



**Minutes of the extra-ordinary meeting of the Board of Trustees
held on Monday 19th March at 7pm
at Fulford School**

Present: Mr A Pennington (Chair), Mr I Dolben, Ms Sheena Powley, Ms Mini Setty,
Mr John Williams (co-Vice-Chair)

In Attendance: Ms L Savage (Chief Executive Officer and Accounting Officer)
Mr S Bradford (Chief Finance Officer and Company Secretary)
Mrs C Lajoinie (Governance Advisor, City of York Council) (*from 19:25*)

1. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

Apologies for absence were received, with consent, from Mrs C Graham-Brown, Mr I Warman (co-Vice-Chair), Mr Mathew Horne and Mr T Flemming.

2. MINUTES OF THE MEETING HELD ON 27th FEBRUARY 2018

To follow at the next meeting.

3. ACTION PLAN AND MATTERS ARISING

As above.

4. CORRESPONDENCE RECEIVED

There was no correspondence received.

5. WHELDRAKE WITH THORGANBY CE PRIMARY DUE DILIGENCE

Previously distributed.

The Clerk joined the meeting at 19:25

The CEO informed the Clerk that Trustees had examined the Due Diligence report and felt that due to the budget deficit they were not able to approve Wheldrake with Thorganby CE Primary school joining SYMAT at this point in time.

It was noted that the CEO, CFO and Ms Sheena Powley would conduct some Quality Assurance with the Headteacher prior to the Board meeting of 10th April 2018. The CEO stated that the SBM and Headteacher would be invited to the next Board of Trustees meeting to present a three year budget plan addressing the deficit and Trustees would reconsider the situation at that point.

6. ESTABLISH FINANCE AND RESOURCES TRUST SUB-COMMITTEE

1. Role and responsibilities
2. Terms of Reference
Previously distributed.

Trustees discussed the draft Terms of Reference. The following points were noted:

- The draft was a useful starting point and should be used and monitored by the Committee before any further amendments were made.
- Both Sub-Committees would have substantial remits represented in the Terms of Reference.
- There should be 6 Sub-Committee members on each Sub-Committee, made up of Trustees and additional co-opted members.

The Chair asked Trustees to come prepared to the next meeting in order to vote on the future membership of the two Sub-Committees.

7. MAT FINANCE UPDATE

The CFO stated that financial systems were now working and the current focus was to set up budget monitoring between systems. Trustees were informed that the CFO intended to provide a monitoring report at the next meeting for Month one of operations.

Trustees were informed that the CFO had discussed and officially requested an advance from the LA, from reserves currently held by City of York Council, to cover the school's examination costs for the year – c.£140,000.

8. ESTATES AND FACILITIES MANAGER – JOB DESCRIPTION

Previously distributed

The CEO noted that this post would be primarily based in Fulford School but would have additional MAT responsibilities. The CEO noted that the current CFO and school SBM had a huge range of responsibilities and needed to increasingly focus on financial aspects thus creating a gap which the school aimed to fill with the proposed post. Trustees were informed that the post would be involved in procurement and health and safety aspects.

Trustees were informed that the post was currently with job evaluation at City of York Council who would grade the post and subsequently confirm the appropriate grade with the CEO. Trustees discussed whether the post should be advertised externally or internally, and other elements related to fair process.

Resolved:

Trustees approved the job description and agreed that the post should initially be advertised on an internal basis to the MAT, with the option to advertise externally if a suitable candidate were not found.

9. STAFF AND PARENT LOCAL GOVERNOR ELECTIONS PROCESS AND GUIDANCE

Previously distributed.

Trustees were advised that Fulford School urgently needed to run an election process for two Parent local governors and one Staff local governor. It was noted that the paper

distributed replicated the process and guidance approved and written by the LA with some minor amendments to ensure its suitability for the MAT. The Chair confirmed that the paper would form the basis for a MAT wide process.

Resolved:

Trustees approved the guidance and process for the election of both Parent and Staff local governors.

10. ANY OTHER BUSINESS

Caretaker's House & Asbestos:

Trustees were informed that asbestos had been exposed in the caretaker's house at Fulford School. Due to the urgent nature of the situation the CFO had sourced two quotes and the Chair had taken Chair's action and approved a quote for the work to be completed within the timescale identified by the Health and Safety Executive. It was noted that the quote was in the region of £15,000.

The CFO noted that the current financial regulations required three quotes and recommended that the Terms of Reference be amended to allow for other possible future incidents. The CFO noted that he had spoken with the auditors for advice who had stated that if the Chair of Trustees approved a reasonable quote this would be acceptable for their purposes; however the CFO went on to add that it would be advisable to have emergency regulations included in the Terms of Reference for any future comparable situations. It was proposed that the process should require the approval of two board members.

Trustees discussed other aspects related to liability for the cost, the tenancy agreement currently in place and the Due Diligence process.

Pensions:

The Chair stated that the CEO, CFO, Mr I Warman and himself had met with Richard Hartle, Head of Finance: Adults, Children and Education at City of York Council, to raise their concerns. Mr Hartle had stated that City of York Council would follow the pension fund's policy and would not support the MAT in pursuing surplus that was lost in the transfer. Trustees discussed various aspects and concerns and agreed that the next step would be to approach the pension fund directly regarding a solution. In addition to this it was suggested that the Trust could approach the relevant Elected Member and York Outer MP for further support.

Insurance:

The Chair summarised the Board's position that it was unfair for each school to pay for a full twelve month's insurance cover irrespective of when the school might be converting to academy status in the school year. Trustees were informed that City of York Council agreed with this position and would take a more balanced approach in future but would not apply any change retrospectively. The CFO confirmed this position had been received in writing. A Trustee advised that this response could be referred to the financial ombudsman, noting that it was against the law to retain premium for cover that was not being provided. The CFO and Chair agreed to ask City of York Council for clarification as to why funds could not be returned.

11. DATES AND TIMES OF FUTURE MEETINGS

The next Board of Trustees' meeting would take place on Tuesday 10th April 2018 at 6.30pm.

The meeting closed at 20:15

Mr Andrew Pennington
Chair

Date

ITEMS FOR FUTURE AGENDAS:

Month one budget monitoring report