



Chancery Multi Academy Trust

DIRECTORS MEETING

14th May 2018

Attendees

S Sproston (SS) N Ratcliffe (NR) S L Gohr (LG) R Caulfield (RC)
L Houldsworth (LH) J Whiston (JW) E Martindale (EM) A Kowalska (AK) Clerk

Invited Attendees

Y Hilditch (YH)

The meeting commenced at 5.05pm. Until the election of a Chair AK chaired the meeting.

1. Apologies

B Martin (BM)

2. Declaration Of Interest

RC is a member of the Alsager Multi Academy Trust

SS is a member of Cheshire East HR department

JW is a Business Manager at a CE Secondary MAT

LG is a Governor at a CE Primary MAT.

AK is a Governor at a CE Secondary MAT and related to a member of the CE Procurement team.

3. Election of a Chair

The Directors supported the recommendation that the Chair of the Directors should be someone who also sat on the Members Board. RC was nominated by EM and seconded by LG. RC was elected unanimously as Chair.

RC took over as Chair.

4. Election of a Vice Chair

NR was nominated as Vice Chair by JW and seconded by SS.

NR was elected as Vice Chair.

Both the Chair and Vice Chair would be elected on a one-year term.

5. Election of a company Secretary and Clerk

It was agreed that there would not be a Company Secretary role at this stage.

AK was elected as the Clerk to the Board of Directors.

6. Approval of the CEO.

The Directors formally approved Mrs L Houldsworth as the CEO of Chancery Multi Academy Trust.

7. Approval of the CFO.

The Directors formally approved Mrs Y Hilditch as the CFO of Chancery Multi Academy Trust.

8. Terms of Reference for Committees

The Board of Directors received and approved Terms of Reference for the Audit committee.

The Directors agreed membership of the Audit committee and elected JW as Chair. SS and NR would be on the committee. YH would be invited to present the finances. AK would Clerk the committee. It was agreed that this meeting may sometimes be run remotely or preceding the Board of Directors meeting. This situation would be reviewed by the Clerk and committee members and fed back to the Board.

Action AK/Audit committee

LH explained that the Leadership committee would consist of the Headteachers and would have a less formal structure as it would be operational. Discussions at this meeting would be reported to the Directors Board and be minuted at this juncture.

The Finance committee would be made up of the Business Managers and would be reported back to the Leadership committee. YH would present finances to the Board of Directors termly.

9. Minutes of Chancery Multi Academy Governors 23rd April 2018.

The Board of Directors approved the minutes of 23rd April 2018 LG/RC.

The Directors found the training useful and helped clarify roles and responsibilities. The session had been well delivered and the Q and A session had been very helpful.

10. Devolved Powers

The Board of Directors agreed that the Board of Governors at each school would continue to lead Teaching and Learning and Curriculum issues in each school in addition to the maintenance of the site. Finances would be presented by not approved at these meetings.

11. MAT Strategic Plan

LH delivered the MAT Strategic Plan based on the two current schools. LH advised that both schools were keeping a log of purely MAT work as a very basic method of monitoring time. All agreed if the MAT was to grow the current practice was not sustainable without upskilling within the two schools. LH requested that the Directors reviewed this over the coming year.

Action ALL

The proposed dates for meetings were included on the back sheets and Directors should advise the Clerk if there were any problems with attendance.

Action ALL

LH will continue to update the plan.

Challenge – NR asked what good looked like and how do the Directors measure this?

It was agreed that the structure was there but the detail had to be added. LG/LH discussed School to School Support, the quality of teaching and learning and the outcomes for children. All agreed it was not just about the finances and running a business. The feedback from Jeff Marshall had been that the MAT was already quite far down the route in terms of planning and vigour. The Directors discussed plans being future proofed for joining schools. All agreed that any future plans and growth could not harm the children in their care. It was agreed that everyone was working well together with a combined vision, grit and determination.

The Directors thanks LG, LH, AK and YH for their hard work and commitment.

JW questioned the timing of the May meeting due to the budget. YH explained there had been little choice because the forms needed to be sent in by the end of May and the budgets by the end of July. It was agreed that the LGB's needed to approve their individual school budgets by the end of the Spring term.

12. Scheme of Delegation

The Directors discussed the Scheme of Delegation.

It was agreed that as much as possible would be diverted to the LGB's. The Directors could review this at any time but it was currently working. The Directors discussed the legal elements that need to stay with them and being aware of changes.

Challenge – SS questioned whether it would be more appropriate to transfer power to the Heads/CEO for dismissals.

It was felt that this had to remain with the LGB's to protect the Headteachers and create a failsafe. Both Headteachers felt this was the right course of action. The Directors were in agreement that more than one person should be involved in a dismissal process.

It was agreed that the Headteachers would also need the support of Cook Lawyers in the future if dismissals were required. This would prevent personality clashes.

The Scheme of Delegation was approved.

EM/RC

13. Finance

YH explained the current financial situation. No budget was presented as the system had only been running for one month and there had been some teething issues. YH would produce a set of accounts at the end of May.

YH/AK were working together and looking at different scenarios. The Directors had been presented with Financial procedures but YH advised that this was not telling other schools joining the MAT how to do their job. YH explained the process and the PS Financials system. She advised that information was more readily available and reports would be clearer.

The budget would run April 18 to August 18 this time and then September 18 to August 2019.

The Directors approved the Finance Manual.

YH advised that she would be completing a budget return. She will ensure all Directors have sight of the Budget Nominal Report backed by the EFA report and information from PS Financials

Action YH

14. Risk Management

The Directors received and approved the Risk Management Policy.

15. MAT Suppliers

AK advised of the decisions around the choice of suppliers and the rigorous process that had been undertaken by the Heads and Business Managers keeping in mind growth at all times.

The Directors received and approved the contracts for the MAT.

AK explained that Lloyds had been chosen as the preferred bank and the authorisation process.

YH explained that the MAT would register for VAT as the Pikemere Nursery was generating sufficient income to warrant it. YH would complete quarterly VAT returns and they would be completed as individual schools rather than as a MAT so that no school suffered as a result of another's income.

16. GDPR

AK gave a brief outline of GDPR and actions that were being taken by the schools. AK and YH were working together but as AK was officially responsible for HR, YH would be the named Data Protection Officer.

The Directors approved the DPO for the MAT as Mrs Y Hilditch.

17. Governor monitoring, Training and Development

AK would notify the Board when Trust Governor was set up and asked Directors to complete their own skills profile. Any training undertaken should also be marked on Trust Governor. It was agreed that AK would monitor training but at a later meeting, a Director would be appointed to oversee training.

Action AK/ALL

18. Web Site

AK demonstrated the Chancery MAT Web site. The Governors were very impressed with the work that had been completed so far. AK advised that it would be further developed over the coming weeks.

Action AK

19. New Business

LG provided the Directors with a Business Plan for new ventures.

LG explained the two streams currently being reviewed with the help of J&G Marshall.

- Teaching School
- Wrap Around Care

The Directors were informed that both schools were creating capacity for growth but this could not be sustained without income.

The Directors discussed profitability, quality of provision and issues surrounding development.

LG explained that many local Teaching Schools were Secondary driven and there was a need for a Primary led Teaching School. Funding was also available.

The Directors were very excited by the opportunities on offer.

LG and LH had both been awarded Local Leaders in Education status (LLE). LG advised that the next move was to become National Leaders in Education (NLE).

LG advised about the coaching she was already undertaking and the advances that had been made in this area.

LH and LG were both doing a lot around school to school support

NR offered her services in marketing any new brand/venture.

Challenge – RC asked what was required if the decision was to move towards a Teaching School?

LG advised that Jeff Marshall would assist in the application and that both LH and LG would need to speak to key people so that everything was in place before an application was submitted. A lot of work was already happening in this area. It was agreed building development may be required or a MAT hub.

NR supported the use of good venues to entice and show investment in people.

LG would continue to research the different options. Further discussions would take place during Part Two.

Action LG

20. Policies

The Directors approved the Risk Management Policy and the Complaints Policy.

Each school would revisit their Complaints Policy to include the MAT. The MAT policy would only be used if a complaint was made against the process used in individual schools. The MAT would need to continue to maintain some links with CE especially around SEN issues.

Action YH/AK

21. Dates of Meetings

The Directors agreed to keep meetings on a Wednesday.

The SIP meeting would take place on 26/09/18 and the Accounts meeting on 5/12/18.

AK and YH will base the LGB meetings around these dates.

Action AK/YH

Part One of the meeting concluded at 6.30pm.

Action	Responsibility
Directors	
Updating Trust Governor with Skill set and training	ALL
Review the Strategic Plan & Upskilling within schools	ALL
Advise Clerk of attendance at meetings	ALL
Monitor meeting structure	Audit Committee
Clerk	
Monitor times of Audit Committee	AK
Monitor and maintain the MAT web site	AK
Set up Trust Governor and monitor training	AK
Headteachers	
To continue the development of new business	LG
Business Managers	
Redraft local school Compliant Policy to include the MAT	YH/AK
Present Finances, Budgets and VAT returns	YH
Set dates of LGB meetings	YH/AK