

MEETING OF THE BOARD OF DIRECTORS**Minutes of the meeting held on 22 May 2018**

<i>Directors</i>	<i>Office</i>	<i>Term</i>
Andrew Armour		23/12/2020
Gary Benn		23/12/2020
David Boatman	Vice Chair	23/12/2020
* Melissa Challinor		23/12/2020
John Luke		23/12/2020
Sarah Mitchell	CEO [Executive Headteacher]	Ex-Officio
Andrew Taylor	Chair	23/12/2020

* *indicates absence**The meeting was opened with a prayer***Action****7/18 Apologies for absence**

Apologies for absence were received and accepted from Melissa Challinor.

The Chair reported that due to increasing work and other commitments Lisa Jeremy had decided to step down as a Director with immediate effect.

The meeting considered the current range of skills, experience on the Board and felt the Board should strengthen its HR and legal skills. It was agreed the Board should maintain a number of vacancies to allow representatives from new academies joining the MAT positions on the Board.

It was **agreed** all Directors should consider and advise the Chair of any contacts and potential nominations to help strengthen the level of skills and experience on the Board.

All**8/18 Notification of AoB**

None.

9/18 Notification of business interests

No Director declared a potential conflict of interest with any items to be discussed at the meeting or that they had received or given a gifts or hospitality that could or be perceived to compromise their impartiality when dealing with matters for the Multi Academy Trust

MAIN BUSINESS**10/18 Governance****a) Annual General Meeting of the Trust's members**

The Chair provided a verbal report on the Annual General Meeting of the Trust's members and highlighted the following:

- The members had received and considered the Directors' Annual Report and Financial Statements for the year 30 August 2017.
- The Members felt the MAT had achieved a lot in the short period of time

since it was established and were very supporting of the work the MAT was doing in supporting Debden Primary Academy.

- The members were very positive to the MAT's longer term goals on the planned number of church primary schools joining the MAT and that these could include schools from the neighbouring Diocese of Ely.
- The members had re-appointed Price Bailey to continue as the MAT's auditors.

b) **Audit Committee**

The Chair reported he had approached and asked Paul Gray and Ursula Lyons if they would be interested in being independent members on the Audit Committee. Paul Gray had recently stepped down at the Churchwarden for Littlebury Parish Church and had been a governor and Chair of the Full Governing Body at Joyce Frankland Academy Newport. Ursula Lyons had been the Chair of Debden Primary Academy FGB and was keen to be involved with the MAT.

IT was **agreed** to appoint Paul Gray and Ursula Lyons as independent members of the Audit Committee.

c) **Local Governing Bodies [LGBs] – Membership**

The meeting received a noted biographical pen-portraits of the Reverend Alex Jeewan (prospective Incumbent), Sarah Willis and Liam Tobin and **agreed** to appoint the Reverend Alex Jeewan as a governor on the GCPA LGB and Sarah Willis and Liam Tobin as governors on the DPA LGB.

11/18 Policies

a) **Gift and Hospitality Policy**

It was **agreed** to carry this forward for review at the next meeting.

b) **EU General Data Protection Regulations [GDPR]**

The EHT provided an overview of the plans and work being carried out to implement the new EU GDPR by the 25 May 2018.

The new regulations would be introduced first for the MAT and then rolled out to the Academies. A letter had been drafted for all parents advising them of the MAT's privacy policies setting out the legal basis for processing personal data.

The meeting noted the MAT and each Academy had differing roll profiles and that each needed its own data processing and privacy policy reflecting the respective roles of the MAT's Directors, LGB governors, EHT, HT and staff at each school.

The new policy includes appointing a governor from each LGB to be responsible for GDPR at each school to audit the application Data Processing and Privacy Policies of each school.

It was **agreed** to consider appointing a Director with responsibility for GCPR at a future meeting.

The Administration Team had used guidance and templates issued by IGS, an Essex CC based agency providing IT and data management services to schools.

The templates had been amended to meet the characteristics and needs of each Academy and the MAT.

Clerk

Chair

It was noted that the MAT has in place the necessary policies by the 25th May 2018 and will be fully compliant shortly after.

It was **agreed** to adopt and publish the new Privacy Policy incorporating the Data Protection Policy and that the Chair should sign them.

EHT/
Chair

12/18 Strategy/ Future Plans

The Chair provided an update on the development and future expansion of the MAT.

He had had a meeting with the Chair of the governors of a local primary school that had been very positive. They were keen to move towards becoming an Academy and joining a MAT but were reviewing the options of either joining a MAT of secondary and primary academies or just a MAT of primary academies.

The Chair and Andrew Armour had also met and spoke to the governors at another local primary school and had offered to provide a follow up meeting.

The meeting noted there had been a high turnover of Headteachers at a number of local primary schools.

13/18 Executive Head Teacher's [EHT's] Report

The EHT introduced her report and highlighted the following points.

- The current focus is to raise the teaching and learning standards at Debden Primary Academy ensure they are consistent across both the school and MAT.
- The EHT has worked with Debden staff one day per week that has helped foster more positive relationships with the governors and teachers at the school as well as between both academies within the MAT.
- The MAT needs to review the effectiveness of the current leadership and management team at DPA to help improve the performance and standards of teaching staff. There will help improve the learning environment, provide accurate and consistent school based assessment judgments, allow better feedback and comments in class and pupil's work books and provide appropriate levels of challenge and differentiation.
- A number of children have left schools of which six have moved to other local schools. The MAT needs to act quickly and focus on why parents are deciding to move their children. *See Confidential Minutes*
- The meeting noted a separate proposal to establish a pre-school at DPA that will help use spare resources and encourage children to "feed" into the school.

14/18 Finance

a) Managements Accounts

The meeting received and noted the management accounts for each Academy for the period to 31 March 2018 showing the actual income and expenditure totals to date, the forecast year-end outturns and explanations for the variances between the forecast year outturns and the agreed budget.

The forecast year-end outturns for DPA showed it will achieve a £15k surplus to

carry forward compared to the £43k surplus brought forward from the previous year.

b) **To receive requests for expenditure from LGBs**

None reported.

15/18 Personnel

a) **Appointment of new staff and staff leaving the MAT**

[included in the EHT's Report]

b) **External advice on personnel and human resource issues**

It was **agreed** to continue to employ with Essex CC HR services for the provision of personnel and human resources issues.

EHT

ROUTINE BUSINESS

16/18 Minutes of the previous meetings

The minutes of the previous meetings held on 13th March 2018 were approved as an accurate and true record of the meeting subject to the noting that Gary Benn was present at the meeting.

17/18 Matters arising

All matters arising from the previous meeting had either been completed or were covered on the agenda

18/18 Safeguarding

The Chair reported that following the resignation of Lisa Jeremy, the MAT needed to appoint a new Director Responsible for Safeguarding and **agreed** to carry it forward to a future meeting.

Clerk

19/18 Health and Safety

Gary Benn, the Director Responsible for Health and Safety, reported he had visited DPA who had made significant progress in implementing improved monitoring and recording systems that were compliant with Health and Safety regulations.

No other H&S matters or incidents were reported.

20/18 Minutes/reports of committees

a) **GCPA LGB**

The meeting received the minutes of the GCPA LGB meeting held on 27 March 2018 and noted the comments the governors had expressed that they felt there was a disconnect between the Directors of the MAT and the LGBs. They were unaware of the MAT's plans and strategies and were concerned how they impacted on the HT's and Staff resources at the Academy that could ultimately effect on the standard of teaching and learning at the Academy.

It was **agreed** and it was agreed the Chair of the Board of Directors would provide regular updates to LGBs.

Chair

b) **DPA LGB**

The meeting received and noted the unconfirmed minutes of the last meeting of

the Debden [CoE] Primary Academy Local Governing Body.

21/18 Training

It was **agreed** to send all Directors the link and access details to the NGA training resources and to hold a training session on GDPR.

EHT

22/18 Any other business

None.

23/18 Date/time of future meetings

Tuesday 17 July 2018 at 19:45 hrs

Singed by Andrew Taylor [the Chair] on 17th July 2018