



Minutes of a meeting of the Governors of St Hilary School; Tuesday 4th December 2018.

Present:			
Dave Sharp (Chair)	DS	Ashley Larter	AL
Kelley Butcher (Headteacher)	KB	Louise Greygoose	LG
Rob Hamshar	RH	Joher Anjari	JAn
Kinga Tunnicliffe	KT	Erika Hewett	EH
Jo Atkinson	JA		
Alex Cock	AC		
		Charlotte Fraser (Business Manager)	CF
		Mark Williams (Accountant }	MW
		Janet Standing (Clerk)	JS
Apologies:		Pecuniary Interests:	
Michelle Brant Yvonne Oates	MB YO	No changes were recorded to the documentation for 2018/2019	

		Action
1	Criminal Convictions Declaration:	
1.1.	These were completed by all none staff Governors	
2.	Minutes'	
2.1.	The minutes of the last meeting were approved to be accepted as a true record	LB
2.2.	Matters Arising;	
2.3.	Election of Vice chair; LB agreed to continue as Vice Chair until the next meeting in order for other Governors to consider this	
2.4.	Terms of Reference; It was agreed to accept the present terms of reference until joining the MAT	
2.5.	Toilet Refurbishment; The outstanding work had still not been completed but the money had been withheld and if the original company did not return it would be used to appoint an alternative contractor to finish the work	
2.6.	Sports Apprentice; This had been a very successful appointment	
2.7	Amount of money able to be spent by the Executive Team under MAT Terms of Delegation;	



2.8	Having made investigations AC considered that £250,000 should only be after recourse to Trustees. DS to raise this at the next meeting It was considered that advice should be sought from an Accountant as to an appropriate amount	DS
3	Head and Chair's urgent business;	
3.1	Appointment of Executive Head Support Role;	
3.2	KB has been asked to undertake a day a week at Five Islands School, until March 2019 initially.	KB
3.3	RH would take over as Head on that day	RH
3.4	RH currently has two half days leadership time, this would be changed to one full day per week	
3.5	The school would be recompensed for this work	
3.6	A discussion took place on this, it was considered that this would be of benefit for the school	
3.7	The impact on the school was discussed and it was an opportunity to consider the teaching set up in the school if support was required in any of the MAT schools from September 2019	
3.8	It was proposed and seconded that RH be seconded into the Head's role for the one day per week, and for KB to be seconded out for one day. All in favour	
3.9	RH would take on more of the Teaching and Learning role within the school	RH
3.10	Has advice been sought from NEO to safeguard RH if he undertook a different role	
3.11	This could be done, and due process would be followed	KB
3.12	It was considered that this was good for the school Group required to deal with a parental complaint; DS,KT and JA to meet to consider this complaint on an informal basis at 8.30am on Friday 7th December, before holding a formal 1st Committee meeting if required.	DS KT JA
4	Presentation of Audited Accounts;	
4.1.	Mark Williams addressed the GB;	
4.2.	MW detailed the legal requirements of the accounts, membership, trustees, constitution, objectives and activities for the year, Charity requirements. Summary of results for the year Reserves policy Investment Policy Principle risks Fundraising requirements Plans for the Future; moving into the MAT Governance Statement - meetings attended Value for Money requirement Statement and regularity, compliance requirements Statement of Trustees responsibilities 2 Audit reports were presented. It was considered that the accounts gave a full and fair view of the charities affairs	



4.3	<p>Independent Accountants standard report; looking at minutes, credit cards, third party transactions. A clean audit report was given for the year.</p> <p>Total income for the year was detailed</p> <p>Donations and Capital Grants had increased by £100,000</p> <p>Income had increased by £58,000</p> <p>Changing value of the Pension scheme had to be taken into consideration</p> <p>Reserves had increased by £80,000</p> <p>Small deficit on day to day running of the school</p> <p>Free reserves was now £95,000</p> <p>Balance sheet summarised assets and liabilities.</p> <p>Refurbishment of toilets was full grant funded.</p> <p>Debtors; mainly VAT</p> <p>Creditors; this was high in comparison with last year</p> <p>Net current assets £109,000</p> <p>General Fund; ending with £95,000</p> <p>Statement of capital summarises where cash has come from</p> <p>Rest of accounts comprise of a number of accounting policies</p> <p>Summary of staff costs for last year</p> <p>One redundancy was disclosed</p> <p>Trustees remuneration disclosed</p> <p>No related party transactions</p> <p>Audit Discussion Document;</p> <p>Audit had been completed, unqualified and clean audit report</p> <p>Audit approach was detailed</p> <p>Responses to audit had been presented</p> <p>Potentially planning permission for capital works on the Elliotts in the future</p> <p>Plan to join Leading Edge Academy Partnership. On 1st Feb 2019</p> <p>The accounts will be transferred to Leading Edge on 1st Feb from St Hilary School</p> <p>If the transfer did not take place the school was in a position to carry on as at present</p> <p>Assets will transfer to the new Company</p> <p>Unspent Capital £380</p> <p>Website; Trustee details to be included</p> <p>Produced accounts were very accurate</p> <p>No identified errors</p> <p>Management Report points; no high or medium risks identified</p> <p>A couple of low risk issues identified</p> <p>Details of procurements presented</p> <p>Scheme of Delegation; Value for money documents to be retained</p> <p>The accounts would now be finalised in due course</p> <p>In a Trust the limit for the Senior leadership team to be able to spend without recourse to the Trustees, what would be an acceptable limit?</p> <p>It was considered that anything over £25 - £50,000 would have to go back to Trustees for approval</p>	
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	Mark Williams was thanked for his attendance and would send copies of the final accounts to the school for signature, thanks also expressed to the company of Robinson Reed Leighton Thanks were expressed to CF for all her work on the Accounts	
5	Appointment of Auditors;	
5.1	It was unanimously resolved that Robinson, Reed Leighton be appointed as Auditors	
6	Management Accounts;	
6.1.	Teacher inflationary payrise had been £4,500 in excess of what was budgeted, but this had been covered in part by Central Government	
6.2	An SEN TA had been appointed after the Budget was set and the school was responsible for £6,000 of the payment towards an EHCP	
6.3	Therefore the £8,000 designated towards a mini bus had been used for the present time	
6.4	It was hoped that with the new MAT to an extent mini buses could be shared	
7	Head teachers Report;	
7.1.	KB presented her report which had been circulated to Governors	
7.2.	SEN support was detailed to Governors.	
7.3.	A confidential matter was detailed to Governors which involved a significant absence from the school and non contact with parents/carers	
7.4.	Social Worker was involved	
7.5	The child had subsequently moved to another school, the situation with regards to funding had not been resolved and therefore under DFEE legislation the funding would be split between the two schools	
7.5	The school had followed all due processes and a paper trail was in place	
7.6	Staffing; One TA was leaving at Christmas, advertisements had been placed and interviews would take place, to date one internal candidate, but a further person would be required	
7.7.	Newsletter; a person would be needed to take responsibility for the school newsletter. Initially prior to joining the MAT this would be undertaken in the school office	
7.8.	KB was thanked for the report and thanks expressed to the PTA for the work undertaken on the Christmas Fayre	
7.9		
7.10		
8.	Teaching and Learning;	
8.1.	Review of Progress on School Improvement Strategy;	
	KB took governors through this report which had been circulated prior to the meeting. KB felt it had been of great benefit to be involved in the possibility of an additional school joining the MAT	
8.2	All staff had completed CPD	
9	MAT update; Structure of LGB; The new board was recommended to be; 2 members MAT board of Trustees: 2 Parent Governors Up to 3 Co opted Members	



	I Staff Governor Head of School Associate members with no voting rights	
10	Governance;	
10.1	Governor Monitoring visits; KT would be visiting on Friday to look at Safeguarding	KT
10.2	Governor Action Plan; This would be formulated and future monitoring visits could then be arranged in accordance with this; To comprise of; DS, KT, JA, AC	DS KT JA AC
10.3	Governor Training; Governor Conference would be in the summer term in 2019 MB to deliver Safeguarding training to GB at next meeting Data training was discussed; KB to circulate the new ASP; A data presentation to take place at the next meeting	MB KB
10.4	Diary Dates; 29 January 2019 at 6pm 19 March at 6pm	
11	Policies for approval; Safeguarding policies to be circulated with an approval date	
11	Governor Effectiveness; <ul style="list-style-type: none"> • Governor appointed as Trustee of new MAT • Budget/accounts monitoring taken place • Governor meeting dates to be set for 2018/2019 academic year • Data accepted and challenged by the GB members 	
12	Confidential Issues;	
	Nothing presented	

The meeting closed at 8.15 pm

Signed;.....Date;.....