thead> <tbody> <tr> <td>Colwich</td> <td>36 000</td> <td>65 000</td> </tr> <tr> <td>Weston</td> <td>119 000</td> <td>170 000</td> </tr> <tr> <td>Hixon</td> <td>102 000</td> <td>73 000</td> </tr> </tbody> </table> <p>The Chair on behalf of the Trustees expressed their thanks and congratulations for the hard work that individuals had taken to complete the Audit. It was also highlighted that the MAT didn't have any red action points within the RAG assessment in the internal controls report.</p> |                 | 2015    | 2016    | Colwich | 36 000 | 65 000 | Weston | 119 000 | 170 000 | Hixon | 102 000 | 73 000 | Financial Papers to be signed off as correct. | Accounting Officer and Chair of Trustees | Completed during the meeting with the approval of the Trustees. |
|         | 2015   | 2016   |                 |         |         |         |        |        |        |         |         |       |         |        |   |  |   |
| Colwich | 36 000   | 65 000   |                 |         |         |         |        |        |        |         |         |       |         |        |   |  |   |
| Weston  | 119 000  | 170 000  |                 |         |         |         |        |        |        |         |         |       |         |        |   |  |   |
| Hixon   | 102 000  | 73 000   |                 |         |         |         |        |        |        |         |         |       |         |        |   |  |   |
| 4.2     | <b>Special Educational Needs /Pupil Premium /Looked after Children</b> | None<br>(Included in headteacher's reports to the LGBs)  |                 |         |         |         |        |        |        |         |         |       |         |        |   |  |   |
| 4.3     | <b>Sports Fund</b>   | None<br>(Included in headteacher's reports to the LGBs)  |                 |         |         |         |        |        |        |         |         |       |         |        |   |  |   |
| 4.4     | <b>Safeguarding</b>  | None<br>(Included in headteacher's reports to the LGBs)  |                 |         |         |         |        |        |        |         |         |       |         |        |   |  |   |

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| 4.5   | <b>Health and Safety</b>                                 | None<br>(Included in headteacher's reports to the LGBs)   |   |         |                            |
| 4.6   | <b>School / Academy Improvement and Development Plan</b> | None<br>(Included in headteacher's reports to the LGBs)   |   |         |                            |
| 4,7   | <b>Information Reports and Minutes</b>                   | Leadership Forum Minutes<br>Local Governing Board Minutes<br>Finance Committee Minutes<br><br>Due to the large amount of papers the Trustees were asked to read for this meeting, it was suggested and agreed that the minutes of all the meetings above could be sent to the Trustees, as soon as the drafts are approved. This would reduce considerably the amount of reading the Trustees were expected to complete within the 7 days prior to a meeting.   | Resolved.<br><br>Draft minutes to be sent to Trustees | Clerk   | When the Draft is Approved |
| 4.8   | <b>MAT Admissions Arrangements (2019 - 2010)</b>         | JA presented to trustees the draft MAT admissions arrangements for 2019-2020. These were approved by the Trust Board. A discussion about each schools' PAN and whether each school subscribes to SLA followed. Colwich are the only school who subscribes for involvement of SLA costing £600 a year.   |   |         |                            |
| <b>5. BOARD OF TRUSTEE'S DEVELOPMENT</b>  |  |   |   |         |                            |
| 5.1   | <b>Trustees' training</b>                                | An awareness training session has been organised for personnel of the MAT on GDPR. It is being delivered by Entrust on Tuesday January 16 <sup>th</sup> at St Peter's.  |   |         |                            |
| 5.2   | <b>Trustees' Update</b>                                  | 3 documents attached:<br><ul style="list-style-type: none"> <li>• Changes in Education</li> <li>• Governance Handbook 2017</li> <li>• Financial Handbook 2017</li> </ul>  |   |         |                            |
| <b>6. CONCLUSION OF MEETING</b>   |  |   |   |         |                            |
| 6.1   | <b>Any other Urgent Business</b>                         | A New Scheme of Delegation was presented at the meeting.<br>Agreed.   |   |         |                            |
| <p>Trustees were asked to identify if there were any items / materials which need to be excluded from any agenda, minutes, reports or other papers discussed at the meeting which would normally be made available for inspection following the meeting. <b>Further Guidance:</b> The Trustees may exclude any material relating to:</p> <p>i) A named person who works or it is proposed should work, for the Trust.</p> <p>ii) A named pupil at, or candidate for admission to, to any of the Trust schools.</p> <p>iii) Any other matter that, by reason of its nature, the Trust Board is satisfied should remain confidential from any agenda, minutes, report or other paper discussed at their meeting which would normally be made available for inspection following this meeting.</p> |  |   |   |         |                            |
| 6.2   | <b>Date of Next Meetings</b>                             | Thursday March 22 <sup>nd</sup> 13:00 – 15:00 at St. Peters School Hixon<br>Thursday July 12 <sup>th</sup> 13:00 – 15:00 at St. Peters School Hixon<br>Thursday September 27 <sup>th</sup> 13:00 – 15:00 at St. Peters School Hixon<br>Thursday December 13 <sup>th</sup> 13:00 – 15:00 at St. Peters School Hixon<br><br>The clerk was asked by the Chair to organise a proposed cycle of MAT committee meetings which would follow the new Scheme of Delegation and allow minutes from all committees to be approved and available at each future subsequent Trustees meetings. | Draft MAT meeting cycle to be sent to Chair           | Clerk   | Prior to next meeting      |

**201703 TRUSTEE MEETING**



**APPROVED**

| No. | Agenda Title | Discussion | Action Required | By Whom | By When |
|-----|--------------|------------|-----------------|---------|---------|
|     |              |            |                 |         |         |

**This is a true record of the meeting.**

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| <b>Signed:</b> | <b>Date:</b> |
|----------------|--------------|