

TRUSTEES MEETING
HELD AT LAURANCE HAINES SCHOOL, VICARAGE ROAD, WATFORD
ON Monday 18th December 2017 at 7:00pm

ATTENDEES	JAMES ROACH (JR) JESSIE BRUCE (JB) ROGER GIBBS (RG) ANDREW CHAPPELL (AC) RICHARD JONES (RJ) LIZ LEEMAN (LL) SHARON CARLYON (SC)
ABSENTEES	BECKY BLACKSTAFFE (BB)
ATTENDEE	JO HART (JH) Emma Lad (clerk)
DOCUMENTS CIRCULATED PRIOR TO THE MEETING	<ul style="list-style-type: none"> • Minutes of the IMAT Meeting held on 16th November 2017 • Balance sheet November • Consolidated Trust budget • November 2017 Management accounts <p>Policies/procedures - None</p>
Distributed at the meeting	<ul style="list-style-type: none"> • Financial KPI's for the Academy Trust

Meeting started at 7.09pm

No.	ITEM	ACTION
1	Welcome and Introductions – The meeting was quorate	
2	Apologies for absence and acceptance of those absences - Apologies from BB	
3	Declarations of Conflicts of Interest – None	
4	Notice of AoB – None	
5	Minutes of the meeting held on 16th November 2017 Minutes were approved and signed by the Chair of Trustees. Amendment: Page 5: <u>Multi Academy Trust Development Fund</u> - The work carried out by the Trust with Cherry Tree and Beechfield would qualify us for the fund retrospectively for up to £100,000.	
6	Matters Arising from the meeting 16th November 2017 – All matters arising were completed except: <u>Item 8: PSF update</u> - SC has complained about the lack of clarity around costs from the company and will report back. UPDATE from SC: The costs were clear; however, the company have very strict terms and conditions and the school had previously felt that the helpline would be of more assistance. This may not be an on-going cost but is essential for the first year. The accounting package is working very well.	

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	<p><u>Item 8: Agency contract staff buy out</u> - UPDATE: There is no plan in place at the moment to employ these members of staff directly.</p> <p><u>Item 9: Centralise Trust contracts</u> – JR conflict of interest – Trust leadership/School SLT Pay scales need to be reviewed. A working party was created to look at this area. Non-school trustees were appointed to the working party. LL, AC, RG and RJ will take forward. UPDATE: This is on-going. There has been an initial meeting with SC/JR/RJ and JH.</p> <p><u>Item 10: Asset management plans</u> - UPDATE: Cherry Tree and Beechfield will not be able to apply for CIF funds, to be eligible schools had to have a signed academy order as at 1 September 2017. We have a quote from Ingleton Wood for asset management plans averaging around £6000 for each school.</p> <p><u>Kier Property Management package</u>: Cherry Tree has an annual property management package from Kier which includes an annual property review. This review may be able to replace the asset management plan if it meets the requirements of the DFE gradings and this will be researched by SC. This will be discussed further at the next meeting.</p> <p><u>Item 14: H&S audit</u> – UPDATE: The termly checks should be taking place at the LAB level. Trustees approved a meeting between a Trustee, site manager from the school and site manager from another school termly. Reports will then be submitted to the LAB. The LAB work plan to be updated with a standing agenda item – H&S Termly review</p> <p>Laurance Haines at present has a contract for two days support per year with HFL Health and Safety team. This year, LHS chose to have an audit. Trustees approved the audit taking place every three years for a school which will not increase the cost overall to the MAT.</p> <p>SC reported that the new site manager at BFS is working collaboratively with the existing managers in post and there is a good sharing of best practice.</p> <p><u>Item 15: Academy show</u> - SC and JR attended the academy show in November. There was lots of very helpful information. The next show is in London on the 25th April 2018. Trustees were invited to attend if possible. JR and SC will also be attending the BETT technology show in January.</p> <p><u>Item 16: Headteacher Performance Management</u> - Copies to be sent via email – carry forward</p> <p><u>Item 16: School plans</u> to be sent to all trustees. UPDATE: Cherry Tree has updated its school plan to reflect the format of the other schools. There are two shared targets and one/ two school specific targets. JR will send to all Trustees.</p>	<p>LL, AC, RG, RJ, SC, JB, JR</p> <p>SC, Clerk</p> <p>SC, Clerk</p> <p>JR</p> <p>JR</p>
7	<p>Update on BF and CT academy conversions</p> <p>The conversion has been moved back to the 1st February 2018 for both Cherry Tree and Beechfield School.</p> <p>There are two issues outstanding:</p> <p>A. <u>Beechfield School</u>: The local authority would like to retain Beech House and the school does not agree as it uses the property. The DFE has sent the issues to their legal team and feel that the school should have the building included in their 125-year lease. The MAT has had no reply from HCC.</p> <p>B. <u>Cherry Tree school</u>: There is a mobile building on the site at Cherry Tree which is used for wrap around care and a private preschool provider. HCC feel they should have the authority over the building as they would like to continue the private preschool in the building. The</p>	

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	<p>school paid half of the cost of the building initially and although there is a precedent within Herts for a building being sublet the IMAT would prefer not to go ahead with this. The solicitor has offered other solutions which were reviewed by Trustees at the meeting.</p> <p>Trustees questioned safeguarding and the letting of the building to other outside providers when the building is in the middle of the site. The school at present receives £7000 per annum however under the charging formula the school would probably receive about the same amount when paid directly by HCC.</p> <p>T: How is safeguarding of the other building covered at Laurance Haines when managed by another provider? JR: There are no children in the building but the visitors have to sign into the school and are taken to the building by a member of staff. They staff also attend safeguarding updates at the school. There would be a shared access arrangement and attached parking spaces.</p> <p>JB was asked to check what area the mobile building covers and what percentage is it against the school total floor area so the funding formula can be applied to check possible remuneration.</p> <p>The LAB at Cherry Tree school needs to discuss the options available and approve a route forward. Minutes to be sent to JR and SC after the meeting</p> <p>SC and JR have spoken to the Deputy Commissioner today who is escalating the issue to try and get a resolution to the problem. The IMAT has also forwarded more information to them.</p> <p>Trustees discussed timescales for conversion. The lease needs to be signed by the 4th January 2018 for conversion on the 1st February 2018. Given the Christmas holiday period this may be further delayed. Trustees felt they could wait for a 1st March conversion but would not like to wait further.</p>	<p>JB</p> <p>Clerk, JB</p>
<p>8</p>	<p>Results from AGM</p> <p>Trustee: The report from the Auditor was very thorough in its reporting of the finances. AC commented that he would have expected them to report on independence in writing, and other auditing standards. We have met all our auditing obligations as Managers and Trustees.</p>	
<p>8</p>	<p>Finance – JH gave a verbal update and answered questions from Trustees:</p> <ul style="list-style-type: none"> • November Management Accounts <p>a. <u>Meeting regularity</u>: meetings will be scheduled towards the end of a calendar month so that the most up to date accounts can be discussed.</p> <p>b. <u>Questions from Trustees</u>:</p> <p>T: What is in sales ledger control? JH: At the time of printing we hadn't received the cheque from Beechfield for the HT recharge. The Watford football club also owed the school money for the rent of the car park on match days. These have both since been paid.</p> <p>T: What is the £43,000 of purchase ledger control? JH: This is now up to date and the school is paying on a timely basis. The MAT tends to carry out payment runs once a week. Once JH has been added to the system this will be more efficient.</p> <p>T: What is in intracompany? The costs of PSF which is for Laurance Haines conversion.</p> <p>T: Is there anything of concern? Jo: No everything is progressing as expected.</p> <ul style="list-style-type: none"> • Trust budget - KPI's were distributed to Trustees at the meeting <p>NOTE: Documentation distributed and presented at the meeting included a conversion date of 1st January 2018 which is no longer feasible. JH explained that a conservative carry forward from the schools had been used and so could improve.</p>	

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	<p>JH explained the changes to the national funding formula which reduces the fixed income and increases the amount per child on roll. Where a school does not have a full school roll the funding will be reduced. This could be a concern for schools in the Trust.</p> <p>The MAT is meeting with two representatives regarding their budget systems. The current PSF system is not working as it will not support projections and so unless the outstanding issues are resolved quickly, the MAT will be requesting a refund. SC will report back to Trustees</p> <p>a. <u>Cherry Tree school FFS Service agreement:</u> The Trustees discussed the budget at Cherry Tree and how the FFS service is managing the funds at present which is slightly unclear. The Trustees asked that the HT at Cherry Tree escalate a cause for concern regarding the coding to a manager. JB and JH will meet the FFS adviser on the 4th January 2018 to see if they can get any clarity.</p> <p>b. <u>Questions from Trustees:</u> T: Why is PE so much lower in Beechfield than in the other two schools? JH: It is because part of the money goes into professional services for coaches. T: Do curriculum areas bid for their funding at all schools? JH: At Beechfield and Laurance Haines the curriculum leaders bid for funding. There is a similar system at Cherry Tree school but they have a base allowance regardless of bid. T: Premises are very different costs across the three schools? JH: Beechfield has no premises staff but has a cleaning contract which is in place for the building. There is also £5000 for the same school for the three-year fixed wire test which increases the cost considerably for this financial year. T: The biggest variation is the staff costs between the schools? JH: The differences are due to economies of scale as Laurance Haines have a bulge class and this has been allowed for in the budget. Staff are on fixed term contracts to cover these classes. SC: All three schools will have lower income in 2018/19 as a result of bulge classes finishing and lower numbers on roll. The Trustees and MAT will have to make some changes for the future. SC advised that once budgets are set, benchmarking across the three schools will be undertaken regularly.</p> <p>c. <u>Senior leadership team structures moving forward:</u> Beechfield and Laurance Haines require Headteachers once JR becomes the CEO full time. It is proposed that the headteacher role will be replaced with Head of School positions. This role will be for aspiring Heads who are new to the role.</p> <p>The Trustees asked that the CEO bring his proposed structure to the working party for review. RJ will organise working party committee meetings - weeks beginning 15th / 22nd January 2018. Working party members to email richard.jones@tesco.com to organise dates.</p> <p>d. <u>Sponsorship:</u> SC explained the possible benefits of sponsorship including the attached funding streams. Trustees have asked for further research to be carried out</p> <p>8.48pm JH left the meeting.</p> <p>Finance will be discussed earlier at the next meeting so that JH can leave the meeting earlier</p>	<p>SC</p> <p>JB JB/JH</p> <p>JR</p> <p>SC</p> <p>Clerk</p>
9	<p>Staff update JR and JB explained changes to SLT roles within the schools</p>	

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10	<p>Premises update</p> <p>A. <u>CIF Bid</u> - Ingleton Wood have prepared two CIF bids for Laurance Haines school and SC explained the bids. The bids will be sent off tomorrow as the DFE site had crashed and the deadline was extended.</p> <ol style="list-style-type: none"> 1. New roof – values at around £500,000 2. Removal of asbestos in ceiling, replace cold water pipework, new ceilings and lighting – values at around £2.3 million. <p>Ingelton Wood is a HCC approved contractor and the school has worked successfully with them in the past. They will charge the DFE a contractor's fee should they win the contract. Kier contractors would have charged the school whether the bid is successful or not. The bid results come out in the Spring term and then companies tender for the bids.</p> <p>T: Does that remove all the asbestos from the school? SC: in the main, yes.</p> <p>10.2 Kier annual package – covered under other agenda items</p>	
13	<p>Recruitment</p> <p>The Chair is speaking to a local solicitor regarding a suitable Trustee and will keep Trustees informed.</p> <p>The clerk will email volunteer websites to SC</p> <p>One of the parent governors has stepped down at Cherry Tree School. The school will not recruit at present as the LAB will have fewer members moving forward.</p> <p>The JB, JR and SC are all going to local recruitment fairs at the University of Hertfordshire and at HFL fairs.</p>	Clerk
15	<p>Training</p> <p>HFL Governor conference was attended by LL</p>	
16	<p>AoB</p>	
17	<p>Date of next Meeting:</p> <p>Trust meetings at 7pm at Laurance Haines School</p> <p>Monday 18/12/2017 Thursday 01/02/2018 Thursday 22/02/2018</p> <p>Tuesday 28/03/2018 -please note change in date</p> <p>Thursday 24/05/2018 Thursday 21/06/2018 Trustees day – 12/07/18 10am</p> <p>All Trustees were invited to attend the governor afternoon at Cherry Tree school on the 17th January 2018 at 2pm at the school</p>	

Meeting ended 9.06pm

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