

Annual General Meeting - I Minutes							
Date/Time	11/2/19 5.00pm	Location		Okehampton College			
Attendees		Initials		Attendees	Initials		
Ian Courtney		IC	Jos Sumner	JS	Kevin Wilson	KW	Ian Luke IL
John Searson		JSe					

Apologies	Initials	Reason (Category of Trustee)
Darryl Chapman	DC	Training
Richard Parsons (Okehampton Primary Chair of Governors)	RP	

ACTIONS
DECISIONS
QUESTIONS AND CHALLENGES

In Attendance	Initials	
Hazel Fox	HF	Vice CEO
Susanne Kiff	SK	CFO
Tania Skeaping	TS	Trustee
John Lawlor	JL	Trustee
Jane Dumeresque	JD	Trustee
Jeanette Savage	JS	Trustee
Fiona McNeile	FM	Governance Manager - Acting

Minutes to
Attendees
Apologies

1 - Notice of this meeting.
<ul style="list-style-type: none"> • Apologies have been received from DC and RP. • IC Welcomed everyone to the first AGM of Dartmoor MAT. • KW declared interests as a Chair of Governors at Mount Kelly College. • JSe declared interests as a Governor at St James C of E Primary School.

2 – The receipt and adoption of the report of the Directors and the audited accounts of the Company for the year ended 31 August 2018.

- IC explained there had been no significant findings within the audit. Whilst it had not been all smooth, Trustees were pleased with the outcome of the audit.
- A Member questioned what was being done in terms of the deficits of school budgets brought forward and what was the effects of Teachers pay and rewards/pensions on funding.
- IC addressed the effects of teachers pay and rewards on funding. These had been incorporated and the MAT had budgeted for the main pay scale increase of 2%. The MAT was actually better off as the Government had announced it would now fund all but the first 1% of the increase. Support staff pay increases had also been budgeted for and these would be implemented in April.
- IC outlined the processes in place for managing deficits in budgets. Each month management accounts and budgets for all schools are reviewed by IC and SK. Schools are required to set in year balanced budgets. Detailed meetings with each Business Manager had been held to set budgets in advance. Tavistock College is the only concern as whilst it is increasing its pupil numbers it suffers from lagged funding. Tavistock's in-year budget can be achieved but the school needs to focus on how it is going to recoup its deficits.
- IC reported that SK has put a lot of effort into managing reserves which mean that overall the Trust is in a good financial situation. The auditors recommended reducing reserves from £3m to £2m. IC formally proposed that the audited accounts be adopted.
- All Members voted in favour of adopting the accounts.

3 – Reports from committees of the Board of Trustees

- IC outlined the main points in the Trustees Summary Report. Committees have started working well and pushing back to LGB's. LGB's still require guidance from Trustees as, although the right types of question and challenge are taking place, there is not enough evidence of follow through. IC will be meeting with all LGB Chairs to ensure that this happens in a more robust fashion. The Governance Conference also reinforced this message to the LGB's.
- IC continued to describe the activity of all committees which provide excellent challenge to the Executive Team. The Audit Committee is more far reaching than finance and includes risk management. At the end of each Committee meeting, a review of the meeting takes place and risks are summarised. The Audit Committee analyses these risks.
- IC explained that the Ethos Committee is a little slower in progress and that the MAT non-church schools have struggled to understand that this is more of a community outreach committee and would like feedback from the community. IC attended the Executive Head Teacher meeting to brief them on what the Ethos Committee required from schools. Values have been set and are clear in all schools along with the school vision but the job of the Ethos Committee is to find out if the community are seeing or feeling the values and check if the schools are living by the values.

- HF commented that there will be lots of opportunity to reinforce Ethos work during the curriculum review and question how values are perceived and what the community wants from their schools.
- JL added that there was a need to formalise gaining opinions with parental questionnaires and open days.
- A Member stated that there had been a degree of confusion around ethos committees and particularly links within the non-church schools. The Member noted that there was potential for church schools to work more closely together and set good practice for the whole MAT. With the new syllabus starting on 1st September there was a real opportunity to introduce Ethos.
- A Member noted that it was disappointing not to see Christian Ethos reflected within the report. The Member questioned where was the engagement of the values and how is the MAT achieving its goals.
- HF explained that the Head teacher at Chagford Primary School had agreed to be the lead on Ethos in the Church schools but there had not been any recent updates.
- JL requested that the Head teacher report and update at the next Ethos Committee meeting on the progress being made.

Action:	HF to request update report from Chagford Primary Head teacher on progress in Ethos in the MAT's five church schools for next Ethos Committee meeting on 30/04/19.
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4 – Ratify and note Trustee appointments as appropriate

- IC outlined the recent appointments of two new Trustees, Jane Dumeresque and Jeanette Savage.
- IC confirmed that an advert had been placed for another Trustee vacancy and applications had been received from three candidates.

5 – Auditors – It is proposed that Bishop Fleming be reappointed as auditors.

- IC proposed Bishop Fleming be reappointed as they had provided a challenging first audit, had worked with SK and had brought advice and guidance to the Trust. Their recommendations, whilst independent, had also matched the views of the internal auditors which was reassuring.
- Members agreed to reappoint Bishop Fleming as the external auditors for the Trust for a further year.

Action:	SK to notify Bishop Fleming.
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6 – Appointment of Company Secretary

- IC explained that Michelmores had been appointed as Company Secretary but over the course of the year had made serious errors. Two appointments of Directors had been made out of the required timescales and they had been late filing the documents at Companies House. IC had told them that they were behind the timescales prior to the external audit and yet they still did not file the papers in time for the audit.
- IC proposed that SK is appointed as Company Secretary as she has previous experience.
- **Members agreed to the appointment of SK as Company Secretary.**

7 – Any other ordinary business

- IC updated Members on key events within the Trust.
- IC explained that in January the RSC conducted an annual review on the Trust and checked all accounts and academic data. The upshot of that review is that they are happy with the progress being made.
- IC gave an overview of the performance of the Secondary Schools within the Trust and the focus and challenges for the year ahead.
- IC updated Members on the expertise being brought into the Trust. Jon Lunn is the Trust's Director of Performance Data and attends all School Improvement meetings. Tom Winskill, ex HMI, has been appointed the School Improvement Officer for the three secondary schools. Neil Swait, also an ex HMI, is working in the same capacity for all primary schools
- IC outlined the status of St James C of E Primary School and the plans for them to join the Trust. Before Christmas, the Trust were informed that they had to achieve Sponsor status in order to take on St James. The Sponsor status will be reviewed by the RSC's Headteachers Board next week. During the same meeting, the Board will decide if St James should join Dartmoor MAT. IC is confident that this will go smoothly following an excellent external advisor meeting where the recommendation was that 'this school will benefit from joining Dartmoor MAT as soon as possible'. It is therefore likely that St James will join Dartmoor MAT in September 2019.
- IC added that the situation with Great Torrington School (GTS) joining the MAT had progressed. There had been four lengthy due diligence meetings before Christmas focusing on finance, academic results etc. GTS Trustees had voted formally to join Dartmoor MAT last week. This will be discussed at the next Full Trustees meeting on 12th February as there are both financial and data issues that need careful consideration.
- **A Member asked if there is capacity within the Trust to give support to a school that isn't a giver.**
- IC replied that he felt there was capacity.
- IC updated Members on an external review of Governance undertaken of DMAT in December 2018 which on the whole gave positive feedback. Off the back of the review a Governance Conference was held at the end of January. Twenty people attended, including Trustees and at least one representative from each LGB within the Trust. The

Conference focused on School Improvement and challenging all areas. IC commented that LGB's are not being robust enough and IC had made it clear that if an LGB was not doing its job then the Trustees would take it back. Tavistock LGB are aware that they are being monitored closely as regards Finance.

- **A Member asked how as a member will I see that has happened**
- IC replied through the meeting minutes, by coming to a meeting, by calling and challenging him. Members are to hold Trustees to account.
- TS added that it should also be seen in school improvement and the training that DTSA are driving through MAT schools.
- **A Member questioned whether Trustees were confident that they could evidence the impact of the training.**
- HF commented that in a recent MDIF bid there was a need to show school improvement and the impact of training.
- TS responded that HF had done a lot of training to ensure improvement and that Neil Swait checks to see impact. His full reports are seen and he is quizzed by Trustees.
- IC stated that he hopes that the word 'impact' will be apparent in lots of the minutes.
- IC reviewed the current challenge with admission numbers. The figures for Holsworthy have dropped which presents financial issues and the figures for Tavistock and Okehampton College are likely to be higher which presents logistical and budget issues, particularly for Tavistock.
- SK added that if the staffing increased at Tavistock to accommodate the additional pupils, then Tavistock will be in deficit and this will mean that the Trust will go into an in-year deficit. There is not enough Growth Fund to cover the difference.
- IC reviewed the Primary admission numbers and noted that Okehampton Primary and South Tawton numbers are down and this is most likely to do with the additional option of St James. Chagford's admissions look better than predicted.
- **A Member asked how risks at Trust level are encapsulated**
- SK reported that the Trust has invested in risk management software which allowed access for both Trustees and LGB's and covered risk and compliance. The Trust is also commissioning a full set of conditional surveys on all Trust buildings so that all issues are known and can be planned for.
- IC reported that the Trust had been awarded £250,000 from the Governments 'Little Extras' funding.
- IC thanked Members for attending the AGM and their continued support.
- The meeting concluded at 18:18pm.

Action Table from 11/02/19		
WHO	WHAT	WHEN
HF	Request an update report from Chagford Primary Head teacher on progress in the MAT's five church schools in Ethos for next Ethos Committee meeting on 30/04/19.	30.04.19
SK	Notify Bishop Fleming of appointment as External Auditor for one year.	ASAP.