

## Trust Board Meeting Minutes

28 February 2019 at 8.00am

### Trustees Present

Claire Lawton (CL, Chair), Jon Culpin (JC, CEO), Richard Cowling (RC), Sue Speller (SS), Ken Murphy (KM) and John Morgan (JM)

### Others Present

Duncan Cooper (DC, DCEO), Charity Main (CM, Finance Director), Sam Abbs (SA, Director of Welfare & Inclusion, Sawston VC) and Kerrie Jones (KJ, Clerk)

	ITEM	ACTION
1.	<b>Welcome and introductions Update on Trustee appointments</b>	
	<p>The Chair welcomed John Morgan as a new Trustee, his appointment having been approved by the Members commencing on 28 Feb 2019 and with a 4 year term of office. The Board introduced themselves.</p> <p>CL explained that efforts to recruit further trustees are ongoing but proving challenging. Most recently she has placed an advert on the 'Women on Boards' website. Current desirable skills include experience of education.</p> <p>A more formal recruitment process is being put in place and will be utilised to interview our most recent potential candidate once the documents have been finalised.</p>	
2.	<b>Acceptance of Apologies for Absence and Declarations of Interest with regard to agenda items</b>	
	<p>Apologies for absence were accepted from David Lamkin (DL) and Prue Rayner (PR, Executive Primary HT).</p> <p>Donna Cornwell has recently resigned from the Board for personal reasons. Trustees sent her their best wishes.</p> <p>There were no interests declared.</p>	
3	<b>Agree minutes of last meeting and matters arising not on this agenda</b>	
	<p>The minutes were agreed as a true record</p> <p>Feedback from the River Learning Trust, who attended the last meeting, was both helpful and appropriately challenging.</p>	
4.	<b>Safeguarding Training (SA)</b>	
	<p>The Chair welcomed Sam Abbs from Sawston to present the training.</p> <p>She circulated the 'Keeping Children Safe in Education' (KCSIE) document and stressed that safeguarding is everyone's responsibility. The Trust have a responsibility to ensure that all appropriate policies are in place and that schools contribute to multi-agency working.</p>	

	<p>She covered the signs and indicators of abuse and explained how to deal with concerns and how referrals are made, in particular section 17 and section 47 referrals. The Trust are now using the My Concern software to log concerns.</p> <p>SA suggested that trustees:</p> <ul style="list-style-type: none"> <li>• Read KCSIE 2018</li> <li>• Ensure LGBs are compliant</li> <li>• Familiarise themselves with the designated safeguarding leads (DSLs) in schools</li> <li>• Familiarise themselves with the DfE Working Together to Safeguard Children (inter-agency work)</li> </ul> <p>The Board thanked SA for her training session.</p> <p><i>[8.45am SA left the meeting]</i></p>	<p>KJ to email document &amp; trustees to confirm they have read</p> <p>KJ to upload presentation, KCSIE and 'Working Together' document to intranet</p>
<b>5.</b>	<b>Risk Register</b>	
	<p>It was agreed that some changes need to be made to the Risk Register for presentation at Board meetings. Currently the amount of information is too great and it was suggested that the number of columns and the number of risks be reduced. There needs to be clarity on what the Board needs to see in order to fulfil its oversight role.</p> <p>The CEO advised that key risks for the Board to consider are financial, including funding changes, and operational with regard to safety incidents. Suggestions were made to amalgamate FIN 1 and Fin 4 and remove FIN 7</p> <p>Trustees discussed their role in monitoring risk which should include interrogation of plans in place to address risks. Further grouping of risks with detailed breakdowns will assist this.</p> <p><i>[9am DC left the meeting]</i></p>	<p>JM will work with JC to produce a more usable document by the next Board meeting</p>
<b>6.</b>	<b>Financial Management Report (CM)</b>	
	<p>The ESFA stipulate that management accounts must be shared with the Board six times a year, with the Chair seeing them every month. The accounts for each period will be made available via the Governance intranet</p> <p>For this meeting CM had circulated accounts for P3 and P4. The key areas of focus were highlighted and are recorded as a confidential minute.</p> <p>The 'Little extras' funding has been received (£226k for the whole trust) and will be used to fund capital type purchases that have already been paid for from the revenue budget.</p> <p>Trustees were pleased to see that the Finance Director has been enforcing deadlines to ensure timely production of school management accounting packs. A timetable has been shared across the trust.</p>	<p>CM/KJ to ensure these are uploaded</p>
<b>7.</b>	<b>Aims, vision and values (JC)</b>	
	<p>JC presented an update following consultation with the Academy Leadership Group, the Academy Governance Forum and the Trust Leadership Team.</p>	

	<p>A summary of the core values and aims distilled from this consultation were presented for trustees to comment on. Feedback was as follows:</p> <ul style="list-style-type: none"> <li>• Important to have clear view of curriculum available in our schools and guarantee of experiences, importance of extra-curricular activities</li> <li>• Re word to say 'Science, creativity and technology'</li> <li>• 'Build leadership capabilities' rather than develop leaders</li> <li>• Prepare students for life</li> <li>• Use simple wording</li> <li>• Inclusivity - need to be mindful of a balance to ensure a high level education for all</li> </ul>	
<b>8.</b>	<b>JFAN update</b>	
	This item is the subject of a confidential minute.	
<b>9.</b>	<b>Committees:</b>	
	<ul style="list-style-type: none"> <li>• <b>Formation of Remuneration &amp; Governance Committee</b> It was proposed by the Chair that the Governance Working Group be merged with the recently formed Remuneration Committee creating a <i>Remuneration and Governance Committee</i> with RC as its Chair. This proposal was seconded by KM and agreed unanimously.</li> <li>• <b>Appointment of F&amp;A Vice Chair</b> The Board approved the appointment of DL as Vice Chair of the F&amp;A committee. JM will join the F&amp;A committee and SS will step down. All were in agreement that SS take over as Chair of the Education Committee.</li> <li>• <b>Appointment of Bottisham VC Trust governor</b> The Board approved the appointment of Alan Sharp as a Trust Appointed governor on the Bottisham VC LGB.</li> </ul>	
<b>10.</b>	<b>AOB</b>	
	<ul style="list-style-type: none"> <li>• CL reported on her recent group meeting with Lord Agnew, Parliamentary Under Secretary of State at the DfE, at which there was a strong focus on executive salaries. She was able to meet and exchange views and ideas with Chairs of other MAT boards which was encouraging and informative.</li> <li>• KM is proposing a charitable initiative to raise money for a school in Sri Lanka. This would involve setting up an independent Trust Board who would want to promote this as a charity that all schools in AL could support. The Board agreed it has no objection to the charity being set up and approaching AL schools like any other charity, with KMs conflict of interest recorded. AL would, however, insist upon certain safeguards being put in place to protect the interests of all AL schools.</li> </ul>	
<b>11.</b>	<b>Date of next meeting</b>	
	<p>2 April 8am, Bottisham VC, Meeting Room 2</p> <p>Meeting ended 10.20am</p>	

## ACTIONS LOG

### Trust Board meeting 28 Feb 2019

ITEM	ACTION	DEADLINE	RESPONSIBILITY	UPDATE
4	Safeguarding: all trustees to read KCSIE and confirm	asap	KJ	
4	Make KCSIE, presentation & working together doc available on intranet	asap	KJ	
5	Refine Risk register	Next Board meeting	JM/JC	
6	Make management accounts available on intranet	ongoing	KJ/CM	
6	Netherhall Deficit plan for trustees	Next F&A meeting	CM	
8	Recommendation on whether to proceed with JFAN	Next Board meeting	JC	