



Trust Board Meeting Minutes

Tuesday 11th October 2016 at 8.00am

Trustees Present

Kate Evans (KE CEO), Philip Hodgson (PH), Gareth Davies (GD), Donna Cornwell (DCo), Sue Speller (SSp), Ken Murphy (KM), David Lamkin (DL), Richard Cowling (RC) Simon Humphrey (SH), Claire Lawton (CL) and Geoff Hayward (GH)

Others Present

Duncan Cooper (DC Deputy CEO), Sarah Scott (SS Director of Finance), Kathryn Oliver (KO Director of HR), and Kerrie Jones (KJ Clerk)

| | ITEM | ACTION |
|-----------|--|--|
| 1. | Acceptance of Apologies for Absence | |
| | There were no apologies. | |
| 2. | Declarations of Interests | |
| | No interests were declared. | |
| 3 | Agree Minutes of last meeting 13 Sept 2016 & Matters Arising | |
| | <p>The minutes of the last meeting were agreed as a true record</p> <ul style="list-style-type: none"> • fair funding – first CSH meeting last week, taking legal advice on a judicial review. <p>Q <i>Can we quantify what cannot be achieved without the additional funding?</i></p> <p>A Difficult for individual schools, suggested as a County a collective picture could be gathered.</p> <ul style="list-style-type: none"> • Working group to look at Bottisham Principal appointment with a view to interview in November • Free school bids – application submitted. With regard to Cherry Hinton development, Marshalls will be submitting for planning permission in May. Aim to submit second free school bid in March • Internal control procedures were circulated. | |
| 4. | Governance Matters | |
| | <p>Trust & Committees</p> <p>- ToR for Trust Board & Committees Scheme of Delegation had been circulated with some minor amendments <i>All agreed to adopt SoD and ToR</i> Trust Board – PH will continue as Chair. Committees will meet at least once a term.</p> <p>- Proposal to establish a ‘Search & Governance’ committee The Trust Board has a responsibility to ensure good governance</p> | <p>Audit & HR look at their sections at first meetings. Pick up any changes at future Board meeting. Ensure version numbers.</p> |

| | |
|--|---|
| <p>across the Trust. There are concerns over the turnover of governors All agreed to setting up this committee with a commitment to stronger Governance. The ToR were adopted</p> <p>- Establishment of F & A and HR committees F&A committee established (KE, SS, GD, KM, DL) Discussed if any issue with AM also joining as she is a Member. Will double check (but she could be an adviser).</p> <p>H&R committee established (KE, PH, CL, RC, SSp & KO)</p> <p>- Internal Audit function Bottisham/Netherhall internal auditor has suggested the following:</p> <ul style="list-style-type: none"> • Move to a single auditor across the Trust (discuss needs) • Set up F&A committee • Use a risk register as a way of working • Financial overview training for whole Board <p>- Code of conduct All agreed to adopt the codes for the Trust Board and LGBs.</p> <p>- Trust Board Pattern of Meetings Thanked Netherhall LGB for all their input. Have produced a template for all LGBs to use as a starting point. Add in Board meetings to align. The following meeting model was agreed to be useful: 5 Board meetings: 2 autumn, 1 spring, 2 summer. 5 F&A 3HR 8 LGB meetings: 4 autumn, 2 spring, 2 summer) Q How do we ensure we have a focus on T&L? A There is a huge focus at LGB level. At Trust Board level must ensure that T&L is our focus once legal requirements have been fulfilled</p> <p>LGBs</p> <p>- Approval of Sawston & Bassingbourn LGBs, Chair & VC The proposed Trust Appointed governors for Bassingbourn were approved: Ken Murphy Alison Butterworth Dushy Chetty Chris Roope Kate French George Lynn</p> <p>There is 1 more parent governor than specified, as discussed by the working group earlier in the year. (LGB ToRs specify 3 parent governors.) It was agreed that this can be viewed as a transition stage moving towards this model. This will be resolved in time as Terms of Office end.</p> <p>The Board approved the appointment of Ken Murphy as Chair and Alison Butterworth as Vice Chair for 1 year.</p> | <p>Will ask AM to join.</p> <p>F&A working group meeting to discuss.</p> <p>DC will finalise & circ.</p> <p>Add to risk register.</p> |
|--|---|

| | | |
|----|--|---|
| | <p>Job titles – CEO rather than Executive Principal has been agreed as this assists the growth model</p> <p>Q <i>Where does CTs ICT cross Trust role fit?</i></p> <p>A This feeds into the Leadership group. Jon Culpin & Duncan Cooper would take on roles of Deputy Chief Executive officers which will require a salary review.</p> <p>Trustees raised the important issue of ensuring there is no negative impact within a school of staff taking on a cross Trust role</p> <p>HR Working group was set up; SS, RC, KE, PH, CL</p> <p><i>[GH left 9.42]</i></p> | <p>Working group to review salaries & impact of cross Trust roles</p> <p>Meeting on 1 Nov 9am Bottisham</p> |
| 8. | <p>Anglian Learning Charter</p> | |
| | <p>Agreed this is a good start point</p> <p>Suggestions:</p> <ul style="list-style-type: none"> • Include ‘respecting & celebrating diversity’ • Goal statement – perhaps a small change to wording to reflect more focus on ends than means • Perhaps format each column the same with 5 points <p>Confirmed that this is ready to be sent to Primary schools after including point 1 above.</p> | <p>Take to leadership teams Then to LGBs</p> <p>Review to follow</p> |
| 9. | <p>Primary School Hub</p> | |
| | <p>Pack to be sent to Primary schools will consist of:</p> <ul style="list-style-type: none"> • Anglian Learning Charter • Associate membership <p>The proposal of associate membership is a track to joining with no services provided at this point.</p> <p>Trustees discussed the terminology and agreed to change to ‘Anglian Learning membership Process’</p> <p>Discussed the costs involved. Schools are being asked to contribute £3000. Anglian Learning needs to make clear:</p> <ul style="list-style-type: none"> • when this is to be paid • what the benefits will be • that it is non-refundable; If successful the conversion grant would cover the costs • The process is their responsibility • There is shared risk: Anglian learning will be conducting the costly due diligence process <p>The Trust also needs clarification of the cost of additional time and resources</p> <p>The Trust Board agreed:</p> <ul style="list-style-type: none"> • Add a document to explain steps, costs and benefits • Look at terms & conditions of conversion grant • Look at experiences elsewhere (DCo) • Approach LA to seek reassurance that appropriate resources are available for this process (KE) • Delegate changes to leadership | <p>DCo KE Working group to</p> |

| | | |
|------------|---|---|
| | | meet & approve (DCo, KM, GD,CL, KE) |
| 10. | HR update on holiday entitlement | |
| | <p>Advice has been sought from Stone King</p> <p>Issues have been raised over different rates of pay for same job across the 4 schools. Some are complicated eg midday supervisors. Need to look at job descriptions. Cannot pay holiday pay or back pay until these issues are sorted</p> <p>Some concerns raised about cross Trust job descriptions because there are differences. It was suggested personal specifications could differ.</p> <p>Q Trustees asked how long the issues would take to sort and about support, given the concerns with EPM? A EPM are now offering direct support with a director & half termly reviews. It was agreed that now is not the appropriate time to switch provider.</p> <p>Q What is the financial implication? A The amount of back pay & holiday pay moving forward has been approved by the Trust Board already</p> | <p>Proposal for next Trust Board meeting</p> <p>Send briefing note to Board if necessary.</p> <p>Explanation for LGBs</p> |
| 11. | Process for Approval of Accounts | |
| | <p>BMAT accounts will need to be approved by Anglian Learning.</p> <p>F&A to meet with auditors 28 Nov at Bottisham at 6pm</p> <p>Trust Board meeting to approve accounts – Wed 7 Dec 6pm followed by social evening for Trustees at Members at Netherhall</p> | |
| 12. | Scheduling Member visits & social event | |
| | See item 11 | |
| 13. | AOB | |
| | <p>Appointment of Bottisham Principal & Netherhall Deputy Principal</p> <p>Applicants for Bottisham Principal will be interviewed in November Final approval of the appointment will be by the Board. It was agreed that this approval can be delegated to those Trustees involved in the process and that this delegated power will apply for all such appointments in the future.</p> | |
| 14. | Date of Next Meeting | |
| | <p>22 November, 8am, Sawston VC Meeting ended at 11am</p> | |