

## Trust Board Meeting Minutes

7<sup>th</sup> December 2016 at 6pm

### Trustees Present

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

### Others Present

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

	ITEM	ACTION
<b>1.</b>	<b>Acceptance of Apologies for Absence</b>	
	Apologies were accepted from Geoff Hayward  KE apologised for the lateness of some of the papers.	
<b>2.</b>	<b>Declarations of Interests</b>	
	DAC declared an interest in item 7	
<b>3</b>	<b>Agree minutes of Last Meeting &amp; Matters Arising</b>	
	The minutes were agreed as a true record <ul style="list-style-type: none"> <li>• Another member is needed for the Finance &amp; Audit committee. F&amp;A have suggested more Board members are needed in order to fulfil the agreed committee structure. In the meantime DAC &amp; SCS have offered to sit on F&amp;A</li> <li>• COO – F&amp;A agreed the finances to appoint. Person spec &amp; job description is to be received from Mark Woods.</li> <li>• Casual workers holiday pay - KO finalising payments.</li> <li>• Sports consultancy issues – JC/DL have resolved with the consultants.</li> </ul>	KE will contact Stone King for advice about increasing size.  KJ send to all F&A to review & discuss prior to advert going out
<b>4.</b>	<b>Approve BMAT Annual Accounts &amp; Report</b>	
	BMAT accounts were scrutinised in detail by the F&A committee. There have been no significant changes and the committee are recommending them for approval by the Trust Board.  Sawston & Bassingbourn accounts were also circulated. These have been, or will be, approved by the relevant LGBs.  SS circulated a finance summary detailing the year end surpluses at Bottisham & Netherhall. She flagged up the significant increase in the pension deficit for all schools. She recently attended a briefing about this. Future	

	<p>contributions are still unknown and therefore forecasts will have to be revisited. This deficit affects all schools and will be subject to change going forward.</p> <p>A balance sheet showing all schools and the Trust was circulated.</p> <p>GD proposed the Trust Board approve the Annual Accounts and Annual Report following scrutiny by the Finance &amp; Audit committee. DL seconded this and the Trust Board approved them unanimously.</p> <p>Trustees asked if there were any concerns with the auditors management letter. There was nothing significant, although an issue has been raised with some personnel files. The main concern is managing risks.</p> <p><u>Reserves:</u> SS described the unrestricted reserves position A priority is to review the reserves position through a revised Reserves Policy.</p> <p>All schools are submitting CIF bids Bottisham wish to make a contribution to strengthen their bid using the reserves from the sale of houses. Mark Hatley will draft a letter to accompany the bid with an explanation that this is a cross Trust approach</p> <p>The Board approved Bottisham LGB's recommendation to make a contribution to the CIF bid as a Trust approach.</p>	<p>F&amp;A to look at all management letters across the Trust in Jan</p> <p>Reserve Policy to be reviewed</p>
<b>5.</b>	<b>Appoint Internal Auditors</b>	
	<p>Went out to tender including current providers at all 4 schools. Met last week and scored against criteria as set out in tender document. The committee unanimously agreed to recommend Price Bailey</p> <p>GD recommended we appoint Price Bailey as sole internal auditors from 1 Jan 2017. KM seconded this and the Trust Board agreed unanimously.</p> <p>Contract is for 3 years with the option of extending for a further 2. There will be a small efficiency gain by appointing a single auditor.</p>	<p>Thank the current internal auditors</p>
<b>6.</b>	<b>Approve Netherhall Trust Appointed Governors</b>	
	<p>SH explained how Netherhall LGB identified potential new governors on <a href="http://www.inspiringthefuture.co.uk">www.inspiringthefuture.co.uk</a> following a skills audit HR skills in particular were needed. 2 candidates were interviewed and are being recommended to the Trust Board for approval as Trust Appointed Governors.</p> <p>All agreed that both would be very good additions and were happy to approve their appointment.</p>	

<b>7.</b>	<b>Donna Cornwell Secondment to the Trust (KE/SS)</b>	
	This item is the subject of a confidential minute.	
<b>8.</b>	<b>Date of Next Meeting</b>	
	<p>24 Jan 8am at Bassingbourn VC</p> <p>HR committee moved to 9 Jan, 4pm at Bottisham VC</p> <p>It was agreed that generally committee meetings will be held at Bottisham</p> <p>The meeting ended at 7.10pm</p>	<p>KJ to set 2 further meetings for Spring term</p>

NOT YET AGREED