

Minutes of the Directors' Meeting of the St Christopher's C of E (Secondary) MAT
Friday 2nd February 2018 1pm
The Ilfracombe Academy

AGENDA ITEM	ACTION
<p>Present: Sean Sweeney (SS, Chair), Andrew Bailey (AB), Sharon Marshall (Ht), Pat Glover (PG), Alison Homa (AH), Nikki Wheatley (NW) note taker</p>	
<p>1. Opening Items (SS) <u>Apologies for Absence:</u> _Jo Evans <u>Declarations:</u> None <u>Confidentiality:</u> agreed <u>Approval of previous meeting minutes:</u> the minutes were agreed as a true record.</p>	<ul style="list-style-type: none"> Minutes to be published via Cressida Ward
<p>2. Main Focus and Questions (SS) 2.1 MAT Merge (SS) Attended a briefing session with the regional team this week. We assumed with our Good Ofsted and Good SIAMS that the merge would follow smoothly. A new regional Commissioner had been appointed with a lot of work to do. 80% secondary schools are in a MAT but only 49% of primaries. At the meeting we assumed Ilfracombe would be next on the list for transfer but we were told not yet – reason given – results this year, and another school being taken on. The St Christopher's Primary and Secondary MATs met last February and agreed in principle to merge. There will be further discussion at the Primary Members' meeting next week. (Ht) I understand now why we are not on the radar – we had good Ofsted, good SIAMS and a good education advisor report – we are not in 'need' or in a deficit situation, being properly lead and don't need any help in teaching and learning (PG) <i>as a school where does this leave us? What can we do to safeguard ourselves in the meantime?</i> (Ht) I am focused on raising standards and Managing the budget, staffing restructure raising attainment. (SS) we have a visit to the academy hopefully before the end of the school year. Ht would like to attend some primary training sessions and Directors meetings (SS) let's provide the solution – let's make the case for the benefits for Ilfracombe Academy merging, Provide one document listing it all. 2 page letter clearly stating facts. JE has all the information SS doesn't believe much will happen this year or next – so Ht get on with what you have to do. 2.2 Enhanced redundancy pay decision (SS) <i>Has finance made a decision?</i> (AB) Don't believe it's been mentioned at the primary MAT yet. Try to align ours with Primary MAT; Julia at primary MAT would be helpful to talk to – discussions on going clarification from Primary Mat</p>	<ul style="list-style-type: none"> SS to ask JE to co-ordinate putting letter together by 23/3/18 SS to talk to Julia
<p>3. Portfolio Reports and Questions (SS) <u>SIMG</u> – PP8 needs to be stronger especially the PPI and disadvantaged students, boys and the impact of interventions will be scrutinised. (AB) <i>What does the help look like for governance nothing has been offered</i> (Ht) In the report that came back from the education advisor it said that NLG would support the MAT merger not that the Governors needed any support for</p>	<ul style="list-style-type: none"> SS to chase with DfE advisor

<p>Governing. (AB) Governance here is quite good – that's due to the Head's support – throughout the Primary a lot of Heads don't and it shows (SS) the offer of help was there for the merger but as the RSC has said not yet – perhaps that's why the help hasn't been forth coming (PG) <i>Could you ask what the help for governance looks like – what can they offer?</i> <u>SEN</u> – attendance and behaviour are at their highest until the flu epidemic this half term! (Ht) Safeguarding - new guidance on sexual harassment child on child staff training done HT doing assemblies to students on it and it is in our safeguarding policy. January is a high month for safeguarding issues with some students but all dealt with appropriately. <u>Curriculum/Christian Distinctiveness</u> – (Ht) T levels a new post16 (level 3) vocational qualification in the future - good progression roots for students would possibly require staff restructuring - we would like to explore but after a MAT merge <u>Finance</u> – The 2016/17 accounts were adopted by email Finances of the school- carry forward of 33k does include the 84k from last year which includes 44k in the sinking fund (All weather pitch)We are going into the reserve fund. Do we need to make plans for this – savings anywhere?? (Ht) Utilities are being looked at but we all know Staffing is the highest costing – possibly look at restructure in near future (PG) <i>£44k in sinking fund? Is that a reasonable amount?</i> (Ht) it is the right amount – it should grow by £10k a year to resurface the pitch – we can use money from it for admin and caretaker hours but it is mainly to re-surface it in 10 yrs (PG) <i>where does the sinking fund come from? Is it from hiring out?</i> (Ht) yes. <u>Personnel</u> – On going concerns with recruitment. Head of RE, 1 position in Maths one position in Science <u>Premises</u> – (AB) met with primary MAT H & S portfolio lead last week for discussions – A H&S audit occurred on one of the schools in Dec 16 and the score came back very low serious items listed and should have been dealt with within one month with one school in the primary MAT but it got pushed aside – personnel issue – it never came to light - we need to adopt the new H & S policy stating in it that LGB have overall responsibility oversight of any actions from a H&S audit Policy adopted by primary MAT and AB proposed we accept that policy also – needs a bit of tidying up <u>Community</u> – admissions policies for 2019/20 determined</p>	<ul style="list-style-type: none"> • SS to follow up with DfE advisor • AB to look at policy • Ns to confirm with County
<p>4. Matters Arising from Previous Meeting (SS) 4.1 Action related to merge – see 2.1</p>	
<p>5. Referred by LGB 5.1 – see 2.1 5.2 (PG) Ian Newall and Debs Ramsey had resigned from the LGB meaning there were now 3 vacancies for foundation governors on the LGB. Giles King-Smith, Jan Gately and Ian Stewart were all appointed unanimously onto the LGB. Colin's term as parent governor runs out in April, asked to stay on if he is happy to wherever possible. A new parental election process would need arranging. Alison Homa happy to stay on as a Director.</p>	<ul style="list-style-type: none"> • Clerk to Gobs to set up new governors and arrange parental election process.
<p>6. Policies to adopt Pay policy was adopted back in September 2017 and now minuted.</p>	

7. Items from Annual Cycle (SS) See 3.7	
9. Regular Items (SS) Academies handbook updated by Ht annually Thank you to Ht for being accounting officer from (SS) Brought some of the portfolio meetings in line with Primary MAT Going to look at dates for the full LGB meetings in future	<ul style="list-style-type: none"> • SS

The meeting closed at 2.15pm.

Minutes of the Directors' Meeting of the St Christopher's C of E (Secondary) MAT
Friday 20th July 12.30pm
The Ilfracombe Academy

AGENDA ITEM	ACTION
Present: Sean Sweeney (SS, Chair), Andrew Bailey (AB), Sharon Marshall (Ht), Alison Homa (AH), Nikki Wheatley (minute taker)	
1. Opening Items (SS) <u>Apologies for Absence</u> - Pat Glover <u>Declarations</u> - none <u>Confidentiality</u> – understood <u>Approval of previous meeting minutes</u> – Previous minutes approved and signed by chair	
2. Main Focus and Questions (SS) 2.1 MAT Merge - Application on hold waiting to see results from primary MAT Sept 18	
3. Portfolio Reports and Questions (SS) SIMG - Waiting for exam results – interventions put in place for yr 11 all went well. Year 11 had no study leave - they had revision packs, GCSE pod monitored - high usage. Mentors for students, making sure they used all the interventions available for them. SEN - Nothing brought to the attention from notes Jan Gatley has asked if she can go on safeguarding training for governors and will Chair that group in future CURRICULUM - Construction of time table well executed, Good balance of what's on offer, supported by Ofsted FINANCE - Budget formally adopted by email. New academy finance handbook available for all to read now HT read policy – need to tighten up on a few things MC to meet with dept heads each term PERSONNEL - Fully staffed for September on Teachers side/and support staff - Looking for a full time cover supervisor PREMISES - All moved to new build ok – well done from SS Raidon issue – Bam straight on it – results now low – keep monitoring BAM says that fire seals on art block are not up to standard from when it was built – quotes being obtained - work will be carried out over the summer - hopefully funded. Richard Power – excellent service – look at way primary MAT are charged and see if we can get discount also Hot water still an issue – will be sorted – will follow up with MC – extreme weather may have caused issue BAM to leave site 16 th August. Revised Health and Safety policy adopted officially 100% pass on our Health and Safety audit. COMMUNITY - HT Success this year with the community – using the hall for presentation evening – fabulous feedback HT would like a grand	

piano for the hall Hired stage in - £150 rather than buying one and storage for it	
4. Matters Arising from Previous Meeting (SS) Redundancy – staying with Devon policy Dfe advisor – no contact this term – priority been told for schools in special measures Parent governor election - Mr Annear No vacancies on LGB - Adapt governor handbook for new governors 5. Referred by LGB 5.1 Formally approved the 2018/19 budget	
6. Policies to be adopted Leave of absence policy adopted by Directors Flexible retirement policy Drugs Data protection Sex education, safeguarding food and water, SEND, H&S	Adopted Adopted HT to look at HT to read all FORMALLY adopted.
7. Items from Annual Cycle (SS) Appointment of chair to the LGB – Andrew Bailey to be chair for 12 months Alison Homa as vice Chair Election of chair and vice chair of Directors	SS to stay as chair AB vice chair
9. Regular Items (SS) <u>Correspondence</u> – none <u>Other safeguarding/H&S issues</u> ex-student threatening staff and students <u>Impact of meeting</u> – Excellent staffing structure and LGB with an excellent skill set. HT noted that we have amazing ambassadors for the school with the newly appointed Head boy/girl both from external secondary schools in the area. AB noted that Ilfracombe is used as a good example in all board meetings he attends.	Additional methods of security/lock down in place