

Trust Board Meeting Minutes

18th December 2018 at 8.00am

Trustees Present

Claire Lawton (CL, Chair) Jon Culpin (JC CEO), Donna Cornwell (DAC), David Lamkin (DL), Richard Cowling (RC), Sue Speller (SCS) and Ken Murphy (KM)

Others Present

Prue Rayner (PR Executive Primary HT), Duncan Cooper (DPC DCEO), Paul James (River Learning Trust), Lisa Hughes (River Learning Trust), Tom Meeks (Chilford Hundred Education Trust) and Kerrie Jones (KJ Clerk)

	ITEM	ACTION
1.	Acceptance of Apologies for Absence Declarations of Interests with regard to agenda items	
	There were no apologies. Duncan Hambidge (DH) was absent There were no declarations of interest.	
2.	Agree minutes of last meeting and matters arising not on this agenda	
	The minutes and confidential minutes of the last meeting were agreed as a true record.	
3	Approve Annual Accounts & Report	
	The accounts and annual report have been scrutinised by the F&A committee and are being recommended to the Board for approval. Items raised in the management letter are already being addressed. KM thanked Lucy Wedderburn for all her hard work in preparing these accounts. RC proposed the Board approve the accounts and report. This was seconded by KM and agreed unanimously.	
4.	CEO report (JC)	
	The report for the Autumn Term provides an overview of the work of the Trust during the last term, including: <ul style="list-style-type: none"> • Reviewing structure and improving operational clarity. • Roles of central team. members • Review of communication strategy with all stakeholders. • Focus on core purpose of AL. <p>Many items that were underway have now been completed with work on Primary school improvement moving forward. An update from DPC on the Secondary hub was circulated.</p>	

	<p>Q <i>How it all this being received in schools?</i></p> <p>A Very positively. DPC described establishing a strong team with positive engagement. Feedback from the Academy Governance Forum has highlighted the enthusiasm of Chairs of Governors with regard to being part of AL.</p>	
5.	Committee reports	
	<p>F&A (KM) There have been two meetings this term looking at the following:</p> <ul style="list-style-type: none"> • Asset management plan from PCH setting out priorities for schools in the Trust • Draft proposals for H&S reporting structures • Netherhall deficit recovery plan (update in March) approved by board • Annual audit • Telephony system proposal approved • P2 accounts noted • QA of Secondary LGBs via careful assessment of minutes. Importance of individual academy financial oversight by LGBs. <p>Education (DAC) This new committee was formed from the Achievements & Standards committee. The following items were discussed:</p> <ul style="list-style-type: none"> • The role of the new committee • What input is needed from the leadership team. • the new governance handbook will be key for LGBs. And will help with their ability to scrutinise data • DAC has met briefly with KM to begin looking at a Trust curriculum policy. A number of cross-trust policies and procedures have been, or will be, put in place, including safeguarding. The Chair thanked PR and DPC for their work on this <p>HR (SS) Items discussed included:</p> <ul style="list-style-type: none"> • Strategic Plan for recruitment & retention • Equality & Diversity Strategy • Apprenticeship Strategy • Auditing across schools to ensure policies are followed <p>Remuneration (RC) This committee has been set up to look at senior Executive pay, structures and processes. ESFA have maintained intense interest in any salaries in MATs over £100,000 p.a. The Board approved the Terms of Reference which had been drawn up by the committee with input from Kathryn Oliver. There is a confidential area of the governance intranet where trustees can view the documents from these meetings.</p>	
6.	Vision and Values (JC)	
	<p>JC explained that Anglian learning is developing its core vision and purpose to provide clarity to all stakeholders. A number of factors are being considered such as:</p> <ul style="list-style-type: none"> • What makes AL different from other MATs. 	

	<ul style="list-style-type: none"> • Importance of Charter and its communication to academies and all stakeholders • Identification of non-negotiable principles,, moral & ethical behaviours • proposed development over 3-5 years. <p>JC explained the development process will be via the Trust Board, Academies Leadership Group, TLT /Directors, and Academy Governance Forum. The Trust Board will approve at the end of the Spring term.</p> <p>Small group discussions fed back the following ideas on key core values:</p> <ul style="list-style-type: none"> - Ethical - Openness - Honesty - Integrity - comprehensive - Reflective - Collaboration - Ambition - Just <p>Trustees discussed the difficulty of maintaining values in varying economic climates and JC posed some moral dilemmas for the group to consider.</p> <p>Next steps:</p> <ul style="list-style-type: none"> • Establish timeline for debating vision • Discussion and approval of progress at Board meeting Jan/Feb • Meeting other stakeholders • Final approval by the board Spring/early summer 	Item for April Board meeting
7.	Trust Business plan 2018-19 (JC)	
	The updated plan had been circulated. It has been red/green coded to indicate those items which are priorities and those that may be deferred temporarily. Plan approved by the board	
8.	Trust Governance (CL)	
	<ul style="list-style-type: none"> • Most trustees have now completed the NGA self-evaluation. • The Governance Working Group continues to meet The group is currently looking at clarity around autonomy of schools and the oversight that is needed. • AL's complex Scheme of Delegation is being re-visited to try to simplify and clarify accountability • JC has drawn up a very useful Governance handbook for LGBs • Whistleblowing & complaints procedures are being reviewed • AL has a small Trust Board, and whilst it is fulfilling its functions some additional trustees with appropriate skills would be beneficial. There is currently an advert placed 	KJ to follow up

	<p>with Academy Ambassadors. Ideally someone with an education background could work alongside DAC. CL thanked all trustees for their valuable contributions</p> <ul style="list-style-type: none"> Levels of governance have been separated so that individuals do not serve on multiple layers. Alison Butterworth is resigning as a Member. She is on the Bassingbourn VC LGB. CL has approached Philip Hodgson and he has agreed to become a Member again. External communications: CL has been asked to contribute to the national policy discussions at the DfE by Lord Agnew and Dominic Herrington. There is a round table preliminary discussion in February 2019 Trustee training: there is a lack of appropriate external training available. River Learning advised that most of their training is internal. 	<p>Appointment to be made at AGM 17 Jan</p> <p>CL and governance group to report back progress to next meeting</p>
9.	Update: The Oakes College (JC)	
	<p>An update on recruitment and marketing of the newly branded college had been circulated. It described the re-launch and subsequent increase in interest at recent open evenings. The application deadline is in January when the number of applications received can be assessed.</p> <p>Q Trustees asked how many students who applied in previous years actually ended up enrolling? A In 2017 there were 92 first choice applications and 94 enrolments. In 2018 there were 103 first choice applications and 114 enrolments.</p> <p>Netherhall is confident that the sixth form is now in a stronger position.</p>	
10.	Growth Update (JC)	
	<ul style="list-style-type: none"> The Joyce Frankland Academy Governing Body has voted and agreed to join Anglian Learning. Once the formal resolution is received the process of due diligence can begin. It is noted that there are some complex land issues to be resolved and advice is being sought on this. AL will work towards a joining date of Sept 2019 The Trust has been working with Joyce Frankland over recent months supporting a school review and mentoring their interim HT. JC will also be involved as an independent adviser for the appointment of their new HT. Following talks, Bassingbourn Primary School has resolved not to join Anglian Learning PR has met with another Primary in Bedfordshire to discuss their joining AL. PR has also met with Jonathan Lewis (LA) to discuss what the Trust can offer LA schools. 	
11.	The Wing Development (PR)	
	<p>The development is currently awaiting sign off from the ESFA. Opening is planned for Sept 2020.</p>	

	<p>PR was able to share the drawings and visual representations with trustees.</p> <p>The Trust is currently working with the LA to consider how admissions are managed and is holding talks to discuss the approach with local schools.</p> <p>Q <i>Assuming local growth this presumably won't be an ongoing issue?</i></p> <p>A The school will be opening with mixed age vertical classes and there is some anxiety around the possibility of drawing pupils from other local schools.</p> <p>Q <i>Will there be enough pupils?</i></p> <p>A We expect there to be enough, but we must ensure that the school has enough pupils to be economically viable.</p> <p>Q <i>What is the demographic; what sort of housing is being built?</i></p> <p>A It is family housing.</p> <p>There is landscaping to support outdoor learning, including: early years, sports, forest schools, science, independent learning, and constructive & imaginative play</p> <p>There will be 30 parking spaces. There are no drop off spaces but the school is next to the Park and Ride car park.</p>	
12.	Risk Register: Board Level	
	<p>Very High (VH) risks are to be considered at Board level.</p> <p>The CEO recommended possible changes to the following risks:</p> <ul style="list-style-type: none"> • FIN 7: cash shortages – the risk will not change substantially but TLT will review in the light of a clearer picture. • OP 1: serious incidents – this is quite a high risk but may need to be lowered now that new systems are in place, for example the Every reporting system <p>All other risks will remain unchanged.</p>	Report back to F&A .
13.	AOB	
	The Chair thanked all staff and trustees and wished everyone a Happy Christmas.	
14.	Date of Next Meeting	
	<p>2 April at Bassingbourn VC</p> <p>Meeting ended 10.20am</p>	