

# Tarka Learning Partnership

## Directors Minutes



Date: Wednesday 24 <sup>th</sup> April 2019	Start time: 6.35pm	End: 8.55pm
Chair: Paula Stein (PS)	Clerk: Della Oliver (DO)	
Directors Present	Agenda:	
Paula Stein (PS)	1. Apologies	
Clare Tope (CT)	2. Declarations of Interest	
Joanne Byrne (JB)	3. Confidentiality reminder	
Graham Cockell (GC)	4. Minutes of the last meeting	
Chris Rice (CR)	5. Matters arising from the minutes	
	6. Matters brought forward by the Chair	
	7. Correspondence received	
	<b>School/Tarka Learning Partnership Items</b>	
	8. Matters arising from LGB minutes	
	9. Items brought forward from COGs	
Directors Not Present	10. Adoption of admissions Policies for schools and LGBs	
Neil Hookway (NH)	11. Roundswell letter from DfE	
	12. CIF Bids – outcomes	
	13. Finance policy and procedures manual	
Also Present	14. Identify Director training needs. Further training identified from the skills audit/training audit	
Andy Cotton (AC) CEO	15. Review key areas of responsibility and experience for existing and proposed in preparation for recruitment	
Mo Cann (MC) CFO	16. New governance handbook	
Della Oliver (DO) Lead Clerk	17. Meeting calendar for 2019/20	
	18. Time and Date of Next Meeting	
Acronyms Used		
AOB – Any other business		
CEO – Chief Executive Officer		
CFO – Chief Finance Officer		
CIF – Condition Improvement Fund		
COGs – Chairs of Governors Group		
DfE – Department for Education		
DMP – Deficit Management Plan		
IDSR – Inspection Data Summary Report		
ISAP – Individual School Action Plans		
MSN – Midsomer Norton		
LGB – Local Governing Body		
PAN – Published Admission Number		
WM – Woollen Michelmores		

Summary of Decisions		
Item:	Decision	Action
4.	Minutes – agreed.	AC to confirm/deliver training. Add to agenda for 22 <sup>nd</sup> May.
4.	Agreed a preference for DO to create full and detailed minutes for Directors meeting going forward, rather than a short version.	
10.	Admission policy for this year and the next two years – adopted.	
10.		
13.	Park’s proposed PAN of 300 – agreed.	
14.	Updated finance policy and procedures manual – approved.	
15.	Secondary data and MSN were identified as Director training needs.	
17.	Item 15 to be brought back to the next meeting.	
18.	Principles of the calendar for 2019/20 were agreed: Meetings will be held on Wednesdays at 6.30pm; a new pattern for meetings will see meetings held in the second/third week of term and at the end of term; audit committee meetings will be held at 5.30pm before the Directors meeting.	
	MC will circulate the next audit meeting information via email, in place of a meeting.	
		MC to email.