

**Trust Board of Directors Meeting  
Wednesday 29<sup>th</sup> November 2017 at 17:00 – 19:30  
at Kimberworth Children's Centre  
Kimberworth Rd, Rotherham S61 1HE**

**OUTSTANDING ACTIONS**

Agenda Ref:	Actions	By & Target Date
4.6 14/06/17	Anti-Fraud, Bribery & Corruption Policy - Check whistle blowing policy to ensure it is in line with this policy <b>27/09/17 – Work still ongoing update at November Trust Board meeting 29/11/17 – language in Whistleblowing Policy can be tightened up so this will be updated</b>	<b>CFO 31/01/17</b>
7.2 27/09/17	2017/18 Strategic Business Plan - TB gave an update re previous discussion for individual pupil. As a Trust Board should we be reporting the situation to the Safeguarding Board? CFO to raise with CEO but agreed referral to come from Trust Board not individually from the CEO <b>29/11/17 – CEO to meet with Social Care this week &amp; will then report back. CH declared an interest regarding action 7.2 as part of her employment &amp; role in the NHS</b>	<b>CEO/CFO 20/12/17</b>
7.4 27/09/17	Nexus MAT Governance Review - Trust Board & LGB self-assessments and reviews - All to complete a NGA skills audit – to be circulated along with National College Guidance to Directors. 25/10/17 - Made every effort arrange LGB external reviews, Kelford undertaken 14th Oct. Still trying to arrange other dates with Leading Edge. NGA audits completion ongoing <b>29/11/17 – All LGB reviews undertaken. Director interviews to take place in December, presently no feedback but CEO will provide verbal update.</b>	<b>CEO 20/12/17</b>
4.3 25/10/17	External Advisors to Standards Committee and new associate Director - CEO Agreed to source advisor information to go to Standards Committee <b>29/11/17 – Conversations ongoing update to follow.</b>	<b>CEO 31/01/18</b>
4.6 25/10/17	Draft Memorandum of Understanding between Nexus MAT & Rotherham Parent Forum Ltd – CEO to share Rotherham Parent Forum Ltd <b>29/11/17 – very keen but no formal reply at present. Update to follow</b>	<b>CEO 20/12/17</b>
4.1.2 29/11/17	Attendance Policy. It was noted some areas within the policy did need further development so it was agreed that Directors email the CEO with suggestions & amendments & that the policy would be brought bank to the next meeting for approval.	<b>CEO 20/12/17</b>
4.1.3 29/11/17	Charges & Remissions Policy. Music Tuition SS to define lines of enquiry & consider issues to discuss with Headteachers and LGBs.	<b>SS 20/12/17</b>
6.1 29/11/17	2017/18 Trust Budget Monitoring Report. Table 1a & 1b are just the schools only. Change title to consolidated schools	<b>CFO 20/12/17</b>
6.2 29/11/17	2017/18 Strategic Business Plan. CEO to arrange for middle leaders to visit from other Nexus schools to give their opinions on how Hilltop can improve environment & teaching areas	<b>CEO 31/01/18</b>

6.2 29/11/17	2017/18 Strategic Business Plan. CEO to arrange at February Challenge meeting, a presentation from Victoria Morris the newly appointed Extended Services Manager.	<b>CEO 31/01/18</b>
6.2 29/11/17	2017/18 Strategic Business Plan. Extended Services Financial Reports to be included in future Trust Board finance reports.	<b>CFO 31/01/18</b>
8.1.i 29/11/17	The National Schools Commissioner is offering schools the option to join academy trusts as "associate members" so they do not relinquish their legal independence. Sir David Carter said that he would be making the point more widely in future, as a response to hurdles some schools face in joining academies. It was felt that this matter required further discussion and dedicated time so that it can be discussed in more detail at next meeting.	<b>Clerk 20/12/17</b>
8.1.2 29/11/17	Maltby Craggs Conversion. Donna Sutton & Vice-Chair, Michelle Thompson to meet other LGB Chairs & visit LGBs when appropriate. DMcN to arrange via Headteachers.	<b>DMcN 20/12/17</b>

## COMPLETED ACTIONS

Agenda Ref:	Actions	By & Target Date
7.1 27/09/17	2016/17 Trust Budget Monitoring Report - CFO to develop a separate capital report for next Trust Board report <b>29/11/17 - Completed</b>	<b>Completed</b>
7.1 27/09/17	2016/17 Trust Budget Monitoring Report - Headteachers questioned as part of SIP review at LGB meetings about costings for Priorities. No school has requested assistance but CFO will ask JW to highlight any areas she feels may be a concern <b>29/11/17 -Completed</b>	<b>Completed</b>
7.2 27/09/17	2017/18 Strategic Business Plan - All agreed excellent document but requested information re version control - CFO to add <b>29/11/17 – updated on agenda at item 6.2</b>	<b>Completed</b>
7.3 27/09/17	Medium Term Financial Plan - Company reserves are not same as school reserves need to change language to ensure all understand the difference - CFO to amend language. 27/10/17 - Heads & CFO meeting with Head s & BM & verbal at LGB meet <b>29/11/17 – Completed</b>	<b>Completed</b>
7.6 27/09/17	Converter academies – update from discussions with interested schools All agreed to progress with applications to both projects <b>29/11/17 – Both applications submitted</b>	<b>Completed</b>
9.1.3 27/09/17	Nexus Personnel - New appointments into Nexus were noted and it was agreed that a Who's who would be circulated to Directors to keep them informed & updated – CFO to address <b>29/11/17 - Completed</b>	<b>Completed</b>
4.2.3 25/10/17	Charges & Remissions Policy - CFO - Review still ongoing, defer to November Trust Board meeting <b>29/11/17 –On agenda item 4.1.3</b>	<b>Completed</b>
4.1.1 29/11/17	Responding to Bereavement Policy. Clerk to make amendments as agreed and publish policy	<b>Completed</b>
4.1.3 29/11/17	Charges & Remissions Policy. Clerk to make amendments as agreed and publish policy	<b>Completed</b>
6.1 29/11/17	2017/18 Trust Budget Monitoring Report. Discrepancy re total income & expenditure figures TB to investigate & will email results asap.	<b>Completed</b>



**Trust Board of Directors Meeting  
Wednesday 29<sup>th</sup> November 2017 at 17:00 – 19:30  
at Kimberworth Children's Centre  
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**Attendees:**

Andy Child	Director / Member & Chair of Trust Board of Directors	AC
John Coleman	Director / Member & Vice Chair of Trust Board of Directors	JC
Warren Carratt	CEO Nexus MAT	CEO
Steve Booth	Director	SB
Sue Shelley	Director	SS
Catherine Hall	Director	CH

**Also Present:**

Clare Southwell	Clerk	CS
Tracey Brooke	CFO Nexus MAT	TB
David McNaught	Maltby Craggs Community School arrived 5.30pm	DM
Donna Sutton	Maltby Craggs Chair of Governors arrived 5.30pm	DS

**Apologies:**

Peter Castleton	Director	PC
Alan Meloy	Director	AM

1. APOLOGIES FOR ABSENCE	Actions
1.1 To receive apologies for absence Apologies were received from PC & AM	
1.2 To accept apologies for absence Apologies received and accepted	
2. ITEMS OF URGENT BUSINESS	
<p>2.1 Chair to determine any items of urgent business to be considered</p> <p>2.1.1 Resignation of Associate Director It was noted that Amanda Benton had resigned from her role as Associate Director. A discussion took place about the benefits and excellent valuable contribution that Amanda had brought to the Trust Board in her independent position.</p> <p>Letter to all / schools for another mainstream Headteacher to act as a Director/Associate Director, or contact Learners First for consideration</p> <p>2.1.2 Plan for 19-25. Katherine Lynch, Project Lead, East Midlands and the Humber Academies Regional Delivery Group &amp; Debs Usherwood, Assistant Director will be attending the January 2018 Trust Board meeting. It was noted that Ambition Trust have a 19-25 provision</p> <p>2.1.3 ESFA letter to academy trusts accounting officers November 2017 circulated &amp; received by Directors</p> <p>2.1.4 Maltby Craggs Conversion Committee To be discussed at item 8.1 when Maltby Craggs colleagues are present</p> <p>2.1.5 Associate MATs To be discussed at item 8.1</p>	<b>CEO</b>
3. DECLARATION OF INTERESTS	
<p>3.1 Individual Directors to declare any personal, business or other governance interests on any item on the agenda</p> <ul style="list-style-type: none"> <li>• CH declared an interest regarding action 7.2 as part of her employment &amp; role in the NHS</li> </ul>	
4. POLICIES	
<p>4.1 To review presented policies</p> <p>4.1.1 Responding to Bereavement Policy The draft policy had been presented to the previous meeting of the Trust Board. SS, CH &amp; the CEO had continued to review and develop the policy as discussed at the previous meeting. The policy was re-presented for approval</p> <p>Item 10 in the policy was discussed and it was felt that it is important to highlight this to all employees on a regular basis to ensure the correct channels for contact are followed to ensure not breach of data or confidentiality. CEO currently undertaking work with the Headteachers to develop a critical incident flowchart and checklist</p> <p>Policy Approved. Clerk to make amendments as agreed and publish policy</p>	<b>CLERK</b>

<p>David McNaught (Headteacher) &amp; Donna Sutton (Chair of Governors) of Maltby Craggs Community School arrived to join the meeting as observers. They were welcomed to the meeting and introductions were made</p>	
<p><b>4.1.2 Attendance Policy</b> The policy had been circulated with the agenda. Attendance monitored by LGBs but there have been discrepancies as some formats show only legal school age pupils where others show whole schools so comparisons are not always possible. It was noted some areas within the policy did need further development so it was agreed that Directors email the CEO with suggestions &amp; amendments &amp; that the policy would be brought bank to the next meeting for approval. SS highlight the attendance newsletter that is sent to families on a termly basis.</p>	<p><b>CEO</b> <b>20/12/17</b></p>
<p><b>4.1.3 Charges &amp; Remissions Policy</b> The reviewed policy had been circulated with the agenda. This was a regular review of the policy. Additional information had been added to include further information about working tax credits. This policy will be kept under review in light of national changes to benefits &amp; universal credit.</p> <p>Item 12.1 was discussed and it was agreed to remove the sentence.</p> <p>Music Tuition was discussed – are we able to provide if it is appropriate? Legal minimum line included in policy but needs of pupils are be considered on every individual basis Creative Music prominent in schools. Do staff or parents feel that they are being held back? Music is high priority within the schools. Due we have an asset log of music equipment &amp; music provision? SS to define lines of enquiry &amp; consider issues to discuss with Headteachers and LGBs.</p> <p>Policy Approved. Clerk to make amendments as agreed and publish policy</p>	<p><b>SS</b> <b>CLERK</b></p>
<p><b>5. TRUST BOARD OF DIRECTOR MINUTES</b></p>	
<p>5.1 To approve the minutes of the following meetings: Trust Board Challenge meeting held on 25<sup>th</sup> October 2017 Minutes agreed and to be signed</p>	
<p>5.2 Matters arising from the Minutes</p> <ul style="list-style-type: none"> <li>• Matters Arising noted above</li> </ul> <p>Communications Plan – information to be reported back to CEO in January to go to February Challenge meeting</p>	
<p><b>6. CHIEF EXECUTIVE’S REPORTS</b></p>	
<p>6.1 2017/18 Trust Budget Monitoring Report The CFO explained the consolidated accounts to the visitors.</p> <ul style="list-style-type: none"> <li>• Period 2 to end of October 2017, predicted 17% expenditure, just one school over with clear explanations for reasons</li> <li>• Changes to income within schools due to pupil movement</li> <li>• Budget setting scrutiny check to assure that assumptions are still valid</li> <li>• Capital Condition Improvement Funding (CCIF) bids being put in in addition to funding already received. Robust process &amp; strict compliance including photographs to evidence work being undertaken are required for regular returns to ESFA re CCIF</li> </ul>	

<ul style="list-style-type: none"> <li>Revised Trust Budget now includes position of proposed Deputy Finance Officer (DFO)</li> <li>Nexus Reserves of £400,000</li> <li>Acknowledgement of income brought in through bids, appreciation to finance team</li> </ul> <p>Table 1b, Revised outturn, different to consolidated accounts? Table 1a &amp; 1b are just the schools only. Change title to consolidated schools</p> <ul style="list-style-type: none"> <li>Discrepancy re total income &amp; expenditure figures on printed papers but not on electronic version. TB to investigate &amp; will email results asap. Reassured Directors that schools &amp; Nexus information is correct &amp; that the discrepancy is with the consolidated page</li> <li>Hilltop surplus variation: enquiries were made &amp; explanations given which relate to pupil movement. More pupils on role so top-up funding increased. School to look at staffing &amp; re-profiling &amp; looking at possible TA appointments. Investment in building needs to be a priority</li> <li>Coding variations still difficult in schools, enforcing compliance to allow consistency &amp; benchmarking across the schools.</li> <li></li> </ul> <p>SBMs – is there central training across MAT? Yes, ½ termly meetings with SBMs. CFO undertakes regular training &amp; checks. Still early days and schools SBMs still learning there have been many changes for them as we finalise the end of the first full year. Processes have moved on greatly in last 6 months</p> <p>Recommendations accepted: Accept the revised income and expenditure budgets for 2017/18 for academies at Table 1b in report - agreed Accept the budget monitoring for the academies as at 31<sup>st</sup> October 2017 at Table 1b and as per Annex A – agreed for individual schools &amp; Nexus accounts. Consolidated page to be reviewed and amended Accept the budget monitoring for the central Trust as at 31<sup>st</sup> October 2017 at Table 1c - agreed Agree the re-profiled Trust’s budget at Annex A budget as a result of Trust Growth agreed by Directors in October 2017 - agreed</p>	<p><b>CFO</b></p> <p><b>CFO</b></p>
<p>6.2 2017/18 Strategic Business Plan</p> <p>Key milestones taken from the Five Year Plan. This document reflects what Nexus are doing on a year by year basis. Proforma reports on progress of strategic objectives in a summary format</p> <p>Objective 1 Review of Big 5 being undertaken by Standards Committee Graham Pert has completed reviews of all schools. Verbal feedback has indicated that findings show that the accuracy of leadership judgements is positive. Full written reports to follow. Abbey &amp; Kelford schools both very close to outstanding. Hilltop still vulnerable to being judged requires improvement but only a few steps away from a solid good. CEO is monitoring this closely. Quality of learning environment is a major issue. CEO to arrange for middle leaders to visit from other Nexus schools to give their opinions on how Hilltop can improve environment &amp; teaching areas. Pennine View is still requiring improvement but new Headteacher has a clear view of how to move school forward. Graham to return to Hilltop &amp; Pennine View in the spring term.</p>	<p><b>CEO</b></p>

A question was asked as to whether Hilltop has a 5-year plan to improve school buildings, capacity to do work & capital money available? Trust is working with E3 Cubed to receive funding but application has to be under the designated criteria.

Nexus in future growth needs to look at the possible role of an Estate Manager. SBMs are starting to develop premises development plan

Orchard Centre, LA felt it was unreasonable for building improvements to be carried out as the premises were going to be used for an academy. CEO therefore withdrew offer to rent premises as they would be unsuitable & unfit for purpose. LA have therefore decided to reopen discussions.

Pennine View consultation re changing working hours for TAs to allow for development. This is a school led decision & consultation is ongoing. School led decision

#### Objective 2

Sponsorship – Seem to be a list of recommended academies published by the DfE for the area. In Doncaster Nexus has offered assistance to a school that requires help but there has been no response to the offer.

#### Objective 3

Extended Services now in place & feel that area will grow & offer will increase Services being monitored by the external commissioner, the LA. Although we have their view we also need to undertake our own assessment of the service & form our own view on the service being provided. Where does oversight of external services sit within the Trust? Extended Services covers after school's clubs & recreational & sensory activities with appropriate activities for pupils who have the most complex needs and for pupils with ASD. Termly steering group in place. Discussion in regard of a Director joining this group as a Link Director? Future also to include families to ensure their voice is being heard. Need to ensure it is inclusive. LA requested that Nexus to do all SEND extended provision but Nexus requested to concentrate on complex needs as that is the area where the service is missing. Update to go to the February Challenge meeting with a presentation from Victoria Morris the newly appointed Extended Services Manager. Information on outcomes & risks to be the focus. Finance for the service being run by manager & reviewed by CFO. Reports to be included in future Trust Board finance reports.

**CEO**

**CFO**

#### Objective 4

Memorandum of Understanding with Barnsley LA in place to fund additional provision under Element 3 at Abbey School. Guarantee of money from Barnsley to cover provisional period, whilst Rotherham still considering but still no response from Rotherham LA

CEO invited to talk to two Doncaster schools to staff & families. CEO, CFO DM & Governor NJ from Pennine View to attend. Other MATs also presenting.

Maltby Crags consultation is continuing

Met with colleagues in a mainstream primary in Sheffield having been invited to talk with Governors and the Head.

#### Objective 5

19-25 talks ongoing with the LA. RSC very supportive of Nexus exploring this area of



<p>provision.</p> <p>Objective 6 Nexus keen to set up a package for a pupil whose needs are not being met currently, but must include sufficient &amp; resourced correctly from health &amp; social care funding. No one able to give secure long term placement. Meetings ongoing no commitment made but Nexus want to find a solution</p>	
<p>6.3 Nexus MAT Governance Review This item was covered under the outstanding actions under item 7.4 from 27/09/17</p>	
<p>6.4 Annual Accounts All going to plan. Auditors are meeting with CEO next week, but no significant findings. Accounts to be discussed and approved at December Trust Board meeting. Action plan from recommendations will go to Audit &amp; Finance Committee Deadline dates: Completion of audit - draft to be received after 4<sup>th</sup> December 2017 Formal sign off &amp; on 20<sup>th</sup> December 2017 Submitted to ESFA &amp; on website by 31<sup>st</sup> December 2017</p>	
<p>6.5 Deputy CFO Recruitment Update of process 5 applications received, 4 candidates to be interviewed next week</p>	
<p><b>7. GOVERNANCE MATTERS</b></p>	
<p>7.1 Feedback from Heads &amp; Chairs Forum First forum meeting which gives voice from the LGBs &amp; schools. AC to Chair for 1<sup>st</sup> year Items covered: Alignment of Deputy Heads ISR Teacher Pay Award Support staff &amp; pay ranges, no changes to terms of conditions, a review of language used across the Trust to ensure continuity &amp; equality Leadership summit - Very successful, all found very valuable and very positive feedback</p>	
<p>7.2 To address vacancies, confirm appointment, approve additional responsibilities of Directors Dealt with as part of item 2.1.1 in this meeting</p>	
<p>7.3 Update of Trust Board of Directors contacts No changes</p>	
<p>7.4 Trust Board of Directors to report on: a) any functions exercised on behalf of the Trust Board of Directors AC, JC, CEO &amp; DMcN visit to Regional Schools Commissioner (RSC), advice re expansion to take on 2 mainstream primary schools together. If only one could be isolated. Nexus always been clear about ethos &amp; values and the importance undertaking detailed due diligence. DM explained to RSC that Maltby Craggs have identified a need that the partnership can help develop the school and they feel that they can contribute to the Trust regardless as to whether there is another mainstream primary. Nexus would only want another mainstream school for the right reasons. Would not want to pressure to recruit, yes a second school would strengthen the Trust but as an individual may be the</p>	

<p>start of development</p> <p>b) any training and development undertaken                  SB &amp; AC - HR training undertaken                  SS - IOSH training renewal</p> <p>c) visits to schools within the MAT                  SS to visit Abbey &amp; Pennine View</p>	
<b>8. ANY OTHER URGENT BUSINESS</b>	
<p>8.1 To consider any other urgent business agreed by the Chair</p> <p>8.1.1 Associate MATs                  The National Schools Commissioner is offering schools the option to join academy trusts as "associate members" so they do not relinquish their legal independence. Sir David Carter said that he would be making the point more widely in future, as a response to hurdles some schools face in joining academies. It was felt that this matter required further discussion and dedicated time so that it can be discussed in more detail at next meeting.</p> <p>8.1.2 Maltby Craggs Conversion Committee                  Not ready yet as consultation still ongoing.                  If resolution to convert, then to set up a committee in January whose brief will be to oversee the conversion process. Volunteers for positions will be required.                  Donna Sutton &amp; Vice-Chair, Michelle Thompson to meet other LGB Chairs &amp; visit LGBs when appropriate. DMcN to arrange via Headteachers</p>	<p><b>Clerk</b></p> <p><b>DMcN</b></p>
<b>9. REVIEW OF RISK</b>	
<p>9.1 To review Issues Log                  Risk Register is in place but Issues Log shows live issues, this is a new format. Is an important document so should be on every Trust Board agenda</p> <p>How do issues get onto the log? Fortnightly meetings, CEO, CFO &amp; Clerk where issues from meetings are raised</p> <p>If anything moved to red Directors would be informed immediately as part of the critical incident issue</p>	
<p>9.2 To consider any area of risk discussed during the meeting and agree Risk Owner                  There were not items of risk discussed during the meeting</p>	
<b>10. CONFIDENTIALITY</b>	
<p>10.1 To consider the confidentiality of any items discussed during the meeting                  There were no items of confidentiality discussed during the meeting</p>	
<b>11. DATES OF NEXT MEETINGS</b>	
<p>11.1 Future Trust Board of Directors meeting dates:</p> <p>Challenge Meeting Wednesday 20<sup>th</sup> December 2017 at 17:00 – 19:30                  Kimberworth Children’s Centre</p> <p>Trust Board Wednesday 31<sup>st</sup> January 2018 at 17:00 – 19:30                  Kimberworth Children’s Centre</p>	

Challenge Meeting	Wednesday 28 <sup>th</sup> February 2018 at 17:00 – 19:30 Kimberworth Children's Centre
Trust Board	Wednesday 21 <sup>st</sup> March 2018 at 17:00 – 19:30 Kimberworth Children's Centre
Challenge Meeting	Wednesday 25 <sup>th</sup> April 2018 at 17:00 – 19:30 Kimberworth Children's Centre
Trust Board	Wednesday 23 <sup>rd</sup> May 2018 at 17:00 – 19:30 Kimberworth Children's Centre
Challenge Meeting	Wednesday 27 <sup>th</sup> June 2018 at 17:00 – 19:30 Kimberworth Children's Centre
Trust Board	Wednesday 25 <sup>th</sup> July 2018 at 17:00 – 19:30 Kelford School
Challenge Meeting	Wednesday 15 <sup>th</sup> August 2018 at 17:00 – 19:30 Kelford School

### Minutes approved

CHAIR	SIGNATURE	DATE
ANDREW CHILD		20/12/2017