

Trust Board Meeting Minutes

17th July 2018 at 8.00am

Trustees Present

Claire Lawton (CL Chair), Kate Evans (KE CEO), Philip Hodgson (PH), Donna Cornwell (DAC), David Lamkin (DL), Richard Cowling (RC) and Ken Murphy (KM)

Others Present

Prue Rayner (PR Executive Primary HT), Jon Culpin (JC DCEO), Duncan Cooper (DPC DCEO), Rebecca Walsh (RW COO), Mark Wilkinson (MW Interim Finance Director), Chris Tooley (CT Principal, Netherhall School), Shelley Monk (SM Chair of Netherhall LGB) and Kerrie Jones (KJ Clerk)

	ITEM	ACTION
1.	Acceptance of Apologies for Absence	
	<p>Apologies were accepted from Duncan Hambidge (DH) and Sue Speller (SCS)</p> <p>This was RW's last meeting with the Trust Board. Trustees thanked her for the enormous amount of work she has done for the Trust during the last year and wished her well for the future.</p> <p>The Chair reported that she has received a letter of resignation from PH. He has worked in school governance for over 30 years and most recently served as Chair of Trustees for Anglian Learning and formerly BMAT. On behalf of the Trustees she thanked him for the invaluable contribution he has made during this time and all agreed they will be very sad to see him go.</p>	
2.	Declarations of Interests with regard to agenda items	
	DPC declared an interest with regard to items 8 and 9 on the agenda.	
3	Agree minutes of last meeting & matters arising not on this agenda	
	The minutes were agreed as a true record. There were no matters arising.	
4.	Approve 2018/19 Budgets	
	<p>The budgets had been scrutinised by the F&A committee who are recommending them to the Trust Board for approval.</p> <p>Trustees asked what assumptions had been made with regard to staff pay increases and RW clarified that a modelling tool has been employed which assumes pension and NI increases and has factored in support staff pay award. Other predictions will need to</p>	

	<p>be incorporated in the future but have not yet been confirmed. It was acknowledged that this is the biggest variable. It was observed that the supply budget could be reduced when the Trust is in a position to be able to share staff across the MAT.</p> <p>The Board thanked RW for her work on the budgets.</p> <p>The Trust Board unanimously approved the 2018/19 budgets.</p>	
5.	Approval of Primary Catering Contract	
	This item is the subject of a confidential minute.	
6.	Committee Reports:	
	<p>The minutes of the committee meetings had been circulated.</p> <ul style="list-style-type: none"> • F&A <ul style="list-style-type: none"> - Issues around Catering contract for Primary schools was discussed - Deficit budget for Bassingbourn VC was rejected - It was agreed that responsibility for contract performance sits with individual schools, following Bassingbourn's issue regarding the catering contract. - Sawston request for boilers was approved • HR • ASC <ul style="list-style-type: none"> - New Education Committee from Sept to be Chaired by DAC 	
7.	CEO verbal update	
	<ul style="list-style-type: none"> • Lucy Wedderburn has been appointed as the new Reporting Accountant • An internal advert has been circulated for the CEO's new PA • MAT development programme: Will visit the River Trust next term. Their CEO will attend an autumn Board meeting. • Have met with Sue Baldwin, the Regional School's Commissioner. • DfE invite received for new Trust development partner role. • Bottisham VC capital build is in its final phase. Trust accommodation will be in a mobile until Easter 2019 	
8.	Proposal to amend the Bassingbourn VC leadership structure	
	<p>A proposal from the Bassingbourn VC LGB had been circulated. They would like to appoint a temporary head of School for one year to accommodate the changing role of their Principal who will be carrying out more activities for the Trust from Sept 2018.</p> <p>It was confirmed that all costs are included in the budget</p> <p>The Trust Board approved the proposal for the temporary change in leadership structure at Bassingbourn VC.</p>	
9.	Bassingbourn house sale: approval to proceed with terms of sale	
	A report on the sale contract for the Bassingbourn VC caretaker's had been circulated.	

	<p>Stone King have advised that should the planning application be refused, Anglian Learning may wish to consider adding a clause stating its potential willingness to submit such an application itself.</p> <p>The Board agreed to proceed with the sale of the house as scheduled but without the addition of a clause regarding the Trust submitting planning applications.</p>	
10.	Netherhall Sixth Form Strategy part 1: Current context and proposed change of name (CT)	
	<p>The Sixth Form Strategy and proposal for a change of name had been circulated. They have been developed in conjunction with an Educational PR company and informed by the views of students, parents and staff from across the Trust. They have also been scrutinised by the Netherhall LGB.</p> <p>The Netherhall Sixth Form sits within a highly competitive area for KS5 provision but is our only school Sixth Form. Student have a very personalised experience with much smaller class sizes than the larger colleges can offer, whilst also making good progress as demonstrated by the positive value added progress measures.</p> <p>The Sixth Form must of course be financially viable, the strategies for this being discussed in detail and approved at a previous Board meeting.</p> <p>Approval is now being sought for a proposed change of name. The rationale behind this is detailed in the proposal. In summary, post 16 students have expressed a strong preference for studying in a separate Post 16 institution, though many like the idea of studying in a smaller environment with more individualised learning. Re-branding the Netherhall Sixth Form will reinforce its separateness. A number of potential names had been considered and the shortlist was presented in the proposal.</p> <p>Trustees did question whether a name change alone could expect to make a sufficient difference. The change has certainly made a difference for Bishop Laney and Netherhall students, many of whom consider staying on into the school sixth form, felt that it was an important change.</p> <p>There were also questions over the costs involved. The PR company has cost £6000 and swipe cards will cost £1000. There are no direct costs to change the name, and marketing costs are already budgeted for.</p> <p>Trustees stressed the need to consider every detail of the re-branding to ensure its success, even if there are some costs associated with this.</p> <p>A number of other ideas were discussed including a later start to the day, study skills courses for international students in the area, partnership with local businesses.</p> <p>CL proposed that the Board approve a name change to The John Oakes College. DL seconded this and all were in agreement.</p>	
11.	Anglian Learning Business Plan part 1	

	<p>The draft plan had been circulated. It is an ambitious plan that is still being developed and requires some reorganisation and refinement.</p> <p>The plan was positively received by Trustees who were impressed with the aspirational nature of the plan and the careful thought that has gone into it..</p> <p>They asked how the Trust plans to secure further Primary schools for the hub? Negotiations are still ongoing with several schoolst</p> <p>Anglian Learning has developed clarity about what it can offer. Work on branding and development of the communications strategy as the organisation develops is ongoing.</p> <p>Consideration of an associate membership for Church Schools who are interested is not yet part of the Business Plan. The diocese has decided church schools should all remain in the diocesan MAT</p> <p>The Board thanked JC for his work on the plan.</p>	
12.	Review Risk update & review	
	<p>The Risk Register is a working document which is continually being reviewed and evaluated. It provides assurance to the Board that the MAT is effectively managing its risks and has a robust system of internal controls.</p> <p>The Trust Board has oversight of the overarching register with high risks being flagged for their attention.</p> <p>Each committee has reviewed its section of the risk register regularly throughout the year, most recently by email. HR flagged areas of high staff turnover and failure to pay staff correctly, and agreed to consider the mitigating risks at the next HR meeting to ensure they are appropriate and working as expected.</p> <p>Moving forward the register will be linked to the Business Plan and there will be a clear distinction between strategic and operational risks</p> <p>There was some discussion around the scoring of risks and the difficulties of establishing robust scales was noted. The importance of understanding the impact of each risk was stressed. Operational monitoring of each risk is included in the risk register.</p>	
13.	MAT Safeguarding Policy audit process	
	<p>PR has been developing the audit process with leaders across the MAT. The intention is that school leaders will conduct the audit in conjunction with a member of TLT. The process is currently being trialled in a large secondary school outside of Anglian Learning and has been well received so far.</p> <p>The audit is currently being finalised ready for implementation in the Autumn term. The final draft will be looked at by the new Education Committee. The new Academy Forum will help communication across LGBs.</p>	

	<p>Trustees asked whether the audit addresses inter-agency processes where there is a potential for issues to arise. PR confirmed that it will cover school's interaction with external agencies . It will check that external agencies meet reasonable standards and will include how to raise concerns if standards are not met.</p> <p>It was confirmed that the audit process is included on the Risk Register as a mitigating process in the ASC section.</p>	
14.	Election of Trust Board Chair/VC for 2018/19	
	<p>CL was the only nomination received for the role of Chair. Following a secret ballot she was appointed for a further term of 1 year.</p> <p>SS was the only nomination received for the role of Vice Chair and she was elected for a further 1 year.</p> <p>Trustees thanked CL for all the work she has done in her first year as Chair of Trustees.</p>	
15.	AOB	
	<p><u>Pay Review</u> The Board has responsibility for overseeing the remuneration of senior staff. Whilst a rigorous process is already in place, a formal Pay Review Committee needs to be set up.</p> <p><u>CEO</u> This is KE's last Board meeting as she steps down from her role as CEO at the end of August 2018. The Chair spoke on behalf of all the Trustees when she described what a pleasure it has been to work with her and how she will be missed. Everyone wished her well for the future.</p> <p>KE thanked everyone for their tireless contribution and praised the growing reputation and impact of the Trust. She highlighted the range of skills and experience of the Board who have been able to create a unique organisation. She wished JC well in his new role and expressed her confidence in his leadership of the Trust.</p>	
16.	Dates for 2018/19 meetings	
	<p>The Governance planner and meeting schedule for next year had been circulated.</p> <p>The next Board meeting is 8am 25th Sept 2018 at The Netherhall School.</p> <p>The meeting ended at 10.20am</p>	