



**An Daras Trust**  
Igniting Curiosity Growing Capabilities

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CEO: W. T. Hermon

09/06/2020

## Minutes

### Full Board of Directors Summer Meeting

**Wednesday 8<sup>th</sup> July 2020 at 9.30am socially distanced at ADMAT Central Office**  
**Dial in via Zoom was also available**

*The meeting was immediately proceeded by a pay committee starting at 9.10am with Trudy Rudge, Steve Tavener and Will Hermon in attendance.*

**1. Join Meeting**

TM ensured that PH had video and audio connection.

**2. Welcome and Apologies**

**Present in person:** Graeme Barriball (Chair), Steve Tavener, Trudy Rudge, Jon Sharpe, Tim Woodward, Claire Paul, Will Hermon (CEO)

**Present remotely via zoom:** Peter Hague

**Apologies:** Carol Green

**In attendance:** Toni Martin (Governance Officer), Emma Gilbert (CFO), Jo Callow

**3. Declarations of Interest/Pecuniary Interests relevant to this Agenda**

None declared relevant to agenda.

**4. Confirm Minutes of previous full Board ExO remote meeting (19<sup>th</sup> May 2020) and matters arising**

No actions. The Board agreed the minutes were an accurate reflection of the meeting and the Chair will sign a copy in due course.

**5. Confidential**

None.

**6. Actions from FSD Committee**

**a. Launceston Pre-School**

EG explained the pre-school costs and budgets, including those costs that are temporary.

**Explain the difference in figures between the 2 reports and whether the pre-school is financially viable.** EG explained that the second record has broken the budget down into

greater detail and the funds are considered financially viable as long as the pupil numbers remain good. It has been popular and sustainable for many years. It is likely that it may close if

it doesn't come under the MAT umbrella due to management and governance issues. It

currently feeds into WHA and this link will become increasingly important when the new school opens. It will fall under our governance structure, and the finances, staff etc can be managed in

the MAT as with the other pre-schools. **Are there any issues with people renting space above?**

It was confirmed that they have gone and it is to be confirmed what the space will be used for.

The building is owned by a different trust and the legalities of that will be unpicked if the Regional Schools Commissioner gives permission for this to move forward.

**Full Board unanimously agreed to send the application to RSC.**

**b. Chartwells Contract**

EG updated the Board on the details of the proposed tender and the costs involved. She noted that the service has been good during Covid 19 but the administrative side needs improvement. The costs have increased but there are no other companies that are providing this service. Chartwells are very clear about what the company provides and the day-to-day service in the schools is very good, including providing cover for ill staff, nutritional advice workshops and food standards/health & safety.

Full Board noted that there are no other tenders to compare with this one and that Chartwells do provide a good service. **It was agreed to accept the Chartwells 3 year contract presented and noted that EG is to negotiate savings where possible.**

**c. PE Contract**

WH noted that the PE funding may be slightly increased this year, and it may be the last year that schools receive it. He noted the provision from the current provider who have tendered for next year. WH sought a comparable service and this was hard to do. One company provides advice but not the hands on with the coaches that we are used to. The current provider also does the risk assessments, any paperwork required and they are very organised. **The Board agreed that the current provider, Arena, should be used for ac year 2020-2021.**

**7. Actions from Audit Committee**

The risk register has been updated, evaluated by the Audit committee and shared with the full Board. It was noted that a post mitigation risk measure column should be added to highlight risks that cannot be mitigated because dealing with them are outside the Trust's control.

TM noted the requirements for external auditor as laid out on Pg 35 of the Academies Financial Handbook 2020, including any changes. The Directors discussed the role of internal and external auditor, and agreed their aspiration for the future. WH is aware of the additional information required and this will be provided to the Board in writing for a decision prior to presenting recommendations to the Members in October at the AGM. **A short report will be produced as per para 4.17 of AFH 2020 (WH/TM)**

**8. Budget**

WH confirmed that some CIF bids have been granted; the heating system at SSCA, and fencing at LT, SC, CG and Wer. This is good news for the trust.

Budgets have been adjusted to reflect PE funding and a few staffing costs; overall the budget has been adjusted for the better. Central costs are managed throughout the year.

WH confirmed that there is a spread sheet running for Covid costs but will only be paid by the government if we run at a deficit, so as the trust has followed the correct procedures and managed its finances properly, it will now likely be penalised and not receive any additional funding to re-coup these costs.

**Why CG was in deficit, how this has been managed this year and if all the staffing costs have been fully mapped out from the start?** EG explained how the staffing costs have been allocated and how they have been adapted over time. **How is the ebb and flow of the accounts monitored?**

Management reports and KPIs show this, but it was agreed that notes will be provided where

necessary to explain discrepancies throughout the year. **Where are reserves noted?** They sit on the balance sheet but are only published in final accounts? It was agreed that if reserves are going to be allocated against risks, they will need to be shown somewhere on the management reports.

The Board approved the annual budget and this will now be signed off by the Chair and submitted to the ESFA.

#### 9. External Key Issues Document

The Key Issues Document produced by the external auditors was presented to the Audit committee in Autumn Term 2019. EG updated the Board on the issues and noted some are not yet completely resolved due to Covid 19. However, there are no major issues of concern.

TM raised the issue of the timing of the Autumn Audit committee meeting. It needs to be late on for the external auditor to present, but also early on for KID and annual report input. IT was agreed that there would be an early Audit remote meeting to cover some items including KID and annual report, and then a later Audit face to face meeting to be presented with the external auditors report (KID) for year 2019-2020. TM will amend the cyclical plan to reflect this.

#### 10. Recovery

Prior to the meeting, the following questions were sent to WH and he provided a written response under separate cover in order to reduce the meeting time. **Do we have any plans to provide anything over the summer holidays (extra tuition, summer schools, free school meals)? How are RAs affected by reducing distance to 1m or no social distancing? What impact will this have on H&S? Will it be an added strain? Presumably if socially distancing is scrapped at all schools then there is an expectation that all students will return - I assume parents will still have a veto and can refuse? - how will this be managed? What transition work did Launceston College provide? - Did many students engage? - What about transition in to the Foundation Year? What systems will be in place to monitor impact in September? What plans do we have for recovery - building relationships, loss of learning, engagement?**

WH updated the Board on the plans for September and noted the direction issued by the government. It was agreed that the children's emotional and mental well-being is important but there also needs to be some educational rigour and a goal of returning to educational normality. It is intended to do formative teacher assessment to ascertain where the children are and not summative tests as this creates undue pressure. The curriculum plan is in place. **Is it going to be necessary for teachers to work over the summer to prepare for September?** WH confirmed that the current plan does not require any additional work over the summer unless the government does anything to move the goal posts again. WH noted that there are some issues with space, toilets, start times, including PPA but it is all being managed as best as possible while trying to keep everyone safe. There was discussion regarding dealing with positive cases and the fact that there are lots of unknowns. A new version of risk assessment will be used, building on what has already been done.

All schools will be open as required, but it is noted that there are more children back in school than is required at the moment. It has taken weeks to build up confidence from parents but it has been a good approach to transition for all returning in September. In essence the trust has hit the year groups dictated by the government and gone far beyond. WH noted that the trusts approach has been morally right, and a very personal approach to helping each child and family. **Have there been any serious safeguarding concerns and if so have they been managed appropriately?** It was noted there have been some safeguarding issues but more centred around life outside of school, however the appropriate assistance has been given.

WH noted that Ofsted are doing assurance checks including on catch-up funding expenditure and school risk assessments.

The FSD requested that the strategy be looked at against new funding levels due to the increase per pupil. However, there is a need to fund a recovery programme; this needs to be bespoke to the requirement and not just allocate funding to schools without a specific requirement. It needs to be based on sound academic principles and need for each child/school, and also the schools will need to prioritise. It was noted that a lot of promises have been made by the government that haven't actually materialised into anything such as laptops, and the RSC hasn't provided much guidance either.

**The Chair proposed that £50K from the reserves be ring fence and allocated according to recovery needs and priorities. The Board agreed.** Expenditure will be recorded and the Board will be approached if more funding is required.

It was noted that there is a lot of negative articles about what is happening and the Board noted that there are lots of successes that should be celebrated.

It was also noted that the Government direction is that school is compulsory from September and parents will be fined if their children do not return. Given the relationships built up with parents over this period, it was not considered appropriate to fine parents if their concern is genuinely over Covid 19, especially if that family is in financial difficulty. It was considered much better to liaise and encourage the parents to send the children back. Head teachers already take a pragmatic view on absence anyway so there is no need to change that, and clearly if an absence is not Covid related, Heads will deal with it as they see fit and as per attendance policy. However, the Board was clear that Head teachers in the trust are not expected to fine parents who have genuine Covid concerns even though that is the direction from government. WH will consider whether the attendance policy needs revision.

Although the shielding category has been lifted, there may still be some staff who cannot return and it will be important to monitor this. Any staff who cannot return for good reason can be employed doing other tasks. One key staffing area that needs sorting is the cleaning staff for each school and WH said this is being looked at currently to ensure staff or cover is in place.

#### 11. AOB

The Board reviewed the Scheme of Delegation of which there are no amendments this year and approved. TM will re-date and publish the Scheme of Delegation as well as make amendments to the cyclical plan.

Chair noted that the remote meetings have been useful and convenient. It was agreed that the full Board meetings should be face to face (Covid restrictions allowing) and committee meetings will be conducted via zoom unless there is good reason to meet face to face.

#### 12. Dates of Next Meetings

Dates of next meetings are proposed below:

Meeting	Autumn
Teaching, Learning and Achievement (TLA)	Weds 30 <sup>th</sup> Sep at 9:30am at Central Office - remote
Finance and Strategic Development (FSD)	Weds 7 <sup>th</sup> Oct at 9:30am at Central Office - remote
Resources, Staffing and Safeguarding (RSS)	Weds 14 <sup>th</sup> Oct at 9:30am at Central Office - remote
Audit(Au)	Mon 5 <sup>th</sup> Oct at 9:30am remote Weds 2 Dec at 9:30am at Central Office – in person
Full Board	Weds 9 <sup>th</sup> Dec at 9.30am at Central Office – in person

The meeting closed at 11.45am.

TJH Martin  
Governance Officer

**Distribution List:**

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