



Meeting of the Trustees of All Saints Schools Trust

Minutes of the Meeting held on Tuesday, 11th December 2018 at 4pm
At Wortham Primary School - Wortham

In attendance:

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

		Action
1.	Apologies for Absence No apologies were received	
2.	Declarations of Interest There were none.	
3.	Minutes of meeting held on 18th October 2018	
3.1	Trustees 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; email contacts required. AP4 Appt of Company Secretary: c/f job description completed. Responsibility split needs to be followed up. AP8 c/f AP19 Central Charges: meeting will take place in March 2019 c/f AP22 Audit: a form is being put together to gather information on new Trustees. AP24 Members' Interests to be uploaded. completed AP25 Contract for PP-W. Completed It was noted that all new contracts should be sent to KP prior to sending out to	

AP26	ensure that nothing has been missed. ASST should be informed of all starters and leavers within the member schools.	
AP27	Email accounts: Headteachers' Group will draw up tender for IP support at January meeting.	
AP29	Gov. Forum to be arranged for next ½ term. JW/IH will attend c/f	
	See item 8	
4.	Risk	
4.1	Risk Register <ul style="list-style-type: none"> • Trustees noted the following areas of highest risk: <ul style="list-style-type: none"> ○ Finance RED ○ Leadership ORANGE (new staff) • It was agreed that 1 would be used as the score for the lowest risk not zero. This will enable consistency across the Trust. • Each school is to send risk to MB to upload to governor hub. • Occold, Charlesfield and Dennington needs to be updated in view of new information available on in year financial position. • Future Trust meeting to review how the schools feed into Trust. 	
4.2	Health & Safety and Fire Audits see item 5.2.	
4.3	Conditions Surveys were noted and are available to view on governor hub. The following were noted: <ul style="list-style-type: none"> • Chairs of LGB for each school should have access to conditions surveys • LGB should review the reports and ensure nothing is missing ahead of next year's CIF bids. • LGB have the local knowledge of what is required. • Current CIF bids are being reviewed. • Loans could be available for capital works if bids unsuccessful ie SALEX and PWLB. • TJ happy to go through the CIF guidance @ governor fourm. • It was noted that the biggest source of EFSA fraud is around requests for payment for works undertaken. All emails requesting payment for work completed should be checked with an email to the company requesting payment. 	
5.	Matters for Report	
5.1	Chair's Report The Chair updated Trustees that a draft Neighbourhood Plan had been released for consultation by Eye Town Council. The primary school had been highlighted as suitable for housing as an aspirational site. A site had been identified as a possible location for a new school, this site is adjacent to Hartismere School. The primary school site is also proposed as a green space. JH will submit a response which will be copied to MSDC and SCC, he has asked for a meeting with the neighbourhood plan team to raise concerns.	
5.2	CEO's Report Trustees noted the following: <ul style="list-style-type: none"> • Land & Building returns were completed on time. • The returns for the Church schools have been signed off on behalf of the Diocese. 	

	<ul style="list-style-type: none"> Monitoring & Standards report Health & Safety – each school has had, or arranged, an audit including fire risk assessment. DfE visit – FMGS audit outcomes stronger now than in July. Schools had worked together on the journey. It was noted that the ASST was a good model for other Trusts to follow. SBM should not be internal auditor. NLG money can be used for conference. 	
5.3	<p>Co-Executive Principal's report</p> <ul style="list-style-type: none"> MC wished everyone all the best for the future, he commented that the ASST was a fantastic trust. Thanks were expressed to MC and he was wished all the best in his new role. 	
6	<p>Committees</p> <p>6.1 HR</p> <p>Trustees approved the Pay Policy – note that CEO reference needs to be added. Trustees confirmed adoption of interim complaints policy – the policy will be reviewed and updated by Leadership Group, then HR.</p> <p>All policies, once approved, need to be uploaded to a central location on governor hub. Policies should also be uploaded to website in pdf form.</p>	AP30
6.2	<p>Leadership Group</p> <p>Trust Charter – the trustees commented on the draft charter:</p> <ul style="list-style-type: none"> Should repeat Trust values It was felt there was too much information on the 2nd page. It was suggested that “well being” should be reworded. Document should be shared with all stakeholders Should be included in induction for other schools. 	
	<p>PD Day @ Dunston Hall</p> <p>Support Staff to be invited again – it was proposed to offer time off in lieu. Leadership team asked to prepare an analysis of cost impact of paying support staff.</p>	AP31
7	<p>Decisions reached:</p> <p>The Audit Report was received by Trustees and the following points were noted:</p> <ol style="list-style-type: none"> Trustees noted the audit recommended on how land & buildings should be presented, as per page 5. Trustees noted the comments made regarding loans on conversion, as per page 10. Trustees noted that transactions with Diocese will have to be treated as related party transactions, as per page 8. New forms and procedures due April 2019, as per page 14. <p>Thanks were expressed to KP and all involved on the excellent audit report.</p> <p>Year End Accounts</p> <p>Trustees accepted the year end accounts to 31/8/18 as a true record and approval was given for JH to sign the accounts for submission to Companies House.</p>	

	<p>Financial Reports KP will prepare financial reports for the end of the week.</p> <p>Auditor Trustees noted that the auditor attended a meeting to present their findings. In the future, Trustees can attend finance and audit committee meetings with the auditors.</p> <p>Management Accounts TJ reminded Trustees that the 2018 Accounts Financial Handbook contained a number of changes. The most important is the requirement for monthly management accounts.</p> <p>Headteachers' Performance Review Trustees noted that arrangements have been made and the reviews will take place before the end of Term</p>	
8	<p>Local Governing Bodies Sequencing of meetings, governor forum will look at planner.</p>	
9	<p>Dates for future meetings. tbc</p>	

The meeting closed at 6.20pm 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.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
AP. 30	11/12/18 Item 6.1	Leadership Team to review complaints policy then pass to HR.	Leadership Group
AP. 31	11/12/18	Leadership Team to prepare an analysis of budget implications of paying support staff for PD day	Leadership Group

Signed: _____

Date: _____

Chairman