

Chatsworth Multi-Academy Trust
Trustees' Meeting
Tuesday 31st October 2017

Minutes

Date: 31 October 2017
 Time: 10:10am – 1.40pm
 Venue: Chatsworth High School and Community College
 Attendance: John Ashley (Chair) Elaine Burfitt, John Corker, Sue Goldsworthy, Martin Hanbury, Louise Hutchinson, Liz Wright - Salford Governor Services (minutes)
 Apologies: None

Item	Minutes	Actions/Decisions
1. Apologies and Items for AOB	<p>There were no apologies as all trustees were in attendance.</p> <p>a) The trustees agreed the items for AOB.</p> <p>b) The trustees agreed items to be recorded separately as confidential minutes</p>	<p>a) The Trust Board agreed items for AOB were:</p> <ul style="list-style-type: none"> • Chatsworth Futures Inspection • Trustees DBS checks • Free Schools <p>b) The Trust Board agreed the following items would be minuted confidentially:</p> <ul style="list-style-type: none"> • The EHT Performance Management • Sovereign Trust: Briefing and update • Sovereign Trust: Informal meeting
2. Register of interests	<ul style="list-style-type: none"> • There were no declarations of interest for items on the agenda. • John Corker declared his wife worked for Pictor Academy for future reference. 	
3. Minutes of 11.07.17	<p>Amendments:</p> <p>Item 6b – The 4th bullet point should read <i>Following the interview SG was appointed and an announcement would be made to staff on 12 July.</i></p> <p>Action item 2– BM not LH had still to submit their register of business interests.</p>	The Trust Board approved the minutes of 11.07.17 as a true and correct record subject to the amendments listed.
4. Matters Arising	<u>Item 2</u> : BM had submitted his register of business interests.	

	<u>Item 7</u> : MH had not approached St John Vianney School because of the discussions with the Sovereign Trust.	
5. AOB	<p>a) <u>Trustee DBS Checks</u>: The board agreed that trustees DBS checks should include registration on the DBS update service so trustee's DBS status could be easily monitored. The EHT would action this.</p> <p>b) <u>Chatsworth Futures</u>: The board discussed the outcome of the inspection and if Chatsworth Futures should join the MAT.</p>	<p>a) The Trust Board agreed that trustee's would be registered for the DBS update service.</p> <p>b) The Trust Board deferred discussion about Chatsworth Futures joining the MAT to a future meeting.</p>
6. Finance Committee Update (JC)	<ul style="list-style-type: none"> The shortfall for the year was reducing as the school got a better understanding of the new financial structures and processes. Operational decisions (e.g. recruitment) were still being taken and not being impacted by the financial review, so school was able to function effectively. Another quote would be obtained for providing financial services to the school, as well as the one from Haines Watts. The LA (Local Authority) HR (Human Resources) team had responded positively to the school's concerns about the service provided and so the committee had deferred the decision about moving to a new provider for the time being and would review the service at a later date. The Financial handbook was approved at the Finance Committee meeting. 	<p>a) The Trust Board ratified the approval of the Financial Handbook.</p>
7. Annual Accounts (presented by Melanie Bailey, Haines Watt)	<p>The presentation included:</p> <ul style="list-style-type: none"> A summary of the audit findings for the period ending 31 August 2017. There were no issues in the audit report and no issues in the irregularities report. The Trustees Report would need to be included in the report and the board members would have to read and approve and sign the final accounts for submission to the ESFA (Education Skills and Funding Agency). These were the first set of annual accounts for the MAT and the pension report from the Greater Manchester Pension Fund (GMPF) - Local Government Pensions Scheme was still outstanding. This meant the pension deficit on transfer to academy status was not yet known but would be included as a separate line on the budget once the report 	<p>a) The Trust Board requested that the audit provide trial balance and adjusted accounts to the board.</p> <p>b) The Trust Board requested that the HT of school requests reconciled accounts from Salford LA.</p> <p>c) The Trust Board requested that Melanie Bailey email the EHT a breakdown of the transactions outlined in the budget to Springwood Primary School.</p>

	<p>was received.</p> <ul style="list-style-type: none"> • There was an overall surplus of £348,000. This was regarded as a good level of surplus on transfer. The LA transfer was not yet clarified by LA documentation. • The budget had a healthy bank balance, cash flow was positive and current assets covered current liabilities. • The revenue budget had been reviewed along with income and the standard disclosures that had to be made to the ESFA and all was in order. • The financial policies used were the ESFA models. • The amount inherited for fixed assets on conversion could appear small but this was because the building was a Private Finance Initiative (PFI) building. • It was recommended that bursaries should be paid as soon as possible as the ESFA could recall the monies for unpaid bursaries. • A detailed outline of each section of the report to the ESFA and the trustees was given. • A fixed asset register was needed. • The signing of the accounts and the management account letter was explained. 	
<p>8. Presentation: Tender by Haines Watt (Melanie Bailey)</p>	<p>The School Business Manager (SBM), Vicky McRae joined the meeting at this point.</p> <ul style="list-style-type: none"> • The proposal document from Haines Watt had been circulated with the papers for the meeting. • The fees were likely to reduce once the level of support required was identified and charges would be based on actual support time used. More than an hour a month could be needed initially. • There were two aspects to the service provided - support to get up and running and ongoing management accountancy support. • It was agreed that a detailed account of what support the LA provided was needed so that it could be ascertained what the LA could continue to do, what the school could take over doing and what outside help was needed for. • It was agreed that three year forecasts showing the surplus reserves going forward would be needed and also because of the nature of the school and the funding for a 	<p>a) The Trust Board would request the formal letter from the LA following the receipt of the audited accounts from Haines Watt.</p> <p>b) The Trust Board requested that a full schedule was obtained from the LA of the financial services the LA has been providing to the school.</p>

	<p>special school that one year forecasts would also be needed.</p> <ul style="list-style-type: none"> • The board expressed its concern about the lack of accuracy from the LA of the special needs block funding as the school had to check that the banding and number of pupils was correct and do a reconciliation exercise. • The service level agreement (SLA) with the LA would end in April 2018. • Melanie Bailey left the meeting at this point. 	
9. Trustees Report (MH)	<ul style="list-style-type: none"> • The trustees report had been considered as part of the Audit Report. 	a) The trust Board approved the Trustees Report
10. Sovereign Trust: Briefing and Update (JA)	This item was minuted separately as a confidential minute.	a) The Trust Board agreed that this item would be minuted separately as a confidential minute.
11. Sovereign Trust: Informal Meeting (JA)	This item was minuted separately as a confidential minute.	a) The Trust Board agreed that this item would be minuted separately as a confidential minute.
12. Executive Headteacher: Performance Management (LH)	This item was minuted separately as a confidential minute.	b)
13. AOB	a)	

Signed as a true and correct record

Chair of the Trust Board

Table of Actions from the MAT Trust Board meeting on 31.10.17

Item	Action	Who	When
5a	Trustees DBS checks to include applications for the DBS Update Service.	Martin Hanbury	Autumn 2017
7b	School to request from Salford LA for details of the reconciliation of accounts	Sue Goldsworthy	Autumn 2017
7c	MB from Haines Watt to email the EHT with a breakdown of the transaction outlined in the budget to Springwood Primary School and details of any re-charge needed from Chatsworth Futures to Chatsworth High School.	Melanie Bailey	Autumn 2017
8	<ul style="list-style-type: none"> a) VM^c to request the formal letter from the LA following receipt of the audited accounts from Haines Watt b) VM^c to request a full schedule from Salford LA of the financial services they have been providing. c) It was agreed that a one year projection/forecast would also be needed. 	Vicky McRae	Autumn 2017
	Investigate requesting meeting with members of Pictor Academy advisory committee.	Louise Hutchinson	
	Initial discussions with Chatsworth Governors about the Sovereign Trust at their meeting on 14 November and to raise with the Chatsworth Futures Board	Martin Hanbury	

CHALLENGE BY THE TRUSTEES - Trustees questions at the board meeting on 31.10.17

Item	
5b	<p>Q: <i>Was the outcome of the inspection what was expected and how did leadership and management fare?</i></p> <p>A: Yes as we had assessed the provision ourselves in line with the inspection criteria. The quality of teaching and learning was unlikely to be good in the short space of time the provision has been open and with the number of new staff in post. A key area for development is target setting. Governance and leadership are strong and there is expertise in FE on the board and members have an aspirational vision. The HT is very experienced but needs support with the strategic aspects of the role. He is a very experienced practitioner but not ready yet to lead on his own without support. I (EHT) spend 40% of my time at Chatsworth Futures and provide mentoring and support for the HT. SG provides the support when I (EHT) am absent.</p> <p>Q: <i>Is the board's view not to include Chatsworth Futures in the MAT at the moment? Would it not be better financially if it did join, could they survive financially on their own?</i></p> <p>A: Chatsworth Futures should be graded good in about two years and outstanding in four and the board's view was that it was not the right time to join a MAT as they wanted to focus on getting to good and outstanding. Financially the provision is managing and it has more flexibility in managing its finances than a school so the financial benefits to joining would not be significant at this time. The board also preferred not to consider joining at the moment and wait until the future direction of the MAT is clearer.</p>
7	<p>Q: <i>What is the % of staff costs to the overall budget?</i></p> <p>A: It is within the expected range for a special school at 85-90%. It is over 100% of the GAG (General Annual Grant) funding from the ESFA but the school gets substantial funding from the LA for pupils with high needs. Pupil premium funding comes from both the ESFA and the LA.</p> <p>Q: <i>What does Governance costs in the budget cover?</i></p> <p>A: Any professional fees, legal fees etc. for setting up the MAT.</p> <p>Q: <i>What are the related primary transaction to Springwood Primary School and are the Chatsworth Futures cash reserves (£72,000) owed to Chatsworth High?</i></p> <p>A: We can get a breakdown of the Springwood Primary School transaction and will check what needs to be recharged to the school from Chatsworth Futures and will email details of both to the EHT.</p> <p>Q: <i>How much will the pension deficit impact on the budget and the MAT?</i></p> <p>A: It depends on what is identified as the pension deficit. It will be added as a line to the budget balance sheet as a liability. GMPF will identify your share of the overall pension deficit separately and this should not impact on reserves. There is usually no expectation to pay off the deficit. Contributions could be asked to increase to cover the deficit of the funds employer and employee contributions but previous experience of other academies under the GMPF suggests this would not happen.</p>

	<p>Q: <i>There is an adjustment from the management plan to the audited accounts. Why?</i></p> <p>A: The LA have not accounted for the surplus in the management plan.</p> <p>Q: <i>Why do trustees have to disclose all directorships even if they have no transactions with the MAT?</i></p> <p>A: Only significant control of other companies and other directorships have to be declared and this is because the MAT board is the accountable body for a public body.</p>
8	<p>Q: <i>Do you help with staffing cost projections and planning and do you help with costing the school development plan (SDP)?</i></p> <p>A: We could help with that but if you already get that from the LA you could adapt that for the school. This is not an area of expertise that we have but your School Improvement Partner (SIP) or consultant could help you with this. This support is not included in the proposal.</p>
9	<p>Q: <i>Have all the trustees completed their skills audits?</i></p> <p>A: No they have not all yet been received so we cannot identify any skills gaps yet.</p> <p>Q: <i>Are we compliant in terms of pupil numbers?</i></p> <p>A: We have 95 designated pupils and can take more and remain compliant. We are funded on 101 pupils from the LA but there is no need to amend the report for this because if we take more than the 101 pupils we will receive more funding from the LA.</p>