



An Daras Multi Academy Trust

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Chief Executive Officer – W Hermon
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17/07/18

Minutes

An Daras MAT Board of Directors – Extra-Ordinary Meeting Summer 2018
Tuesday 17th July 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: Brian Jennings (Chair), Graeme Barriball, Nicola Murphy, Bex Couch, Sally Cooksey, Will Hermon

Apologies: Tim Woodward, Claire Paul

In attendance: Clerk, Emma Gilbert (CFO designate), Jo Callow (Ex Officio)

Apologies were accepted from CP who is away on a school trip, and a very recently appointed Director, TW, who is away on holiday. The Chair welcomed Dr Nicola Murphy who has joined the Board as a Member appointed Director under article 50, and the valuable contribution made by Amanda Jefferies was also noted (the Chair will write a thank you letter). The Chair also welcomed Tim Woodward, in his absence, to the Board as a Foundation Director.

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

None declared relevant to this agenda. WH and JC are employees of ADMAT.

3. **Confidential Agenda Items**

None.

4. **Approve 3 Year Budget**

WH gave some background to the planned budgets, including inflationary pay rises and some factors that are still unknown.

EG talked through the budget. She also talked through the support staff and administration costs that do need to be reviewed next term. In particular she discussed catering, cleaning and IT costs, all of which need to be reviewed to ensure we are achieving value for money and avoiding unnecessary duplication. **The Directors challenged and discussed whether the cleaning should be centralised.** WH and EG stated that that would certainly need to be looked at as an option for the future to ensure the best but affordable service across the MAT.

The information available from Coads Green is not clear enough yet and EG is not content that the budget for this school is accurate as a result. More work needs to be done here and the confirmed budget plan will be sent to Directors by email once confirmed.

Low Trenchard budget is considered accurate but there are issues with SEND funding, and the need to find funds for some improvements at the school such as the fencing. There is not a great deal of flexibility in the budget. The Directors discussed the morale obligation to accept SEND pupils but the difficulty in providing the necessary level of support without additional funding.

North Petherwin budget is difficult to balance due to a drop in pupil numbers and this has resulted in the number of class teachers having to be reduced. **SC challenged that this will not make the school attractive to parents** and while Directors agreed, it was noted that the school does need to operate within budget and there is no alternative if the pupil numbers continue to drop. In addition, the budget currently contains the minimum requirements and does not contain any funds for school repair or improvements. This is a concern but at the moment, the funds just aren't there.

St Catherine's budget looks relatively stable, even with redundancy costs factored in, but this is helped due to the feed into from nursery, pupil numbers and a 'younger' teaching staff profile.

SSCA funding also looks relatively stable, again due to pupil numbers and PPG funding.

The budget for Werrington is still tight but more manageable than North Petherwin. It benefits from PPG funding but this could change at any time. There is also the risk of losing pupils to the new free school in Launceston once it is built and open, but for now Werrington is looking stable.

WHA budget includes redundancy figures for this year. However, the teaching costs are significantly different from the other town schools due to the profile of the teaching staff. The Directors also discussed the new build and other improvements that can be brought in under the funding for the new build.

EG summarised some of the costs that have caused a challenge in balancing the budgets. She then talked through central costs and WH confirmed that there is a need to re-structure the central staff to ensure that the MAT operates within budget. This review and re-structuring will take place in the Autumn term. EG and WH confirmed that going forward central staff, school office staff, cleaning staff and caretaking staff will all need to be considered.

SC challenged the amount of time that Executive Heads and Heads spend out of the schools in meetings. WH noted that this is an issue, that some of the meetings are external and there is no choice but to attend these, and that the internal meetings have been reviewed and are being reduced down in the next academic year. WH agreed with SC that this is an issue and assured the Directors that this is being looked at, but again there are costs involved with providing Executive Head function to each school, hence why the Executive Heads are covering more than one school.

The Directors approved the budgets less Coads Green which will follow.

5. Approve Changes to Trust Governance/LGAB Responsibilities/An Daras Documentation

The Chair gave a background to the review. The Clerk was asked to leave the meeting. On returning, the Chair informed the Clerk that her role was changing to ADMAT Governance Officer. This was followed by a discussion regarding the key changes to this role, the main

one being that attendance at LGAB meetings is not just to clerk the meeting but also to represent the Directors and ensure 2-way communication. The governance officer will also serve all LGABs in the MAT.

The Clerk then explained the LGAB review paperwork and outcomes, including the 4Ps of central governance and the 4S of local governance, and minimal changes to the scheme of delegation. The Clerk also highlighted some useful documentation for governors including the example challenges and summary of the Governance Handbook. The Directors were very content with the outcomes of the review and approved the revised governance responsibilities across the MAT. They also agreed that during the next academic year, a review of governance at Board level should also occur, particularly regarding the committees.

6. Any Other Business

BJ agreed to continue as Chair of the Board for the next academic year and GB agreed to remain as Vice Chair. The remaining Directors agreed unanimously to these appointments. The Clerk proposed the membership of each committee for the next academic year and this was agreed to for the Autumn term. However, it was agreed that a skills review would be useful to ensure the right Directors are on each committee, and to note the skills required for future recruitment. It was also noted that for now, a new Director with a finance or business background would be beneficial.

WH confirmed that a contract has been set for the management partnership with Princetown Primary. This was discussed briefly and the Chair will sign this off.

WH highlighted the latest data, and discussed a few figures, some positive and some where there is still a little work to do. In terms of attainment, there are no real issues but there is some work to do on progress. The exception is Coads Green where there is much work to do. The Directors discussed the challenges of achieving good results but with ever decreasing resources and funding.

7. Meeting Dates for Autumn Term

A meeting schedule with proposed dates for the next academic year as produced and the Directors were requested to note any dates that are not convenient so the dates can be revised if necessary.

The meeting closed at 11.45am.

TJH Martin
Governance Officer

Distribution List:

B. Jennings – Chair/Director	S. Cooksey – Director
C. Paul – Director	T. Woodward – Foundation Director
N. Murphy – Director	W. Hermon – CEO Director
G. Barriball – Community Director	E. Gilbert – CFO Designate
R. Couch – Foundation Director	J. Callow – Ex Officio Observer