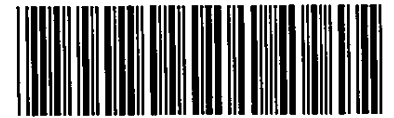


The DS Academies Trust

**Diocesan Church House
95-99 Effingham Street
Rotherham S65 1BL
Company No. 08745639**

THURSDAY



A27

08/10/2015

#119

COMPANIES HOUSE

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The Minutes of a meeting of the Diocese of Sheffield Academies Trust – Directors and Finance Committee held at Church House, Rotherham on Tuesday 14th July 2015

Present Huw Thomas (Chair), Chris Harris, Peter Ainsworth, Nevine Towers, Mark Wheeler, Andy Brewerton, Yvette Hawksworth, Karen Colley (Minutes)
In attendance Malcolm Fair

Apologies Jim Dugmore, Pam Randall, Andrew Waldron

Finance Committee

1. Welcome and prayers

HT opened with prayer and welcomed Malcolm Fair, Diocesan Secretary to the meeting

3. Finance meeting

a) Approve School Budgets

All budgets have been sent to CH and summary collated (paper circulated) As a Trust a 2.4% surplus is being held across the individual schools which forms the Trust reserves. A central pot was suggested to be used to support schools as needed, but as financial autonomy was important for the schools that joined the Trust at the outset then this was rejected. Schools should be made aware that there isn't currently a mechanism to share surplus. A request was made for all schools to submit their budgets in the same format making it easier to spot issues and provide consistent budget monitoring. The official carry forward figure will be available in November. The Board approved the budgets.

b) Reserves Policy

Paper circulated at the meeting stating that reserves are set with each school and no limit will be specified on what reserves can be held. To be reviewed on a three-yearly cycle. Board approved.

c) Risk Register

Paper circulated. Register put together by CH with advice from Nick Keighley, H&S Manager for Stanley, Black & Decker (previously Head of H&S for Local Authority). Board asked to approve the paper as a working template to be used by the schools and updated with school-specific risks. The Board approved the paper on the understanding that the document was taken away and read, forwarding any amendments etc. by 31st July to CH.

d) Business Continuity Plans

Paper circulated. Put together by CH & NT in conjunction with Nick Keighley. Board asked to approve the paper as a working template to be used by the schools and updated with school-specific information. 'Lock down' procedures are to be agreed at those schools that do not currently have these in place and all to be tested in September. Copies will be held at school in a

'grab bag' and also off site including filing a copy at Church House The Board approved the template Copies of plans for each school to be sent to KC

e) Responsible Officer Reports

CH & NT have carried out visits at all schools in Trust No major issues found, with some minor recommendations to be presented to Trust Board and then circulated to schools to update the Governors Suggested that reports be shown to auditors for advice on process

f) Final Approval of Financial Procedures/Regulations Manuals

Amended appendices and documents circulated The Board approved the changes

g) Trustees Report

To save the Trust money on licences Trust finances will amalgamated within NT's current school system on a separate module Authorisation levels and control processes will still apply and maintain the integrity of the finances

HT thanked HT & CH for all the work they have done to provide policies, documents etc for the Trust

All policies etc to be reviewed in February 2016

h) School Development Funding

Discussed under school budgets and the question of what was contained in the Co-ordinators cost This covers the cost of KC's admin time and the time of CH & NT, as well as Jayne Harley Monies not spent could be used for example for school improvement work, due diligence when a new school joined the Trust or reinvestment

i) Procurement

Looking at where procuring shared services would be beneficial After a discussion with the Heads it was felt that

- HR – all schools should share the same service provider
- Payroll & Sickness Insurance – ideally same provider
- Financial Services & School Meals – investigate where economies of scale could benefit from sharing contracts For School Meals there is a significant difference in what is provided to each school

It was generally agreed that it would be a step back to lose a school's own kitchen The meeting also agreed that it is for the Governors to take this forward balancing need and business sense CH to check if RPA covers catering HT to meet with YH & NT to discuss possible ways forward

MF highlighted the need to ensure that any shared services procurement process met EU legislations.

Suggested that new contracts should start 1st September 2016 to bring all schools into alignment

Karen Hopkins from Rotherham could undertake data analysis for the Trust and HT is trying to contact her to discuss

DSAT Directors Meeting

2. Minutes & Matters Arising

Minutes circulated and accepted No matters arising

2a. Heads & Heads/Governors Meeting

The meeting format of Heads meeting during the day, with Governors joining in the evening was very successful and will be used again

Key Points

- Becky Allard (Head of School at Trinity Croft) will be organising the Trusts data digest
 - Heads have agreed a series of school visits
-

- Heads have agreed they would undertake due diligence of school capacity
- A research project in SPAG is to be conducted by Trust schools
- Trust Schools are to hold a School Council event on 03 02 16 and Directors are asked to try and make themselves available for at least part of the day This will hopefully be held at the Cathedral

HT commented that he believes there is a growing sense of belonging, team and mutual support at Head level and Trust involvement

4. Policy Issues

Admissions protocol circulated previously and noted that this doesn't affect the current admissions criteria for the schools in the Trust Policies are still being checked by individual Board members Business Managers have been asked to make sure that DBS checks be up to date by the end of September

5. Academies – General

Oasis Multi-Academy Trust paper circulated Although this does not relate to DSAT it provides an overview of some of the strengths and weaknesses of the Trust model It was noted that standalone Academy status is being discouraged with a Trust model being preferred

Education and Adoption Bill paper was circulated This is a response by a group of Directors of Diocesan Boards of Education to the proposed legislation

6. Communication

The procedure for managing meetings of the Trust Board and associated documentation going forward

- 10 working days before meeting date – request for agenda items
- 5 working days before meeting date – agenda and associated papers (annotated to link to the agenda) to be sent out
- Late papers can be circulated at the meeting and then included in minutes as such
- Formal Minute Book to be kept off all minutes and associated documentation, with minutes of the previous meeting and documentation to be signed off and dated at following meeting by the Chair

7. Governor Issues

Emmanuel – PA is currently the interim chair of Governors until someone can be appointed Help requested to find someone HT to approach Geoff Gillard

St Mary's, Walkley – New Governor proposed – Jenny Owen Board approved proposal

8. Trust Development

a) Director Growth

With Pam Randall and Russell Blackwell stepping down, the Board looked at the strengths and weaknesses within the team when considering appointing a new Director Weaknesses included premises/health & safety, HR and legal Nick Keighley (see item 3c) was felt to be a good fit to provide premises/health & safety expertise, but his work involves a significant amount of overseas travel which may affect his ability to attend meetings HT to approach Nick

The preferred names collected and minuted at the DSAT Business Managers meeting for each of the schools in the Trust are recorded as:

- Wickersley St Alban's C of E Primary School
- Flanderwell Primary School
- Trinity Croft C of E Primary Academy

- Aston All Saints C of E Primary School
- Thrybergh Fullerton C of E Primary Academy
- St Mary's C of E Academy, Walkley
- Emmanuel Junior Academy

Pension policies to be reviewed by Brown Jacobson Solicitors at a cost of £600 CH to report back at the next meeting

9. AOB/Meeting Dates Ahead

A school in the diocese has been evaluated as 'requires improvement' for two reviews Further inspection anticipated for next year Reported as close to good at last inspection but SAT results released this week were not what they were expecting.

- English – target 91%, achieved 74%
- Maths – target 89%, achieved 67%

The school also has a significant staff turnover

The school is interested in joining the Trust if they receive another 'requires improvement' and are forced to become a sponsored academy The DfE are happy for the Trust to do this Agreed that the Board should cautiously explore this possibility and ask Lynn Thornton and Alison Adair if they would meet with the Head of the school in question in early September for an initial conversation HT to approach Lynn and Alison

AGM to be discussed at next meeting

Trust school event organised for 03 02 16

Dates for future meetings already agreed and circulated

'Christianity in Diocese of Sheffield Schools' leaflet circulated This short document is being used to explain the Diocese's commitment to Christian distinctiveness in its schools

HT asked to record his thanks for a very productive year and a year where he has felt hugely supported by the Board

DATE OF NEXT MEETING -Tuesday 29th September at 10 00am in the Board Room at Church House, Rotherham



FILE COPY

**CERTIFICATE OF INCORPORATION
ON CHANGE OF NAME**

Company Number 8745639

The Registrar of Companies for England and Wales hereby certifies that under the Companies Act 2006:

THE DS ACADEMIES TRUST

a company incorporated as private limited by guarantee; having its registered office situated in England and Wales; has changed its name to:

THE DIOCESE OF SHEFFIELD ACADEMIES TRUST

Given at Companies House on **9th October 2015**



Companies House



THE OFFICIAL SEAL OF THE
REGISTRAR OF COMPANIES