

Chatsworth Multi-Academy Trust
Trust Board Meeting
Tuesday 27th November 2018
Minutes

Date: 27.11.18
Time: 10.00 am – 12.30pm
Venue: Chatsworth High School and Community College
Attendance: John Ashley (Chair), Elaine Burfitt, John Corker, David Deane , Martin Hanbury and Louise Hutchinson, plus Tom Swan (Haines Watt), Vicky McRae (Trust Business Manager) and Liz Wright (Salford Governor Services - Minutes)
Apologies: Patrick Johnson

Item	Minutes	Actions / Decisions
1. Apologies and items of AOB	a) David Deane was welcomed to his first meeting of the Trust Board. b) Apologies were received and consented to from Patrick Johnson (PJ). c) It was noted that Elaine Burfitt (EB) and John Corker (JC) were running late and would arrive shortly. d) The meeting agreed that the constitution of the CHSCC GB would be discussed under AOB. e) The meeting agreed that some parts of item 6 and all of item 9 should be recorded separately as confidential minutes.	a) The board received and consented to the apologies received from PJ. b) The board agreed that the constitution of the CHSCC GB would be discussed under AOB. c) The board agreed that part of item 6 and all of item 9 would be recorded separately as confidential minutes.
2. Register of interests	a) Vicky McRae (VM) undertook to provide copies of the annual register of interest for trustees to complete and sign. b) There were no declarations of interest for items on the agenda	The board agreed that VM would provide annual business register for all trustees to complete and sign.
3. Minutes of the meeting held on 5 th June 2018	Amendments: <ul style="list-style-type: none"> • References in the minutes to Gayle Myers being Acting HT should be amended to read Deputy HT • Minute 2 – the reference to Gayle Myres should read Gayle Myers. • Minute 3 – on page 3 insert immediately below the first bullet point an additional bullet point as follows “MH reflected on his tenure as HT”. 	The board approved the minutes of the meeting held on 05.06.18 as a true and correct record subject to the amendments listed.
4. Matters Arising	a) <u>Minute 2 – SEF of CHSCC</u> <ul style="list-style-type: none"> • There had been no written report from the ‘friendly’ one day inspection as it had been agreed beforehand that feedback would be provided verbally. 	The board noted the updates and agreed: <ul style="list-style-type: none"> a) data about the impact of the letter to parents encouraging them to claim FSM should be

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	<p>b) <u>Minute 7 - Minutes of the Finance Committee held on 24.05.18</u></p> <ul style="list-style-type: none"> • The outstanding cash advance had been paid back in full. • As the situation could not be allowed to happen again procedures had been reviewed and the amount of petty cash kept by CHSCC had been reduced. <p>c) <u>Matters from the Table of Actions</u></p> <ul style="list-style-type: none"> • There was no update from the Greater Manchester special schools group about the proposal to establish a curriculum group. • The group had carried out a peer review of CHSCC. • There had been five new responses put on Parents View before 11th July. • Business interest forms were available for completion today. • The letter to parents to encourage them to claim free school meals (FSM) where appropriate had been sent out at the beginning of term. • Data about the impact of the letter to parents on the number of FSM claims could be submitted to the next meeting. • It would be worth sending the letter again to the parents of Year 7 pupils in time of the January 2019 census. • Some parents did not claim FSM if their child was gastronomy-fed by the NHS as there was no incentive for them to claim. • VM could speak directly to parents at the Parents Evening to encourage them to claim FSM and so they also understood the implications of them claiming. • Chatsworth Futures now received domestic violence incident reports from the local authority (LA). • The issue of the remuneration for the Assistant HT at Chatsworth Futures had been resolved. • When a young person's EHCP ended at around 22-23 years of age their funding for their place at Chatsworth Engage would come from direct payments to their parents from the LA. • Chatsworth Futures would be funded by the Education & Skills Funding Agency and the LA. • Invoicing for Chatsworth Engage had been resolved. The system would not have worked without the support of Chatsworth Futures and CMAT. 	<p>submitted to the next meeting.</p> <p>b) the FSM letter again to the parents of Year 7 pupils in time of the January 2019 census.</p> <p>c) that VM should speak directly to parents at the Parents Evening to encourage them to claim FSM where appropriate and so they understood the implications for the school budget.</p>
5. Audit Report 2017/18	<p>Tom Swan (TS) from Haines Watt provided an update which included the following:</p> <ul style="list-style-type: none"> • The draft audit report would be finalised by the end of the week. 	<p>The board received the update with thanks and agreed:</p> <p>a) TS should supply trustees with the full CF figures</p>

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	<ul style="list-style-type: none"> • Only CHSCC had been audited this year. Chatsworth Futures would be included in next year's audit. • There was a healthy carry forward (CF) and the pension deficit had been reduced. • A fixed asset register needed to be set up to record additions and disposals. The main recent additions had been a minibus and PCs. • The carry forward was £210,000 which included the pension deficit. The pension deficit was a notional figure and would only be realised if CMAT ceased trading, then pension deficit would be a current pension liability. • Full figures for the budget CF could be made available from the full set of accounts by the end of the week. • The importance of the in-year budget position was highlighted. • Finance Committee decisions were on hold until the final accounts had been made available. • Some of the Central Annual Grant money could be clawed back if the carry forward was considered to be too high and not committed to a project. The current CF could be accounted for by the pupil numbers at Springwood Primary School as CHSCC had to plan for their future admission. • Unrestricted funds had increased. The full accounts would show the detail of surplus income for restricted funds. The surplus did not affect the budget position as it was just how the budget was presented. <p>The audit's findings and recommendations were as follows:</p> <ul style="list-style-type: none"> • Some purchase orders had been raised after the invoices had been received. The audit recommended that all purchases required purchase orders be to approved in advance. • Audit would provide the school with details of the particular invoices where POs had not been raised in advance so that they could investigated how this had happened. • The example of the Art Therapist was discussed as how procedures needed to be clear for raising POs when hours varied from month to month. • The second recommendation was that there needed to be a fixed asset register for additions and disposals as currently disposals were not recorded. VM would set up and maintain the register which would also include figures for asset depreciation. The register could be brought to future meetings as appropriate. 	<p>from the full set of accounts by the end of the week;</p> <ul style="list-style-type: none"> b) VM should set up and maintain an asset register which should identify to whom assets had been allocated and where they were located and when disposed of; c) TS would supply the full accounts and figures for the trustees report for signature by the Chair.

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	<ul style="list-style-type: none"> • The third, recommendation was that the VAT book needed to be checked against the trial balance as a discrepancy of £5,000 had been found. The cause of the discrepancy would be investigated. The discrepancy could mean that some VAT had not been reclaimed or could have been caused by a Journal Transfer. VM would talk to One Education and to a colleague of TS about the matter. • TS would provide the full accounts by the end of the week and the figures for inclusion in the trustees report. • The Chair needed to sign both documents which should be available by 4th December once they had been signed by one of the partners at Haines Watt. • The deadline for both was 31st December. <p><i>(TS left the meeting)</i></p>	
6. Minutes of the Finance Committee held on 13 th November 2018	<p>Some of this item was recorded separately as a confidential minute.</p> <ul style="list-style-type: none"> • It was forecast that there would be a £70,000 shortfall next year. There would be a £40,000 carry forward (reserves) so the in-year shortfall would be £30,000. This was not a cause for concern as there was over £300,000 in reserves. A full reconciliation would be undertaken as soon as the final accounts had been received. • The budget had been well managed last year. • The committee had agreed VM's role as Trust Business Manager. • There were some unresolved questions about the transfer of assets from Chatsworth Futures to CHSCC. The impact of the transfer on both institutions would be examined. 	The board noted the update and agreed that the minutes of the meeting held on 13.11.18 were a true and correct record.
7. Scheme of Delegation: Annual Review	<ul style="list-style-type: none"> • The scheme had been reviewed and changes from the previous version were highlighted. • The scheme would be start to be implemented once the implementation of the audit's recommendations had been completed. 	The board approved the changes to the scheme of delegation.
8. Chatsworth High School & Community College Governing Board	<ul style="list-style-type: none"> • The board had previously agreed that the membership of the CHSCC GB should be reduced to eleven governors as follows: six co-opted governors; one staff governor; one local authority governor, two parent governors; and the HT. • One of the parent governor positions was vacant although a parent had put themselves forward to fill it. • One of the co-opted governors had resigned from working in the CHSCC office so the GB was without a governor who was also a member of the 	The meeting agreed that the CHSCC GB should be reconstituted so that it had a membership of twelve governors.

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	CHSCC non-teaching staff. <ul style="list-style-type: none"> • The GB wanted to recruit a non-teaching staff governor. • It was proposed that the GB should be reconstituted so that it had twelve governors so that could happen. 	
9. EHT Performance Management Review	<ul style="list-style-type: none"> • MH withdrew from the meeting for this item. • This item was recorded separately as a confidential minute. <i>(John Ashley and John Corker left the meeting at the conclusion of this item)</i>	
10. GDPR Audit	<ul style="list-style-type: none"> • The meeting noted that the audit had gone well. 	
11. Chatsworth Futures		The board agreed that discussion of this item should be deferred to its next meeting and that in the meantime trustees should receive a copy of the minutes of the Ofsted Support and Challenge Visit that had been held on 16.10.18.
12. CMAT Development Plan		The board agreed that discussion of this item should be deferred to it next meeting.
13. Projects and Initiatives		The board agreed that discussion of this item should be deferred to it next meeting.
Signed as a true and correct record Chair of the Trust Board		

Table of Actions from the MAT Trust Board meeting held on 27.11.18			
Item	Action	Who	When
2.	Provide copies of the annual business register for all trustees to complete and sign.	VM	As soon as possible
4.	Data about the impact of the letter to parents encouraging them to claim FSM to be submitted to the next meeting.	MH/VM	Next meeting
4.	Send the letter about claiming FSM to the parents of Year 7 pupils in time of the January 2019 census.	VM	As soon as possible
4.	Speak directly to parents at the Parents Evening to encourage them to claim FSM where appropriate and so they also understood the implications of them claiming.	VM	Parents Evening
5.	Supply trustees with the full surplus figures from the full set of accounts.	Tom Swan	30.11.18
5.	Set up and maintain an asset register which should identify to whom assets had been allocated and where they were located.	VM	As soon as possible
5.	Supply the full accounts and figures for the trustees report for signature by the Chair.	Tom Swan	04.12.18
7.	Implement the scheme of delegation.	MH/VM	As soon as possible
8.	Implement changes to membership of the CHSCC GB.	LH	Spring term CHSCC GB
11.	Circulate to trustees a copy of the minutes of the Ofsted Support and Challenge Visit held on 16.10.18.	MH	As soon as possible

CHALLENGE BY THE TRUSTEES - Trustees questions at the board meeting held on 27.11.18

Item	
4.	<p>Q: <i>Is the school still outstanding in the view of the inspectors?</i> A: They used a lot of language in the Ofsted framework that relates to outstanding provision but did not provide a definitive judgement. Certain areas did very well.</p> <p>Q: <i>Do you distribute questionnaires at parents' evenings?</i> A: We have consultation days (one will take place next week) so could give out questionnaires then and collect the responses. A review undertaken three years ago on a particular issue got a 50% response rate from parents and this was achieved by using home/school books.</p> <p>Q: <i>Could we use the See-Saw App?</i> A: Yes. One of the middle leaders' objectives this year is to improve parental communication and consultation and the CHSCC GB link governor is working with her on that.</p>
5.	<p>Q: <i>What cash reserves?</i> A: "Free cash" is £312,000 plus £86,000.</p> <p>Q: <i>Could we ever be solely liable for any pension deficit?</i> A: Not under the local authority's current policy. Even if the policy towards academies changed and we had liability we would not be liable for any historic pension deficit, only from when the policy changed.</p> <p>Q: <i>In terms of restricted fixed assets, have we genuinely got £400,000 cash?</i> A: The £59,000 is a transfer into restricted assets. There will be a cash flow report in the final report.</p> <p>Q: <i>Was there a surplus or shortfall last year?</i> A: Last year there was a surplus. Can get back to you with full figures from the full set of accounts by the end of the week.</p> <p>Q: <i>Is the 85% staffing level the same for other special schools?</i> A: It should be around 85%. It could be higher at around 90%.</p> <p>Q: <i>The increase in unrestricted funds is a surprise. What has brought about the increase?</i> A: There had been a very high level of parental contributions for trips, snacks, ASCs, etc. It could often be high in CHSCC as parent were used to the number of trips, which they valued. Some of the funds may be carrying forward for ASC salaries funded by the local authority.</p> <p>Q: <i>Can the asset register include who assets are allocated to?</i> A: Yes. It will include the location and the allocation.</p>

6.	<p>Q: <i>The £140,000 increase in the cost of teaching assistants appears high. What has caused that?</i></p> <p>A: VM had investigated the reason which appeared to be due an increase in pupil numbers. Some TAs had received increments that were due to them and some costs had been hidden in the supply budget. The additional funding for the 23 extra pupils should help balance the cost of the TAs.</p>
7.	<p>Q: <i>Do we comply with the scheme of delegation?</i></p> <p>A: Yes. Once the audit recommendations had been implemented we would be complying with the scheme.</p> <p>Q: <i>Did the minibus purchase get signed off by the Finance Committee? Who should sign it off?</i></p> <p>A: It should be signed off by the trust board. It was purchased under the old scheme of delegation using the CHSCC GB's old scheme. The trust board approved the purchase but did not need to sign-off the purchase. Under the new scheme of delegation it would need to sign-off the purchase.</p>
8.	<p>Q: <i>Are the CHSCC GB meetings well attended?</i></p> <p>A: Yes, and governor attendance at GB meetings is available on the CHSCC website. GB attendance is always above 60% of governors and the meetings are always quorate. Attendance at the committee meetings, however, can be patchy. A governor away day will be taking place in January where the committee structure and terms of reference will be reviewed in order to make the committees more effective. One option could be to change the format of meetings so that they reflected the Trust Board format.</p>