



Meeting of the Trustees of All Saints Schools Trust

Minutes of the Meeting held on Friday, 18th January 2019 at 3.30pm
At Stradbroke Primary School - Stradbroke

In attendance:

Judi Bush	JB	Trustee	Present
Garry Deeks	GD	Trustee	Present
Nancy Ford	NF	Trustee	Absent
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
Claire Flatman	CF	Headteacher	Present
Steven Ginn	SG	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 Apologies were received from Nancy Ford.	
2.	Declarations of Interest There were none.	
3.	Minutes of meeting held on 11th December 2018 Trustees voted to approve the minutes as a true record of the business conducted.	
4.	Policies The following policies were approved by Trustees: 1. Complaints Procedure (will be reviewed by parent governors during the course of the year and a section regarding persistent complainers will be added at the next review) 2. Safeguarding and Child Protection Policy 3. Health and Safety Policy (All member schools have had a fire and health & safety audit – LGB will review the points raised.)	
5. 5.1	ASST Finance Function <u>Finance Structure</u> Trustees reviewed a proposal from the Finance & Audit Committee to set up a	

<p>5.2</p>	<p>centralised finance function reporting to the CFO of the ASST, this function will also include transactional HR. Trustees agreed the proposed centralising of the finance function within the Trust and agreed in principle the new aspirational structure proposed.</p> <p><u>Implementation</u> Trustees agreed the creation of an interim post to immediately assist the CFO to fulfil the Trust’s financial reporting obligations. This temporary post will be funded by central Trust funds.</p> <p>Trustees agreed that MB/KP will liaise with HR services to formulate a proposal for taking forward a trust wide review to enable the finance function to be centralised. A recommendation on the process and any cost implications will be presented at the next meeting.</p> <p>Trustees recommend that trust wide discussions take place, including a meeting of finance staff as well a LGB finance committee chairs – the matter could be included in the agenda for the Governor Forum.</p>	
<p>6.</p>	<p>Other matters: <u>Accounts</u> Trustees noted that the audited accounts had been submitted to ESFA on 14/1/19 ahead of the deadline. The accounts were also submitted to Companies House on 24/12/18. Trustees expressed their thanks to KP for the work undertaken to achieve the deadlines.</p> <p><u>Other business</u></p> <ul style="list-style-type: none"> • PP-W has uploaded information on the new Ofsted framework to Governor Hub. • A joint PD day took place – trustees thanked CF for the report produced to reflect the moderation work undertaken. • James Crane would like to visit the Trust. • JB has uploaded a draft application form for Trustees to Governor Hub and would welcome any comments. 	
<p>6.</p>	<p>Dates of next meeting: Thursday, 28th February 2019 at 4pm – Dennington Primary School</p>	

The meeting closed at 5.30pm 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	18/10/18 Item 6.2	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	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. 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. 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