

NNAT MEETING



THURSDAY 10TH JANUARY 2019, 09:00 – 13:00
GRESHAM VILLAGE PRIMARY SCHOOL

PRESENT		ATTENDING	
Gill Pegg (Chair)	GP	Natasha Allen – Clerk	NA
Julia Drury	JD	Sally Boardman – CFO	SB
Andrew Richardson	AR		
Constance Tyce	CT		
John Wollocombe	JW		

1. APOLOGIES AND DECLARATIONS

	ACTIONS
Apologies were received and accepted from Christine Candlish. There were no declarations. The meeting was quorate.	

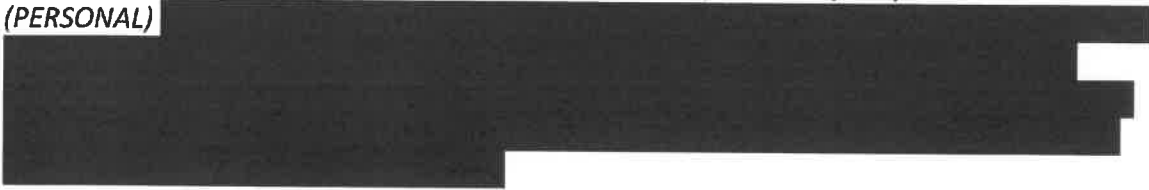
2. FINANCE – SALLY BOARDMAN

	ACTIONS
<p>- <u>Health and Safety report</u></p> <p>Trustees read the report. Trustees asked about the current round of CIF bids; response expected in March. A further report, to support the bid for new windows at ASP, has been submitted.</p> <p>JD provided an update on the car park provision at GVS.</p> <p>Incidents reported late (Dec 17, reported Mar 18, Jul 18 reported in Sep 18). SB explained why this had occurred and the changes that Pat Duggan has made to ensure that this won't happen again.</p>	
<p>- <u>Meeting agenda planner</u></p> <p>No changes to previous planner.</p> <p>Future cleaning and Norse catering to be reviewed.</p> <p>09:20 - Andrew Richardson arrived.</p> <p>Future: The CFO presented a proposal for extending the contract with Future Cleaning for one year (it is currently due to end on 31st January 2019). This included details of the reasons for postponing the tender and results of the bench-marking exercise. A detailed discussion took place and the Trustees agreed that the contract could be extended for one year. The trustees asked that in negotiating the extended contract period, the providers should be asked to consider providing a discount and it should be made clear that they are expected to continue to make improvements to the service provision. SB TO FORWARD EMAIL WITH BENCHMARKING FIGURES TO NA</p> <p>Norse: The catering contract for Gresham is due for renewal now, whilst the contracts for the 3 other schools don't end until 31st August 2019. The Trustees agreed that it would be preferable to carry out one tender for all 4 schools, and that the costs of carrying out a full tender exercise for one school at this time would not be justifiable. The school is very happy with the current provider. The Trustees agreed, following a full discussion, to override the provisions of the FMR (Orders over £20,000) on this occasion in the interests of stability and</p>	SB

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<p>value for money, as the contract need only be extended for 9 months in order to bring the contract end dates for all 4 schools to 31st August 2019.</p> <p>Trustees asked SB to raise the issue of healthy food with Norse tomorrow. SB WILL CHECK THE PREVIOUS SPECIFICATION, AND IF NOTICE NEEDS TO BE GIVEN TO NORSE. TRUSTEES AGREED TO ROLL GVS ON TO TIE IN WITH A WHOLE TRUST REVIEW IN AUGUST.</p>	SB
<p>- <u>Letter to AR from ESFA Accounting Officer</u> Return due end of January.</p>	
<p>Insurance claim update – liability agreed and value of claim under consideration by solicitor. No excess to pay and no increase to premiums going forward. Only cost to Trust will be in time/administration.</p>	
<p>Educator Solutions visiting at end of January to review Central Team.</p>	
<p>Trainee Business Manager vacancy: no appointment made after interviews. Important to appoint the right person to the role. Trustees discussed advertising the role more widely.</p>	
<p>Survey from Theodore Agnew to be completed.</p>	
<p>• <u>Budget Monitoring Update 2018/2019</u> The Trustees were provided with reports. SB will be looking at budgets in the coming weeks. <u>Income and Expenditure, year to date:</u> SB has looked at individual department spending and a restriction on raising invoices applies where budgets are exceeded. AR explained why certain subjects incur higher reprographic costs and this will need to be reviewed. Trustees asked about zero budgets and whether this can be considered for subject departments. SB said that, although it is time-consuming, it is a good idea. SB will be redistributing excess stationary at Central Team, to the schools. SB highlighted the following nominal: Admin - overspend (VI Form prospectus) Premises - underspend Other - catering invoices (historic) <u>Balance Sheet:</u> SB informed the meeting of what will be included in this report going forward. <u>Pupil Premium:</u> Spending should be closely monitored and differentiation between SEN and Pupil Premium needs to be clear. SEN bid is being put together by the Trust SENCo. SB will liaise with Heads regarding reporting.</p>	
<p>• <u>Lettings Review</u> SB provided Trustees with costings at STHS. The spreadsheet demonstrates inconsistency in charging and the demands on the caretakers from some groups could be considered unreasonable. SB has liaised with the caretaker on costs (heating, mileage and additional hour pay for caretaker). Trustees discussed the caretakers' contracts. SB would like to standardise the hourly rate. Setting/clearing up time should be charged for. SB outlined her proposal with a flat £35 first-hour rate, reducing to £15 or £12 for each subsequent hour plus additional cost for caretaker services. AR informed Trustees of comparable local facilities (Stalham Village Hall, Ingham Village Hall). The Trustees agreed that letting must not continue to run at a loss. VAT registration was discussed and the advantages and disadvantages of being registered. SB WILL INVESTIGATE VAT FURTHER THE TRUSTEES AGREED WITH THE PROPOSAL TO APPLY £12 PER HOUR, AFTER £35 FIRST HOUR.</p>	SB

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<u>Company secretary:</u> SB checked whether one is required, and is of the view that the Trust does not currently need one.	
<u>Absence Insurance:</u> main absences are at STHS. SB explained what has been claimed for to date. Trustees discussed the advantages and disadvantages of the policy. REDACTED (PERSONAL) 	
Trustees thanked SB for her work. 10:50 - Sally Boardman left the meeting.	

3. ICO VISIT

	ACTIONS
ICO are visiting the Trust schools next week. Governance with GDPR and Training are the areas of review. Day at STHS on Tuesday, SHS and ASP will be visited on Wednesday. GDPR posters are displayed in schools. GP and CC will meet with ICO representative. The plan that was drawn up by the former CFO, is being worked through. JD raised the difficulty in monitoring hardware that staff use offsite, AR referred back to previous discussions about encryption. CT said that it would be useful for GP to raise the cost involved to schools to meet GDPR requirements, with the ICO.	

4. CROMER JUNIOR SCHOOL

	ACTIONS
A resolution of the Governing body of Cromer Junior School to begin the process of consultation with the NNAT with a view join the Trust, was received via email, on 18 th November 2018. The Trustees were delighted to hear of their wish to join the Trust and a due diligence exercise is currently underway at Cromer Junior School. Communication with the DofE is underway with a view to expedite the process. The consultation paper was issued to parents and staff on January 18 th 2019.	

5. BALANCED SCORECARDS

	ACTIONS
National persistent absence figure, at Oct 18. 13.6% Both high schools are below this figure. <ul style="list-style-type: none"> SHS VI Form – Andrew Richardson 94 applications to date. Hopeful for conversion of 65%. Deadline is 15 th January. 73 students required. JW met with SB with regards to the Finance section on the scorecards and will be formulating new headings to give Trustees an improved overview. <ul style="list-style-type: none"> Sheringham High School – Andrew Richardson Predictions for Y11 (mocks start next week) looking positive. Trustees asked about progress in maths, which is an area of focus in the SIDP. AR provided an update on the department.	

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<p>School is fully staffed, but there may be movement at Easter. Since scorecard was produced, it has transpired that there is one NEET. Trustees asked if this is being followed up by the school; AR confirmed.</p>	
<ul style="list-style-type: none"> Stalham High School – Andrew Richardson <p>Positive level of applications to the school. Gap between disadvantaged students is expected to narrow. Outcomes for boys are predicted to improve in English, Maths and EBACC 5+. Y11 have completed their mocks and therefore these have been taken into account in predictions.</p>	
<ul style="list-style-type: none"> Antingham and Southrepps Primary School – Marc Goodliffe <p>12:10 Marc Goodliffe arrived. MG is confident the school will achieve a “good” Ofsted outcome. The nursery now has 14 on roll and 12 are expected to transition in to the main school’s YR. Maternity cover will be required in the nursery from May. Performance data looks good; interventions/boosters in maths are underway. MG and EH are mentoring new teachers. A regular supply teacher is in place to enable EH to fulfil her management roll (2 days). MG has made a decision to remain with SIMS at ASP, and not change to Pupil Asset. MG asked Trustees to consider REDACTED (CONFIDENTIAL) [REDACTED] [REDACTED] REDACTED (PERSONAL) [REDACTED] [REDACTED]</p>	<p>MG</p>
<ul style="list-style-type: none"> Gresham Village Primary and Nursery School – Marc Goodliffe <p>MG reported that he is pleased with progress at the school in the last 3 months. 120 on roll from Nursery – Y6. Attendance is high. From the LA, current rate of children over next 5 years, projecting 25 intake to Nursery which could mean that a separate Nursery class will be required (splitting Nursery and YR). MG made a proposal around staffing this and it will be discussed at a management meeting next week. There are currently 2 spare class rooms so MG will investigate temporary structures to accommodate pupils in the coming years. Staffing – 1 MSA vacancy There will be a SEN child joining in Y1. Funding has been received to provide support for the pupil. GP asked MG to check the National Average for persistent absence for primaries and insert this in the target column. MG explained last years’ persistent absence figure, affected by one child in particular. Outcomes – Early Years predictions are cautious. MG is expecting better outcomes this Summer in Y6. Writing has been identified as an area to focus on. MG informed Trustees that he amended the PAN from 20 to 30, after liaising with the LA (who were telling parents that the school was full).</p>	

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<p>THE TRUSTEES FORMALLY APPROVED THE INCREASE TO PAN AT GVS Car park – lease approved, permission sought from council and liaising with farmer. Should be ready for September. 12:58 – Marc Goodliffe left the meeting</p>	
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6. POLICIES

	ACTIONS
<p>- <u>Attendance Policy - Andrew Richardson</u> Page 10, 7.2 added “celebrations” Page 6, 4.2.3 removed “discussion” Page 9, removed “parenting contract”, remove “governor lead on attendance” GP asked what a “House Patron” is; AR clarified. GP asked about attendance in Y10 and if they should be specifically mentioned in the action plan. AR explained that individuals in the year group are being targeted. Page 7, 4.6 amended sentence structure.</p> <p>THE TRUSTEES APPROVED THE POLICY SUBJECT TO THE ABOVE AMENDMENTS</p>	
<p>- <u>Amendment to Financial Management and Regulations (FMR)</u> It was agreed that an addendum should be included within the FMR to allow contracts with a value exceeding £20,000 to be extended for one year, under certain circumstances, following a bench-marking exercise and approval of the Board of Trustees at a full meeting.</p>	

7. MINUTES OF MEETINGS – ACCURACY AND MATTERS ARISING

	ACTIONS
<p>- 16th November NNAT Board Meeting Members - JW approached Charles Tucker with the view to becoming a Member. GP to contact CC to formally appoint. In conjunction with this, Trustees discussed a consistent induction for new Governors. NA to forward induction pack to Jill Steward. CCTV – still out of order. Risk assessments will be completed by Pat Duggan. Pay Policy – AR to contact EPM regarding timescales for appeal. Governing Bodies – SHS LGB doesn’t want to form joint LGB with STHS at this juncture. Put on agenda for Trustees meeting at STHS next week. Websites – still under review. Decision deferred until after new school joins. FFT Inspire – AR to send link. Monitoring programme – CT to formulate for March meeting. All other matters dealt with.</p> <p>Chair will sign reprinted minutes as a true and accurate record.</p>	<p>GP</p> <p>NA</p> <p>AR</p> <p>NA</p> <p>AR</p> <p>CT</p>
<p>- 5th December Broadband Tender Meeting One typo and one redaction. Chair will sign reprinted minutes as a true and accurate record.</p>	

8. ANY OTHER BUSINESS

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	ACTIONS
(REDACTED – PERSONAL) [REDACTED] [REDACTED]	AR

There being no further business, the meeting was closed by the Chair at 13:30

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