

Minutes of the MID-TRENT MAT BOARD OF TRUSTEES Meeting

Thursday 22nd March (began 2.45pm) at St Peter’s CE Primary School

PART ONE

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

No.	Agenda Title	Discussion	Action Required	By Whom	By When
1. STANDARD ITEMS OF BUSINESS					
1.1	Welcome, Introductions and Apologies for Absence	Vivienne Starkie sent her apologies which were accepted.			
1.2	Business of Meeting	The Chair put forward the motion that the Trust Board should hold an Extra-Ordinary meeting to further discuss the points raised by Jane Owens about the MAT’s Governance structure. This motion was approved and a date fixed. See below. Monday 23rd April at 2.00pm St Peter’s School Hixon See 6.2	Powerpoint presentation sent to all Trustees	AN	Asap
		The clerk asked for an item on the ‘Scheme of Delegation’ to be added to the agenda. It was decided to discuss this item immediately. This was necessary due to the recent changes concerning the need to have a majority of voting Trustees on the Finance Forum, which is not possible at present. It was decided to suspend items 6.4 and 6.5 on the Scheme, whilst the Governance Review is taking place. Item 6.3 remains and means that any three voting Trustees or Governors is a quorum.	Agenda for meeting sent out	ME/Clerk	12.04.18
		QUESTION: Do we have the financial skills to audit the CFO ? ANSWER: It was agreed that many of the Trustees had a level of financial knowledge but not enough to hold the CFO to account. Trustees were asked to think of individuals, with the financial skills necessary who could be approached to join the MAT Finance Forum.	To re-activate 6.4 and 6.5	Trust Board	Post Governance Review
Governors were also asked to identify any items included on the agenda which require recording in a confidential appendix to the minutes.			Trustees to offer names to be contacted	Trustees	Next Meeting
2. TRUSTEE BOARD MATTERS					
	Trustee membership changes	None			

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2.1							
2.2	Register of Interests	The clerk thanked those who had completed the form and returned it. He requested that all Trustees complete their declaration by email and he would then populate the master spreadsheet.			Trustees to complete the form	Trustees	Prior to the next meeting
2.3	Confidentiality	Resolved					
2.4	Code of Conduct	A new DRAFT Code of Conduct had been produced by AN/JA and circulated prior to the meeting. The Code was approved by the Board. All Trustees present signed at the end of the meeting.			Absent Trustees to sign VS only-?	All Trustees who have not signed	At the next meeting
2.5	Minutes of the Previous Meeting	Approved. (Page 5. Spelling of roll should have been role.)					
2.6	Matters Arising from Previous Meeting						
0.1	Attendance Register	Update Register	Clerk	Next meeting	Resolved		
2.1	MAT Governance Review	JO to be contacted	ME	asap	Resolved. Report Findings to be shared prior to this meeting		
2.1	KPI's	KPI's to be agreed	Trustees	Next meeting	Postponed to next meeting: Leadership Forum have produced a template for KPI's. Each member of the Leadership Forum have taken an aspect and have produced some draft Indicators. QUESTION: Will those chosen aspects include the recording of exceptions as well-? ANSWER: As part of the 'checks and balances' ideal, could any aspects that the Trustees would like included, please be sent to AN for insertion into the draft proposal.		
2.2	Register of Interests	Clerk to circulate documents to be signed	All Trustees	At the meeting	Not Resolved. See 2.2		
2.4	Code of Conduct	Form to be rewritten, Agreed and signed at next meeting	All Trustees	At the meeting	Form approved. Not Resolved: VS to sign. See 2.4		
2.5	Previous Minutes	Previous minutes signed as correct record.	ME	During meeting	Resolved and given to NC be added to the Complete Papers		
		All papers given to be added to the minute book.	Clerk to NC	After meeting	Resolved		
2.6	To invite Gavin Hill to be a member of the MAT Finance Committee	GH invited to join	JA to discuss with GH	asap	Resolved		
		Clerk to add GH to mail list			Resolved. Gavin Hill added to membership of the Finance Committee and added to mailing list.		
3.1	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.	List to be sent to PH	JA/PH	December 2017	JA: Sent to PH a list of the DfE statutory policies for schools and academies and a copy of the MAT policy review schedule 2016-18.		

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3.1	The Leadership Forum are considering introducing a new assessment schedule which would focus on Grammar, Punctuation and Spelling (GPS).	Further discussion and decision	NC/JA/PH	Pre-Finance meeting(s)	Decision will be made after further discussion due to budget constraints.		
3.1	The MAT audit report on 2016-17 felt that there were insufficient internal controls completed.	Internal controls to be initiated	GH	Termly	Resolved. GH has accepted to undertake an internal audit across the MAT. AN has produced a template of timetable dates to be agreed.		
3.1	Policy to approve	MAT Mobile Phone Policy	NC/JA/PH	Next Trustees meeting	JA: See Agenda item 3.4		
3.2	Meeting Cycle requested	Trustees meeting dates agreed See 6.2	Trustees	At meeting	Resolved.		
3.2	Additional Trustees Meeting: Members invited to attend	Members informed of meeting date	Clerk	Approved draft minutes agreed	Resolved_ An extra date in the Autumn term.		
3.3	Health & Safety papers to send	H / S papers sent	PH	Post meeting	Resolved		
3.4	MAT Attendance Policy	Amendment	JA	Prior to publication	JA: Done.		
3.4	MAT Pupil Attendance Policy	Local arrangements to be added to policy	NC/PH/JA	Next meeting	JA: Done for St Peter's prior to publication (St Andrew's and Colwich need to be completed.)		
3.4	Pupil Premium (PP): PH will add the additional explanation to the policy.	Financial statement sent to JA	PH	Prior to publication	An appendix is to be added to the policy, to show how the children of Service families are treated financially differently to all other children. QUESTION: Why? ANSWER: It's because Service children are classified as needing Integration support rather than being Disadvantaged.		
3.4	Social Networking Code of Practice:	Changes highlighted	Author of Policy	Prior to next Meeting	JA: Done		
3.4	Mobile Phone Policy:	MAT Draft Mobile Policy written	Leadership Forum	Next Trustees meeting	See 3.4. Incorporated within the E-Safety Policy.		
4.1	Finance Report	Financial Papers to be signed off as correct.	Accounting Officer and Chair of Trustees	Completed during the meeting with the approval of the Trustees.	Resolved.		
4.7	Information Reports and Minutes	Draft minutes to be sent to Trustees	Clerk	When the Draft is Approved	Resolved		

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6.2	Dates of Meetings	Draft MAT meeting cycle to be sent to Chair	Clerk	Prior to next meeting	Resolved. Agreed and in place for 2018.		
2.7	Emergency / Delegated Powers Chair / Vice Chair Actions	None					
3. SCHOOL IMPROVEMENT AND DEVELOPMENT							
3.1	Trustee Committee Reports / Visits to school	QUESTION: Shouldn't the Trustees know when the school takes action which isn't usual, i.e. closing the school for snow? ANSWER: Yes. Trustees will be informed.			Trustees to be informed of exceptional circumstances	NC/JA/PH	After decision has been taken
3.2	Trustees' Calendar	Governors/Trustees/Members are invited to join the MAT staff for a Safeguarding Training session to be held at St Peter's School on April 23 rd at 4.00pm.					
3.3	Headteachers' termly reports to the LGBs	Accepted. AM noted that she had been given a new title/responsibility in one of the reports. It was agreed that this was an error and would be deleted.			Delete title	JA	asap
3.4	School Policies Procedures and Policies: <ul style="list-style-type: none"> • E-Safety (to include Mobile Devices) • Management of Contractors; • Health and Safety MAT policy statement and schools' local variations; • Performance Management for Support Staff; • Maternity, Adoption, Paternity and Parental Leave ('MAPP') 	Mobile Devices has been incorporated into the E-Safety policy. LGB's are very keen that staff mobile devices should NEVER photograph a child. All Policies approved as being St Peter's policies which the other schools must populate with their own caveats to suit their own schools' circumstances. Clerk raised the issue of Biannual and Biennial.			Colwich and St Andrew's to add their own appendices to the Policies.	PH / NC	asap
4. MONITORING							
4.1	Finance Report	There is no report from the Finance Forum as the meeting was not quorate.					
4.2	Special Educational Needs /Pupil Premium /Looked after Children	Included in headteacher's reports to the LGBs Colwich: pages 10-11, 12 Hixon: pages 12 Weston: pages 17-18, 21					
4.3	Sports Fund	Included in headteacher's reports to the LGBs					
4.4	Safeguarding	Included in headteacher's reports to the LGBs Colwich: pages 11 Hixon: pages 13 Weston: pages 19					
4.5	Health and Safety	Included in headteacher's reports to the LGBs Colwich: pages 10 Hixon: pages 8, 11 Weston: pages 11					

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4.6	School / Academy Improvement and Development Plan	<p>CEO REPORT: The report was dominated by the proposal to change the Teaching Assistant contracts. After extensive discussions and meetings this is not yet fully resolved. It has created strained relationships which has hindered the working of the MAT school Curriculum groups. As a result, there has been limited progress in improving the Teaching and Learning objectives of the groups. AN was thanked for all his hard work during this process. He has attended several meetings and has answered very detailed questions on behalf of the Trustees. (Many outside his normal working hours)</p>			
		<p>AO REPORT: JA began by discussing the email she had received from Gian Manak (MAT Project Officer) dated: 22.02.18 and her subsequent reply dated 27.02.18. It was agreed that the Trust Board wanted to be given the Agenda prior to this meeting, so that preparations and possible responses can be agreed. The Trustees also wanted to know who was going to be invited to participate in the meeting itself. Dates of financial returns and deadline submission forecasts were discussed. GAG funding has very recently been received and the AO and CFO will need time to read and consider. The recent pay offer increase for all school support staff, which has yet to receive approval by the main unions, will have major implications for MAT schools' budgets The pay award will also affect the cleaning and catering staff. The MAT has budgeted for a 1% rise but may need to consider a higher figure as being more realistic.</p>	Trustees to be given the agenda and asked for their responses.	JA	Prior to the meeting.
4,7	<p>Information Reports and Minutes Leadership Forum Minutes (1) Local Governing Board Minutes (3) Finance Committee Minutes (0: no quorum) Governance Forum Minutes (0) <i>These reports are mainly operational at a school level and are for information only.</i></p>	<p>Very few policies are Statutory. QUESTION: Could the Statutory Policies be highlighted with a star? ANSWER: Yes an asterisk will be attached, so that these policies are given a higher prominence. It will also show whether any policies are missing from our lists.</p>	An asterisk will be added to the statutory policies.	JA/PH/NC	Next meeting
4.8					
5. BOARD OF TRUSTEE'S DEVELOPMENT					
5.1	Trustees' training	See 3.2.			
5.2	Trustees' Update	Trustees Update Governors Update (additional only for AM) Annual Meeting Cycle 2018			
6. CONCLUSION OF MEETING					

No.	Agenda Title	Discussion	Action Required	By Whom	By When
6.1	Any other Urgent Business	NC distributed a paper from PH for information which is to be discussed at the next Leadership Forum.	Discussion held	Leadership Forum	Next meeting
		A check is needed as to whether all members of the Finance Forum will be present for the Meeting on Tuesday 3rd July.	Email to all members	Clerk	asap
		A change of date was agreed for the next Trust Board Meeting. (SEE BELOW)	Email reminder to all Trustees	Clerk	asap
<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. Further Guidance: The Trustees may exclude any material relating to:</p> <ul style="list-style-type: none"> i) A named person who works or it is proposed should work, for the Trust. ii) A named pupil at, or candidate for admission to, to any of the Trust schools. 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. 					
6.2	Date of Next Meetings	<p>An Extra-Ordinary meeting of the Trust Board is to be held on: Monday 23rd April at 2.00pm St Peter's School Hixon (To discuss the Governance Review)</p> <p>Tuesday 17th July St Peters Hixon 1.00pm - 3.00pm (Friday 6th July is the deadline for ALL papers to be with the Clerk for distribution)</p> <p>Thursday 18th October St Peters Hixon 1.00pm - 3.00pm (Monday 8th October is the deadline for ALL papers to be with the Clerk for distribution)</p>	<p>IMPORTANT Changed date from the Annual Cycle 2018</p>		

MEETING CLOSED 4.00pm

This is a true record of the meeting.

Signed:	Date:
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