

Trust Board Meeting Minutes

5th October 2017 at 8.00am

Trustees Present

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

Others Present

Rebecca Walsh (RW COO), Prue Rayner (PR Executive Primary HT), Jon Culpin (JC DCEO), and Kerrie Jones (KJ Clerk)

	ITEM	ACTION
1.	Acceptance of Apologies for Absence	
	Apologies were accepted from Geoff Hayward (GH), David Lamkin (DL) and Duncan Hambidge (DH) The 'Away day' discussed last meeting has been set for 15 Nov at 5pm. The venue to be confirmed (probably Homerton)	
2.	Declarations of Interests	
	None New pecuniary interest forms circulated	
3	Agree minutes of last meeting	
	The minutes were agreed as a true record	
4.	Bassingbourn Ofsted Report	
	The Principal (DPC), Staff and Governors at Bassingbourn VC were congratulated on a very positive report with a final grading of 'Good' It was agreed that the report would be useful to the other schools in the MAT	KJ circulate to LGB Chairs
5.	Governance Business	
	<ul style="list-style-type: none"> Review Board and Committee ToR ASC, F&A and HR Committees are to review their own ToR and agree with the board via email Board ToRs had been circulated and commented on The ToR will be amended accordingly, in particular: <ul style="list-style-type: none"> - Change wording of LGB & committee ToR to correspond to 6.2.8 - Reword sections 9 and 10 as per comments <p>As part of our quality assurance process a number of issues were discussed:</p> <ul style="list-style-type: none"> - Trustee lead roles to be explored: 	<p>Committee agenda item</p> <p>KJ to do, send to KE/RW before circ for approval by email</p> <p>TLT consider remit of roles</p>

	<p>KM volunteered to be the lead for safeguarding and the board were in agreement with this</p> <ul style="list-style-type: none"> - Safer recruitment procedures – KO to report - Safeguarding training for the Board could be conducted each year by the safeguarding lead in each school on a rotation basis. Otherwise external on line training to be available <p>• Review committee membership and Chairs GD has resigned as Chair of F&A & will step down from the Board at the end of 2017. The Chair thanked him for his commitment and hard work as a trustee and Chair of F&A The new F&A Chair to be appointed at next F&A and then approved by Board The Chairs and VCs of the other committees will remain in post: ASC Chair SH Vice Chair KM HR Chair SS Vice Chair RC</p> <p>The Governance Development Working Group has appointed RC as its new Chair.</p> <p>Membership will stay the same with the exception of PH to be removed from ASC and Prue Rayner to be added</p> <p>The COO noted that some operational areas do not sit within the current committee structure. It was agreed that additional committees were not desirable. Further discussion of location of responsibility for these is needed. Responsibility to be held either by board or one of the committees</p> <p>• Appointment/reappointment of LGB Chairs/Vice Chairs/Associate Members Shelley Monk's appointment of Chair at Netherhall was approved Albena Madej's appointment as an Associate Member at Netherhall was approved All other LGB Chairs and Vice Chairs were unchanged and approved</p>	<p>feedback via CEO report</p> <p>F&A agenda Next Board agenda</p> <p>Further consideration required</p>
6.	Approve Annual Teachers' Pay Award	
	<p>Advice has been received from EPM with regard to the annual teachers' pay award. The recommendation is for a variable increase according to pay scale, with a 2% rise at the top and bottom of the main scale.</p> <p>Although a 1% increase was built into the budgets, the Trust now recommends a 2% increase across the main scale and a 1% increase to the upper pay spine, unqualified pay spine and allowances</p> <p>Trustees discussed the impact on finances and staff and agreed that the pay award should be implemented as recommended</p>	

7.	CEO Report	
	<p>The report had been circulated The CEO updated trustees on a number of areas She thanked staff for all their hard work preparing students for their exams and praised the students for their achievements Sixth Form recruitment at Netherhall has gone down in year 12 which will have an impact on the in-year budget. The board recognised the seriousness of the problem and discussed how it is best addressed. The student recruitment process this year is being reviewed and updated. The CEO thanked the leadership team for their continued hard work The Primary Hub consultations are taking place and the due diligence report will be brought on the next Board meeting KE thanked PR and RW for all their work on this</p>	Item next meeting
8.	Cleaning Contract	
	<p>This item is recorded in a confidential minute <i>[9.50am GD left]</i></p>	
9.	Feedback from Committees	
	<ul style="list-style-type: none"> • ASC Review of results highlighted volatility, unpredictability and uncertainty in the context of changing examinations Discussion of Risk Register. First level documentation of risk may require second level more detailed explanation once the register is fully established • Governance Group Focus on Board development & strategic advice on communications strategy Discussed implementation of operational aspects of governance Visits of trustees to LGBs over the course of this term <p><i>[10.05am SH, PR and PH left]</i></p>	
10.	Further Development of the Risk Register (RW)	
	<p>RW explained the work she has been doing to develop the risk register Trustees thanked her for the time she has spent and continues to spent on this crucial document</p>	
11.	Trust Strategic plan- including small group discussion and feedback	
	<ul style="list-style-type: none"> • Review of 2016/17 plan Summarised what went well eg growth strategy, financial planning, stabilisation & personnel consolidation. What was less successful eg school improvement activities, aspects of governance, premises/asset management Considerable achievements identified. Recognition of dangers of over ambitious plans and limited senior operational capacity. 	

	<ul style="list-style-type: none"> • Plan 2017-18 Divided into Education and operations Reduced number of objectives with tighter focus on deliverable activity Explained key aspects <p>Trustees reviewed the objectives :</p> <ul style="list-style-type: none"> - Identifying the correct objectives - Ensuring trust operational capacity - Mechanisms required to monitor effectively & evaluate trust progress? <p><u>Discussion:</u></p> <ul style="list-style-type: none"> - Confirmed Jenny Rankine is taking up mental health strand. - Discussion of items from last year as yet incomplete now incorporated in plan going forward. - Discussion of operational capacity particularly with a view to the wide remit of the COO and possibility of one person covering this. - Discussion of managing priorities for the TLT with the development of the Primary Hub . - The current situation is being managed within capacity but this requires frequent review <p>Trustees noted enormous progress has been made and thanked TLT and the CEO.</p> <p>Plan to be reviewed termly</p> <p>Board approved plan subject to termly reviews</p>	
12.	AOB	
	None	
13.	Date of Next Meeting	
	18 th October 8am Bassingbourn	
	Meeting ended 10.55am	

Items for Future Meetings	
Meeting	Item
Trust Board	<ul style="list-style-type: none"> • Primary Hub Due Diligence Report • Remit of Trustee lead roles (CEO report) – Dec meeting • Approve appointment of F&A Chair and VC – Dec meeting
F&A Committee	<ul style="list-style-type: none"> • Recommendation for F&A Chair and VC