

Minutes of the MAT Meeting held on Tuesday 22nd January at 4 pm – Admin Meeting Room, Hinchingsbrooke School

Present: Chair: Brian Message (BM)
 CEO: Andrew Goulding (AEG)
 Finance Director: Dave McMillan (DRM)
 Directors: Paul Fenney (PF), Gary Weston (GW), Cliff Fluet (CF)
 Members: Bev Curtis (BJC), Charles Glanville (CG)
 In attendance: Debbie Warner - Minutes

1.	Welcome and declarations of interest
	<p>BM opened the meeting and thanked everyone for attending. There were no apologies of absence. DRM reminded Directors that any outstanding declarations of interest should be completed and returned as soon as possible. The Financial Management & Governance Self-Assessment form had been completed and returned to the auditors by AEG.</p>
2.	Approve minutes of the meeting of 6th November 2018
	<p>The minutes of the last meeting were agreed and signed off by the Chair.</p>
4.	CEO report including MAT expansion
	<p>Cromwell: AEG reported that things were going well at Cromwell Academy. The school has signed up for a trial Ofsted inspection which will test the new Ofsted framework. AEG reported that the staff of Cromwell have reacted positively towards the inspection which will take place in April. AEG added that English and Maths remain a focus. Directors noted the deficiency in writing and AEG explained there is a plan in place for writing. Directors thought a framework for the report would be useful and AEG to feed this back to the Headteacher.</p> <p>Hinchingsbrooke: AEG provided Directors with a monitoring sheet which provided information on the first set of mocks compared to milestones set in the SDP. AEG advised that there is a focus on the English and Maths match. There is an issue with disadvantaged students this year with more students appearing in the lowest 30 students. Preparation for WoW day on 29 March is going well with many local businesses attending the event. AEG updated Directors on the sixth form. Not all mocks have yet been marked but progression data is looking healthy. The formal disapplication process is currently underway, this year with the introduction of a disapplication committee. Kate Moyes, new Deputy Head of Sixth Form has proved to be a good appointment. DRM to look into cost of providing transport to sixth form students who are out of area.</p> <p>AEG advised that the governing bodies for both schools are complete and operational. PF advised that the local governing body of both schools should submit a report to the Directors.</p> <p>MAT expansion: AEG has been to visit several schools. AEG and DRM are due to visit Chair of governors of another school this week.</p>
5.	Finance update
	<p>DRM advised that he is working on December figures but broadly speaking finances are where they should be. An extra £50,000 from the budget for incidentals was released before Christmas. DRM to look at departmental budgets across the MAT and this will be discussed in further detail at the next finance meeting. DRM added that Zero will be replacing the SAGE finance package. A new HR system is also being introduced.</p>


 Signed _____
 Date _____

6.	Admissions Consultation
	AEG advised that the consultation window for a change to the admissions criteria for Hinchingsbrooke School had now closed. AEG went through the responses and informed the Directors that he had sent out letters offering to meet/speak with respondents. In terms of the process, AEG requested that a number of the Directors read through the paperwork and code of practice and further discussion should continue outside the meeting with a final decision made by the board by 28 th February.
7.	To review CEIAG policy
	Directors reviewed and approved the CEIAG policy.
8.	Succession planning
	AEG advised Directors that Head of School post is now being advertised and has already received a good amount of interest. Interviews to take place on 5/6 March.
9.	New directors
	With a view to appointing more Directors, AEG, BJC and PF had met with Dr Natalie Benton who has a lot of experience in audit and risk. The Directors unanimously agreed to appoint Dr Benton to the Board. AEG advised that there was still a need to appoint a director who could lead the Innovations Committee and should therefore continue to look to appoint more Directors. AEG to contact Diocese of Ely.
10	AOB and date of next meeting
	There was no further business to discuss. Meetings dates were agreed: Finance meeting, 26 th March at 2.30 Meeting of the Directors, 1 st April at 5pm Finance meeting, 11 th June at 2.30 Meeting of the Directors, 19 th June at 4pm

Meeting finished at 5.30 pm.



ACES ACADEMIES TRUST

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		RESPONSIBILITY	BY
4.	AEG to feedback to Cromwell Head teacher framework for Headteacher report	AEG	asap
4.	Local governing board to submit reports to the Directors – AEG to discuss this with Chair of Governors	AEG	asap
5.	DRM to cost for sixth form transport	DRM	asap
5.	AEG to contact Diocese of Ely	AEG	asap
6.	CF to read admissions paperwork and comment back to AEG	CF/AEG	asap
6.	Discussion/decision on admissions criteria	All	Before 28/02/19