



Chancery Multi Academy Trust

DIRECTORS MEETING

26th September 2018

Attendees

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

Invited Attendees

Y Hilditch (YH)

The meeting commenced at 5.25pm.

1. Apologies

B Martin (BM) E Martindale (EM)

2. Declaration Of Interest

RC is a member of the Alsager Multi Academy Trust

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.

3. Minutes 5th July 2018

The minutes of the Directors meeting on 5th July 2018 were approved.

LH/LG

4. Membership

SS has resigned from the post of Director as she felt her position in County HR was too great a conflict.

The Directors were unanimous that this must be filled based on skill set, ethos and vision only. It was agreed that HR expert was required. LG had approached another Governor with HR skills but she had wanted to remain on the Local Governing Board.

The Directors felt that a more independent representative would be a good idea. AK would approach Cook Lawyers to see if they could offer a candidate.

LG will ask her HR Governor to see if they could recommend someone.

Action AK/LG

LG/LH spoke about the change in format around academies and that Headteachers were not being encouraged to sit on academy boards any more. Over time this may result in both Chancery Headteachers having to step down.

The Directors discussed recommendations for the post of Member as TM had moved out of the area. The Directors discussed a candidate who was removed from both schools but who was an active member of the Alsager Community. LH would approach him to see if he was interested in speaking to the members.

Action LH

5. CEO Report

LH explained the two parts of her CEO report.

The Rag Rating had shown that both schools were very effective with sustained or improved outcomes.

Greater depth at KS1 had already been identified within the local cluster and work had started on improving this.

Overall the MAT was in a very strong position.

Challenge – JW asked whether the report would broaden over time.

LH explained that it would as the MAT developed but she was keen to keep the growth plan separate. It was also agreed that the information passed to Directors should be succinct with the LGB receiving more detailed information.

LH advised that the next meeting would include a book scrutiny.

LH explained that the Regularity Checklist would be presented termly as recommended by the Auditors. It will be a working document and would cover compliance. AK will include this on the agenda for each meeting.

Action AK

RC thanked LG/LH for pulling the information together.

6. MAT Business Plan

LG provided an insight into the business side of the Trust including the Holiday Club which had had a trial run for one week in the summer and had been a good learning curve moving forward. LG explained how this would now be evolved to include an improved balance between sports and arts and crafts. LG advised that a questionnaire had been sent out and feedback was starting to come through. Price brackets were also currently being reviewed.

It was agreed that there would not be a holiday club between Christmas and New Year.

Parts of this discussion was carried into Part TWO.

NR entered the meeting at 6.05pm.

LG provided an update on the Centre of Excellence which currently had three strands.

Coaching - this was up and running with activities planned throughout the year.

Schools Direct Trainees – LG explained that she was in conversation with the Chimney House Teaching Alliance who hold the current NQT accreditation. They currently have no primary arm and Chancery are in a position to help with this. The Directors agreed an SLA would be needed and a structured plan. LG would meet with Karen Fuller to develop this further.

SEN – LG felt this was an area that the MAT could create a beneficial service in this area. LG explained pockets of expertise that already existed within the MAT.

LG advised that Pikemere had been chosen as one of four schools in Cheshire East who had been chosen to take part in an Early Years Early Intervention programme. The directors supported the Headteachers' in branching out where opportunities offer themselves.

7. MAT Growth

LG/LH explained about the Growth Plan and the Audit which had been conducted by J&G Marshall. The report would be made available to the Directors as soon as it was received.

LG/LH will plan time to revisit phases of growth and remap the MAT moving forward. LH explained that she had updated the original pack with a vision for how the MAT looks moving forward. It is now in Chancery language and more a representative of our ethos and values.

8. Business Managers meeting

AK advised that no formal SBM meeting had been held yet apart from a due diligence brief with an interested school. This had been very positive.

AK advised that some of the other Alsager Schools had approached to restart the local meetings. It was agreed that this was still an important relationship and were happy for the SBM's to meet. AK would arrange a meeting.

Action AK

9. Scheme of Delegation

The Scheme of Delegation had been discussed under the CEO report and Growth Plan.

10. Accounts

YH presented the consolidated Year End Management reports which showed both schools making savings on the year to enhance the carry forward into 1819. Figures were before depreciation and pension figures from the Actuarial reports had been applied.

YH presented the Balance Sheet to Directors.

YH explained the Dain's Audit process and the EFSA Audit that would follow.

YH explained that the Auditors would expect the Directors to know what's in the Academies Handbook.

It was agreed that YH would send the Management reports to Directors more frequently (monthly). Both schools would contribute to forecast figures.

YH explained the Risk Listing which was a working document to which Directors could add. Each school would now complete their own register. AK would add Holiday Club and the Foundation Stage Unit to Pikemere's document.

Action AK

AK explained the M3Cube visit and the need for each school to have an evidence base ready so that grants could be applied for. This may mean visual evidence of repairs.

11. GDPR

Privacy Notices had been dispatched at both schools. Copies of all the notices were in the packs and on the MAT web site. Mapping was taking place across both schools.

12. Governor Training

The Directors asked AK to look into Director specific training as opposed to Governor training.

13. MAT Policies

Challenge – JW asked if there was a Business Plan. YH advised she was in the process of completing one. This will develop as the MAT grows.

The Directors discussed the process for routine purchases and the approval amounts as specified under the Scheme of Delegation. YH will ensure they match the competitive Tendering documents.

Action YH

It was agreed the Accountancy Policy would be reviewed every three years.

AK would amend the Financial Procedures to ensure they reflect the Management accounts being distributed to Directors six times a year.

Action AK

14. Date of Next Meeting

The next meeting would be held at Pikemere on 5th December 2018 at 5.30pm.

15. Any Other Business

No other business

The Governors thanked YH for all her efforts and contribution to the meeting.

Part One of the meeting concluded at 7.15pm.

Action	Responsibility
Directors	
Updating Trust Governor with Pecuniary Interest, Skill set and training	ALL

Read policies prior to meetings	ALL
Clerk	
Update policies	AK
Add Policies to Trust Governor	AK
Speak to Cooks re a potential Director position.	AK
Add Regularity Checklist to all agendas	AK
Headteachers	
Arrange meeting with possible Member candidate	LH
Consider possible HR Director options	LG
Business Managers	
Arrange a meeting of local SBM's	AK
Ensure Competitive Tender documents align	YH
Complete Risk Listing for each school	AK/YH