

Meeting – Part I Minutes

Date/Time	Monday 1 st April 2019	Location	The Conference Room, SDCC, 11.30am
Attendees	Initials		
Rachel Shaw	RS	Executive Principal/CEO	Peter Brown
Chris Elliott	CE	Chair, Widecombe LGB	Graeme Cock
Dominic Course	DC	Chair, Moretonhampstead LGB & Finance Committee	Sarah Parker-Khan

Apologies	Initials	Reason (Category of Governor)
Andrew Faulkner	AF	Work commitments

Absent without Apology	Initials

In Attendance	Initials	(anyone who is not a governor/associate)
Rachel Hill	RH	Clerk
Stuart White	SW	ESW (part of meeting)

Minutes to
Attendees
Apologies
School Website
Members

No	Agenda	Led by
1	Welcome and Apologies	GC
2	Declaration of Interests	GC
3	Chair's Report	GC
4	Executive Principal/CEO's Report	RS
5	Finance Report	DC
6	Update on future of SDMAT	All
7	Policies	All
8	How the Directors Board functions	RS
9	LGB Reports	RS
10	KS1-4 Statutory Assessment targets	RS
11	Pre-schools update	RS
12	Minutes from last meetings 10/12/18 and 30/01/19 Part II only	GC

Agenda Number	Details of discussion	Decision or Action
1	Welcome & Apologies GC welcomed all to the meeting. Apologies from AF were sanctioned.	
2	Declaration of Interests There were none.	

3	<p>Chairs Report</p> <p>The email from Mary Hodge (MH) was discussed. MH is employed at The Atrium and with her husband, purchased the caretaker's house. It was agreed at point of Mr and Mrs Hodge would now like to purchase the plot of land that was the garden.</p> <p>Directors agreed to ask Mr and Mrs Hodge to make an offer on the land and advise that any sale would be subject to a building overage being in place. A percentage of the proceeds of the sale of the land would go to the school. Mr and Mrs Hodge to be responsible for services. GC to action.</p>	<p>Directors agreed to ask Mr and Mrs Hodge to make an offer on the land and advise that any sale would be subject to a building overage being in place. GC to action.</p>
4 & 5	<p>Executive Principal/CEO Report and Finance Report</p> <p>RS reported. The consultation period has been extended to 8th May. A final decision will be made on 13th Directors will probably need to be involved with the panel following 13th May. Media attention has been drawn to SDCC. There is risk around mis-management and why actions weren't taken sooner. RS reported that the consultations with LGBs and SDCC curriculum have caused concern for her. Issues around governance and communication have been highlighted by the ESFA. The business case was sent to all staff last Friday.</p> <p>The meeting moved to Part II minutes</p> <p>The meeting returned to Part I minutes</p> <p>There are issues around contracts. The minimum wage has recently been adjusted and any staff not paid according to this adjustment need to be moved up.</p> <p>The pay grant was discussed. SW advised further calculations were required and recommended RS advise the Unions that the matter is at present being evaluated and SDA would respond to them next week (the deadline is by this Thursday).</p> <p>The meeting moved to Part II minutes</p> <p>The meeting returned to Part I minutes</p> <p>SW left the meeting.</p>	
6	<p>Update on future of SDA</p> <p>This had been discussed in the Finance meeting. The ESFA are asking for more general information and about the governance structure of SDA. There needs to be a skills review of the Board. The aim is that they will come back with a clear decision about the loan by 10th May.</p>	
7	<p>Policies</p> <p>The Clerk advised that the Complaints, Health & Safety and Charging and Remissions policies require review and ratification. It was agreed that these policies would be read by Directors and ratified at the next meeting.</p>	<p>Health & Safety, Complaints, Charging & Remissions policies to be reviewed by Directors and ratified at the next meeting.</p>

8	<p>How the Directors' Board functions</p> <p>RS reported that Michelmores have offered free work re-drafting the Articles of the Association.</p> <p>Discussion took place around a possible governance structure.</p> <ul style="list-style-type: none"> • SPK supported the idea of link roles between LGBs and Directors as SDA recognises the need to look at better communication between these boards. • It was agreed that the link areas are: <ul style="list-style-type: none"> ○ SEN/PP/Intervention (Sarah Parker-Khan) ○ Premises and H&S (Pete Brown) ○ Finance & Audit (Dom Course) - audit to be external ○ HR ○ (v)Safeguarding ○ Curriculum (Swapped with Community) • Looking forwards SDA Board requires an education specialist, a legal specialist, some HR and further finance knowledge. <p>Safeguarding should be raised at every LGB meeting. Safeguarding LGB governors to meet with safeguarding Director once a term.</p> <ul style="list-style-type: none"> • 8/9 is the people ideal size for the Directors Board. • Discussion took place about the future Chair role. A co-Chair model could be adopted. <p>To be an agenda item at the next meeting.</p>	<p>How the Directors' Board functions to be an agenda item at the next meeting</p>
9	<p>LGB Reports</p> <p>Deferred.</p>	
10	<p>KS1-4 Statutory Assessment targets</p> <p>RS advised that SDCC could have a set of disappointing results.</p>	
11	<p>Minutes of the last meetings</p> <p>Part II minutes from 10/12/18 and 30/01/19 were signed off by Directors as a true and correct record.</p>	

The meeting closed at: 12.30.

Date/Time of next meeting	Monday 15 th July 2019	Location	The Boardroom, SDCC
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