



Minutes of the MAT Meeting held on Tuesday 17th September 2019 at 5.15 pm
Community Meeting Room, Hinchingsbrooke School

Present: Chair: Mr Brian Message (BM)
 CEO: Mr Andrew Goulding (AEG)
 Mr Dave McMillan (DRM), Finance Director
 Directors: -
 Members: Mr Bev Curtis (BJC) (from 5.45pm), Mr Charles Glanville (CG)
 In attendance: Mr Chris Hill, CEO - NET
 Mrs Debbie Warner – Minutes
 Apologies: Mr Paul Fenney (PF), Mr Cliff Fluett (CF), Mr Gary Weston (GW)

1.	Apologies for absence
	The Chair opened the meeting and acknowledged apologies for absence. He confirmed that the meeting was not quorate and therefore several items will need approval remotely.
2.	Declarations of interest
	DRM to circulate register of pecuniary interests to Board members for completion and return.
3.	Election of Chair and Vice Chair
	No nominations were received. Brian Message confirmed that he is intending to stand as Chairman for another year and votes will be registered remotely and minuted at the next Board meeting. Bev Curtis confirmed that he is intending to stand as Vice Chairman for another year and votes will also be registered remotely and registered at the next Board meeting.
4.	Minutes of meeting of 16/07/19
	The minutes of the last meeting were scrutinised and deemed to be an accurate account of proceedings. They were signed off by the Chair after the action points had been discussed. Item 4. Carry out a review on the effectiveness of the Trust Board: To be shelved in light of merger conversations. Item 5. Efficiency planning (teacher costs): To be put on the next agenda (PF to present). Item 7. Framework document for Trust meetings on 16/17 th September: Completed Item 7. IMO to present on CIF bid proposals: Completed
5.	CIF bid presentation (IMO)
	IMO presented 3 possibilities for CIF bids: Option 1: Proposal to build new Art & DT building on Diploma Suite site and move Dance & Drama. Dance studio is adequate and therefore unlikely to receive funding. Cost of new build c.£3.5m and £500,000 for demolition costs. 10% match funding likely to be required. Option 2: Proposal regarding Hinchingsbrooke House. Option 3: New roofing to lower school. IMO left the meeting at this point.
6.	Finance report (DRM)
	Verbal update by DRM. Extra grants are coming in, incidentals and lower costs due to vacant posts have resulted in the Trust being £4,000 better than budget. Deficit of £73,000 due to the astro turf. £883,000 of reserves at end of this year. Next year's operating loss is £66,000. £219,000 in capital account likely to grow to £253,000 next year. The following year is likely to have a slight deficit based on assumptions going forward. DRM stressed this assumption does not take into account funding for secondary school pupils of £5,000 and primary school pupils benefiting from £1,000 per pupil. This will give Hinchingsbrooke School an estimated £1.2m and Cromwell £200,000. SEND additional funding yet to be announced. Directors commented that this was positive news. DRM to upload presentation to OnBoard after meeting for Directors to view.
6.	CEO report (AEG)
	The CEO provided headlines of his report which was available for the Board to read in advance of the meeting. Cromwell Academy:

Signed
Date

	<p>Positive report was received from the Headteacher at Cromwell. AEG added that the school had recently had an Ofsted inspection.</p> <p><u>Hinchingbrooke School:</u></p> <p>Results show significant improvement in all indicators at KS4 but highlights that the top end students have dropped. Last year's attendance figures have improved.</p> <p><u>ACES:</u></p> <p>CEO work streams are contained in the report.</p> <p>The CEO referred to the proposal jointly written by him and Chris Hill (CEO of NET) and acknowledged the unanimous support it had received at the NET Board meeting on 16/9/19. The CEO asked for approval that his Directors are in favour of entering into a due diligence process. Additionally it was suggested that a group of Trustees from both Trusts get together as a working party in November and the clerk will liaise with NET's clerk to arrange. The Chair and CEO will identify suitable people to carry out areas of due diligence. DRM is now employed by both Trusts and can carry out finance related due diligence. NET CEO raised a concern from his Directors regarding Hinchingbrooke's new Headteacher and a meeting with him and Jay Davenport from Manor School should be arranged.</p> <p>A social event for the Trustees to be arranged as part of getting to know each other but a working party should be put in place as a priority.</p> <p>CH left the meeting at this point.</p>
7.	ACES Directors & Members (BM)
	<p>The Chair advised that the Board is still operating with very few Board members.</p> <p>The CEO Suggested that he invite Andy Rankine, previously from Hinchingbrooke's Local Governing Body, to the next Board meeting with a view to appointing him to the Board, initially for one year. Directors present were in favour of contacting him.</p> <p>DRM agreed to check terms of office.</p>
8.	Approval of policies
	<p>The following policies have been circulated to directors to approve remotely:</p> <ul style="list-style-type: none"> • Concerns and complaints – a guide for parents • Formal complaints • Freedom of information • Health & Safety • LGPS • Performance Management for Teachers • Pay Policy
9.	AOB
	<p>Finance Committee to meet on Tuesday 3rd December, 11.00 am in order to approve accounts before the AGM on 10th December.</p> <p>DRM to speak to NET to see if a Trustee is available to lead sub-committee for Audit and Risk</p> <p>Chair/DRM to go through Audit & Risk programme.</p>
10.	Future meeting dates
	<p>Tuesday 3rd December, 11.00 am (Finance and Audit & Risk)</p> <p>Thursday 12th December, 5.15 pm (Board)</p> <p>Tuesday 11th February, 5.15 pm (Board)</p> <p>Tuesday 21st April, 5.15 pm (Board)</p>

Meeting finished at 7.10 pm