

### Meeting – Part I Minutes

<b>Date/Time</b>	Monday 08 January 2018 at 18:00	<b>Location</b>	The Atrium Studio School				
<b>Attendees</b>	<b>Initials</b>			<b>Attendees</b>	<b>Initials</b>		
Rachel Shaw	RS	CEO		Peter Brown	PB	Ashburton Representative	
Chris Elliott	CE	Widecombe Representative		Nigel Gore	NG	Atrium Representative	
Dominic Course	DC	Moretonhampstead Representative		Beverley Garland	BG	Buckfastleigh Representative	
Sarah Parker-Khan	SPK	Vice Chair/ Foundation Director		Andrew Faulkner	AF	Ilington Representative	Arrived at 6:20
Graeme Cock	GC	Chair					

Apologies	Initials	Reason (Category of Governor)

Absent without Apology	Initials

In Attendance	Initials	(anyone who is not a governor/associate)
Laura Dudman	LD	Clerk
Sam Tse	ST	Head of Finance

Minutes to
Attendees
Apologies
School Website
Members

1.1.1.1	1.1.1.2 Agenda	1.1.1.3 Led by
1	Welcome and Apologies	GC
2	Declaration of Interests	GC
3	Chair's Bring Forward Items	GC
4	Chair's Report	GC
5	Future of The Trust i Buckfastleigh OFSTED Feedback ii Route 39 and Broadhempston	RS
6	Finance i Finance Manager's Report ii British Gas, Solar Panels and LED Lighting Updates	ST
7	Staffing i Academy Leadership Roles ii Staffing 2017-2018 iii Staff Pay/Pay Policy	RS
8	Local Governing Bodies' Reports	GC
9	SDMAT Business Interests Updates i Preschools Update	RS

10	Academy Governor Training	RS
11	Policies i Approve Expenses Policy ii Review and Approve Charging and Remissions Policy	ST
12	Minutes from the Last Meeting i Minutes Agreed ii Actions iii Matters Arising	GC
13	Date of Next Meeting	GC

Agenda Number	Details of discussion	Decision or Action
1	<b>Apologies</b>  Apologies were received from NG for needing to make an early departure.	
2	<b>Declaration of Interests</b>  There were no new declarations pertaining to items on the agenda.	
3/4	<b>Chair's Bring Forward Items/Chair's Report</b>  There was nothing to report..	
6	<b>Finance</b>  <u>ii British Gas, Solar Panels and LED Lighting Updates</u>  PB asked if the lease on the solar panels was £30,000 and whether there was any income. ST said there is now an income of £23,000 that has come in but there are still arrears to be paid. There is also reconciliation taking place. They have still not provided several things asked for. The primaries' income has been coming in more frequently in smaller amounts. There are several included within one company so it is difficult to work out the allocations. £4,000 - £5,000 has come in recently.  PB asked how much was owed. The panels have been up since December 2015 and this is the first payment for the SDCC site. The payment received in December covers up to June 2017.  There are some maintenance fees being charged which ST is querying. They have charged £900 which is an annual charge. It is a small figure but unexpected. It is admin fees and metering charges being requested. GC explained what this charge could be for around checks on the product. It needs to be checked what this fee is for. This is extracted from the payments before SDMAT receive them. NG asked if this included cleaning. ST said it does not. The panels should be self-cleaning but they do still need cleaning due to being near to the quarry. It is both the feed in and export tariff together.  DC asked if the company were being co-operative. ST said the funder is being helpful and she is communicating with him more.  It was confirmed that there is not the option to not pay the lease. There is a lot of debt around the company that provided the solar panels. PB asked if ST was still contacting them on a weekly basis which she confirmed she was. The income has been accounted for but it is the cashflow that is now the issue.  <u>i Finance Manager's Report</u>	

	<p>This was distributed prior to the meeting. ST asked if there were any questions.</p> <p>NG asked about the catering deficit. RS said this is having to be taken out of schools' individual budgets. Ilsington Primary School's figures are misleading as the meals are prepared at SDCC. It was noted that catering was making a profit prior to Universal Free School Meals. The grant for this for small schools dropped which had an impact. Rising costs is the other concern. The biggest costs are at secondary level. This will be recharged back to budget where there are losses.</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>DC asked about progress on the sale of the land. RS said this is still going ahead but the planning permission reaches a year at the end of the week which means the buyers have some worries.</p> <p>Income generation is looking better at the Ashmoor Centre. They opened over Christmas and did some offers over Black Friday. There has been a letter of complaint about the showers as the heating is not consistent. The complaint came in a year ago and it has not been sorted out yet. A quote has come in to fix them but it is too expensive to offset against their budget. It may be that one shower is fixed to be more consistent.</p> <p>The new member of staff at South Brent has been a very positive addition.</p> <p>DC asked about outstanding debts to write off. It was agreed that as these are small they could be done at the Finance and HR Committee meeting. Devon Hockey is the main one causing issues. This will be looked at again with Steve Dinnie.</p>	
11	<p><b>Policies</b></p> <p><u>i Approve Expenses Policy</u> The changes were sent out prior to the meeting. It was agreed that one-off claims without receipts were fine but repeat offenders needed to be addressed.</p> <p>The policy was approved.</p> <p><u>ii Review and Approve Charging and Remissions Policy</u> There is a new model Devon policy.</p> <p>The current policy was approved and the new Devon version will be explored by RS and ST. LD will try to get the login to the link.</p>	<p><b>The Expenses Policy was approved.</b></p> <p><b>The Charging and Remissions Policy was approved. RS and ST to review alongside the Devon model. LD to try to obtain the login.</b></p>
5	<p><b>Future of The Trust</b></p> <p><b>It was agreed that the meeting would move to Part II Minutes for the next items.</b></p>	
7	<p><b>Staffing</b></p> <p><b>It was agreed that the meeting would move to Part II Minutes for the next items.</b></p>	
8/9/10/ 11/12	<p><b>Items 8-12 were deferred to the next meeting due to time constraints.</b></p>	<p><b>Clerk to include items 8-12 on the</b></p>



# SOUTH DARTMOOR ACADEMY

## Directors

		agenda for the next Directors' meeting.
--	--	---

The meeting closed at: 20:20.

Detail of next meeting			
Date/Time	Monday 19 February 2018 at 18:00	Location	The Atrium Studio School