



An Daras Multi Academy Trust

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Chief Executive Officer – W Hermon
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07/06/18

Minutes

Resources, Staffing and Safeguarding Committee Summer 2018
Thursday 7th June 2018 at 9.30am at ADMAT Central Office

Note that actions are highlighted in bold and red, and will be carried forward to the next meeting and questions or challenges during the meeting are highlighted in bold and blue

1. **Welcome and Apologies**

Present: Will Hermon, Claire Paul

Apologies: Graeme Barriball, Sally Cooksey, Brian Jennings,

In Attendance: Clerk, Jo Callow

The meeting was not quorate but went ahead due to the timely nature of some of the business, and any recommendations were made to the Audit committee for decisions to be made. The Clerk chaired the meeting.

2. **Declarations of Interest/Pecuniary Interests Relevant to this Agenda**

None other than WH, CP and JC are employees of ADMAT.

3. **Confirm Minutes of previous RSS meeting Spring (21st February 2018) and Matters Arising**

No actions.

Committee agreed minutes and CP signed a copy.

4. **Confidential Agenda Items**

Covered at confidential minutes.

5. **Agree Final Staffing Structure for next Academic Year**

Covered at confidential minutes.

6. **Review Risks and Improvement**

- MAT Risk register - Staffing and Safeguarding Risks – being updated due to number of changes.
- Individual School Risk Indicators – will be reviewed at end of school year.
- MAT Improvement Plan – will be updated for full BoD.
- LGAB Review Outcomes – will be reviewed by Audit and discussed at full Board.

7. **Update on Safeguarding Guidance and Policy Changes**

New version of KCSIE will be received from Sep 18 and that will be disseminated. The safeguarding policy will be refreshed in the Autumn term to note any changes required. The

MAT master 157 return will be sent to schools for submission by 30 June 18. Updated guidance has been received on neglect. 'My concern' is being used effectively.

Action: Send out Neglect guidance to Directors and Governors (Clerk)

8. Review Christian Foundation Delivery

All in line with agreements.

9. Review Staff In-Year CPD and Future Training Requirements

Visible learning roll out is coming to an end and any further work will be done in house, including LT and Coads Green.

Action: MAT Improvement Officer to pull together a VL impact report for full BoD in Autumn term (DS via WH)

Pippa Warner is completing the Cof E NPQH and will take the lead on SIAMS across the MAT.

10. Review Staff Matters

a. Staff Absence Across the MAT

Total loss of 1650 days lost to date (including part time roles and large number of maternity days). The committee discussed the data and noted that it is important to make sure it is being recorded the same across all schools and accurately in order to make the data comparable. Costs for absence are expensive and this needs to be monitored.

b. MAT Complaints Data

No complaints about the MAT or MAT procedures and none in writing.

c. Staff Annual Survey Outcomes and Actions

This will take place in the Autumn term due to staff restructuring [this term](#).

Action: Add to agenda for full BoD in Autumn term (Clerk)

11. Staff Performance Management

a. Update on Clerk PM and Identified Training Needs.

Targets met and on-line company secretary training has now been sourced and started. Directors thanked the Clerk for her work.

b. Update on MAT office staff PM and Recommendations.

This is on-going and is following the laid out PM processes.

12. Review Estates Strategy and 3-5 Year Premises Plan

Capital funding (separate from SIF funding) will be pooled from all schools into one pot, and then used in accordance with identified MAT priorities.

13. Review Procedures, Costs and Use of Mini-Buses

Mini buses cost £5313 per bus per year, on a 3-year lease. The usage has been looked at over a yearly period and WH discussed the figures that are not cost effective. The committee discussed the merits of leasing just one mini-bus and then hiring/borrowing others as required. This recommendation will be made for Audit committee to approve.

Action: Approve reduction to lease of one mini bus (and not two) for next year (Audit)

14. Food Standards

Chartwells food is gold standard. LT cook in house and are reviewing their catering provision.

15. Policy Review

- a. Equal Opportunities
- b. Visitor Agreement
- c. Child Protection – carry forward to September
- d. Support Staff Performance Appraisal
- e. Staff Disciplinary
- f. Exclusion

All approved and Clerk will update/publish as necessary.

16. AOB

Lease has been received for Coads Green, this was discussed briefly and will need to be approved and signed off at Audit committee.

Action: Approve and sign off Coads Green Lease (Audit)

Directors should make themselves aware of the DfE Asbestos direction. This will be managed by Assistant Business Manager (SL) who will also complete an asbestos return to DfE annually.

17. DONM

To be confirmed at full Board.

Meeting closed at 11.35

TJH Martin

Clerk to Board of Directors

Distribution List:

W.Hermon – CEO/Director B. Jennings – Chair of Board of Directors G. Barriball – Director S. Cooksey - Director	C. Paul - Director J. Callow – Ex Officio Observer M. Basford – Trust Business Manager
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