

# Anglian Learning Trust Board Meeting Minutes



17 December 2019

## Trustees Present

Claire Lawton (CL Chair), Jon Culpin (JC CEO), David Lamkin (DL), Richard Cowling (RC), Sue Speller (SCS), Ken Murphy (KM), June Cannie (MJC) and John Morgan (JM)

## Others Present

Prue Rayner (PR Executive Primary HT), Duncan Cooper (DPC DCEO), Charity Main (CM Finance Director) and Kerrie Jones (KJ Clerk)

	ITEM	ACTION
1.	<b>Acceptance of Apologies for Absence</b>	
	There were no apologies.	
2.	<b>Declarations of Interest with regard to agenda items</b>	
	There were no declarations.	
3	<b>Agree minutes of last meeting</b>	
	The minutes from 1 October 2019 and 31 October 2019 were agreed as accurate records.	
4.	<b>Matters arising not on this agenda</b>	
	Actions from the last meetings have been completed with a review of the LGB handbook to take place at a future R&G Committee meeting. It was reported that an independent member for the Audit Committee has not yet been appointed.	LGB handbook review by R&G
5.	<b>CHET Due Diligence report</b>	
	This item is recorded as a confidential minute.	
6.	<b>JFAN: project update (JC)</b>	
	The CEO gave an update on the transfer process which is due to be completed for a 1 January 2020 transition. This date will be confirmed by the DfE later today. The TUPE consultation has been smooth and the Trust is on track with on-boarding of all central processes. All legal documents have been signed. A transfer grant of £25k has been received. Trustees were pleased to hear that JFAN are very positive about the transfer.	
7.	<b>Trust Three Year Development Plan (DC/PR)</b>	
	DC and PR reported briefly on progress for the 3 priorities: <b>1. Improve the outcomes of disadvantaged and vulnerable children across the Trust.</b> Ensure this priority is a focus of school leaders. Quality first teaching is recognised as key and improving behaviour and attendance is vital.	Upload plan to ALIS

	<p><b>2. Implement and further develop the quality assurance and school improvement systems, targeting specific school priorities.</b>  Primary schools focussing on EYFS and phonics.  Curriculum group looking at the AL 50.  Some AL schools participating in a Whole Education project.  Sharing of SEND strategies.  Development of materials to be used by schools.  Frameworks for excellence.</p> <p><b>3. Enhance recruitment, retention and career development of all staff.</b>  Enhancing leadership capacity.  CPD programme.  Peer training and development with HTs.  Framework for Excellence (Leadership).  Talent management – providing opportunities for identified key leaders.  System leaders – currently data and safeguarding and advertising for Maths and Computer Science posts.  Engaging with training and school visits via Whole Education.  Trust Leaders of Governance to be developed.</p>	
<b>8.</b>	<b>CEO report (JC)</b>	
	<p>The CEO gave a verbal update including the following highlights:</p> <ul style="list-style-type: none"> <li>• Partnership with <b>Whole Education</b> continues to be positive, providing opportunities such as peer review. The Trust will continue to monitor that it provides value for money</li> <li>• Anglian Learning has been invited to join the strategic group of an merging teaching school hub being led by the <b>Cambridge Teaching Schools Network (CTSN)</b>, which includes other local MATs</li> <li>• <b>Training and CPD programmes</b> are being offered by the Anglian Gateways Teaching School Alliance (AGTSA). Linton VC also has a teaching school – Cambridge and Suffolk Schools Alliance (CASSA), so consideration will need to be given as to how to amalgamate these programmes</li> <li>• New <b>Frameworks for Excellence</b> have been implemented</li> <li>• <b>Growth:</b> A bid to the Trust Capacity Fund has been successful and a second planning application is being submitted for the Marleigh Primary (formerly Wing) – however, this remains a challenging process and the Trust is seeking to ensure that all partners are working cohesively to ensure that the application to be considered by the JDCC is successful</li> <li>• <b>Governance:</b> have rolled out a Governor training programme; working with governors to ensure their understanding of Reserves Policy, H&amp;S responsibilities and risk registers.</li> <li>• <b>Media:</b> raising the profile of Anglian Learning and increasing attractiveness of the MAT as an employer.</li> <li>•</li> </ul>	<p>KJ to email Oakes paper</p>

	<ul style="list-style-type: none"> <li>• <b>Sixth Form:</b> Financial situation at The Oakes continues to be scrutinised and provision is being reviewed.</li> <li>• <b>SEND:</b> developing ways to best support schools with the complex needs of some pupils.</li> <li>• <b>Operations:</b> ‘Every’ system installed at all schools to monitor H&amp;S. Catering and cleaning contracts performing at a high level. Data protection processes scrutinised.</li> <li>• <b>Sports Centres</b> – manager at Sawston VC is providing support across the Trust.</li> </ul> <p>The Trust Board thanked the CEO for all his hard work throughout the year.</p>	
<b>9.</b>	<b>Annual accounts and annual report (CM)</b>	
	<p>The Annual Accounts and Annual Report were presented to the Audit Committee by Price Bailey.</p> <p>The committee agreed to recommend them for approval by the Trust Board.</p> <p>There are a few minor changes to the documents, but nothing substantive.</p> <p>CM reported that following the query raised at the meeting regarding the Management Letter, Price Bailey had agreed to change the Priority 1 finding around pecuniary interests to a Priority 2.</p> <p>Trustees resolved to approve the Annual Accounts and Annual Report. The accounts will now be signed by the Chair and Accounting Officer and submitted to the ESFA by 31 December.</p> <p>Price Bailey were very appreciative of CM's efficient and effective input facilitating a smooth audit process. Trustees echoed their praise.</p>	
<b>10.</b>	<b>Risk register (JC)</b>	
	<p>High level risks were reviewed and agreed to be unchanged. In summary:</p> <ul style="list-style-type: none"> <li>• FIN 1: easing of pressure due to Minimum Per Pupil Funding (MPPF) guarantee. Overall this is a positive for Anglian Learning although schools with higher levels of deprivation will not see such a positive change.</li> <li>• OP 7: improved clarity around Health and Safety although this needs to be fully embedded before considering a change to the risk. Safeguarding remains a key issue as does H&amp;S at Sports Centres</li> <li>• ICT 11 – new threat management systems may mean this risk can be downgraded but this will be discussed by Finance Committee and Richard Mayer</li> <li>• GR 2: JFAN transfer still presents a risk to the Trust due to financial pressures but appropriate mitigating steps have been taken.</li> </ul>	
<b>11.</b>	<b>Committees minutes</b>	
	Minutes of all committee meetings had been circulated.	

	<p><b>Education</b></p> <ul style="list-style-type: none"> <li>• Live Dashboard allows effective monitoring of Secondary data and this will be rolled out for Primary schools.</li> <li>• LGB minutes reviewed</li> </ul> <p><b>HR</b></p> <ul style="list-style-type: none"> <li>• Ongoing HR audits with no adverse findings</li> </ul> <p><b>Audit</b></p> <ul style="list-style-type: none"> <li>• Annual Accounts and Annual Report scrutinised</li> <li>• Internal audits process to be revised with appropriate procurement procedure in place for appointing internal auditor</li> <li>• Clarified Audit Committee membership to maintain independence. Still seeking an independent member</li> </ul> <p><b>Finance</b></p> <ul style="list-style-type: none"> <li>• Every system in place at all schools</li> <li>• Agreed revised procurement for new finance system</li> </ul> <p><b>R&amp;G</b></p> <ul style="list-style-type: none"> <li>• ALIS – a confidential area will be set up to store R&amp;G confidential minutes</li> </ul>	
<b>12.</b>	<b>LGB appointments</b>	
	<p>The following appointments were approved:</p> <ul style="list-style-type: none"> <li>• Chair of Audit Committee – John Morgan</li> <li>• Chair of JFAN LGB – Linda Macfarlane</li> <li>• Vice Chair of JFAN LGB – Kate Beaumont</li> <li>• Trust Appointed Governor at Stapleford – Surabhi Khanna</li> </ul>	
<b>13.</b>	<b>Governance Documents</b>	
	<p>The following documents were approved:</p> <ul style="list-style-type: none"> <li>• Code of Conduct for Trustees</li> <li>• Code of Conduct for Governors</li> <li>• Trust Board Terms of Reference</li> <li>• LGB Terms of Reference</li> <li>• Audit Committee Terms of Reference</li> <li>• Education Committee Terms of Reference</li> <li>• HR Committee Terms of Reference</li> <li>• Remuneration and Governance Committee Terms of Reference</li> </ul> <p>The Finance Committee ToR are to be agreed at their next committee meeting.</p>	
<b>14.</b>	<b>Whistleblowing and Complaints</b>	
	<p>Whistleblowing and complaints (Stage 2 and beyond) at each academy were reported to the Board for the Autumn term</p> <p>There had been a Stage 2 complaint raised at two schools and one whistleblowing concern raised. All had been addressed.</p> <p>Since one of the complaints was around bullying, Trustees asked whether there was a greater focus on bullying by Ofsted now and if that presented any risk to Anglian Learning.</p> <p>They were reassured that whilst there is a change in the way parents are asked by Ofsted about their perceptions of bullying,</p>	

	this is not considered an area of significant risk for Anglian Learning.	
	<b>AOB</b>	
	<p>CM reported briefly on the current financial position including the impact of staff on maternity leave and the overall pressure on primary school budgets. The P2 accounts have been uploaded to ALIS.</p> <p>With JFAN joining the Trust from 1 Jan 2020 the central Trust budget will need to be revised.</p> <p>The Trust Board agreed delegation to the Finance Committee to approve the revisions.</p>	
<b>14.</b>	<b>Date time and venue of next meeting</b>	
	<p>25 Feb 8am at Bottisham VC</p> <p>Trustees were reminded that the Anglian Learning AGM is on 16 January 2020, 7pm at Sawston VC. All Trustees and Members are invited.</p> <p>The meeting ended at 10am</p>	

Items for Future Meetings	
Meeting	Item
Board	Consider proposal for transfer of CHET
Finance Committee	Approve Central budget revisions Agree Terms of Reference

Action log			
ITEM	ACTION	DEADLINE	RESPONSIBILITY
4	LGB handbook review		R&G committee
7	Upload Trust Development Plan progress to ALIS		KJ
8	Circulate Oakes update paper		KJ

NOT YET AGREED