

Trust Board Meeting Minutes

Tuesday 22nd November 2016 at 8.00am

Trustees Present

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

Others Present

Sarah Scott (SS Director of Finance), Kathryn Oliver (KO Director of HR), Jon Culpin (JC DCEO), Duncan Cooper (DPC DCEO), and Kerrie Jones (KJ Clerk)

| | ITEM | ACTION |
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| 1. | Acceptance of Apologies for Absence | |
| | Apologies were accepted from Geoff Hayward | |
| 2. | Declarations of Interests | |
| | DAC declared an interest in item 11 JC and DC declared an interest in item 13 | |
| 3 | Agree minutes of last meeting | |
| | The minutes were agreed as a true record <ul style="list-style-type: none"> Fairer funding update: letter has been sent from CSH to Secretary of State continuing to apply pressure. | |
| 4. | Governance | |
| | <p>Establishment of committees & chairs</p> <p><u>Finance & Audit Committee</u> Gareth Davies Ken Murphy David Lamkin Albena Madej Kate Evans Sarah Scott</p> <p>It was agreed that F&A can be one committee since is under the company size regulation which would require these to be separate.</p> <p><u>HR Committee</u> Philip Hodgson Claire Lawton Ricard Cowling Sue Speller Donna Cornwell Kate Evans Kathryn Oliver</p> <p>Consider appointment of Chief Operating Officer (COO) at first meeting Agreed Search & Governance will be part of HR committee</p> | <p>Seek a further member to ensure fulfilment of membership requirements</p> <p>HR Agenda item. Amalgamate the ToR.</p> |

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| | <p><u>Achievement & Standards</u> Ken Murphy Simon Humphrey Claire Lawton Sue Speller Geoff Hayward will also be asked</p> <p>Feedback on TOR to include Terms of Office and addition of associate membership The Board agreed that LGBs can include Associate Members Agreed Chair and VC Term of Office to be 1 year as already stated in ToR.</p> <p>Feedback on draft governance planner All agreed a very useful document</p> <p>Access to Trustee shared area Information and logins already circulated by the clerk</p> <p>Appointment of new Netherhall governor Tim Moore All agreed to the appointment of Tim Moore as a Trust Appointed Netherhall governor.</p> | <p>All committees will consider ToR at first meeting.</p> <p>Amend LGB ToR (KJ)</p> |
| 5. | Monitoring Dashboard (DPC) | |
| | <p>Student achievement data and 2017 targets Leadership team meeting next week looking at assessment and target setting across the group. There is further work to do, particularly around progress 8</p> <p>It was agreed in principle that this document will be generally useful for LGBs to see, but there is an issue of potential sensitivity to consider.</p> | <p>Future review necessary</p> |
| 6. | Outcome of Netherhall Deputy Principal interviews (PH/SH) | |
| | <p>6 candidates were shortlisted, reduced to 3 for the last day. 1 candidate withdrew. The final decision had been delegated to PH, SH and DC on behalf of the Trust and The Netherhall School. Daniel Berry was appointed as a very positive addition to the school leadership team. He will join the school in May 2017</p> | |
| 7. | Confirmation of appointment process for Principal at Bottisham (KE) | |
| | <p>Interviews will take place on 24th and 25th November. There has been a good response with 13 applicants which have been shortlisted to 4, 2 of which are internal. The programme for the 2 days is rigorous and far-ranging Every care has been taken to ensure confidentiality for all and that internal candidates are removed from everyday school processes The final decision is to be delegated to the panel who are: PH, CL, GD, KE, JC together with Amanda Askham and Ben Nichols (Bottisham VC) which gives a good balance of Trust Board & LGB.</p> | |

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| 8. | Draft Trust Plan (JC) | |
| | <p>The 1 year plan had been circulated It details all objectives – short, medium and long-term , and actions. It ensures a link from the mission statement through the Charter, risk register and other core documents. This is an ongoing document and will be reviewed at Spring half term</p> <p>Trustees requested items be grouped and simplified. They were concerned with the number of items and achievability. JC explained that everything has been included initially</p> <p>KE raised the issue of capacity at present as the Trust is growing. Need to consider growth plan and expertise. A COO could take on much of this to allow us to concentrate on school improvement Trustees agreed a COO seems necessary and that we should proceed with recruitment. The cost has been included in the budget from Jan 2017 An approach to recruitment was discussed as this may not be an easy position to fill. Perhaps draw on experiences of other MATs.</p> <p>Agreed to delegate the first stages to HR committee.</p> | <p>Item at F&A meeting to confirm financial position</p> <p>Item at HR meeting</p> |
| 9. | Primary Hub Update (KE) | |
| | <p>A working group has finalised the documentation and sent to feeder Primary Schools. Philip Cranwell & Stone King have offered packages of support. We have been advised to ensure clarity on the conversion process that the schools will buy into as there will be a cost of £25k.</p> <p>5-6 Primary Schools are expected initially for a Nov 2017 conversion By the end of Jan 2017 the number and identity of those joining should be clearer and this will allow us to start the recruitment process for Primary Hub Executive Principal.</p> <p>Q. <i>How does the Primary Hub affect the role of the COO, particularly in light of the fact we will recruit a COO before this is confirmed?</i> A The new COO will help shape & be part of growth plan</p> <p>KE also reported on the very useful Free School mock interview in London Written feedback to follow.</p> | |
| 10. | Feedback from F&A working Group Meeting | |
| | <p>Appointment of internal auditors Tenders have been invited and a recommendation will be taken to the Trust Board on 7 Dec.</p> <p>Sports Centres risk management A consultancy company has been appointed with the aim of reducing risk going forward. There has been dissatisfaction</p> | <p>Agree at Trust Board meeting 7 Dec</p> |

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| | <p>expressed by the Sawston Sports Centre manager regarding the consultancy process. SS has raised this with them.</p> <p>Some trustees had been confused by the purpose of the working group meeting which they thought was to agree the appointment of the consultants. However, the consultancy firm had already been appointed. They wish to ensure clarity in the future.</p> <p>The CEO explained that in this instance the misunderstanding was due to the MAT transition phase: the consultancy process had begun under BMAT and was paused. The working group meeting was to take the plan forward with the consultants.</p> | JC/DL to follow this up. |
| 11. | Proposal for remuneration of Donna Cornwell for her consultancy work on the Free School bid. | |
| | This item is recorded in a confidential minute | |
| 12. | Salix Energy Efficiency Fund proposal (SS) | |
| | <p>The SEEF supports energy efficient projects for Academies and MATs (http://www.salixfinance.co.uk/loans/SEEF)</p> <p>It is interest free and pay back needs to be around 8 years</p> <p>The deadline is 7 Jan 2017</p> <p><i>All agreed to proceed with an application.</i></p> <p>There is no commitment at this stage; further Trust Board approval would be needed to proceed with any project</p> | |
| 13. | HR Issues (KO) | |
| | <p>Casual holiday pay proposal paper</p> <p>Trustees were updated with regard to the different categories of casual staff: invigilators, community education tutors and midday supervisors</p> <p>Invigilators will now be paid the same across the 4 schools with Bottisham having 1 year salary safeguarding.</p> <p>The midday supervisors were the most complicated category with some contractual issues to sort</p> <p>Sports centre staff will be paid back pay but future contracts will be looked at as part of the review</p> <p>Staff will be written to with an explanation.</p> <p>Q <i>Should we involve the unions?</i> A Decided not to do this directly but go straight to the staff.</p> <p>Q <i>Trustees acknowledged there are short-term gains but asked if there is a risk of staff having a long-term reduction in salary?</i> A Will address issues if they arise.</p> <p><i>Trustees agreed to the proposal on the understanding that the Financial implication previously agreed is unchanged</i></p> <p>Thanked KO for all her work</p> <p>Approve salary sacrifice scheme</p> <p>KO explained the benefits of the scheme.</p> | |

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| | <p>Q Trustees questioned why an interest free loan system isn't operated instead?</p> <p>A. Currently there are tax benefits for the school. However, there is a Government consultation underway which may reduce that benefit and a loan could be simpler.</p> <p>The Salary Sacrifice Scheme was approved with the addition of an amendment to add a Training Support Grant as an option (which would be a loan).</p> <p>Report back from HR Working Group meeting re DCEO roles This item is recorded in a confidential minute</p> | <p>KO to amend</p> |
| 14. | Date of Next Meeting | |
| | <p>28 Nov 6pm F&A Bottisham 13 Dec 8-10am HR Bottisham 7 Dec 6pm Trust Board Netherhall 11 Jan 2pm Standards Netherhall 24 Jan 8am Trust Board Bassingbourn</p> <p>Meeting ended 11.45am</p> | |