

**Trust Board
Meeting Minutes**

12th December 2017 at 8.00am

Trustees Present

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

Others Present

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

	ITEM	ACTION
1.	Acceptance of Apologies for Absence	
	Apologies were accepted from Philip Hodgson (PH) and David Lamkin (DL) Geoff Hayward (GH) was absent	
2.	Declarations of Interests	
	No interests were declared.	
3	Agree minutes of last meeting and matters arising not on this agenda	
	The minutes were agreed as a true record	
4.	Approve Annual Accounts & Report	
	<p>The Annual Accounts and Report had been subject to thorough discussion & scrutiny at the F&A meeting. Some additional comments had been added and the final draft circulated to all trustees.</p> <p>RW highlighted the following:</p> <ul style="list-style-type: none"> - the large sums of income & expenditure (p22) relate to the value of assets as of 31 Aug 2016 when Sawston and Bassingbourn joined the Trust. - The total unrestricted funds for the Trusts at year end 2017 was £2.8m. The balance for each school is detailed on p36 of the report. It demonstrates that we were somewhat over-cautious last year. The new system that has been implemented will allow much finer control. - The Reserves Policy is to be reviewed by F&A in January. - Some of the out-turns were not as expected and all schools ended the year in a better position than anticipated. - The audit process ran smoothly with no material findings. The partnership between the AL finance team and Price Bailey is very positive. - Trustees were reassured that the only red-rated item in the Management Letter regarded the updating of GIAS (formerly 	

	<p>Edubase) which was due to technical issues around the DfE site.</p> <ul style="list-style-type: none"> - The procedure of adjustments was explained, in particular around the accounting adjustment in respect of a Sawston trading subsidiary (note 8) where a significant amount could not be recovered. The money was repaid into school funds but no income stream can be identified <p>The Board agreed unanimously to approve the Annual Report and Accounts for the year ending 31 August 2017</p> <p>The Chair thanked RW, KE & the finance team for all their hard work.</p>	<p>The accounts will be signed in 3 places for submission & also uploaded to the website</p>
<p>5. Committee/working group business:</p>		
	<ul style="list-style-type: none"> • Approve ToR DL was thanked for his development of the F&A ToR A consistent format and standardisation of documents across the Trust is necessary. It was agreed that the new F&A ToR format would be adopted for all committee ToR. Each committee was requested to reformat their ToR All committee ToR were approved • Approve Appointment of Chair of F&A F&A appointed KM as chair, DH as VC. All Trustees were in agreement that these appointments be approved • Reports Minutes of the committee meetings had been circulated to all trustees. <p><u>ASC</u></p> <ul style="list-style-type: none"> - KS4 targets and attainment were considered, noting that there is a variation in the approach of each school. The system is currently still volatile. The second data point will yield more information. - Sawston Ofsted visit (see below) - Primary outcomes presentation by Prue Rayner - Quality Assurance Update: JC and DPC reported on the current situation in each school. They have been working with the Principals and staff at Bottisham and Netherhall including mentoring, Ofsted preparation work, training and safeguarding reviews. Work is underway to address progress of Pupil Premium students in both schools. Behaviour issues are being addressed. - In January a review of the Netherhall 3 year budget will be brought the Trust Board. <p>Trustees were reassured that Bottisham’s SEF will be completed by the start of 2018 and there is ongoing work at both Bottisham and Netherhall to help staff and governors prepare for an Ofsted visit. Bottisham is assessing itself as ‘Good’ which is a reasonable assessment. The last assessment 5 years ago was outstanding.</p>	

	<p><u>F&A</u></p> <ul style="list-style-type: none"> - The previous 2 meetings had covered a number of items including a review of the risk register, Finance updates, updates on SAGE, Primary hub mobilisation and capital projects including CIF bids. - At the most recent meeting on 4th December, the auditors were in attendance and Trustees scrutinised the Annual Report, accounts and Management Letter. <p><u>Governance Development Working Group</u></p> <ul style="list-style-type: none"> - Self-evaluation: Trustees agreed to purchase the proposed NGA package for MATs at a cost of £199. - AL have accepted an invitation to join a DfE MAT Development programme. This will provide support & input for the development of our Growth Strategy & associated Anglian Learning Business Plan (details were circulated by email) - Board Training: finance training is underway, legal compliance training is scheduled for the Spring. Trustees agreed that training on attainment & progress should be scheduled for the summer term; this could be in-house given our existing staff expertise across both secondary and primary - AL emails have been set up for all trustees - 'Branding' and raising the profile of AL will be discussed further at the working group meetings - It was suggested that a protocol be developed to deal with accrued emails and documents when a trustee leaves the Board. In future, all Board related correspondence will be via AL emails. However, to deal with data to the present time, it was agreed that GD will archive his folder of Trust correspondence 	<p>KJ to email details</p> <p>Working group to consider</p>
6.	Approval of Revised Procedure for Election of Chair of Trustees and agreement of Term of Office	
	<p>The Governance Working group had prepared a revised election procedure. Election will take place in July as previously agreed It had been previously agreed that the term of office for the Chair of Trustees would be changed from 1 year to 3 years. However, following legal advice from Stone King it was agreed that the ToO will remain at one year. A maximum number of terms can still be stipulated. It as clarified that should removal of a Chair ever be necessary, this can be achieved by special resolution</p> <p>The election procedure was approved as revised with a 1 year term of office</p>	
7.	Approval of Complaints Policy: developed in consultation with Principal's, LGBs, DfE guidance and Stone King advice	
	<p>The Complaints policy has been widely consulted upon. All were in agreement to adopt the new policy</p>	

8.	Updates from LGBs, to include:	
	<ul style="list-style-type: none"> • LGB visits KM reported a positive visit to Sawston LGB. They raised issue of communication between the Board & LGB and asked about capital funding once the CIF is unavailable CL visited Bassingbourn and was asked similar questions Board members sit on 3 of the 4 secondary schools at present which is helpful in maintaining relationships. As the Trust moves to a more non- representative structure at board level clear channels of communication will be implemented. • Sawston Ofsted inspection JC reported disappointment in the Ofsted visit and the initial letter which we have challenged for factual inaccuracies. The visit focused on a narrow range of subjects from 2016 but did not assess the 2017 data demonstrating improvements and areas of strength. The revised letter was more positive and confirms the improvement agenda. • Bottisham Chair vacancy Following the resignation of Amanda Askham, Bottisham LGB have recommended the appointment of Sarah Richardson as Chair. She has much educational experience as a Deputy Headteacher. <i>Her appointment as Chair of Bottisham LGB was approved unanimously.</i> • Netherhall whistleblowing This item is recorded as a confidential minute 	
9.	Primary Hub update	
	<p>PR reported on positive meetings with each of the Primary schools All is on track with development of a strategic plan. A skills audit is to be used to assess training needs.</p> <p>The Finance Team are working closely with the LA to complete the close down.</p> <p>The TUPE transfer process is proceeding smoothly</p> <p>There have been some questions around estates with regard to transferring leases from the LA for the Caretakers house & pre-school at Bottisham Primary</p> <p>Trustees approved the following proposal:</p> <p><i>The Trustees resolve to give delegated authority to the CEO to sign, on their behalf, the Funding Agreements, Commercial Transfer Agreements, Leases, Transfers and contracts necessary for the conversion of Bottisham, Fen Ditton and Stapleford Community Primary Schools to academy status to join Anglian Learning.</i></p>	
10.	Cleaning contract update (RW)	
	This item is recorded as a confidential minute	
11.	Date of Next meeting:	
	The next Trust Board meeting is 22 Feb, 8am at Bassingbourn	

	18 Jan 2018 7pm the AGM will be held at Bassingbourn to which all Trustees are invited.	
12.	AOB	
	This item is recorded as a confidential minute	

NOT YET AGREED