

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

**ACTION POINTS SUMMARY SHEET**

Agenda Ref:	Actions	By & Target Date
6.1 13/12/16	School Improvement Strategy action plan to be added to CEO Termly report to evidence added value <b>17/05/17 – Current report give a clear narrative to Directors. Agreed plan not to be part of CEO report but to be available as a live document on an open portal for Directors</b>	<b>Completed</b>
4.2 18/01/17	Table to be included to track all bid applications - Bid/ Reason For Application /Successful / if not why not. <b>15/03/17 – Report requires a tracking chart to show all bids and grants applications made for funding &amp; results. CEO update, nothing to report at present but will include when appropriate</b>	<b>Completed</b>
5.2 09/02/17	Related Parties Summary Forms, Clerk to ensure all completed. <b>15/03/17 – Still a couple to be completed 17/05/17 – JF &amp; E Governor not completed – all others completed &amp; given to CFO</b>	<b>Completed</b>
4.1 15/03/17	Appointment to CEO Performance Management Committee. AC to co-ordinate papers & dates of review <b>17/05/17 – Completed</b>	<b>Completed</b>
4.2 15/03/17	Permanence of Chief Finance Officer CEO to amend Scheme of Delegation & Pay Policy to show two Directors to be the appraisal board	<b>Completed</b>
4.3 15/03/17	Policy Review - Clerk to put Information Governance Policies on agenda Sept 2017	<b>Clerk September 2017</b>
4.3 15/03/17	Confidentiality & Sharing Information Policy. WC & PC to review & develop policy & present to next Trust Board meeting <b>17/05/17 – On agenda</b>	<b>Completed</b>
4.4 15/03/17	Monthly Nexus Trust Budget and Budget Plans. CFO to contact EFA and LA to settle Kelford deficit from Nexus account	<b>Completed</b>
4.4 15/03/17	Monthly Nexus Trust Budget and Budget Plans. Note to be made on accounts and minutes from this meeting (after approval) to be attached with accounts to ensure transparency and to highlight that it is a one off payment	<b>Completed</b>
4.4 15/03/17	Monthly Nexus Trust Budget and Budget Plans. CFO developing a reserve document to show where reserves will be used. Document to show medium & long term plans. CFO to present at next meeting <b>17/05/17 – ongoing</b>	<b>CFO 12/07/17</b>

6.1 15/03/17	Nexus MAT Governance Review Proposal Consult on the cessation of practice of LGB Chairs also being appointed as Directors of the company effective September 2017. <b>17/05/17 – On agenda</b>	<b>Completed</b>
6.1 15/03/17	Nexus MAT Governance Review Proposal. Clerk to purchase NGA Chairs 360 Appraisal Package Delay NGA <b>17/05/17 – Order made problems with NGA in receiving package at present, enquiries ongoing</b>	<b>Clerk 12/06/17</b>
6.1 15/03/17	Nexus MAT Governance Review Proposal. Trust Board to undertake a self-assessment using the NGA self-assessment document	<b>CEO September 2017</b>
6.1 15/03/17	Nexus MAT Governance Review Proposal. LGBs to undertake a self-assessment using the NGA self-assessment document	<b>CEO Autumn 2017</b>
6.1 15/03/17	Nexus MAT Governance Review Proposal. 3 <sup>rd</sup> party assessment of the effectiveness of the Nexus MAT Board and LGBs to take place in the Autumn term of 2017, using National College guidance	<b>CEO Autumn 2017</b>
6.1 15/03/17	Nexus MAT Governance Review Proposal. Agreed to CEO exploratory conversation with RSC re DfE view of Trusts having independent, paid LGB Chairs <b>17/05/17 – On agenda</b>	<b>Completed</b>
6.3 15/03/17	Head of School Improvement Appointment. CEO to work with Standards Committee to undertake appointment <b>17/05/17 – Details of appointment shared as AOB 2.1.3</b>	<b>Completed</b>
6.6 15/03/17	Free School Application Update. CEO & AC to arrange follow up meeting with SCC. Meet all 4 MBC in area tomorrow & Meet Sheffield next week <b>17/05/17 – Due to General Election application window closed CEO update. Work on application continuing</b>	<b>CEO 12/07/17</b>
6.8.1 15/03/17	Budgeting and Accounting Software Approval for purchase of HSCC Accounting program – ongoing <b>17/05/17 – Investigations still ongoing</b>	<b>CFO 12/07/17</b>
6.10 15/03/17	Benchmarking Data CFO to work with BHP to analysis information <b>17/05/17 – Still ongoing</b>	<b>CFO 12/07/17</b>
3.1 05/04/17	Strategic Objective 4 – Free School Application CH & WC to start links with NHS & share application <b>17/05/17 – Not carried out due to delays in Free School Application process</b>	<b>CEO/CH 12/07/17</b>
3.1 05/04/17	Strategic Objective 4 – Free School Application SB to develop a list of possible prospective investors/partners <b>17/05/17 – Still ongoing</b>	<b>SB 12/07/17</b>
2.1.3 17/05/17	School Improvement Lead to make a presentation to Directors in September. Clerk to ensure on agenda	<b>CEO/Clerk Sept 17</b>
2.1.4 17/05/17	2.1.4 Abbey Bank Account Update to protocol to ensure accounts are checked on a regular basis even through holidays	<b>CFO 12/07/17</b>
2.1.4 17/05/17	2.1.4 Abbey Bank Account CFO will be checking to ascertain the type of transactions	<b>CFO 12/07/17</b>
2.1.4 17/05/17	National Cyber Attack - Trust needs to implement actions to prevent it from happening and actions to trigger if the preventative actions have not worked. A&F Committee to follow up any action	<b>A&amp;F Comm 24/05/17</b>
2.1.5 17/05/17	National Cyber Attack - Reassurance from outside providers re safety of data held for Trust. To be followed up by A&F Committee	<b>A&amp;F Comm 24/05/17</b>

4.1.1 17/05/17	Confidentiality Sharing Information Policy - Two typing errors noted & to be amended by Clerk. Clerk to amend & publish	<b>Completed</b>
4.2 17/05/17	Trust Budget - Need to look across the MAT how budgets are set, Nexus needs to prepare for future pressure. Actual costs need to include all the background costs	<b>CEO/CFO ongoing</b>
4.2 17/05/17	Trust Budget - LGBs established a governor-led working group to look at budget setting - Governors not involved at Kelford CFO to arrange	<b>CFO 12/07/17</b>
6.1 17/05/17	CEO Report - Rewards and acknowledgment for outstanding teachers, put on next agenda of next meeting to be discussed	<b>Completed</b>
6.1 17/05/17	CEO Report – Outcomes of referrals to Social Care to be reported to LGBs. CEO to amend school reports	<b>CEO 12/07/17</b>
6.2 17/05/17	Governance Structure - Terms of Reference for positions & committees to be updated	<b>Clerk 12/07/17</b>
6.2 17/05/17	Governance Structure - Appointments of LGB Chairs, CEO to work with Headteachers and current LGB Chairs & report back to Trust Board	<b>CEO 12/07/17</b>



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

**Attendees:**

John Coleman	Director / Member & Vice Chair of Trust Board of Directors	JC
Warren Carratt	CEO Nexus MAT	WC
Alan Meloy	Director	AM
Peter Castleton	Director	PC
Steve Booth	Director / Chair Hilltop School LGB	SB
Sue Shelley	Director / Chair Kelford School LGB	SS
Catherine Hall	Director	CH
Amanda Benton	Associate Director	AB

**Also Present:**

Clare Southwell	Clerk	CS
Tracey Brooke	CFO Nexus MAT	TB

**Apologies:**

Andy Child	Director / Member & Chair of Trust Board of Directors	AC
Jayne Fitzgerald	Director	JF

1. APOLOGIES FOR ABSENCE	Actions
1.1 To receive apologies for absence <ul style="list-style-type: none"> <li>• Apologies were received from AC &amp; JF</li> </ul>	
1.2 To receive, but not accept, apologies for absence <ul style="list-style-type: none"> <li>• All apologies received</li> </ul>	
2. ITEMS OF URGENT BUSINESS	
2.1 Chair to determine any items of urgent business to be considered <ul style="list-style-type: none"> <li>• The items were noted and it was agreed that they would be dealt with immediately</li> </ul> 2.1.1 NGA Award <ul style="list-style-type: none"> <li>• Governors to Attend London award ceremony chosen from Executive Board of Governors which was legal body prior to conversion, as they were the body that set up and undertook the conversion</li> </ul> 2.1.2 Additional Clerk <ul style="list-style-type: none"> <li>• Within threshold of CEO to make decision but request to make the appointment of an additional clerk to assist with the growth of the MAT</li> <li>• Proposed 15 hours a week either 46 or 52 weeks</li> <li>• Appointment agreed</li> </ul> 2.1.3 School Improvement Lead Post <ul style="list-style-type: none"> <li>• Busy 2 days for the interviewing process</li> <li>• Jill Walker – Currently an Assistant Head at a Springwell Special, Well Spring MAT. She has accepted the position subject to references. Jill will bring drive and passion to the post</li> <li>• Name of post advertised HoSI – felt might not be leading a team so MAT School Improvement lead</li> <li>• Scoring matrix used to assist with decision</li> <li>• JT will undertake a handover to JW</li> </ul> <p><i>TB – Will she be presenting her own vision or will she be continuing the work of JT?</i></p> <ul style="list-style-type: none"> <li>• 3 year strategy already in place for her to start to work with</li> <li>• Will make a presentation to Directors in September</li> <li>• Clerk to ensure on agenda</li> </ul> <p><i>PC – Did people feel it was a good process?</i></p> <ul style="list-style-type: none"> <li>• 10 candidates, shortlisted to 4 for interview</li> <li>• All schools very pleased to be involved</li> <li>• Candidates visited all 4 schools, lots of strengths, staff &amp; pupils involved and their voice did influence the result</li> <li>• Candidates pleased with process of interview</li> <li>• All other candidates all very employable</li> </ul> 2.1.4 Abbey Bank Account <ul style="list-style-type: none"> <li>• Abbey School £19,000 taken from account, smaller amounts to start with then larger amounts</li> <li>• All reimbursed back into the account by the bank</li> <li>• BMs previously had training so it was noticed promptly</li> </ul>	<b>CEO/Clerk</b>



<p>position</p> <ul style="list-style-type: none"> <li>All Policies approved for publication</li> </ul>	
<p>4.1.1 Confidentiality Sharing Information Policy</p> <ul style="list-style-type: none"> <li>PC &amp; WC reviewed &amp; addressed changes - Two typing errors noted &amp; to be amended by Clerk</li> <li>Policy approved</li> <li>Clerk to amend &amp; publish</li> </ul>	<b>Clerk</b>
<p>4.2 Monthly Nexus Trust Budget and Budget Plans</p> <ul style="list-style-type: none"> <li>Period 10 of a 15 month budget</li> <li>All schools on track and under 67% expected average</li> <li>Trust Reserves at £317,000 and Collective Reserves for the schools is at £173,000</li> <li>Minimum Funding Guarantee (MFG) – disagreement with LA on the way the LA are applying this formula to the budgets. LA have changed the way they implemented it for 2017/2018 budgets. They have followed the existing guidance but have deviated from previous years processes without any consultation</li> <li>LA have also introduced new lower rates of Top Up funding without any consultation</li> <li>New budgets received at the end of the day on 31<sup>st</sup> March 2017 for April 17 to August 18 period</li> <li>Current budget runs to August 2017 and is set on predictions from previous year as information for April - August 17 was not available. The impact of this reduction puts will cause a large variance in the outcome figures predicted in the accounts for this current budget</li> <li>CFO &amp; two Headteachers have met with Head of LA Finance, Mark Chambers (MC) &amp; Service Leader, Paula Williams (PW) to raise concerns of the £200,000 risk for the Trust. CFO explained that the funding if not affordable or sustainable for the placements. If not addressed Nexus would have to review pupil numbers &amp; new admissions and consider reducing their offer leaving the LA to look for placements for pupils out of area which would be at an even higher cost</li> <li>MC &amp; PW want to continue to meet to address the matter and find a solution. MC been employed by LA to address the 5million overspend of the High Needs Block</li> <li>Table 1A shows current position</li> <li>Recommendation that schools can carry forward 5% anything above brought into central funds where they will be ring-fenced for the school</li> <li>Recommendation agreed CFO to implement</li> </ul> <p><i>SB – "could severely undermine the financial sustainability of schools and therefore the Trust" this statement leaves us in a vulnerable position.</i></p> <p><i>PC – What option to we have if a different range of scenarios were put in front of us? - forward planning needs to be put in place now</i></p> <ul style="list-style-type: none"> <li>Current risk is £200,000</li> <li>Changes made by LA without consultation &amp; forward notice &amp; new banding system put in place without any consultation or notification</li> <li>Since the situation has arisen the Trust has been working hard with LA to explain unacceptable position that the Trust has been put in and both MC &amp; PW have put</li> </ul>	



<ul style="list-style-type: none"> <li>The minutes of the meetings were approved and signed</li> </ul> <p>5.2 Matters arising from the Minutes</p> <ul style="list-style-type: none"> <li>There were no matters arising</li> <li>Updates on actions were noted above</li> </ul>	
<p>6.1 Chief Executive Termly Report</p> <ul style="list-style-type: none"> <li>Introduction – explanation to changes of personnel</li> <li>Trust ICT Engineer employed across school</li> <li>Communication Plan still to be addressed</li> </ul> <p><i>JC - Special Schools do not have Planned Admission Numbers (PAN), Special Schools have Planned Places (PP)</i></p> <p><i>SS – Why do we not increase the school PPs?</i> <i>PC - If we do accept more are there any risks?</i></p> <ul style="list-style-type: none"> <li>Could be forced to take pupils up to that number but is dependent on need</li> <li>Decision not made on a financial basis but on the provision for the pupil which needs to come first</li> <li>Headteachers are consulted on each placement and able to be consulted on the best provision for each pupil</li> <li>Abbey increasing numbers due to their improvement after special measures</li> <li>PP pupil numbers have risen at Pennine View since they have joined the Trust</li> <li>PP reports go to LGBs &amp; Admission Policies are on school websites</li> <li>TV press reported on Abbey improvement &amp; P16 provision</li> </ul> <ul style="list-style-type: none"> <li>Three Freedom of Information requests received &amp; dealt with. (Since report circulated an additional one had been received and dealt with</li> <li>More security &amp; permanence at schools as permanent post are appointed within the SLTs</li> <li>Leading Edge Associate to carry out Governance review of Trust Board and Schools. Pennine View not to be included as LGB not yet in place. Intervention Board will hand over to LGB in September 2017. New LGB Governors undertaking development sessions this term</li> <li>Governance developing in all schools</li> <li>Congratulations to Kelford on achieving the AfA Quality Mark and being awarded with the Quality Lead Award</li> <li>First teacher at Pennine View has been judged as outstanding. Discussion re reward and acknowledgment for outstanding teachers in July? Must ensure that others are also valued and are motivated by the action. Put on next agenda to be discussed</li> <li>Amendments made to table at figure 4.7 – CEO to check coloured rag rating</li> </ul> <p><i>AB – "30 referrals have been made by Nexus academies to children's social care since September 2016. 1 referral has been made to the Local Authority Designated Officer (LADO)" How many acted upon, did all meet the criteria? Should LGBs be informed about the ones that do not meet the criteria or the ones where no action was taken? Do Governors need to know numbers of successful referrals or if referral has escalated to Child in Need (CIN) or Child Protection (CP)? Understood that this information was recently requested during an Ofsted inspection</i></p> <ul style="list-style-type: none"> <li>Information not know at present – CEO to investigate &amp; request that school safeguarding reports are updated so the detail is regularly recorded</li> </ul>	<p style="text-align: center;"><b>Clerk</b></p> <p style="text-align: center;"><b>CEO</b></p>

<p><i>PC – Re referral to LADO – do Directors need to be informed?</i></p> <ul style="list-style-type: none"> <li>• CEO aware of situation but no need for Directors to be involved</li> <li>• Self-Assessment Development Plan</li> <li>• Some static areas and one area still developing</li> <li>• Succession planning still being addressed</li> </ul>	
<p>6.2 Governance Structure</p> <ul style="list-style-type: none"> <li>• Only 2 responses received</li> <li>• Finance Link Govs being appointed</li> <li>• Appropriate Link Governors to receive open invites to Standards &amp; Audit &amp; Finance Committees as Associate Members of committees</li> <li>• Terms of Reference for positions &amp; committees to be updated</li> <li>• Re appointments of LGB Chairs, CEO to work with Headteachers and current LGB Chairs &amp; report back to Trust Board</li> </ul>	<p><b>Clerk</b> <b>CEO</b></p>
<p>6.3 Residential Provision Update</p> <ul style="list-style-type: none"> <li>• No Current update. LA still keen to work with Nexus</li> <li>• Work still ongoing about provision in other local LAs</li> </ul>	
<p>6.4 Free School Application Update</p> <ul style="list-style-type: none"> <li>• No information on Application deadline due to current purdah &amp; forth coming general election</li> </ul>	
<p>6.5 Sponsor Application Update</p> <ul style="list-style-type: none"> <li>• No schools considering sponsorship</li> <li>• Pennine View now a member of Trust</li> </ul>	
<p><b>6. GOVERNANCE MATTERS</b></p>	
<p>7.2 To address vacancies, confirm appointments, approve additional responsibilities of Directors</p> <ul style="list-style-type: none"> <li>• There were no changes or updates to be noted</li> </ul>	
<p>7.3 Verbal feedback from individual LGB Chairs</p> <p>Abbey School</p> <ul style="list-style-type: none"> <li>• New Parent Governor appointed</li> </ul> <p>Hilltop School</p> <ul style="list-style-type: none"> <li>• Appointment of Deputy Head Teacher</li> <li>• Interviews for the appointment of two Acting Headteachers to be carried out later in the week</li> </ul> <p>Kelford School</p> <ul style="list-style-type: none"> <li>• Appointment of Acting Deputy Head</li> <li>• New Parent Governors being elected and appointed</li> </ul> <p>Pennine View</p> <ul style="list-style-type: none"> <li>• App Head Teacher</li> <li>• Opportunity to strengthen SLT after natural progression</li> </ul>	
<p>7.4 Update of Trust Board of Directors contacts</p> <ul style="list-style-type: none"> <li>• All Directors contacts were checked and confirmed</li> </ul>	

7.5	Trust Board of Directors to report on:	
a)	any functions exercised on behalf of the Trust Board of Directors <ul style="list-style-type: none"> <li>• SB – Director visit to Abbey School</li> </ul>	
b)	any training and development undertaken <ul style="list-style-type: none"> <li>• SS - Introduction to Nexus MAT</li> <li>• SS – Information Data security - Tim Pinto</li> </ul>	
c)	visits to schools within the MAT <ul style="list-style-type: none"> <li>• No other visits to report</li> </ul>	
<b>8.</b>	<b>ANY OTHER URGENT BUSINESS</b>	
8.1	To consider any other urgent business agreed by the Chair <ul style="list-style-type: none"> <li>• All urgent business had been dealt with at item 2 on this agenda</li> </ul>	
<b>9.</b>	<b>CONFIDENTIALITY</b>	
9.1	To consider the confidentiality of any items discussed during the meeting <ul style="list-style-type: none"> <li>• No items were deemed to be confidential</li> </ul>	
<b>10.</b>	<b>DATES OF NEXT MEETINGS</b>	
10.1	Future Trust Board of Directors meeting dates: <ul style="list-style-type: none"> <li>• Challenge Group - Wednesday 14<sup>th</sup> June 2017 – 17:00-19:00 at Kelford School - Finance Viability &amp; A Sustainable MAT</li> <li>• Standards Committee – Monday 26<sup>th</sup> June 2017 - 10:00 at Kimberworth Children’s Centre</li> <li>• Audit &amp; Finance Committee – Tuesday 4<sup>th</sup> July 2017 – 17:00 at Hilltop School</li> <li>• TBoD – Wednesday 12<sup>th</sup> July 2017 – 17:00-19:30 at Kimberworth Children’s Centre</li> <li>• Nexus MAT AGM – Monday 24<sup>th</sup> July 2017 – 17:30</li> <li>• Challenge Group - Wednesday 16<sup>th</sup> August 2017 – 17:00-19:00 at Kelford School - Strategic Priority 1: Increasing quality of provision from all our schools</li> </ul>	

**Minutes approved**

CHAIR	SIGNATURE	DATE
ANDREW CHILD		12/07/2017