

## Trust Board Meeting Minutes

24<sup>th</sup> January 2017 at 8.00am

### Trustees Present

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

### Others Present

Jon Culpin (JC DCEO), Duncan Cooper (DPC DCEO), and Kerrie Jones (KJ Clerk)

	ITEM	ACTION
1.	<b>Acceptance of Apologies for Absence</b> Apologies were accepted from Gareth Davies (GD)	
2.	<b>Declarations of Interests</b> None	
3	<b>Agree minutes of last meeting</b> The minutes were agreed as a true record <ul style="list-style-type: none"> <li>Increasing size of Trust Board -advice from Stone King is that this can be done by Member appointment.</li> </ul>	
4.	<b>AL Trust Appointments (KE)</b> <ul style="list-style-type: none"> <li><b>Appointment of Executive Principal</b> Have received first formal expression of interest for the Primary Hub from Fen Ditton and anticipating others. It was agreed by both F&amp;A and HR committees that more certainty is needed before appointing an Executive Principal.</li> <li><b>COO Appointment Update</b> It was proposed by HR and F&amp;A committees that although the necessity for a COO has been established, consultancy support be sought for the next 2 terms whilst the scope of the COO role is determined.</li> </ul> <p>Currently seeking consultancy/interim support for both roles and are confident of the expertise available Application for £95k has been made to Growth Fund to subsidize these roles</p>	Update next meeting
5.	<b>Free School Applications (KE)</b> <ul style="list-style-type: none"> <li><b>Update on Wing Primary Application</b> Submitted Sept 2016. Have received invite to interview 7 Feb (letter circulated) Panel representing the Trust will be KE, PH, DAC, SS, DPC Outcome should be known in March</li> <li><b>Further Applications</b> Next round scheduled for March - awaiting confirmation of date. This will be for Secondary &amp; Primary.</li> </ul>	

	<p>New schools network will assist us by scrutinising 'evidence of need' section at the outset. Currently sourcing relevant supporting data.</p> <p>Board confirmed they agreed with this approach.</p>	
<b>6.</b>	<b>Risk Register (JC)</b>	
	<p>Draft structure had been circulated. Explained types of risks to be added.</p> <p>It was agreed that each committee will oversee their relevant section, reviewing via a standing item each term. CEO has overall responsibility (in future this will be COO)</p> <p>JC thanked SCS for feedback and will make some amendments</p> <p>Following discussion the Trust Board agreed:</p> <ul style="list-style-type: none"> <li>• Internal auditors need to be involved</li> <li>• Each Academy should have its own up to date Risk Register</li> <li>• Standardise risk register format across the Trust (share template)</li> </ul> <p>KM also reported back suggestions following meeting with Price Bailey:</p> <ul style="list-style-type: none"> <li>• Utilise NGA 21 Questions MAT Boards should ask</li> <li>• National Association of Business Managers financial expectations</li> <li>• Training for whole Trust Board &amp; specific training for individual roles</li> </ul>	<p>JC send revised copy</p> <p>KM to liaise with Price Bailey</p>
<b>7.</b>	<b>Governance Strategic Development Proposal (KE/PH)</b>	
	<p>The CEO summarised achievements since formation of Anglian Learning and described the strong Governance in the individual schools</p> <p>She had circulated a discussion paper setting out a development proposal.</p> <p>This will be considered further by a working group - KM/SCS/CL/RC</p> <p>SH offered any specific help where relevant rather than as part of the group</p> <p>GH suggested the Judge Business School may have an intern to help on the project.</p>	
<b>8.</b>	<b>Proposed amendment to SoD</b>	
	<p>Have included structure diagram &amp; school performance table which would indicate whether to use a standard or amended SoD for individual schools.</p> <p>Questions were raised over where on this tier new schools would come in at. It was clarified that this is part of the due diligence process.</p> <p>Some amendments were suggested to ensure clarity</p> <p>It was noted that Primary schools may be somewhat different if they are very small &amp; show variation year to year.</p> <p><b>Q</b> Do they need to meet all criteria?</p>	

	<p><b>A</b> No – KE to amend first paragraph</p> <p>Amendments made at the HR meeting have been incorporated. F&amp;A and A&amp;S committees will look at relevant sections</p> <p>Policies will be added as an appendix showing delegated approval.</p>	Agenda items F&A/A&S
<b>9.</b>	<b>Feedback from Committees</b>	
	<p>Committee minutes had been circulated and the following points highlighted:</p> <p><b>HR</b></p> <ul style="list-style-type: none"> <li>Concerns with EPM. Discussed need to look elsewhere but timing important</li> </ul> <p><b>F&amp;A</b></p> <ul style="list-style-type: none"> <li>NFF: Schools Forum have invited local MPs to a meeting. Following suggestions from PH and KE, the Board agreed: <ul style="list-style-type: none"> <li>Each LGB will write to their MP to add weight</li> <li>A group of MATs (eg CMAT/Parkside /Comberton) will agree a joint response and involve parents</li> </ul> </li> </ul> <p>However, it was acknowledged that without an increase appropriate cuts will need to be made.</p> <ul style="list-style-type: none"> <li>Sports Centre Consultancy – report to next F&amp;A</li> <li>Disposal of assets – the Trust Board approved Bassingbourn’s request to approach the EFA with regard to selling site house to a developer.</li> <li>Reserve’s Policy – internal auditors have advised that a huge central reserve is unnecessary if each school has a reserve. They will work with us to agree a figure</li> </ul> <p><b>A&amp;S</b></p> <ul style="list-style-type: none"> <li>Dashboard. Cross –Trust groups are working well; Ann Lynn is looking at a format for communicating this to schools</li> </ul> <p>The Chair informed the Board that any Trustee can attend any committee meeting and agendas for each meeting will be copied to all.</p>	
<b>10.</b>	<b>Meeting dates for Trust Board &amp;</b>	
	See table below.	KJ circulate all dates
<b>11.</b>	<b>AOB</b>	
	<p>DL raised the following 2 points:</p> <ol style="list-style-type: none"> <li>In the light of no funding increase, it is vital Anglian Learning begin to consider a reduction of support staff, potentially by centralising some services. Must consider whether natural wastage is acceptable or if there is a need to accelerate COO should look at cost reduction as a priority It was acknowledged that changes are difficult to make until the shape of the Primary Hub is understood.</li> <li>A model of funding the MAT central fund by pupil numbers was suggested and agreed to be implemented.</li> </ol>	F&A committee agenda item

Items for Future Meetings	
Meeting	Item
<b>Trust Board</b>	<ul style="list-style-type: none"> <li>• Update on consultant appointments &amp; Growth Fund application</li> <li>• Feedback from Free School Interview</li> <li>• Feedback form committees &amp; working groups</li> <li>• Finalise SoD</li> </ul>
<b>F&amp;A Committee</b>	<ul style="list-style-type: none"> <li>• Risk Register</li> <li>• SoD</li> <li>• Sports Centre Consultant's Report</li> <li>• Plan for reduction of costs</li> </ul>
<b>HR Committee</b>	<ul style="list-style-type: none"> <li>• Risk Register</li> </ul>
<b>A&amp;S Committee</b>	<ul style="list-style-type: none"> <li>• Risk Register</li> <li>• SoD</li> </ul>

DATE	MEETING	TIME	VENUE
8 Feb	F&A working group:	2.30pm	Bottisham
9 Feb	Governance Development group	4pm	Netherhall
20 Feb	F&A	6pm	Bottisham
21 Feb	HR	6pm	Bottisham
2 Mar	Trust Board	8am	Sawston
21 Mar	A&S	8am	Netherhall
28 Mar	Trust Board	8am	Bottisham
29 Mar	F&A	6pm	Bottisham