

**Anglian Learning
Trust Board
Meeting Minutes
25 February 2020**



Trustees Present

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

Others Present

Roger Inman (RI Stone King), Prue Rayner (PR Executive Primary HT), Charity Main (CM Finance Director) and Kerrie Jones (KJ Clerk)

	ITEM	ACTION
1.	Acceptance of Apologies for Absence Apologies were accepted from David Lamkin (DL)	
2.	Declarations of Interest with regard to agenda items There were no declarations of interest with regards agenda items.	
3	Agree minutes of last meeting The minutes and confidential minutes of 17 December 2019 were agreed as a true record with one amendment: The wording of item 14 regarding whistleblowing and complaints should read: 'There had been a Stage 2 complaint raised at two schools and one whistleblowing concern raised. All had been addressed.'	KJ to amend and finalise minutes
4.	Matters arising not on this agenda There were no matters arising.	
5.	Proposal to proceed with CHET transfer RI reported on legal matters around the transfer of CHET property with regards the following two areas: <ul style="list-style-type: none"> • Regularisation of third party occupation of buildings There is some third party occupancy of buildings at Linton VC. Whilst there is no indication of any issue, the risk is unknown and the arrangement needs to be regularised after conversion. The mobile classrooms at Linton Heights do not present an issue as there is no third party occupancy, although ownership is unclear. Granta School shares access with LVC which is covered in the transfer agreement. Trustees questioned what issues might be raised when regularising these activities and it was explained that there is likely to be a cost and the inconvenience of placing these on a legal footing. Past experience also highlights the need for Anglian Learning to be mindful of any effect on its reputation. • Transfer of construction warranties and guarantees Any warranties and guarantees that sit with CHET must be transferred to keep them active. There are a number of relevant warranties and guarantees although many of these are held by Suffolk County Council and can be transferred after conversion. <p><i>[8.20am RI left]</i></p>	

	<p>Updates on the Pines Primary School growth strategy and the Financial situation at the Howard School had been circulated. In addition PR gave a verbal update on the proposed intervention plan at the Howard. Some additional details regarding CHET are recorded as a confidential minute.</p> <ul style="list-style-type: none"> The Pines School Growth Plan CM reported issues around validating reserves. A ‘worst case scenario’ approach has therefore been taken using a reserve figure of £167k. Anglian Learning is confident that there are sufficient reserves at the Pines to resource the existing growth plan. The Howard Primary School It is estimated that the current reserves position is £200k which will be required to support the essential improvement. PR described some of the current issues at the Howard and Anglian Learning’s plan to address these, beginning with an in-depth review of the school across all areas. The school has received support in the past but has no evidence of its impact. The quality of Leadership, Governance and Teaching will be assessed. Anglian Learning will work closely with Nicola Connor, CHET Executive Primary HT, and has been promised support from Suffolk County Council. The plan will require additional working hours by the AL central team in order to have everything in place for a 1 April transfer. <p>Following a rigorous due diligence process, during which a lack of capacity at all levels of CHET has presented a considerable challenge, Trustees were able to approve the following resolution:</p> <p>The Anglian Learning Trust Board formally resolves to transfer the Chilford Hundred Educational Trust academies into Anglian Learning following the outcome of the due diligence process and being satisfied that:</p> <ul style="list-style-type: none"> the level of funding available to support improvement at Howard Primary School has been established; the level of funding available to support growth at The Pines has been established; an effective intervention plan for Howard Primary School has been established that addresses the poor performance and declining number on roll that is projected over the next few years. <p>Furthermore, the Board authorises the Chair of Trustees to:</p> <ul style="list-style-type: none"> execute the Transfer Documents on behalf of the Academy Trust and any other documents, certificates and notices required to be executed by the Academy Trust in connection with the Transfer, subject to such amendments as those executing the same on behalf of the Academy Trust think fit; and do all such other acts and things as may be required in order to implement the Transfer on behalf of the Academy Trust. 	
6.	CEO Report	
	The CEO gave a verbal update on recent developments and events across the Trust.	

	<ul style="list-style-type: none"> Commercial interests continue to be closely monitored and Michelle Wilson is currently working to align all sports centres. Some recent incidents serve to highlight the risks associated with running these activities but the Trust has confidence in the H&S procedures that are in place. Sawston VC is working with the LA and PCH to consider an expansion plan. Bassingbourn VC has reported issues with recruitment in key areas. JFAN is engaging positively with the Trust Awaiting the outcome of the revised planning application for The Marleigh Primary School and in discussions with the DfE with regards financial viability. Central team – JC presented proposals for additional roles across all teams. <p>PR/DC/JC recently attended a Whole Education Conference in London which was very positive.</p>	Report to Education committee
7.	Finance Report (CM)	
	<p>The P5 Management Accounts were reported. They include JFAN for the first time.</p> <p>Change in forecast position at Bassingbourn VC is due to staffing pressures whilst at Sawston VC site works and a change in catering profits has reduced the predicted surplus. Issues around catering profits are being discussed with Chartwells.</p>	
8.	JFAN Deficit Recovery Plan (CM)	
	<p>As part of the transfer of Joyce Frankland into the Trust an agreement was reached with the ESFA that a loan would be made to Anglian Learning to support the unilateral undertaking works and consolidate the previous loan to JFAN.</p> <p>In order to release the funds the ESFA has requested a deficit recovery plan by the end of February 2020. They have agreed that the Trust can submit a draft plan that can then be revised as part of the Trust's normal budgetary process.</p> <p>ICFP work with JFAN has identified a reasonable plan which makes appropriate staffing savings and provides for a broadly balanced budget next year.</p> <p>The Trust Board agreed the deficit recovery plan and to the unilateral loan fund offer which is subject to the following:</p> <ol style="list-style-type: none"> The trust must obtain no less than three separate quotes for these works to ensure that value for money is achieved. The trust's board must agree to use the funding provided to facilitate the completion of the works outlined under the "Unilateral Undertaking" The ring-fenced finance plan for Joyce Frankland Academy must be agreed by the trust's board and the ESFA prior to the payment of any of the advance. Once finalised, the trust's board must agree to adhere to Joyce Frankland Academy's finance plan, to enact the identified efficiency savings, and ensure the repayment of funds owed within the agreed timescale. The trust must also continue to provide the ESFA with Joyce Frankland Academy's monthly management accounts and cashflow until further notice. 	

	Trustees asked what the current position is with Sixth Form numbers and viability. They were informed that it is recognised that numbers need to increase and that JFAN are currently rebranding the Sixth Form.	Report back to Board in July.
9.	Governance in a growing trust: what is working well and what needs to change? (CL)	
	<p>Trustees discussed the development of Governance within Anglian Learning in the light of its current growth. Existing member schools are well known to many Trustees who have been involved with individual schools over many years. However, as the Trust grows this detailed level of knowledge will inevitably diminish and appropriate structures need to be considered in response to such growth.</p> <p>CL had circulated some initial thoughts around:</p> <ul style="list-style-type: none"> • size and development of the Board • ensuring a strategic focus • committees • communication and branding <p>Initials discussions suggested that:</p> <ul style="list-style-type: none"> • The size of the Board should be slightly increased • There should be no additional committees • The Board should continue to support and challenge the Executive but with more of a focus on oversight, and should have a clear understanding of the data required from Executives to fulfil this role • The Board should find its own best way of working, acknowledging educational constraints and developing messages from the DfE in this emerging sector • The Board should continually test the aims and values of the organisation ensuring the it upholds these and that this permeates throughout Anglian Learning • Local Governance is important and work should continue to develop communications strategy to ensure local governors and all stakeholders understand the benefit of belonging to Anglian Learning. 	Executive to report back on their view of the work of the Board
10.	Netherhall school and Oakes college	
	An ICFP programme is being carried out with Netherhall currently. They have been set a target of a balanced budget for next year. Numbers for Sixth Form next year will not be known until enrolment in September.	JC to report in summer
11.	AOB	
	Trustees asked how often the risk register is reviewed. JC confirmed that a full review occurs annually each summer term with regular reviews of specific areas throughout the year.	
12.	Date of Next Meeting	
	The next scheduled meeting is 14 July at Sawston VC. It is likely that an additional meeting will be required in May The meeting ended at 10.40am	KJ to organise additional meeting date

Items for Future Meetings			
Meeting	Item		
Board (May OR July)	Report on JFAN Sixth Form Report on NHL Sixth Form Risk Register Review Executive to report back on their view of the work of the Board		
Education	Report from Whole Education Conference (PR/DC)		
Action Log			
ITEM	ACTION	DEADLINE	RESPONSIBILITY
3	Amend and finalise previous minutes		KJ
12	Organise additional summer term meeting date		KJ