

The Heath Family (NW) Multi Academy Trust
PART I Minutes of the MAT Board meeting held on
Thursday, 13th July 2017 at 9.00 am

Present: Peter Cook, Sarah Galbraith, Jeremy Barnes, Ruth Hall, Heather Mullaney, Jane Ainsworth, Wendy Heap, Rob Pritchard, David Felix, Denise Allen In Attendance: David Donnelly, Paul Holloway, Karen Lawton, Carolyn Roberts, Anita Abdous, Gill Bennett, Craig Parkinson, Judith McConville		Apologies:		Non attenders:	
					Clerk: Trish Roberts
Items	Discussion	Action	Who	When	Notes
1. Welcome	Mr Cook welcomed everyone to the meeting.				
2. Results Presentations and report from Primary Principals on how each school's year has gone.	Primary Principals gave presentations on their respective schools.				
3. Report from Primary SAIL	Gill Bennett gave a presentation to the board based on the two documents that had been circulated prior to the meeting: THF Primary Performance Summary A Guide to Primary School Statutory Assessments 2017				
4. Ratification of the Individual / Consolidated Budgets	Budgets have been received and ratified by LGB's, and consolidated budget compiled. It is expected that the Aug 17/18 reserves will come in at £287K. The next 12/24 months will be very challenging as funding cuts begin to bite. Budgets will be closely monitored.				

	<p>Discussion moved onto SLA's that are currently in place; including insurance, legal, payroll & finance support.</p> <p>Q: Is the required training, knowledge and understanding present in schools? A: It has come to light that training is needed. Compulsory Finance training will be delivered for CoG/Vice CoG and Principals.</p> <p>Q: In relation to procurement, what services do we need to look at centrally? A: The procurement policy and procedures have been reviewed and agreed at MAT Business & Finance; the next step is to look at those services which are easier to move and will provide most benefit to schools. Once opportunities have been identified it could be done on a rolling programme of consolidation.</p> <p>Discussion moved on to how procurement is reported to the Board, and areas that could benefit from procurement ie staff absence. It was suggested that staff could be shared across the MAT, in terms of filling vacancies and supply staff. CP reported that conversations with the JCNC regarding redeployment have been positive. Further discussion ensued regarding contracts, the possibility of mobility clauses causing problems, and difficulties in terms of teachers moving between schools, especially when times of the school day are different at each of the schools. The issue of the Mersey Crossing tolls was also noted.</p>				
<p>5. MAT Self-Evaluation</p>	<p>Board members received the following documents:</p> <p>Self-Evaluation Framework 2017 – Board Responses Self-Evaluation Framework 2017 – LGB Responses</p>				

	Mrs Mullaney reported that the documents needed to be looked at carefully when the Framework is being considered. Some flagged items may then be moved over to development plans.				
6. Update: re Oldershaw	See PART II Minutes				
7. Matters Arising not included on the Agenda	<p>Job Descriptions Mrs Mullaney reported that the roles of the central MAT team were recently reviewed and updated job descriptions have been produced. There is now a clear picture of the central position and how the 'MAT core team' support services across the Trust. Mrs Mullaney has also produced job descriptions for the CEO (in consultation with the Chair of the Board) and for the SAILS. All new job descriptions will be circulated to Board members.</p> <p>Farewell With this being Mrs Mullaney's final meeting before her retirement, Mr Cook, on behalf of the Board, said a few words of thanks and presented her with a bouquet of flowers.</p>	<p>Job descriptions to be emailed to Board</p> <p>MAT Core Team SAILS</p>	Trish Roberts	ASAP	

These minutes are approved as a true record of the meeting

Signed:

[Peter Cook]

Date: 7th December 2017

Chair's initials to record approval of minutes:

Date: 07.12.17