

**TRUSTEES MEETING**  
**HELD AT LAURANCE HAINES SCHOOL, VICARAGE ROAD, WATFORD**  
**ON Thursday 1<sup>st</sup> February 2018 at 7:00pm**

<b>ATTENDEES</b>	JAMES ROACH (JR) JESSIE BRUCE (JB) ROGER GIBBS (RG) ANDREW CHAPPELL (AC) RICHARD JONES (RJ) LIZ LEEMAN (LL) SHARON CARLYON (SC) BECKY BLACKSTAFFE (BB)
<b>ABSENTEES</b>	
<b>ATTENDEE</b>	Emma Lad (clerk)
<b>DOCUMENTS CIRCULATED PRIOR TO THE MEETING</b>	<ul style="list-style-type: none"> <li>• Minutes of the IMAT Meeting held on 18<sup>th</sup> December 2017</li> <li>• Balance sheet November</li> <li>• Consolidated Trust budget</li> <li>• December 2017 Management accounts</li> </ul> <p>Policies/procedures - None</p>
<b>Distributed at the meeting</b>	<ul style="list-style-type: none"> <li>• Financial KPI's for the Academy Trust</li> </ul>

Meeting started at 7.09pm

No.	ITEM	ACTION
1	<b>Welcome and Introductions</b> A special welcome was extended to JB and AC as Cherry Tree had joined the trust today.	
2	<b>Apologies for absence and acceptance of those absences</b> - The meeting was quorate.	
3	<b>Declarations of Conflicts of Interest</b> – None	
4	<b>Notice of AoB</b> – None	
5	<b>Minutes of the meeting held on 18<sup>th</sup> December 2017</b> Minutes were approved as an accurate record and signed by the Chair.	
6	<b>Matters Arising from the meeting 18<sup>th</sup> December 2017</b> All matters arising were completed except: Item 6:9: Centralise Trust contracts – UPDATE: A group of trustees have carried out the initial review of the choices presented by the Trust. In the absence of accurate budgeting software, it was decided to not make a final decision. There needs to be a strategic review for the whole MAT to ensure parity. The schools have limited budgets and so will be reviewing staffing in the near future. The working party will continue to be in place and report back when appropriate.	

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	<p>Item 6:16: School plans – paper versions were distributed at the meeting and they are now on Governor Hub. In Laurance Haines the plan is now on the wall for all staff to view and add to or comment on.</p> <p>Item 8: Finance - UPDATE: There have been meetings with new suppliers for budgeting systems. The school has had the money refunded from the original system (£3000 approx.). The MAT will now use SBS Online system which is in place and already working more effectively.  <b>T:</b> Are there any lessons that could be learnt from this? <b>SC:</b> I don't think there is anything we could have done differently. We were mis sold a system.  <b>T:</b> Is the data protected if you don't renew the new system after a year? <b>SC:</b> Yes, we have systems in place.</p> <p>Item 8a. Cherry Tree school FFS Service agreement - UPDATE: There will be a discussion regarding whether the service agreement has been met once the close down has been completed.</p>	<p>RJ</p> <p>JB</p>
<p>7</p>	<p><b>Update on BF and CT academy conversions</b>  <u>CT converted on the 1<sup>st</sup> February 2018.</u>  The Trustees were updated that the mobile issue was resolved. HCC wanted to leave the term Early Years within the lease and not define this term more specifically to accommodate any changes to the definition by the Government in the future. Once this was clarified the lease was agreed and conversion was able to go ahead.</p> <p><u>Beechfield expected to convert on the 1<sup>st</sup> March 2018.</u>  The DfE and HCC had a difference in opinion regarding Beech house which is on the site. The Trust had wanted the house included in the 125 year demise. This was supported by the DfE but opposed by HCC. In order to progress the conversion, the Trust has reluctantly agreed a seven- year lease for the building with the authority. The MAT is paying a peppercorn rent and South West Herts will continue to have a licence to use the building. There has been no rent charged previously in exchange for services and this will be formalised moving forward. Should they leave then the whole building will return to the Trust if in the seven-year window.</p>	
<p>8</p>	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>• <u>December Management Accounts</u>  The form is still working on the original Laurance Haines budget. There has been some work completed in SBS to reflect the budget changes and this will be included in next month's management accounts. They will be more accurate in future with all the school's information included.</li> <li>• <u>Trust Budget</u>  The MAT has put in the minimum funding guarantee as the national funding formula will be changing. In 2017-18 the LHS loses £48,000 as the bulge class leaves which has a large impact on the budget. The following year 2018-19, this clawback increases to £100k. Income should then stabilise.</li> </ul> <p>The Trustees were shown the DfE and HCC prospective budgets for 2018-19 which vary greatly in the amount of income the MAT will receive. With the revision 2017-18 is on budget but 2019-20 will have a deficit of £155,000. SC has looked at how the changes in staffing could impact. The MAT should have budget statement for all three schools by the 31<sup>st</sup> March and then there will be further work completed to ensure there is an accurate projection in place for future years. There should be a working budget for the three schools by April. The school will also have</p>	

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	<p>heard about the MAT development fund by this point so can give an accurate measure of what the schools budgets will look like.</p> <p><b>T:</b> Are the teachers that are in the bulge classes on temporary contracts? <b>SC:</b> Yes, and we are also losing some other teachers through retirement etc. The schools will need to appoint six NQT's to ensure the staff are in place moving forward.</p> <p>JR and JB will be attending recruitment fairs. The CEO/DHT have and will attend NQT conferences and other events to try and advertise the MAT.</p> <p>There are new recruitment leaflets, banners and table cloths which were shown to Trustees at the meeting.</p> <ul style="list-style-type: none"> <li>• <u>Update re grant funding</u> <ul style="list-style-type: none"> <li>▪ Waiting to hear back from the development fund.</li> <li>▪ European funding – there is a large pot of money to fund education partnerships across Europe. Beechfield school has two volunteers who are funded by Erasmus and it is working very well. We would like extend this to other schools in the Trust. There is also a fund for a project with two other schools within the EU for 150,000 Euro per school per year. The trust is currently bidding for a nurture project within the schools.</li> </ul> </li> </ul>	
9	<p><b>Staff update</b></p> <ul style="list-style-type: none"> <li>▪ CT are recruiting a nursery nurse</li> <li>▪ We will be advertising for NQT's for the three schools.</li> <li>▪ There is a sharing of expertise across the schools which is working very well.</li> <li>▪ The budget will have an impact on the number of staff in the schools and how best to ensure a good standard of education for children within the budget available.</li> <li>▪ There may need to be a restructure of TA's in future to ensure there is consistent pay scales across the schools.</li> <li>▪ Head of school for Laurance Haines and Beechfield – these adverts will be put out in April 2018 for a September 2018 start if funding allows. These will be advertised once the funding has been clarified for the schools.</li> <li>▪ The Assistant HT has been signed off at Laurance Haines on long term sick. Given the terms of absence, we have been unable to claim insurance from our usual policy.</li> <li>▪ The CEO explained that the schools are under pressure but this is constant at the moment with the changes in education.</li> <li>▪ <b>T:</b> Why is there such a deficit in 2018-19? <b>SC:</b> We have built a structure around the needs of the school and when the bulge classes leave there is still some costs in place other than the temporary contracts which do not end immediately. We can make a decision around recruitment of senior leaders once we know what the income is. If the budget allows then we can recruit as we would like. Trustees approved waiting until the income is in place and then looking at the Head of Schools roles. <b>T:</b> What is it stopping you as CEO from doing? <b>CEO:</b> Recruiting a fourth school and finding new funding streams.</li> <li>▪ Trustees discussed the likely timescales of an OFSTED inspections for the schools.</li> </ul>	
10	<p><b>Premises update</b></p> <ul style="list-style-type: none"> <li>• <u>CIF bids update</u> The window for bids was extended due to issues with the site. The school was not registered by the ESFA when it should have been. As a result, only one bid was put on in time. SC has complained and is waiting to hear back. The school will not be able to submit any other bids for a year but will bid for works at all the schools in the next round.</li> </ul>	

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	<ul style="list-style-type: none"> <li><u>Asset Management Plans</u> Kiers service will be used for one year to see how effective it is and then reviewed. The asset management plans will support future CIF bids so we will ensure they are completed in the summer term.</li> </ul>	
11	<b>Recruitment</b> <ul style="list-style-type: none"> <li>Senior leadership structures moving forward – discussed under item 9</li> </ul>	
12	<b>Trust growth plan including sponsorship discussion</b> – This discussion cannot take place until the budget is clear.	
13	<b>Policies</b> – distributed prior to the meeting <ul style="list-style-type: none"> <li>Whistleblowing</li> <li>Admissions 2019/20</li> </ul> Approved by Trustees and to be distributed by the clerk	Clerk
13	<b>Consider non-business needs of Trust e.g. safeguarding, CP and Curriculum</b> <ul style="list-style-type: none"> <li><u>Curriculum</u> – there are three different curricula in place and these will be reviewed.</li> <li><u>Single central record</u> – Trustees should be on all schools SCR. Training run by a solicitor firm will be attended to get a second perspective on safeguarding. They have developed a new piece of software which may link the systems and make it easier. SC will report back to Trustees</li> <li><u>Child protection</u> – There needs to be a decision regarding how much information come up to the Trust level. It is likely the schools will continue with an annual report. This will be part of a wider review of LAB and Trust level responsibilities.</li> <li><u>Policies tracker</u> – distributed and CT will now follow the MAT policies from the 1<sup>st</sup> February 2018. CT to review policies and update website SC to check whether governor hub can have different areas for the LAB's and Trustees</li> </ul>	SC  JB SC
14	<b>Training</b> <ul style="list-style-type: none"> <li><u>Technology show</u> - CEO and SC attended BETT and reported it was not as helpful as usual as it lacked any quality speakers this year. It was however still a worthwhile day.</li> <li><u>Arbor</u> was discussed as an assessment and reporting system. The MAT will continue to look into this. SIMs pilot is being trailed at present in one of the schools.</li> <li><u>GDPR</u> – SC updated Trustees about the requirements for the regulation. There is a toolkit being developed by HFL. This may include a presentation for staff. HFL dates for training will come out after half term. Staff and governors will be booked onto the training where appropriate. The GDP officer – this needs to be an independent person who has no conflict of interest within the school. SC recommended it be a Trustee. This will continue to be reviewed. Clerk to send the key – privacy policy</li> <li><u>New training website for staff and governors</u> – there are concerns around how staff book onto the training and make sure they have approval. SC will be reviewing systems to make sure staff are clear on how and when to book.</li> </ul>	SC  Clerk  SC
15	<b>Clerks Update</b> - distributed prior to the meeting. <u>Pupil premium/ Sports premium</u> – Trustees asked LAB's to review: Cherry tree - <a href="http://cherrytree.herts.sch.uk/statutory-information/">http://cherrytree.herts.sch.uk/statutory-information/</a> Beechfield – <a href="http://www.beechfield.herts.sch.uk/our-school/statutory-information/">http://www.beechfield.herts.sch.uk/our-school/statutory-information/</a> Laurance Haines - <a href="http://www.lhaines.herts.sch.uk/page/?title=Statutory+Information&amp;pid=90">www.lhaines.herts.sch.uk/page/?title=Statutory+Information&amp;pid=90</a> <u>Governor services</u> - The clerk asked whether the Trust was happy for the Trustees details to be added to HFL's site as part of governor services. They are currently recorded under Laurance Haines school. SC will review and report back <u>EFA submission of annual accounts</u> - completed by the 31 <sup>st</sup> January 2018	All LAB's  SC

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	<p><u>Website compliance</u> – the LAB’s will be asked to review the school website and make sure compliant with the statutory list  <a href="https://www.gov.uk/guidance/what-academies-free-schools-and-colleges-should-publish-online">https://www.gov.uk/guidance/what-academies-free-schools-and-colleges-should-publish-online</a>  <u>Get information about Schools (GIAS)</u> - Review to take place to make sure the details for Cherry Tree and Beechfield move across accurately. <a href="https://get-information-schools.service.gov.uk/">https://get-information-schools.service.gov.uk/</a>  <u>Safeguarding questions</u> – delegated to LAB’s to review as part of safeguarding</p>	<p>LAB’s</p> <p>LAB’s</p>
16	<b>Any other Business</b> - None	
17	<p><b>Date of next Meeting:</b>  <b>Trust meetings at 7pm at Laurance Haines School</b>  Thursday 22/02/2018  <u>Agenda items:</u>  Annual Trustees plan including curriculum  Trust and local level delegation through schedule of delegation  Work plans and agenda items for the coming year</p> <p><b>Wednesday 28/03/2018</b> - please note change in date  Thursday 24/05/2018  Thursday 21/06/2018  Trustees day – 12/07/18 10am</p> <p>Staff at Laurance Haines thanked Trustees for removing the two-day sickness unpaid.  Cherry Tree staff and governors thanked JR and SC for their support with the conversion process.</p>	Clerk

Meeting ended 9.10pm

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