



## Meeting of the Trustees of All Saints Schools Trust

Minutes of the Meeting held on Thursday, 26<sup>th</sup> March at 4.00pm  
At Eye Primary School – Eye

In attendance:

Melanie Barrow	MB	CEO/Trustee	Present
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
Claire Flatman	CF	Headteacher	In attendance
Steven Ginn	SG	Headteacher	In attendance
Paul Parslow-Williams	PPW	Headteacher	In attendance
Karen Preece	KP	CFO	In attendance
Mark Taylor	MT	Headteacher	In attendance
Odile Wladon	OW	Clerk	In attendance

	TRUSTEES & HEADS	Action
1.	<b>Apologies for Absence</b> There were no apologies for absence	
2.	<b>Declarations of Interest</b> There were none.	
3.	<b>Minutes of meeting held on 28<sup>th</sup> February 2019</b>	
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 on the agenda:	
AP.2	c/f	
AP.3	c/f	
AP.19	meeting has been arranged for early May with Local Governing Body Chairs of Governors and Finance.	
AP.26	IT support tender – passed to Leadership team	
AP.27	Governor Forum has taken place, next one arranged for 15 <sup>th</sup> July	
AP.31	Decision on how to proceed delegated to Headteachers. Complete	
AP.32	c/f	
AP.33	Revision to wording – to add unqualified “trainee” teachers.	

<p><b>4.</b></p> <p>(1)</p> <p>(2)</p>	<p><b>Matters for Report:</b></p> <p>ASST and Eye Primary representatives have attended two Eye Town Council meetings to speak on schools behalf with regards to the draft Neighbourhood Plan. As a result the aspirational policy concerning development of the current site will be removed, the additional site next to Hartismere will be renamed an educational site (it may be removed altogether following advice received from SCC after the meeting), the steering group will also consider comments concerning the designation of the school playing field as a green space.</p> <p>CEO Report</p> <ul style="list-style-type: none"> <li>• An update was given on the ITT position. The two trainees have received excellent feedback. It was agreed to keep the NQT network across the MAT next year.</li> <li>• As part of NLE MB has worked with Sandlings Primary School. Part of this work will be their attendance at the Curriculum session being run for MAT Schools by PP-W. The NLE/NLG new grant of £8k is due – some of this will be used to finance the conference to pay for Trustees, Governors and Members to attend.</li> <li>• MB attended a meeting hosted by Regional Schools Commissioner, points raised were as follows: <ul style="list-style-type: none"> <li>○ Cold/Hot spots were identified</li> <li>○ A clear direction was given that SATs will not be encouraged</li> <li>○ Smaller MATs will be encouraged to merge</li> <li>○ Sponsor MATs will be preferred</li> <li>○ A similar meeting is being offered for Trustees to be run by Catherine Barrett.</li> </ul> </li> <li>• Philip Cramwell has offered to compile a report as part of a review of the 1<sup>st</sup> full year of the MAT.</li> </ul>	
<p><b>5.</b></p>	<p><b>Decisions</b></p> <p><u>Finance Restructure</u></p> <p>A full update was given on the process that has been undertaken. HR advised a revision to the proposed structure with an increase in some of the hours offered for the administration positions. The revised structure should avoid the need for any redundancies.</p> <p>The process moving forward is as follows:</p> <ul style="list-style-type: none"> <li>• Recruitment of Grade 4 position – this is ring fenced for the grade 4s currently employed.</li> <li>• Expression of preference forms will be circulated to staff.</li> <li>• A finance process flowchart was produced by KP and distributed to staff to help explain how the new structure will operate.</li> <li>• An FAQ has been prepared and will be circulated.</li> <li>• School administration staff will continue to be term time.</li> <li>• Trust contracts will not be term time contracts.</li> <li>• MB will keep Heads and COGs informed of the process moving forward.</li> <li>• Interview for Trust Finance Manager will take place on 26/4/19 – panel</li> </ul>	

	TJ/KP/MB	
	<p>Having reviewed all the information Trustees unanimously approved the following:</p> <ol style="list-style-type: none"> <li>1. The revised staff structure.</li> <li>2. Finance process flow chart.</li> <li>3. FAQs – subject to a revision to the wording to the answer regarding the amount of top slice required to cover cost of restructuring.</li> <li>4. Process of restructure moving forward, with the caveat that should this lead to a redundancy situation a further decision will be required from Trustees.</li> </ol>	
	<b>Heads left at this point</b>	
5.	<p><b>Decisions</b>  <u>Appointment of Deputy CEO</u>  The interview panel updated Trustees on the process. There had been one candidate, Paul Parslow-Williams and the panel recommended his appointment. Trustees unanimously agreed to this appointment.</p>	
6.	<p><b>Finance</b>  <u>Management Accounts</u>  The management accounts to December 2018 were reviewed and approved. In addition the Trustees noted the cash flow statement, profit &amp; loss statement and the budgeting reports including income vs expenditure.  The migration of the figures to the new system is underway.  Trustees noted there were no areas of concern.</p>	
	<b>CFO left at this point</b>	
7.	<p><b>Trust expansion</b>  The DfE have asked the ASST to consider sponsoring a school. Given the comments noted in item 4. (2) above, Trustees discussed the options available as the advice received is that the Trustees should seriously consider expansion. Trustees approved a proposal for due diligence to be undertaken on the school to enable them to review the request with all information available to them.</p>	
8.	<p><b>Trust Board meeting structure</b>  Trustees discussed the structure and invitees of Trust Board Meetings. Trustees agreed that the structure and timing of meetings needs to be reviewed, and that it may not be necessary for the Heads to attend every meeting. Moving forward Trustees agreed that attendance at Trust Board meetings will be agenda led. The agenda will be reviewed and revised to enable items that such as finance being at the beginning of each agenda.  From the start of the academic year 2019/20 a calendar of meetings will be established.  MB will produce a template for a set CEO report.  A review of governance will take place asap.</p>	<b>AP.34</b>
	<p><b>Dates of next meeting:</b>  23<sup>rd</sup> April 2019 @ 4pm – to be held at Stradbroke.</p>	

**The meeting closed at 6.50pm.**

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

<b>Action Point</b>	<b>Reference</b>		<b>To be completed by:</b>
AP.2	17/04/18 Item 9	Local Governing Body Terms of Reference: amendment to Section 3.1.3.	JH to complete
AP.3	17/04/18 Item 11	Committee Structure and Membership: the HR Committee to establish and convene a Staff Forum.	IH and GD to organise
AP.32	28/02/19 Item 3.2	Responsibilities between CFO and Clerk role to be clarified with job description presented to Trust Board for approval.	CEO/Chair/CFO
AP.33	28/02/19 Item 6.2	Pay Policy to be reviewed to set a new scale for unqualified trainee teachers.	MB/HR Cttee
AP.34	26/3/19 Item 8.	A review of governance including structure and schedule of Trust Board meetings.	MB/JH/Clerk

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

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

**Chairman**