



Trust Board Meeting Minutes

Tuesday 13th September 2016 at 8.00am

Trustees Present

Kate Evans (KE Executive Principal), Philip Hodgson (PH), Gareth Davies (GD), Donna Cornwell (DC), Sue Speller (SS), Ken Murphy (KM), David Lamkin (DL) and Richard Cowling (RC)

Others Present

Jonathan Culpin (JC Sawston Principal), Duncan Cooper (DC Bassingbourn Principal), Sarah Scott (SS Director of Finance), Kathryn Oliver (KO Director of HR), Philip Cranwell (PC Consultant) and Kerrie Jones (KJ Clerk)

| | ITEM | ACTION |
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| 1. | Welcome and introductions | |
| | PH welcomed everyone and introductions were made. He thanked PC for attending in an advisory capacity. | |
| 2. | Acceptance of Apologies for Absence | |
| | Apologies were accepted from Simon Humphrey (SH), Claire Lawton (CL) and Geoff Hayward (GH) | |
| 3 | Declarations of Interests | |
| | No interests were declared. | |
| 4. | Handover of Responsibilities from BMAT to Anglian Learning | |
| | <ul style="list-style-type: none"> • Duncan Cooper, Amanda Askham & Chris Tooley have resigned from BMAT Trust Board. • Articles of Association have been approved and will be put on website when available. • New logo - thanks to Ann Lynn • Website will be live today <p><u>Chair and Vice Chair</u> Following the suggestion that retaining the current Chair & VC for the first year would provide continuity: DL proposed PH for the position of Chair and CL as Vice Chair. These were seconded by KM and agreed unanimously</p> <p><u>Local Governing Bodies</u> KM proposed LGBs be established for Sawston & Bassingbourn. This was seconded by DL and agreed by all.</p> | Clerk to send SoD to each LGB to discuss & adopt. |

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| | <p>SoD & ToR will need to be adopted by each LGB. SoD is in place but will need to be reviewed. <i>All agreed to proceed initially with the current SoD.</i></p> <p><u>Risk Plan</u> PC drew attention to the critical risks: <ul style="list-style-type: none"> - Sports centre management was deferred and now needs a Trust wide review. - Business continuity – each school had a plan but need Trust wide approach PC suggested risk review be an item on every agenda focussing on any changes. Responsibility could be delegated to leadership group or committee. However, don't feel the need for a specific risk management committee Q <i>What is process for identifying new risks, for adding/removing risk?</i> A The current plan is applicable for setting up of Anglian Learning. Going forward a new plan is necessary. Suggest: <ul style="list-style-type: none"> - a template & structure for monitoring (PC may have). - Add dates to plan Appoint a responsible person (SS willing to be involved).</p> <p><u>Capital Build programme at Bottisham.</u></p> <ul style="list-style-type: none"> • Submission of planning permission imminent • Contract will be with Anglian Learning/LA/Morgan Sindall • Assured that fully funded & risk underwritten by LA. • Supported by BMAT & now fully endorsed by Anglian Learning Trust Board | <p>Consider ToR – next Board meeting</p> <p>Agenda item next meeting</p> |
| 5. | Update on the BMAT Members Meeting | |
| | <p>3 special resolutions were passed as detailed in the minutes Some questions raised at the meeting and clarified by legal team. Current members: Amanda Askham Martyn Postle Christopher Walkinshaw Alison Butterworth Philip Hodgson Albena Madej</p> <p>There has been no challenge to having 6 Members.</p> | |
| 6. | Summer 2016 examination results – headline information | |
| | <p>GSCE results were available No detailed analysis yet. Q <i>Have all schools calculated P8 in same way?</i> A Need to wait for further data later in term</p> <p>Have begun draft outline of monitoring across the Trust Need a reporting policy</p> | <p>KJ send A level results with minutes</p> <p>Establish cross Trust policies next meeting</p> |
| 7. | HR Bulletin (KO) | |
| | <p>The report had been circulated</p> | |

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| | <p><u>Teachers Pay & conditions</u> 1% is recommendation, TLR 3s not necessarily subject to this award KO recommends implementing the 1% increase across the Trust including TLR3s. Discussed in terms of the budget KM proposed implementing the proposal as recommended by KO. This was seconded by PH and agreed by all.</p> <p><u>Holiday entitlement for casual staff</u></p> <ul style="list-style-type: none"> • Maximum of 2 years back pay we would be liable for. Currently gathering information from EPM. . • Recognise staff may feel aggrieved. Therefore, it is proposed we pay the 2 years back pay for all categories of staff. Have sought advice from Stone King. • Issues with EPM & professional liability but any action would have to be joint with other schools. <p>Following discussion and questions the following points were clarified:</p> <ul style="list-style-type: none"> • Don't know if this is just a Cambridgeshire issue • Once the back pay has been paid can pursue with EPM as we have not fulfilled our legal responsibilities • Those affected includes midday supervisors, invigilators and sports centre staff so not entirely female. • Be honest & positive, gauge reaction, when presenting to staff • PC suggested involving the unions • These were LA pay-scales which didn't incorporate holiday pay • Holiday pay will be added going forward <p>All agreed with KO's proposal to pay 2 years back pay to all 3 categories of casual staff as set out in the report</p> <p>The Board delegated the process involving discussions with staff/unions/EPM to KE/KO on behalf of Trust</p> <p>The Trust Board thanked KO for her work on this.</p> | <p>Report back to next meeting & approach with EPM</p> |
| <p>8.</p> | <p>Fair Funding discussion (KE)</p> <p>Although there is a commitment to Fair Funding in the recent Green Paper, there are some concerns with the wording. The Board discussed the implications of the delay on future budget planning. RC raised concerns about the figures and also funding distribution having completed his own calculations. Lobbying strategies were discussed including working with other Trusts, raising at CSH, involving MPs and engaging parental support by demonstrating how the additional funding would be beneficial.</p> <p>For the purposes of budget setting no increase must be assumed. It is recognised that some decisions have to be made well in advance & will depend on budget limitations</p> <p>The Board were updated with regard to Bassingbourn's sale of assets (house) for which they need EFA permission,</p> | <p>Approve at next Board meeting</p> |

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| | <p>Q Can we complete with a non-competitive process? A Need to demonstrate it is a market price (3 estate agent valuations)</p> | |
| 9. | Finance Bulletin (SS) | |
| | <p>The report had been circulated. The following recommendations were made:</p> <p><u>Accounting software update</u> Recommendation: Autumn/Spring term: - Continue work on remote access - Continue work on a Trust chart of accounts (COA) - Any new schools joining the trust would join on this chart of accounts. September 2017: - All schools on single chart of accounts. As discussed with TSG (software support company)– is it better to keep current schools on the same COA for the full year to avoid transfer of data mid-way through the period. - Further meetings are scheduled with TSG to discuss these next steps.</p> <p>All agreed</p> <p><u>Funding & Payment of Staff and central costs</u> Recommendation: - Funding paid to individual schools - Payments including payroll made by individual schools. - Central charge paid monthly to Trust account.</p> <p>Q Is the same approval process in place for central or individual schools? A Yes Request we log issues with EFA All agreed</p> <p><u>Monthly Reporting Packs</u> Excel report template was circulated LGBs will monitor – don't want to replicate. Need to know when things are significant for Board to pick up. SS will look at benchmarking Recommendation: Proceed with model described, to be reviewed All agreed</p> <p><u>Internal audit</u> Described processes in each school Recommendation: Proposal is that the same model should be used across the trust – discussion of next steps and which models to pursue further to bring back to next board meeting costed options. All agreed</p> <p>Need consistency and this will take time. Need to develop a model and then decide how to implement. Also bear in mind how would work in future with say primary schools. <u>Internal Financial Controls</u></p> | <p>Review reporting pack at a future meeting</p> <p>Set up working group GD/DL/KM</p> <p>Costed options to future meeting.</p> |

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| | <p>All agreed to adopt these Signatories for accounts: – according to agreed financial procedures the signatories should be from the Senior Leadership Team. Some concerns have been raised around the practicalities of this. Recommendation: Proceed with the mandates as agreed at the end of term, and look for ways to manage this. We also request that the board consider an amendment to allow for requests to be made via the Trust Director of Finance to extend this to meet operational needs All schools agreed to try this system out.</p> <p><u>Sports centre</u> Recommendation: Establish a small working group to take this forwards which would include a representative from the board. All agreed Q Will central costs pay? A Yes, need to establish what we do in each school</p> <p>GD, KM and DL volunteered to be involved in the internal audit and sports centre working group</p> <p>The Board thanked SS for the enormous amount of work she has completed.</p> | Set up working group: GD/KM/DL |
| 10. | Appointment of Principal at Bottisham | |
| | <p>Currently have an Acting Principal on secondment until Easter 2017 The Trust Board agreed to delegate KE to start the process of recruitment for a permanent Principal.</p> | |
| 11. | Free school bids | |
| | <ul style="list-style-type: none"> • Previously agreement was for 3 bids, but there is no evidence of demand for a second primary & secondary at this time, so have agreed to proceed with Wing Primary bid only. Apply by 28 Sept. • DC has completed a huge amount of work towards this and PC is providing consultancy • We were accepted onto the New schools development network programme. • It is believed there is a low risk of a competitive bid. <p>We have the Regional Commissioner’s support but no track record of running Primary schools. We also have the support of local Primary Schools (Any other local support would be useful) It is therefore proposed to appoint an executive Principal of Primary Schools. All Agreed to include in the bid.</p> <p>Trustees were unhappy with the intrusive declaration form that needs to be completed. Currently there is no option but to sign the form or step down. Trustees agreed to complete and potentially lodge a complaint at a later stage. It was suggested seeking advice from Stone King re the legality of the form. Trustees were assured that forms will be kept securely locked.</p> | |

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| | Scanned copies will be deleted after submission | |
| 12. | Potential development of a Primary hub | |
| | <p>A number of local Primary Schools have expressed an interest in becoming part of Anglian Learning and a number of discussions have been had including the idea of associate membership.</p> <p>Trustees asked how many schools would be in each cluster? 5 or 6 probably; May need to establish one cluster and then expand. Associate membership may be a good start point.</p> <p>The approach suggested was:</p> <ul style="list-style-type: none"> • Have a clear statement of intent • Establish clear guidelines for associate membership • Buy in consultancy expertise • Establish cluster by 2017 with recruitment of an Executive HT <p>PC Comments:</p> <ul style="list-style-type: none"> • Suggested appointing a Vice Chief Executive in charge of Primary schools – to oversee design & set up • A cluster needs to be flexible depending on its growth and not all individual schools would be able to retain their HT • An incentive for schools to join may be the opportunity to apply for role of Executive HT <p>Q <i>Will over-subscription criteria change?</i> A Whilst they could be changed, some MATs have done this but had difficulties on appeal.</p> <p>Q <i>Is there any due diligence process in associate membership?</i> A Would need to agree to share information, sign up to a process.</p> <p>All were in agreement with a commitment to establishing a Primary Hub in principle, from September 2017. Structures and financial workings will be brought back to the Trust Board In the meantime will liaise with the primary schools.</p> | Future agenda item |
| 13. | AOB | |
| | <p>Liability clarification: £10 liability for Members if company is wound up, no liability for Board members unless they act fraudulently or negligently. Cannot be pursued personally for assets. Trust has insurance in place</p> | |
| 14. | Confirmation of future meeting dates | |
| | <p>Chair thanked everyone for all their work to get to this point.</p> <p>Next meeting is 11th October, 8am, at Bottisham VC.</p> <p>Meeting ended at 11.40am</p> | |