


ACES ACADEMIES TRUST

Minutes of the MAT Meeting held on Tuesday 8th May at 5.00 pm - Community Reception Meeting Room, Hinchingsbrooke School

Present:	Andrew Goulding	Paul Fenney
	Brian Message	Dave McMillan
	Charles Glanville	Robin Gildersleeve
	Cliff Fluet	Bev Curtis
	Hannah Connor-James	Leigh Message


1.	Introductory remarks from the Chairman (BM)
	BM opened the meeting and thanked everyone for attending the meeting. Apologies were received from Gary Weston.
2.	Welcome to Hannah Connor-James, Headteacher of Cromwell Academy (BM)
	BM welcomed Hannah Connor-James to the meeting and asked her to introduce/provide some background on herself. HC-J has lots of hopes and aspirations for Cromwell including raising the profile and capacity of the school. HC-J is currently Head of Middlefield Primary Academy in St Neots which has an outstanding Ofsted rating. She has worked as a School Improvement Teacher focusing on developing Teaching and Learning. Hannah joins us in September 2018.
3.	Minutes of the last meeting (BM)
	Directors were happy with the content and accuracy of the minutes and these were signed off by BM.
4.	Board Papers (DRM)
	DRM talked through accessing and using the new paperless system, Board Papers. He provided Directors with ACES Academies emails which will allow them access to the system and has uploaded users guides for reference.
5.	Training Day Outcome and Latest Developments with St Ivo (AEG)
	AEG advised Directors that the Joint Training Day that took place with St Ivo on 16/04/18 was a great success and gave Directors an evaluation from the day. 254 teaching members attended (90%), 19 members of St Ivo staff and 9 members of HBK were absent. The day started in a novel way with an escape room activity - 71% thought this was good or better. Anna Nightingale is planning the follow up in departments through the heads of Faculty and sharing these plans with St Ivo School.
6.	Finance Update – Budget Forecast
	<p>DRM advised that the first draft budget shows a £180,000 deficit for Hbk for the 2018/19 year-. He explained that the School was already seeking efficiencies across the school looking to achieve value for money in all areas. He commented that some teachers had been replaced by NQT staff as part of the normal recruitment process. RG asked if cost was a new selection criteria for recruitment but both AEG and DRM confirmed that to recruit the best candidate was still the priority. DRM noted that absence and recruitment remained issues. The school was being proactive to remedy the issues at minimal cost. Measures taken/being considered to reduce the deficit next year are as follows:</p> <ul style="list-style-type: none"> • DfE has released a new online recruitment website which is being piloted in Newcastle and Cambridgeshire to try and avoid schools having to pay high costs to agencies. • The number of Cover Supervisors has been increased to reduce the amount spent on supply teachers. • The school is in the process of phasing out German because of low uptake. MFL will continue to offer Y7 French or Spanish. • DRM looking at Chartwells to do Cromwell’s catering contract. Savings for this would be in the region of £8,000 per year. Cromwell are keen for Chartwells to do it. <p>PF and DRM have gone through departmental and administration budgets looking at the spend to date. Realism adjustments have been made to these budgets resulting in a forecast saving of approximately £70,000 this year. DRM advised that in year capital is slightly better than forecast and spending is likely to be less by approximately £7500 than at this point last month. Reserves are unchanged. Cost of the MAC Suite is coming in slightly cheaper than initially thought. Large parts of the carpark have been resurfaced and this has cost £5,000.</p> <p>AEG added that the new Head for Cromwell has some great ideas, some which will incur a cost but there is a deficit of resource at the school and has been for several years. HC-J would like to develop outdoor learning facilities so there will be some investment required in this area. AEG to ask HC-J to cost and prioritise it.</p>

Signed: 
Date:

Funding of the central costs for the MAT was discussed. DRM explained that for this year, it was a paper exercise but that we needed to be able to account for all MAT costs going forward. PF thought a central budget would give a better appreciation of the cost of running the MAT. DRM explained that the methodology was yet to be agreed and should be referred to the Finance Committee to propose a solution.

A more accurate budget forecast for next year will be provided for the next meeting.

In-Year Financial Position as at 8th May



Income/Expenditure


	Cromwell		Hinchingsbrooke		HSSP		HBKL		ACES Total	
	Feb	Forecast	Feb	Forecast	Feb	Forecast	Feb	Forecast	Feb	Forecast
In-Year Surplus/(Deficit)	132,944	152,944	107,333	176,722	33,151	33,151	(1,423)	3,064	272,004	366,421
Surplus/(Deficit) at 31 Aug 17	114,929	114,929	(79,903)	(79,903)	31,222	31,222	21,501	21,501	87,749	87,749
Surplus/(Deficit) at 31 Aug 18	247,873	267,873	27,430	96,819	64,373	64,373	20,078	24,565	359,753	454,170

ACES Academies Trust

12/06/2018

2

In-Year Financial Position as at 8th May



Capital

	Cromwell		Hinchingsbrooke		ACES Total	
	Feb	Forecast	Feb	Forecast	Feb	Forecast
In-Year Surplus/(Deficit)	6,250	6,250	(69,466)	(66,966)	(63,216)	(60,716)
Surplus/(Deficit) at 31 Aug 17	4,198	4,198	94,442	94,442	98,640	98,640
Surplus/(Deficit) at 31 Aug 18	10,448	10,448	24,976	27,476	35,424	37,924

ACES Academies Trust

12/06/2018

3

Variance Analysis – Since February



- Cromwell +ve: Correction of Catering Costs (20K)
- Hinchingsbrooke +ve: Realism adjustments to Departmental and (£55K) Admin Budgets (£20K)
- HSSP No Significant Change
- Hinchingsbrooke Capital +ve: Reduction in costs for MAC Suite (£7.5K)
-ve: Resurfacing Works on Carpark (£5K)

ACES Academies Trust

09/06/2018

7

7.	CEO Report
	<p><u>Cromwell:</u> AEG showed the Directors the new Cromwell website. The ACES website had been amended taking on suggestions on headers and this was considered an improvement on the first draft. A photographer is booked for 8 June and videographers will be at Cromwell on that day. BM agreed to do a piece about the sponsor. AEG to arrange for a login for HC-J so she can comment on the website. AEG keen to get the ACES website published to use it to attract other primary school. AEG advised Directors that Cromwell is now fully staffed for September thanks to the work done by the Academy Challenge Partner. AEG wanted to share with the Directors for transparency that the AEG wished to make clear that the Academy Challenge Partner working at Cromwell School is the wife of AEG, Julia Elliott, who was appointed by Gary Weston after a due process. HC-J has confirmed she would like to spend some time with Julia Elliott when she starts in September. PF asked if there were any potential areas of conflict. It was considered there were none. Kim Lague, Cromwell's Office Manager, is leaving in June and will be replaced after the summer. AEG was asked about intake figures for Cromwell and he confirmed an intake of 26 in reception with the possibility of another of 10, 7 of these are in the catchment. Cromwell are also considering opening a nursery. MyConcern is being implemented for both Cromwell and Hinchingsbrooke. This is an online safeguarding and child protection package. Training for this will be on 24 May 2018. AEG is attending the first governing board meeting at Cromwell tomorrow. One formal complaint had been received at Cromwell which has been dealt with and a restorative meeting will be taking place at Cromwell. The council wish to take back the Temporary Classroom away as they say they own it and it wasn't transferred over when the primary school became an academy. AEG & DRM are to look into it.</p> <p><u>Hinchingsbrooke:</u> Talking priorities for next year and aspirations to develop apprenticeships and business links for students not going on to university. CEP promoted to AP (Student Progress). Some discussion was had in terms of succession planning such that Andrew could focus just on being CEO of the MAT, relinquishing his HBK responsibilities, passing over the Principal position to someone else. AEG, DRM and BM would look into this ahead of the next meeting. Any succession would need to operate within the financial constraints of the MAT. AEG acknowledged secondment of a SENCO was good news. MDIF approved for £100,000 grant to the MAT.</p>
8.	<p>Technology Upgrade Plans</p> <p>The school is looking to upgrade the network backbone of the site; AEG stressed that the issue here is speed and reliability. Quotes are coming in at around £100,000 - £160,000. The ideal time to do this would be this coming summer. As a consequence we need to make a decision soon. PF remarked there has to be a process put in place before committing to spend this amount. AEG asked if the board was happy for AEG/DRM to put a paper together for a decision to be made by the finance committee. All were in agreement. DRM to circulate the proposal via board papers and vote via Board Papers by end of the month. It was agreed that this was likely the most pressing financial commitment for HBK at this time.</p>
9.	Partnership Update
	<p>BM stressed there was not much to discuss on the partnership. AEG made contact with Fujitsu but has not made progress. AEG confirmed that ACES is ready to sign a deal with UCA and AEG going to their offices on 22 June to sign the contract. BM and RG to confirm whether they can attend.</p>
10.	IVO and Other School Opportunities
	<p>AEG confirmed he had received correspondence from Sam Griffin to confirm that ACES will be in the next round of discussions. The letter states they are looking to make a decision by the end of the academic year with a view to joining the successful MAT from January 2019. CG thought 4 MATs were in the running and added that all had very different approaches. CG thought the expectation may be that a small number of governors would be looking to visit the academies.</p> <p>PF asked if there was a back-up plan should St Ivo decide not to join. LM asked if other secondary schools would be considered. AEG said there was a need to look at other secondary schools but most Cambridgeshire secondary schools were already in a MAT or were in the process of joining a Mat. I was agreed that we should look further afield; Bedfordshire for example. RG thought it would be useful to have a location map of all secondary schools to identify possible targets. AEG also stated that the RSC should be able to help with this and BM and AEG would make contact with Sue Baldwin before the</p>

Signed: 
Date:

	<p>end of term. BJC thought Suffolk schools may be an option as they have been quite slow in their academisation. AEG said as soon as the website is up and running, there will be a focus on other primary schools.</p>
10.	<p>AOB</p> <p>CF advised that from 25 May, new GDOR regulations would far exceed FOI and staff and parents will be able to request any information referring to them and care should be taken on anything that it written down.</p> <p>RG made a comment that with regards the agenda for board meetings we should make it clear which items are for info and what discussion and what items require a decision so people could come prepared.</p> <p>The only matter of AoB related to AEG's request to forego his pension contribution in favour of a salary rise. This request came about due to AEG having found out that he has breached the maximum pension pot allowance.</p> <p>AEG left the room and then BJC explained the situation for the directors to consider.</p> <p>It was agreed that we needed to gather further information both in respect of Andrew's position and that of the school. It was likely to be important to ascertain what practices were being pursued by other MAT's in the same situation. We could then follow their lead.</p> <p>DRM advised that a salary increase of £17k would have no extra financial cost to the MAT.</p>
	<p>Next meeting: Monday 23 July, 5.15 pm</p>

Meeting finished at 7.30pm