

ACES ACADEMIES TRUST

**Minutes of the MAT Meeting held on Wednesday 21 March at 5.00 pm - Community Reception Meeting Room,
Hinchingsbrooke School**

Present:	Andrew Goulding	Paul Fenney
	Brian Message	Dave McMillan
	Charles Glanville	Robin Gildersleeve
	Gary Weston	Bev Curtis
	Cliff Fluet	Leigh Message

1.	Introductory remarks from the Chairman (BM)
	BM opened the meeting and thanked everyone for attending.
2.	Joint Training Day with St Ivo (16.04.18)
	<p>AEG explained that AN was unable to attend the meeting but had provided AEG with information on the Joint Training Day to be held with St Ivo in April. AEG circulated a few copies of the draft programme and went through the aims and schedule of the day. AEG explained that St Ivo and Hinchingsbrooke staff were coming together for a whole day of lectures/programmes involving c.300 members of classroom based teachers from both schools. AEG acknowledged that it was an ambitious event to attempt with an awful lot of work having gone into it. The focus would be on Independent Learning. AEG added that Directors were welcome to attend the event and an invitation will be going to St Ivo and Hinchingsbrooke LGB.</p> <p>PF asked if Cromwell were ready to be involved in this event. AEG explained that going forward there will be other opportunities to work with Cromwell when the new Headteacher is in place.</p>
3.	Financial update and budget projections
	<p>BM explained that since the last meeting, PF, BM, AEG and DRM had had a meeting, spending a fair amount of time looking at the finances. As a consequence changes to the forecasts had been made.</p> <p>DRM gave an overview of the current position and explained that, going forward, the detailed analysis will be done at the Finance Committee. MAT budget for the year is £212,000 surplus. HBK Leisure has a small deficit but aims to be around 0. Carry forward figures are pleasing with £360,000 in the bank for the Trust to spend as it sees fit. Hinchingsbrooke's position looks good in part due to gaps in posts such as SENCO and Head of Maths. Pay rises which were initially deferred last summer were given to staff and this has been included in the additional costs.</p> <p>Free capital is forecast at £35,000 at end of year in addition to capital which is ring fenced for specific projects. In total, with Cromwell and all constituents, £400,000 is estimated at the end of the year. There is also some restricted money where money needs to be spent such as the Astro area which needs major work next summer. DRM advised that savings are already being made by being part of a MAT such as ground maintenance/cleaning contract for Cromwell with the likelihood of a joint catering contract. There have been negative effects such as Sixth Form administration recruitment costs and significant sickness has resulted in costly supply staff. A 2 year contract with TES (recruitment advertising) has been negotiated at £30,000 per year. Additional Cover Supervisors are now in place saving on supply costs. HSSP have taken on more schools and will take on Cromwell next year. MAC suite being created as it is a curriculum requirement. Surplus left from other budgets will be spent on replacing signage at the front of the school when the logo is finalised.</p>

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DRM went through the ESFA funding forecast. Sixth Form Funding is a complex funding formula based on the number of students and lessons they have in a term, quality of lessons and if students stay for the full 2 years. 4 students have left and the spread of students are in lower brackets resulting in less funding.

Surplus of £384,000 stands at £226,000 because of Hinchingsbrooke's in year deficit. This will be slightly reduced with a member of Hinchingsbrooke staff who is leaving and not being replaced. There will also be a need to lose the equivalent of 2 teachers.

Languages are not popular and uneconomic. Possibility of an arrangement with St Ivo if they come with the MAT.

PF thought there may be a lost opportunity if students applying to come to Hinchingsbrooke are not accommodated. It may be worth looking at costing portacabins and give consideration to expand the Sixth Form. AEG stressed that, although the Sixth Form is good, there are a number of other local schools which are doing very well in their Sixth Form. AEG said there is a possibility of a secondary school at Godmanchester which has potential to affect intake.

AEG added that he had received confirmation that the MDIF application has been approved but it did not stipulate how much funding would be allocated to the MAT. This has now been confirmed at £100K.

LM asked if the Art department is in a position to offer an Art Foundation? AEG thought there was a possibility of doing this with St Ivo.


In-Year Financial Position as at 28th February
Revenue

	Cromwell		Hinchingsbrooke		HSSP		HBKL		ACES Total	
	Budget	Forecast	Budget	Forecast	Budget	Forecast	Budget	Forecast	Budget	Forecast
In-Year Surplus/(Deficit)	82,705	132,944	100,481	107,333	28,881	33,151	0	(1,423)	212,067	272,004
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	197,634	247,873	20,578	27,430	60,103	64,373	21,501	20,078	299,816	359,753

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May 8.18

2018 Initial Financial Position Revenue



	Cromwell	Hinchingbrooke	ACES Total
	Budget	Budget	Budget
In-Year Surplus/(Deficit)	21,817	(180,507)	(158,690)
Surplus/(Deficit) at 31 Aug 18	247,873	136,857	384,730
Surplus/(Deficit) at 31 Aug 19	269,960	(43,650)	226,040

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4. CEO Updated (Verbal)

Update on Cromwell

AEG confirmed that after the interview process, Hannah Connor-James (HCJ) has been appointed as Cromwell's new Headteacher. Staff governor elections have been completed and the constitution of the governing board is now in place with a total of 7 governors. This is compliant with the scheme of delegation. Next step is to arrange training for new governors.

AEG updated the Board on staffing at Cromwell and explained that Lauren Blyth (LB), acting Headteacher, will be on maternity leave in September. Internal interviews to appoint an acting Deputy Head have taken place resulting in a vacancy for a Year 4 teacher which is being advertised. The office manager will be retiring in June and AEG is in discussion with LB and HCJ to cover this with an apprentice for the rest of the academic year. The new Headteacher will appoint her own person in the Autumn term.

Chris Meddle from the Local Authority has completed a Safeguarding audit. Both schools came out well.

Update on Hinchingbrooke


HBK appointed internal candidate Chris Pape as Assistant Principal for Student Progress to replace Tom Grey - 42 applications were received.

An outstanding Head of Maths has been recruited, Christine Gratton, who will be starting in September.

The Local Governing Board is fully compliant with Scheme of Delegation.

A letter is expected from the Foundation to confirm that the amount currently paid to Hinchingbrooke is ring fenced for Hinchingbrooke only.

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May 8. 18

For September's intake, the school received 401 first choices for 300 places which is the highest number for Hinchingsbrooke School. 75% have been allocated. The Sixth Form have offered places - 210 internally and 91 externally. RG asked what % of Year 11s convert to Post 16. AEG advised 60-70% of those eligible will continue to HBK Sixth Form.

AEG explained that in pursuit of one of the ACES aspirations, there will be a focus on CEIAG (Careers, Education, Information, Advice and Guidance) next year and this will be a focus from Year 7 through to Year 13 and include Work Experience and Careers Fairs. AEG acknowledged that although the school was very good at preparing students for university, improvements could be made preparing students for apprenticeships. AEG wants to seek beneficial partnerships with local business people to form partnership opportunities which will give our students a better chance of employment.

GDPR audit is booked for 18 April because of new legislation.

AEG asked Directors to decide what they wanted him to report on at future meetings. AEG referred to the metrics to monitor our Academies document which he had prepared, with a view to the Directors thinking about what they want the CEO report to contain. Document to be circulated after the meeting for Directors to feedback before the next meeting.

AEG showed the academic performance data document looking at the profile of school, SEND, FSM, EAL, PP, attendance figures, how the schools are doing at each key stage and whole school statistics. This may be something that goes to Standards Committee rather than discussed at Board meetings. Directors to advise AEG what information they require both at board and committee level. Feedback to AEG on documents.

AEG shared with the Board information on Cromwell figures - 16 in reception, 24 coming in to Cromwell next year. If it goes down much lower Cromwell will not be able to keep 1 class per year.

AEG explained that the MAT Website is under construction. AEG showed the board the new logo and the website was discussed. Cromwell is to have a new website. Hinchingsbrooke is to keep its website but with some refresh in certain areas. BM asked for any comments on the new logo design and website. CF referred to the tabs tending to have a classic template and it may be beneficial to think about the key bits of information. The tab headings could be improved on, "vision" rather than "about us" "talent" rather than "careers" and it was agreed this should be looked at further.

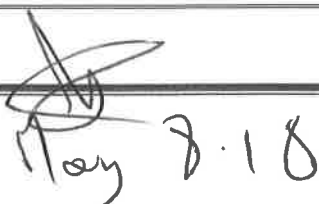
5. Growth Plans

BM stated that the plan is to look at more primary schools which AEG said would commence once the website is finalised. AEG is to put together a marketing package and send it out to primary schools to see if there is any interest. This will follow up work done before the MAT was established. Cromwell's experience of the MAT to date should be useful.

RG asked if it was possible to have a 3 year strategic development plan in order to look at the key areas for the overall curriculum covering development, staffing and growth. AEG said that there was not one currently but a document had been sent to St Ivo which included a vision of the first 18 and 36 months. This would form the basis of the development plan.

RG asked whether funding could be set aside to subsidise music lessons and other arts events given our creative bias. AEG thought this would be a good idea but may not be possible right away.

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May 7.18

6.	<p>Fundraising/Partnerships with outside organisations</p> <p>BM explained that in light of the revised financial forecasts, the planned for partnership director position had been put on hold until we see which way St Ivo jumped. Despite this, initiatives had started and BM, AEG and DM would be spearheading this. BM advised that an important aim is to target key global suppliers of IT and we had already written to Fujitsu.</p> <p>BM advised the Board that he and AEG had recently met with the Vice Chancellor and Marketing Director of the University of Creative Arts (UCA) who are keen to form a partnership with ACES and support our vision. They are able to offer free MA courses for staff at Hinchingsbrooke amongst other benefits. A working committee will be set up to look at this.</p>
7.	<p>AOB</p> <p><i>St Ivo</i> BM advised that the submission document had gone to St Ivo governors. It suggests that governors try to meet with the Directors of UCA to see the potential in this opportunity. BM advised the Board that St Ivo now intend to select 3 potential MATs where there will be an opportunity to present to governors before they make their final decision.</p> <p><i>AOB</i> Action points from the minutes of the last meeting had been actioned or were being processed and the minutes were approved.</p> <p>It was decided that a Vice Chairman should be appointed - BM and AEG will look to arrange this. BM advised that once we know Ivo's decision the directors should have an extra-long board meeting to plot the future.</p> <p>Trust Governor package was trialled but the Clerk and other members of the Board thought it was not suitable for ACES and another package, Board Papers, will be trialled in time for the next meeting. Directors and governors were to be invited to attend the Joint Training Day with Ivo.</p> <p>Date of next meeting: Tuesday 8 May, 5p.m.</p> <p>Meeting closed at 6.45 p.m.</p>

Meeting finished at 6.45pm

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Date


8 May 2018