



### Meeting – Part I Minutes

Date/Time	06 November 2017 at 18:00	Location	The Atrium Studio School			
<b>Attendees</b>	<b>Initials</b>			<b>Attendees</b>	<b>Initials</b>	
Rachel Shaw	RS	Executive Headteacher	Arrived at 18:05	Peter Brown	PB	Ashburton Representative
Chris Elliott	CE	Widcombe Representative		Nigel Gore	NG	Atrium Representative
Hugh Bellamy	HB	Executive Principal/CEO		Richard Bence	RB	Route 39 Representative
Sarah Parker-Khan	SPK	Vice Chair/ Foundation Director				

Apologies	Initials	Reason (Category of Governor)
Dominic Course	DC	Work Commitments
Beverley Garland	BG	Family Commitments
Matt Messias	MM	
Graeme Cock	GC	Work Commitments

Absent without Apology	Initials
Andrew Faulkner	AF

In Attendance	Initials	(anyone who is not a governor/associate)
Laura Dudman	LD	Clerk
Sam Tse	ST	Head of Finance
Paul Collins	PC	SDCC Head of School
Des Stokes	DS	Widcombe Head of School
Louise Lee-Gammage	LG	Ashburton Headteacher
Tammy Docking	TD	Ilington Head of School
William Bentall	WB	Moretonhampstead Headteacher

Minutes to
Attendees
Apologies
School Website
Members

	Agenda	Led by
1	Welcome and Apologies	SPK
2	Declaration of Interests	SPK
3	Chair's Bring Forward Items	SPK
4	Academy Improvement Plan	HB
5	Finance i Finance Manager's Report	ST/SPK

	<ul style="list-style-type: none"> <li>ii British Gas, Solar Panels and LED Lighting Updates</li> <li>iii Audit Committee Update</li> <li>iv Review Financial Procedures</li> <li>v Review Cost of Living Allowance</li> <li>vi Agree Master Funding Agreement</li> </ul>	
6	<ul style="list-style-type: none"> <li>SDMAT Business Interests' Update</li> <li>i Management Partnerships Update</li> <li>ii Preschools Update</li> <li>iii Approve Ashmoor Policies</li> </ul>	RS/HB
7	<ul style="list-style-type: none"> <li>Policies</li> <li>i Update on Support Staff Pay and Appraisal Policies</li> <li>ii Approve Vehicles and Freedom of Information Policies</li> <li>iii Agree Academy SEND Policy and Local Offers for 2017-2018</li> <li>iv Agree Academy Safeguarding and Child Protection Policy for 2017-2018</li> <li>v Approve Investment Policy</li> <li>vi Approve Expenses Policy</li> </ul>	SPK/HB/RS/ST
8	<ul style="list-style-type: none"> <li>Minutes from the Last Meeting</li> <li>i Minutes Agreed</li> <li>ii Actions</li> <li>iii Matters Arising</li> </ul>	SPK
9	Enhanced DBS Certificate Checks	LD
10	<ul style="list-style-type: none"> <li>Date of Next Meeting</li> <li>i Agree AGM Date</li> </ul>	SPK

Agenda Number	Details of discussion	Decision or Action
1	<p><b>Apologies</b></p> <p>Apologies were received from GC,BG, MM and DC which were all sanctioned.</p> <p>Richard Bence, the representative for Route 39 Academy's governing body, was welcomed to the meeting.</p> <p>It was agreed for SPK to chair in GC's absence.</p>	
2	<p><b>Declaration of Interests</b></p> <p>There were no new declarations pertaining to items on the agenda.</p>	
3	<p><b>Chair's Bring Forward Items</b></p> <p>These were deferred to the end of the meeting.</p>	
4	<p><b>Academy Improvement Plan</b></p> <p>The draft document, composed by HB, was circulated in advance of the meeting. He requested Directors to discuss the headings in groups and this would then be fed back to leadership teams to develop upon. HB requested for suggestions to be noted down and handed in to RS.</p> <p>SPK asked if there was anything that anybody would like to add to forward this to</p>	<p><b>Directors to send feedback on the Improvement Plan to HB following the meeting.</b></p>

	RS and HB following the meeting.	
5	<p><b>Finance</b></p> <p><u>i Finance Manager's Report</u></p> <p>The Management Accounts for September were distributed prior to the meeting. ST went through the highlights.</p> <p>Currently overall, SDMAT is performing at a very small deficit at the end of September. It is normal to make big purchases at this time of year so there are no concerns. Adjustments indicate break even for the secondaries and the primaries vary from £9,000 deficit to £10,000 surplus. The School Sports Partnership (SSP) is expected to end the year at £13,000 surplus.</p> <p>The Ashmoor Centre is having a difficult start to the year. There is a predicted deficit but discussions are taking place around this. SPK asked if actions had been put into place. ST said yes. They were not open for holiday clubs in October. RS said there were some safeguarding issues around this so she needs to pursue this before future holiday clubs. SPK asked who was monitoring. ST said there are weekly meetings and Chris Daniel (CD) reports back. There are some key tasks for this week. <i>SPK asked what the situation was regarding Ashmoor if it became no longer financially viable. Is there an obligation to keep it open.</i> HB said there is an agreement with Teignbridge Council. He thinks there is a charge of £400,000 if notice was given. RS said it could be run as a community enterprise. ST said she did an evening there in the holidays and there are some basics not happening. SPK said this needs addressing urgently.</p> <p>CIF bids – Ashburton Primary School's is almost complete. LG said it is predicted to be on budget. Ilsington Primary School's roof is progressing and planned for February half term. SPK asked about the scaffolding that was erected. TD said it is still there and we are being charged for it. ST will check that we are not being billed as it was put up early without permission.</p> <p>There are no further updates on the Special School's progress. £30,000 of the opening grant has been received and the rest of the £200,000 will come in over the pre-opening period. HB said the Heads of Terms have been sent to the EFSA and they were met with today. Technical advisors have been sent information about the surveys they have to do around feasibility. Once this has been agreed the funds will then be released.</p> <p>Catering is still a cause for concern. It is still running in the same manner. There are some further outsourcing talks to take place. A deficit is predicted and it needs urgent review. <i>SPK asked if it is known where the overspend is coming from.</i> ST said the staffing structure has an impact and the cost of the living wage has also impacted. Use of disposable materials also need addressing. HB said the losses are across the board as the profits at SDCC are being used to fund the other schools. HB would like to look at a breakdown of costs across the schools to see what the situation is. This would also be useful for outsourcing discussions to see if this needs to be done across the board. PC suggested Justin Morton (JM) could be</p>	<p><b>PC to ask Justin Morton to be involved in the catering analysis project.</b></p>

<p>asked to do this analysis piece of work due to his military logistics background. SPK asked for a timeframe. ST has a meeting with one of the companies on Friday. PC will ask JM on Wednesday.</p> <p>Cash flow is holding up well. It was at £284,000 at the end of September and the lowest dip was £207,000. There was a further dip at the end of October due to an early BACs payment.</p> <p>Debts are being managed better and older ones are being monitored.</p> <p><u>ii British Gas, Solar Panels and LED Lighting Updates</u></p> <p>The LED lighting project has been delegated to CD. This will carry over to the next meeting.</p> <p>HB and ST had a conference call with the solar panels' funder, John Penfold, and Mark Stephenson. It ended positively. ST has had a couple of emails from the Director which were not helpful in their detail so she will get back to him. SPK asked if the tasks requested last time had been completed. ST said no so she will produce a summary of the telephone conference and send it to all parties. HB said they came away from the call feeling positive. £5,700 is on its way but SDMAT are owed around £40,000.</p> <p><i>SPK asked if the solar panels are cost saving.</i> ST has distributed the quarterly information and it is £2,000 surplus across SDMAT. This does not include the electricity savings but this is hard to monitor as British Gas invoices from last year are being paid. It is therefore unclear what the result is.</p> <p><u>iii Audit Committee Update</u></p> <p>DC was not present to sign the minutes so it was agreed that this will be carried forward to the next Directors' Finance and HR Committee meeting. It was discussed to disband the committee and Emma Dixon has been sourced to take on the Responsible Officer's (RO) role. It was agreed to organise this at the next meeting.</p> <p><u>iv Review Financial Procedures</u></p> <p>Some overpayments on payroll are being looked at in regards to tightening up the procedures and changes in contracts. The end of last half term time was spent with Heads and Administrators training them on the checking process.</p> <p>NG asked ST if monthly meetings with MM were taking place. ST said they have not happened yet as MM was not present. She met with the administrator instead and will be meeting with her again.</p> <p>The External Audit is almost complete. There have been no significant issues to date.</p> <p>ST was asked if there were any areas of conflict. ST said it would be better to look at it in January following changes to the RO role.</p> <p>It was discussed that the Accounting Officer role would transfer to the new CEO. This was agreed.</p>	<p><b>It was agreed that the LED lighting project update would be deferred to the next meeting.</b></p> <p><b>ST to produce a summary of the solar panels telephone conference and send it out to all parties.</b></p> <p><b>It was agreed to defer the Audit Committee Update to the next Directors' Finance and HR Committee Meeting.</b></p> <p><b>It was agreed that RS would become the Accounting Officer.</b></p>	<p><b>It was agreed that RS would become the Accounting Officer.</b></p>
<p>Page 4 of 8</p>	<p>Signature of Chair</p>	

	<p><u>v Review Cost of Living Allowance</u></p> <p>ST said cleaning staff would be impacted on by this and a small amount of caretaking staff at primaries. TD queried the minimum wage for TA roles. RS said Nicola Clayden (NC) has a list of this. SPK asked what the current minimum wage was. It was discussed and thought to be £7.50 per hour.</p> <p>There have also been queries from new teaching staff as there have not been percentage increases for the Cost of Living Allowance. ST and HB went to the consultation on the fairer funding formula. HB said there is a £3 million shortfall in Devon. SDCC nominally brings in £140,000 extra but will not receive this figure. HB said it does not currently look like SDMAT will be in the position to pay the 1%.</p> <p>It was agreed that Directors will still need to wait for final budgets. These should be received by schools in February as Devon receive this in December. SPK said Directors will need to look at the impact of the numbers of pupils on roll and look at teaching structures. HB said there is a meeting at SDCC to explore how staffing reductions can be made. SDMAT are potentially looking at redundancy at secondary level but the primaries seem secure.</p> <p>Buckfastleigh Primary School has the tightest budget but there are savings to be made. Ashburton Primary School need to focus on recruitment for September also.</p> <p><u>vi Agree Master Funding Agreement</u></p> <p>RS and HB are still trying to locate the 2014 version so are contacting the EFSA for a copy. There will need to be a new version for the Special School. The auditors need it as this has been an ongoing query.</p>	
6	<p><b>SDMAT Business Interests' Update</b></p> <p><u>i Management Partnerships Update</u></p> <p>The partnership with Broadhempston Primary School is going well and TD is doing most of the mentoring. RS is using a more distant approach. There was a joint committee meeting and governors are happy. They have been asked to decide by December whether they wish to join SDMAT and are meeting in the next couple of weeks to decide this. There is a good staff team who are committed to moving the school forward.</p> <p><b>It was agreed that the meeting would move to Part II Minutes for the next item.</b></p> <p><b>The meeting returned to Part I Minutes.</b></p> <p><u>ii Preschools Update</u></p> <p>TD said numbers are good at Ilsington Preschool and increasing but they have already identified the number for next year is low so advertising will need to take place. Another local preschool advertises a great deal so they need to get smarter at advertising. WB said the situation is the same for Moretonhampstead Preschool.</p> <p>TD said it is more difficult at preschool level to advertise as parents do not consent to use of photographs as much. RS said there are often people asking about local preschool recommendations on social media. A blurb could be put together and this could be checked by administrators. RS said Directors are welcome to visit.</p>	

	<p>30 funded hours are not currently being offered at either preschool. A consultation document has gone out to see if more hours are required at Moretonhampstead but with limited response. RS suggested putting this out to health visitors to share.</p> <p>NG asked about Buckfastleigh Preschool. RS said a sufficiency survey was conducted and it was decided that there was sufficient provision in the area. TD said Broadhempston Primary School are looking at setting up a preschool but this would need to go into the village hall due to space. Their R/Y1 class has eight children and a HLTA so it could be within that classroom. They need to look at this for financial viability and will be looked at for due diligence.</p> <p>SPK said there is an Educational Psychologist as a governor at Ilsington Primary School who is willing to monitor the preschool. It was discussed whether this could be delegated and whether she could do both preschools within SDMAT or whether she could liaise with a Moretonhampstead governor. This was agreed.</p> <p><u>iii Approve Ashmoor Policies</u> The Ashmoor Centre policies were all approved.</p>	<p><b>It was agreed to delegate monitoring of Ilsington Preschool to Carmel Brady and SPK to discuss Moretonhampstead with her also.</b></p> <p><b>The Ashmoor Centre Policies were all approved.</b></p>
<p>7</p>	<p><b>Policies</b></p> <p><u>i Update on Support Staff Pay and Appraisal Policies</u> There has been no progress on this so it was carried forward to the next meeting.</p> <p><u>ii Approve Vehicles and Freedom of Information Policies</u> RS highlighted the part of the Vehicles Policy about length of time driving and wondered if this was being adhered to on longer trips. TD said they looked at this for the Cardiff trip at Ilsington Primary School. The driver was required to rest during the trip and not supervise pupils. TD said if the driver is on the trip and it is long they should not be supervising children.</p> <p>It was discussed whether it was needed in the policy. ST said the staff that do the school runs would also exceed this expectation. If driving for longer than two hours or driving and working for over eight hours you need a second driver. TD said it came up at her last EVC meeting. There was not really an answer other than to say it should not be the teacher driving the bus.</p> <p>The policy also says about booster seats but they do not technically exist anymore. It was agreed that this needs to be looked at again with statutory guidelines. TD has an EVC briefing next Tuesday so will enquire.</p> <p>The Freedom of Information Policy was approved.</p> <p><u>iv Agree Academy Safeguarding and Child Protection Policy for 2017-2018</u> There have been no changes. Once the new Keeping Children Safe in Education document comes out the policy will need reviewing again. The policy was approved.</p> <p>NG asked if each school has the same policy. RS said to some extent but there are parts that will need to be changed such as the key personnel and working practice</p>	<p><b>The Support Staff Pay and Appraisal Policies were carried forward to the next meeting.</b></p> <p><b>RS to action further work on the Vehicles Policy and an update to take place at the next Directors' Meeting.</b></p> <p><b>The Freedom of Information Policy was approved.</b></p> <p><b>The Safeguarding and Child Protection Policy was approved.</b></p>

	<p>details such as work experience. OFSTED will really check for this. SPK asked if the websites were being monitored for this. RS and CD have been checking this. HB said it is also raised in ARAS visits. RS did a thorough review of Atrium as OFSTED are due. She has a few things that were apparent that she needs to check have been actioned.</p> <p>LD will send the policy out to each school in SDMAT for approval by the Safeguarding Lead Governor. The Head and Safeguarding Lead Governor are responsible for this action.</p> <p><u>iii Agree Academy SEND Policy and Local Offers for 2017-2018</u></p> <p>This will need to go on to the next SENCos' meeting agenda and be reviewed at the next meeting.</p> <p><u>v Approve Investment Policy</u> This was approved.</p> <p><u>vi Approve Expenses Policy</u> ST asked some questions around this. Lost receipts were discussed and whether there should be a maximum amount for this. This has been paid historically but there have been some issues around this on some trips where the figure has been more significant. RS said they are also trying to stop staff buying things without approval. LG said sometimes this does make a significant saving. RS suggested £20 as a limited figure. This change was approved.</p> <p>Mobile phones were also discussed around home or mobile phone calls being reimbursed based on an itemised bill. A monthly allowance was discussed for phone calls as itemised bills are not really sent out anymore by companies. ST said the difficulty is justifying business expenses. TD said she thinks there is a percentage of the bill allocation. RS and ST will review this.</p> <p>The policy does not specifically reference school trips. A lot of trip leaders take petty cash and have to bring back receipts so ST wondered if this should be specified.</p> <p>It was discussed to review the policy annually. It will be brought to the next meeting again with changes made.</p>	<p><b>LD to send the Child Protection and Safeguarding Policy to all SDMAT schools for approval.</b></p> <p><b>It was agreed to defer the Academy SEND Policies to the next meeting.</b></p> <p><b>The Investment Policy was approved.</b></p> <p><b>ST to action Expenses Policy changes for approval at the next Directors' Meeting.</b></p>
8	<p><b>Minutes from the Last Meeting</b></p> <p><u>i Minutes Agreed</u> These were agreed as a true and accurate record and signed by SPK.</p> <p><u>ii Actions</u> NG will complete his Business Interests form by Friday.</p> <p>RS emailed a report on data to LD today but it is not easy to look at. The new ASP (the replacement for RAISE) has been released now so she will send this out in a better format. Key foci at Primary level are Maths and boys' writing. Secondary foci are Disadvantaged Students, those with SEND, White working class boys and parents who do not attend parents' evenings.</p>	<p><b>NG to complete Business Interests form and hand to LD by Friday.</b></p> <p><b>RS to send out ASP data to Directors.</b></p>

	<p>The term dates for next year were approved.</p> <p><u>iii Matters Arising</u></p> <p>SPK asked about the new reporting requirements for the Sports Premium. RS will be attending a meeting with Active Devon on this. There will be a need to report on Y6 swimming which has not been included before. It will be allowed to use for additional provision for children who will not meet the expected standard. Anything in addition to basic curriculum time can be included.</p> <p>The new General Data Protection Regulations was inquired about by SPK. RS has done an online conference with a company offering a service. There have been some quotes for this from £300 for a small school to £1,500 for a school of SDCC size. The situation around data on trips was given as an example; is there parental consent around the use of student information on boards, etc. LD will take on the role of monitoring GDPR and an SDMAT minute taker employed. It needs to be treated with the rigour of safeguarding and should be managed effectively. RS and LD will be attending a masterclass on this and staff will need to be trained. Onedrives should help to keep data secure.</p>	<p><b>The term dates for 2018-2019 were approved.</b></p>
9	<p><b>Enhanced DBS Certificate Checks</b></p> <p>LD explained the need for this to occur. NG provided his dated 25 July 2017. SPK requested for other Directors to provide these at the next opportunity.</p> <p>RB said the list of disqualified people also needs to be checked. LD will enquire with NC whether when a DBS check is being completed it needs to be completed as 'school workforce management' for Directors and Governors.</p>	<p><b>ALL Directors to show LD their DBS certificate at the earliest opportunity.</b></p> <p><b>LD to inform NC about DBS check information provided by RB.</b></p>
10	<p><b>Date of Next Meeting</b></p> <p><u>i Agree AGM Date</u></p> <p>The date for the AGM was agreed as 06/12/17. Sharon Austin from Francis Clark will attend and present on the external audit. It was agreed to include the signing of accounts within this for completion. This will also be HB's last meeting.</p>	
3	<p><b>Chair's Bring Forward Items</b></p> <p>ST shared the service deduction figure for Utilink with Directors; SDMAT benefits by 60% of the total if any discrepancy is found. This was agreed.</p> <p>The School Leaders left at 19.40.</p> <p><b>It was agreed that the meeting would move to Part II Minutes for the next item.</b></p>	<p><b>The Utilink service deduction figure was agreed.</b></p>

The meeting closed at: 20:10.

<b>Detail of next meeting</b>			
Date/Time	Monday 8 January at 18:00	Location	The Atrium Studio School