



## Meeting of the Trustees of All Saints Schools Trust

Minutes of the Meeting held on Friday, 18<sup>th</sup> October 2018 at 4pm  
At St Peter & St Paul CofE Primary School - Eye

In attendance:

Judi Bush	JB	Trustee	Absent
Garry Deeks	GD	Trustee	Absent
Nancy Ford	NF	Trustee	Present
James Hargrave	JH	Trustee	Present
Isobel Hunter	IH	Trustee	Present
Thomas Jarrett	TJ	Trustee	Absent
Jill Wright	JW	Trustee	Present
Melanie Barrow	MB	Co-Executive Principal/CEO	Present
Mark Carlyle	MC	Co-Executive Principal	Present
Claire Flatman	CF	Headteacher	Absent
Paul Parslow-Williams	PPW	Headteacher	Present
Karen Preece	KP	CFO	Present
Mark Taylor	MT	Headteacher	Present
Odile Wladon	OW	Clerk	Present

		Action
<b>1.</b>	<b>Apologies for Absence</b> Apologies were received from JB/GD/TJ/CF Consent to this absence was approved by unanimous vote	
<b>2.</b>	<b>Declarations of Interest</b> There were none.	
<b>3.</b>	<b>Minutes of meeting held on 7<sup>th</sup> September 2018</b>	
3.1	Members voted to approve the minutes as a true record of the business conducted.	
3.2	Action list and matters arising (not otherwise listed on the agenda):	
AP2	LGB Terms of reference: c/f to next agenda	
AP3	Cttee Structure & Membership: in hand	
AP4	Appt of Company Secretary: c/f MB to draw up job descriptions	
AP8	See item 6.2	
AP10	Completed	
AP11	Completed	
AP19	Central Charges: meeting will take place in March 2019 c/f	
AP22	Audit: c/f	

AP24	Members' Interests to be uploaded. JH to upload information	
AP25	Contract for PP-W. This has been set up but a hard copy has not yet been received. HR will check contract to ensure there are no inaccuracies. HR to inform MB if there any issues.	
AP26	Members' email accounts: PP-W not received notification. MB to chase up. Headteachers group will draw up tender for IP support at January meeting.	
AP27	Gov. Forum to be arranged for next ½ term. JW/IH will attend c/f	
AP28	Completed	
<b>4.</b>	<p><b>Risk</b></p> <ul style="list-style-type: none"> <li>• It was agreed that risk documents need to be consistent across all schools.</li> <li>• Risk should be 3<sup>rd</sup> item on each half termly agenda. Governors have commented that they find this useful to discuss.</li> <li>• A return should be prepared for each meeting.</li> <li>• Finance is the most critical risk for ASST. A full review of finance functions across the Trust may be needed in the future.</li> <li>• It was noted that the Communication strategy is included in the business continuity plan.</li> </ul>	
<b>5.</b>	<p><b>Matters for Report</b></p> <p>CEO report</p> <p>(a) ESFA Letter dated 18<sup>th</sup> September 2018</p> <p>Trustees reviewed the letter and noted the information it contained on:</p> <ul style="list-style-type: none"> <li>• Academies Financial Handbook</li> <li>• Related Party Transactions</li> <li>• Controlling Executive Pay</li> <li>• Scrutinising the budget</li> <li>• Acting on audit findings</li> <li>• Financial returns</li> <li>• It was noted that all details as listed should be kept up to date using GIAS system.</li> </ul> <p>Trustees noted that a full copy of the Academies Financial Handbook is available to view on Governor Hub – the Trustees' attention was drawn to the section identifying changes made.</p>	
<b>6</b> 6.1	<p><b>Committees</b></p> <p>Finance and Audit:</p> <p>(a) Trustees approved the budgets for the WAVE2 schools and noted the following:</p> <ul style="list-style-type: none"> <li>• Current balances are still awaited from SCC</li> <li>• In year balances were ok</li> <li>• Legal fees were due on lease/licences</li> <li>• Money needed to be transferred to ASST for financial training.</li> </ul> <p>(b) Other matters noted:</p> <ul style="list-style-type: none"> <li>• Governor training as part of the MAT package – Eye not on the list. If schools do not use whole governing training, the Trust could look at making use of this as part of the Governor Forum.</li> <li>• Property Management.</li> <li>• The following has yet to be invoiced: HR/Payroll/Gov. training.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Contracts that auto renew will require 6 months' notice period.</li> <li>• Surplus figure will need to be validated by auditors.</li> <li>• KP will look at setting up another deposit account with Lloyds.</li> <li>• Estimated reserves for each school have been reviewed and are all positive.</li> <li>• Trustees gave approval for KP to look into an improved budget reporting software package. Trustees thanked KP for pulling all the information together.</li> </ul>	<p>AP29</p> <p>AP29</p>
6.2	<p>Human Resources:</p> <p>(a) Trustees noted the outcome of the meeting held on 18<sup>th</sup> September, the formal minutes of which are being prepared.</p> <p>(b) The following points were noted:</p> <ul style="list-style-type: none"> <li>• Code of Conduct and Complaints policies have been reviewed and are ready for approval.</li> <li>• Safeguarding Policy is currently under review.</li> <li>• Anti-bullying and Staff Induction Policies will be reviewed by Headteachers Group</li> <li>• MB will source a Wellbeing Policy</li> <li>• A Pay Policy is urgently required</li> <li>• A folder on Governor Hub needs to set up for Policies – all approved policies to be sent to JH who will upload them.</li> <li>• MB will recirculate list of all policies</li> <li>• Headteachers Group will look at producing a policy matrix to be used MAT wide.</li> </ul>	
6.3	Headteachers Group will be meeting on 1 <sup>st</sup> November 2018	
6.4	<p>Eye – Headteacher Recruitment</p> <p>Trustees approved the proposal that Mr Steven Ginn be offered the position as Headteacher.</p>	
7	<p><b>Standing items</b></p> <p>There were no matters brought forward by Local Governing Bodies.</p>	
8	<p><b>Decisions</b></p> <p><u>Clerking of Trust Board and Local Governing Bodies</u>  OW has agreed to Clerk Trust Board Meetings.  A broader discussion on how clerking works across the MAT needs to be undertaken – this will include reviewing the cost of Clerking across schools.</p> <p><u>Business Continuity Plan</u>  The document was reviewed and approved by Trustees.  Trustees noted the following:</p> <ul style="list-style-type: none"> <li>• Any corrections should be sent to MB.</li> <li>• A text messaging service will be investigated</li> <li>• As mobile phone coverage is poor – landline numbers need to be added, important for all to state which is preferred number.</li> </ul> <p><u>Conference 2019</u>  MD will book Dunston Hall for the conference in 2019.  Trustees approved the of £35 per attendee. The cost of governors and trustees will be met by the Trust.</p>	

<b>9</b>	This item is in the confidential minutes	
<b>10</b>	<b>Dates for future meetings.</b> tbc	

**The meeting closed at 5.45pm for discussions on confidential items on the agenda.**

**Actions from current meeting and items from previous meetings:**

Action Point	Reference		To be completed by:
AP. 2	17/4/18 Item 9	Local Governing Body Terms of Reference: amendment to Section 3.1.3.	JH to complete
AP. 3	17/4/18 Item 11	Committee Structure and Membership: the HR Committee to establish and convene a Staff Forum.	IH and GD to organise
AP. 4	17/4/18 Item 15	Appointment of Company Secretary: job descriptions for Clerk to be drawn up and responsibilities clarified between CFO and Clerk.	MB to draw up
AP. 8	17/4/18 Item 19  18/10/18 Item 6.2	Policies: c) Review of Safeguarding and child protection policies to create a single policy for the ASST with appendices for individual schools. Anti-bullying and Staff Induction Policies will be reviewed by Headteachers Group Wellbeing Policy – to be sourced by MB Policy list – to be circulated by MB Policy Matrix – to looked at by Headteachers Group	NF with HR Committee support  HT Grp  MB MB HT Grp
AP. 19	17/5/18 Item 5.2	Schedule a meeting to discuss central charges for March 2019.	KP to organise
AP. 22	09/07/18 Item 2.2	JB to send out email concerning Skills Audit	KB
AP. 24	7/9/18 Item 3.2	Completed list of members' interests to be uploaded to the website	JH to upload
AP. 25	7/9/18 Item 4.2	A new contract should be drawn up for PP-W	MB
AP.26	7/9/18 Item 5.1 18/10/18	Elliot Sheppard to set up members' email accounts. PP-W not received email account Headteachers' Group to drawn up tender for IT support at January 2019 meeting.	MB to chase  HT Grp
AP. 27	7/9/18 Item 7.2	Gov. Forum to take place prior to Trust Board meetings	NF
AP.29	18/10/18 Item 6.1	Additional deposit account to be set up at Lloyds Bank Improved budgeting software package to be investigated	KP KP

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Chairman**