

**Trust Board Meeting Minutes**

2<sup>nd</sup> March 2016 at 8.00am

**Trustees Present**

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

**Others Present**

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 (GH), Donna Cornwell (DAC) and Simon Humphrey(SH)	
<b>2.</b>	<b>Declarations of Interests</b>	
	None were declared.	
<b>3</b>	<b>Agree minutes of last meeting</b>	
	<p>The minutes were agreed as a true record</p> <ul style="list-style-type: none"> <li>• F&amp;A section of Risk Register deferred to their next meeting</li> <li>• National Funding Formula (NFF)               <ul style="list-style-type: none"> <li>- Schools Forum have met with MPs.</li> <li>- A Trust response to the consultation was circulated.</li> <li>- JC reported MP Heidi Allen is drafting a letter &amp; involving parents. This can be replicated by schools across Cambridgeshire</li> <li>- Governors' conference on 4<sup>th</sup> March has a presentation on this.</li> <li>- KE reporting a coordinated approach has proved difficult</li> <li>- BBC survey for LGB Chairs to complete</li> </ul> </li> </ul>	KE/SS have necessary info, GD has survey link
<b>4.</b>	<b>Feedback from Free school interview and update on Executive Principal /consultant appointment</b>	
	<p><b>Free school interview</b>            KE/PH/DAC/DC/SS attended the interview            They were particularly looking for Primary expertise and DAC was thanked for her input in this respect.            The outcome will be known late spring</p> <p>Trustees asked:  <b>Q</b> <i>Was there anything unexpected asked?</i>  <b>A</b> No, focus on Primary &amp; leadership, nothing about governance  <b>Q</b> <i>How much competition is there?</i>  <b>A</b> This is unknown</p> <p><b>Executive HT appointment</b>            Following the free school interview it is clear that we need to proceed quickly with this</p>	

	<p>Currently working on job descriptions &amp; person specifications</p> <p><b>Future Free school applications</b>  Next application is for the North Cherry Hinton site. The deadline had been end of March but has been postponed with no firm date  Feedback given on the reasons for this:</p> <ul style="list-style-type: none"> <li>- More free school applications than expected</li> <li>- Deadline &amp; guidelines will allow incorporation of selective schools.</li> </ul> <p>Trustees expressed some concerns over the political desire for grammar schools</p>	
<b>5.</b>	<b>COO Consultant Appointment Discussion</b>	
	This item is the subject of a confidential minute.	
<b>6.</b>	<b>Update on Primary Hub and next steps</b>	
	This item is the subject of a confidential minute.	
<b>7.</b>	<b>Governor Job Description (JC)</b>	
	<p>A job description had been circulated.  It was developed initially for Sawston based on the NGA model.  Trustees agreed a common approach across schools is desirable and felt this was a good document and useful starting point.  Suggestions made:</p> <ul style="list-style-type: none"> <li>- Add sentence about how the LGB fits in the Trust</li> <li>- Amend wording re time commitment</li> <li>- Cross reference with SoD</li> </ul> <p><b>Q</b> Will the job description be the same for Primary schools?  <b>A</b> Essentially yes</p> <p>The Board stressed the need to have a good governor induction programme</p>	JC to amend
<b>8.</b>	<b>Committee/working group reports</b>	
	<ul style="list-style-type: none"> <li>• <b>F&amp;A</b> <ul style="list-style-type: none"> <li>- Sports Centres are currently running effectively and review will wait for permanent COO appointment</li> <li>- Insurance – quotes not yet received but F&amp;A has delegated powers to approve the insurance by email</li> <li>- Discuss allocation of costs at next F&amp;A</li> <li>- Catering &amp; cleaning contracts – working group set up.</li> </ul> </li> <li>• <b>HR</b> <ul style="list-style-type: none"> <li>- Highlighted challenge of developing common policies</li> </ul> </li> <li>• <b>Governance Working Group</b> <ul style="list-style-type: none"> <li>- Communication within Trust - Newsletter suggested. Many different stakeholders to engage with + press &amp; media. Need a systematic way to deal with latter.</li> <li>- Composition of Board – agreed need extra Trustees. Discussed if these should represent new members of Trust eg Primary, post 16, Diocese, or by skills</li> <li>- Agreed with current Members number (for Members to decide)</li> </ul> </li> </ul>	SS

	<p>- Development of Trustees, supporting Executive. Training required</p> <p><b>Q</b> Does the Executive need to provide anything more?</p> <p><b>A</b> Guidance is always welcome, particularly since no Executive member on the group.</p>	
<b>9.</b>	<b>Approval of Revised Code of Conduct</b>	
	Amended to stipulate Edubase requirements The Board approved.	KJ to send to LGBs
<b>14.</b>	<b>Date of Next Meeting</b>	
	<p>28 March 8am Bottisham VC</p> <p>Trust Board meeting Tue 9<sup>th</sup> May 8am Netherhall</p> <p>w/c 15 May for Gateway 1 meeting with Primary Hub</p> <p>Meeting ended at 10:00am</p>	

Items for Future Meetings	
Meeting	Item
<b>Trust Board</b>	<ul style="list-style-type: none"> <li>• Primary Hub update</li> <li>• Executive HT appointment update</li> </ul>
<b>F&amp;A Committee</b>	<ul style="list-style-type: none"> <li>• Approval of insurance</li> </ul>