



**An Daras Trust**  
Igniting Curiosity Growing Capabilities

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Chair of Board: G. Barriball  
CEO: W. T. Hermon

11/12/19

## Minutes

**An Daras MAT Board of Directors – Full Meeting Autumn 2019**  
**Wednesday 11<sup>th</sup> December 2019 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:** Graeme Barriball (Acting Chair), Claire Paul, Tim Woodward, Trudy Rudge and Will Hermon

**Apologies:** Sally Cooksey, Bex Couch, Peter Hague & Carol Green

**In attendance:** Governance Officer, Emma Gilbert and Jo Callow (Ex Officio)

Sally Cooksey will come to end of her term on 26<sup>th</sup> January 2020 and due to work commitments, she is unable to continue volunteering as a board trustee. As this is the last meeting in her tenure, the Board thanked her for her time in the role. A thank you letter will be sent from the Chair. TM will remove SC from Companies House and the board registers on 24<sup>th</sup> Jan 2020.

### 2. Declarations of Interest/Pecuniary Interests relevant to this Agenda

None declared.

### 3. Election of Chair & Vice Chair

GB has volunteered to be Chair and the Board voted for him to be Chair.

There were no volunteers at the meeting to be Vice, particularly because some governors are new.

TM will approach PH to see if he is prepared to be Vice Chair.

**Action: Confirm Vice Chair of Board (TM)**

### 4. Confirm Minutes of previous full Board meeting Summer (1<sup>st</sup> July 2019) and matters arising

- Complete the new MAT Five Year Growth and Business Plan (WH). *Complete*
- Present amended budgets for LT and CG to Directors prior to end of July (WH). *Complete*
- Explore costs and options for DPO service (WH). *Now use ICT 4 for DPO service.*

Board agreed minutes and the Chair signed a copy. The confidential minutes from this meeting and the confidential minutes from Strategy & Growth meeting on 1 Jul 19 from which there were no actions were also agreed, and the Chair signed a copy.

### 5. Confidential Agenda Items

A leadership staff pay matter was discussed at the end of the meeting and recorded in the confidential minutes.

## 6. MAT Improvement Capacity Framework

Separate meeting to complete a re-evaluation review was postponed due to director illness and therefore there has been little change to this document. There are 2 main areas that still need to be reviewed and these will be done at committee meetings next term.

**Action: People and Leadership to TLA agenda (WH/TM)**

**Action: Quality assurance, governance and accountability to Audit agenda (WH/TM)**

## 7. CEO Report to the Board

WH updated the Board on the individual school results; 2019 KS2 pupil progress has not been as good as hoped but firstly, the historical KS1 attainment starting point for many schools had been reasonable (less CG which has shown good KS2 progress but this was from a lower KS1 attainment start point) and secondly, the 2018/19 budget cuts have affected the level of provision available and this now needs to be looked at again to ensure as much resource as possible goes into front line educational needs. WH was challenged on the following:

- **Whether the schools have identified what is required to improve progress** and WH explained – school SEFs, and AIPS for 2020.
- **Whether there is a trend in the low progress and what is being done about that?** WH confirmed that reading is key to achieving everything else on the curriculum and the Accelerated Reader programme is being introduced at WHA, NP, Werr but this will take time to implement as it is manpower and resource intensive.
- **Whether the libraries are well stocked and if the children use them, particularly those that really need to additional support** and WH explained what is in place.

WH highlighted the projected attainment figures for each Key Stage at each school for this academic year and noted that they look more positive. The Board discussed the issues with cohorts and certain schools. WH highlighted the format of the exceptions reports and the guidance regarding this from the DfE. The Board discussed a report for WHA Attainment 2019 and what is now in place there to support better outcomes for 2020. WH noted the Academy Improvement Officer's reviews of curriculum development/design at the schools and the Board agreed that the schools are making good progress in this regard.

The Board discussed feedback from children and that the Improvement Officer has been in schools talking to children. It was noted that behaviour across the MAT is generally very good and there has only been one serious bullying incident to report. Attendance is generally good for this time of year. The Board discussed the effort that is being made to avoid exclusions at all costs and any that happen are nearly always down to violent behaviour (and therefore the safety of other children and staff needs to be considered). WH updated the Board on data protection and some recent measures that have been put in place.

WH updated the Board on premises, health & safety and environmental issues.

WH noted the business case for Launceston pre-school who wish to join the Trust and will be the pre-school setting for Windmill (school will then be 2-11 age range) and will be managed as part of the school by the local governing board. The Board discussed this in detail and agreed to pursue this option.

The Board discussed the Trust growth plan and that the Trust is not actively looking to grow significantly in the number of schools in the next 5 years in order to consolidate quality, consistency and sustainability across the MAT. The Board noted the need to have a succession plan in place for the Trust leadership.

Annual performance management cycle for all staff across schools has now been completed. The Board were content to approve the local governing board recommendations for school teaching staff.

**8. Review/Amend MAT Improvement Plan**

WH noted the 2020 key areas for improvement (also noted on CEO report); reading achievement, maths achievement, curriculum coherence and disadvantaged/SEND. There will also be areas such as ICT and premises management that need managing. The draft improvement plan 2020 will be sent out by email prior to end of term.

**9. Audited Accounts**

Directors on the audit committee are aware of the accounts situation and the remainder will be apprised of the situation; there are no significant issues to report from the audit or accounts. It was noted that the bid for NP sewage system was rejected and now must be paid for by the MAT. It was agreed that a letter of complaint should be submitted as paying out for the sewage system is taking money away from the teaching provision for the children. The MAT has managed to achieve a reasonable end of year surplus as required by ESFA, but this will quickly be eaten up with infrastructure issues instead of focussing on the children. The Directors are aware of the Key Issues Document from the external auditors.

**Action: Letter of complaint to Local Authority regarding the need to spend circa £50K on a sewage system instead of spending it on learning provision for children (WH/EG)**

**Action: External Audit Key Issues Document on next full Board agenda for review (TM/WH)**

Audited accounts (& annual report) are complete and will be submitted to the ESFA by 31 Dec 19.

**10. Approve Written Financial Scheme of Delegation**

Approved at summer Board meeting 1<sup>st</sup> July 2019. Will fit in with new cyclical plan next year.

**11. Receive Latest Monthly Management Accounts**

Accounts on target (less Coads Green - but this is being addressed through agreed staffing reductions). Catering funding at SSCA seems to be an issue and CFO will follow up. The Board discussed free school meals and that some parents are still not applying for these, and it was queried whether the schools are receiving funding for all KS1 children.

**Action: Ascertain the catering funding issues at SSCA with Chartwells, specifically the billing of Holsworthy Primary – to FSD on 26<sup>th</sup> Feb (CFO)**

**Action: Confirm the funding for free school meals at KS1 and for those eligible, and for those that should be claiming – to FSD on 26<sup>th</sup> Feb (CFO/Head Teachers)**

**12. Receive Latest Findings of Internal Scrutiny by Audit Committee**

Covered by external audit and Finance Director's checks complete for Autumn term.

**13. Financial Benchmarking**

This will be moved to spring term on cyclical plan as this will not be available until external auditors have put this information together in their annual benchmarking report.

**14. Complaints & Compliments**

No complaints. Compliments received from Director of Schools at Diocese of Truro. Visible Learning Partner award received by An Daras and the only MAT in the country currently to receive this award.

**15. MAT Vision & Ethos**

Approved at summer Board meeting 1<sup>st</sup> July 2019. Will fit in with new cyclical plan next year.

**16. Items Brought Forward from LGAB Meetings**

None except update on CG staffing matter briefed to the Board.

**17. Items Brought Forward from Sub-Committees**

**a. Teaching, Learning and Achievement (TLA)**

None.

**b. Resources, Staffing and Safeguarding (RSS)**

Approve Wolfeston policies after consultation process (see item 19).

**c. Finance and Strategic Development (FSD)**

None.

**d. Audit (Au)**

None.

**18. Policy Review**

Confirm approval of Wolfestans policies following consultation:

- a. Performance Management & Capability
- b. Staff Discipline & Grievance
- c. Redundancy
- d. Managing Sickness Absence
- e. Allegation of Abuse Made Against Staff

All policies approved.

**19. AOB**

The Chair briefed on a potential new trustee. TM briefed the Directors on the future use of SharePoint.

**20. DONM**

Next meeting is Wednesday 18<sup>th</sup> March 2020 at 9.30am at ADMAT Central Office. Date for summer term meeting is Wednesday 8<sup>th</sup> July 2020.

The meeting closed at 11.30am

TJH Martin

Governance Officer

**Distribution List:**

W. Hermon – CEO Director G. Barriball – Director (Chair) P. Hague – Director T. Rudge - Director B. Couch – Director C. Green – Director	T. Woodward – Director C. Paul – Director S. Cooksey - Director E. Gilbert – CFO J. Callow – Ex Officio Observer
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