

COMMUNITY FIRST ACADEMY TRUST (“The Company”)

Minutes

Of a meeting of the Directors of the Company held at Platt Bridge Community School,
Rivington Avenue, Wigan, Lancs, United Kingdom on

Tuesday 27th September 2016 at 7.00pm

Present: J Pugh, S Darbyshire, M Frost, V Lewis, D Wood, P Harmer, M Rowlands, G Ashton

In attendance: L Butler, M Foster

1. Election of Chair/Vice Chair – Board of Directors

Self-nominations were received from J Pugh and N Bailey for the roles of Chair and Vice-Chair. A show of hands vote was cast and J Pugh was elected unanimously for the role of Chair and N Bailey was elected unanimously as Vice Chair.

2. Appointment of a Governing Body Clerk

M Foster was appointed Clerk to the Governing Body. J Pugh thanked L Butler for her work over the last year on behalf of the Directors.

3. Apologies for absence

- a) N Bailey, D Sherrington & C Sweeney
- b) Apologies were accepted by the Directors.

4. Declaration of personal/financial business interest

V Lewis declared her business interest as being a self-employed consultant for School Improvement and appointed Director of Westbridge Teaching School Alliance. S Darbyshire and D Wood declared business interests in Kingsbridge SCITT. D Wood confirmed that her daughter is in the Kingsbridge Teacher Training Programme. G Ashton confirmed that he is a consultant at Kingsbridge SCITT and Director of Northern Schools Academy Trust.

5. Items for inclusion under any other business

- Ofsted Guidance
- Keeping Children Safe in Education
- Rose Bridge Academy Admission Arrangements 2018
- Director/Governor Information needed for Edubase
- Resignation of M Frost from Board of Directors

6. Review the Constitution of the Local Governing Body committees of Platt Bridge Community School/Rose Bridge Academy and approval of Terms of Reference

Discussion took place about the Governance and Accountability Handbook which sets out in clear terms what functions are delegated to the LGBs. The Handbook was accepted by the Board. It was asked to be noted that the term “Head” means Headteacher at Rose Bridge and Head of School at Platt Bridge. D Wood proposed circulating some questions for LGB members to ask in specific areas. This was agreed.

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7. Appointment of Clerk to the Committees of the LGB

M Foster was appointed Clerk to the Committees of the Local Governing Body for both Platt Bridge and Rose Bridge to attend LGB and Finance meetings.

8. Election of Chair/Vice Chair of LGB for Platt Bridge/Rose Bridge

P Harmer was elected Chair for Rose Bridge; J Wood was elected Vice Chair.

It was proposed that G Rowlands be appointed Chair for Platt Bridge, Vice Chair to be confirmed. It was agreed that J Pugh would discuss the position of Chair with proposed Governors and advise Directors once an appointment had been made.

It was agreed that in future, nominations for LGB Chairs and Vice Chairs be considered in readiness for the first Board meeting in each academic year.

9. Review and adoption of the code of Conduct for the Board of Directors

Documents were circulated prior to the meeting. Completed forms were collected by the Clerk.

10. Declaration of Pecuniary and Personal Interest form 2016/2017

Documents were circulated prior to the meeting. Completed forms were collected by the Clerk.

11. Confirmation of Directors Eligibility

Documents were circulated prior to the meeting. Completed forms were collected by the Clerk.

12. Confirmation of Directors Suitability

Documents were circulated prior to the meeting. Completed forms were collected by the Clerk.

13. Reviewing the appointment of Directors with specific responsibilities

After discussion it was agreed to appoint Directors with specific responsibilities as follows:

Safeguarding/Child Protection – J Pugh

Vulnerable Groups – V Lewis

Teaching & Learning and Outcomes – S Darbyshire

It was also agreed that the LGB should appoint Governors with specific responsibilities for these areas at the first LGB meetings.

It was agreed that M Rowlands would be available to LGBs if needed, to advise in respect of Health and Safety.

14. Agreeing the dates for Directors, LGB and Committee meetings for the 2016/2017 academic year

Meeting dates were agreed as follows:

Board of Directors	Rose Bridge LGB	Platt Bridge LGB
15 th December 2016 at 5.00pm (Accounts presentation)	11 th October 2016 at 5.30pm	Dates to be confirmed once Chair has been appointed.
28 th March 2017 at 5.30pm	29 th November 2016 at 5.30pm	
11 th July 2017 at 5.30pm	14 th February 2017 at 5.30pm	
	21 st March 2017 at 5.30pm	
	16 th May 2017 at 5.30pm	
	27 th June 2017 at 5.30pm	
	Rose Bridge Finance Committee	
	1st November 2016 at 5.30pm	
	6 th March 2017 at 9.00am	
	12 th June 2017 at 9.00am	

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15. Review the adoption of Governance Handbook for the Trust

Information was emailed before the meeting and J Pugh briefly explained the Handbook. With Directors approval the Scheme of Delegation will need to be inserted in the relevant documentation to be in line with delegations in the first part of the manual. Directors were asked to send comments before the next meeting if they had any.

16. Financial Regulations Manual

- This has been updated to incorporate the proposed updated software system for centralising the finance system for everybody within the trust.
- Credit Cards – the limits have been raised to £2000 for Platt Bridge to bring them in line with Rose Bridge. We have ordered additional cards for M Haskayne and C Lomax as they often deliver training outside of the country.
- G Ashton asked in 5.11 which states “contractors through Kingsbridge SCITT” are they being paid by BACS. M Frost confirmed that G Thomson would need to ask contractors to complete the relevant paperwork.
- P21 – Sports facility at Rose Bridge, this has now closed.
- M Frost confirmed that Platt Bridge had updated their lettings charges to be in line with Rose Bridge.

Directors were in agreement to the updates to the manual. G Ashton proposed and P Harmer seconded.

17. Academies Financial Handbook 2016

This was circulated before the meeting for information only.

18. Performance Management for CEO/Headteacher/Head of School and Annual Salary Review

Performance Management reviews have been carried out for the CEO, Headteacher of Rose Bridge Academy and Head of School at Platt Bridge Community School. Annual salary reviews have been completed and signed off. Draft copies have been received by the relevant people.

19. Any other Business

- Director/Governor Information needed for Edubase - completed forms were collected by the clerk
- Updated Ofsted handbooks were shared with Directors.
- Updated safeguarding documents were shared with Directors.
- Rose Bridge Admissions – D Wood advised that there have been a number of incidents where Platt Bridge pupils have been unable to secure a place at Rose Bridge and proposed an amendment to the admissions criteria to prevent this happening in the future. Discussion then took place around a proposal from the Local Authority to raise the PAN. It was agreed to discuss this at the next LGB meeting. D Wood will also share information received from the Local Authority around predictions and future need for places.
- M Frost tendered her resignation from the Board of Directors with effect from 31st August 2016 due to her change of position within the organisation. This was accepted and M Frost was thanked for her contribution to the work of the Board.

20. Confidentiality

J Pugh reminded Directors of the need for confidentiality.

The meeting closed at 8.15pm

Proposed:

Seconded:

Dated:

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