



MINUTES of the BOARD MEETING

11 December 2018, 1.00 p.m. at Tolvaddon Business Park

Part A Public

Item	Subject	Action
	<p>Trustees present: Karen Bond (KB) Tom Briant-Evans (TBE) <i>remote access item 6 onwards</i> Mike Hosking (MH) – Chair Nick Lake (NL) Keith Tipler (KT) John Whetter (JW)</p> <p><i>Also present:</i> Jeremy Alder (JA) – Trust Secretary Mike England (ME) – Finance Director Simon Hague (SE) – CEO Tamsin Lamb (TL) – School Improvement Officer Alison Oliver (AO) - Bishop Fleming <i>item 1 only</i></p>	
1	Approve Audited Accounts	
1.1	AO confirmed that the report was unqualified. She pointed out that the balance sheet included different periods for some schools, and the fixed assets figure had increased due to two schools joining the Trust.	
1.2	Confidential item	
1.3	Letter of representation. AO highlighted that the title to Treloweth School is still being transferred from Cornwall Council. Trustees confirmed they were not aware of any additional activity since the accounts were completed.	
1.4	Trustees agreed to approve the accounts.	
1.5	Trustees thanked ME and his team. SH thanked AO for recognising what the Trust has done and achieved.	
2	Apologies: none as TBE due to join the meeting remotely later.	
3	Conflicts of Interest: no additional interests were declared.	
4	Previous minutes of the 19 November were accepted as an accurate record.	
5	Action Tracker / Matters arising	
5.1	Action 17.03 Exclusivity agreement.	

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	Agreed that a “post-Due Diligence” document is what the Trust needs for the future. SH and ME to develop this.	SH/ME
5.2	Action 18.01 Staff consultation. Final consultation meeting now end of January. KT reported very positive responses from staff at the meeting he attended.	
5.3	Action 18.04 Related Party Transactions. ME confirmed this had been covered by external audit and there were no issues to report. In light of new requirements to record all such transactions from April 2019 SH proposed that relevant school-based staff should receive appropriate training.	SH
5.4	Action 18.03 SILC programme. TL explained that following further consideration she felt compiling an overview report would be neither helpful or practical (<i>see also item 10.2</i>).	
5.5	Action 18.05 Trading Arm internal contract query. ME awaiting a response from Bishop Fleming and will report to next Board.	ME
5.6	Item 13.5 Vice Chair election. JA explained what the Articles require. KB confirmed currently there is no role profile for the responsibilities of the role and explained how she and NL had previously worked informally. Following was agreed: 1. Formal election of Vice Chair to be held early in the summer term using same process as for the Chair. NL continue in post till election completed. 2. Role profile for the post to be agreed in advance of the election. 3. Develop role profiles for the Lead Trustee roles as well.	JA MH KB/JA
6	CEO’s Strategic report	
6.1	Academy two day summit feedback. <ul style="list-style-type: none"> • Governance was a key theme. Ofsted still do not understand MATs very well so retaining local governance to reassure them makes sense. • Our peer to peer SIP model is in line with best practice but external review is important • ‘Collaborative convergence’ – where the Trust started from • GAG pooling – something to think about 	
6.2/3	Confidential items	
7	MAT Development Plan progress report	
7.1	Trustees had no questions.	
8	Strategy session planning	
8.1	MH outline his initial thoughts for the proposed session including the medium term financial position and future governance plans. The Trust is expecting a significant drop in income so the Board need to understand the detail of this and work with management to develop a plan to address this risk. Trustees felt it was important to be clear about the strategy for the future – especially regarding expansion – before drawing up detailed plans. Agreed that SH/ME/NL to prepare a joint view of these challenges and how they impact on the future.	SH/NL

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8.2	Date and time for the session was agreed: Monday 28 January – 10.00 - 2.00.	ALL
9	Illogan update	
9.1	Trustees received the following update: <ul style="list-style-type: none"> • Chair chose to step down shortly after the last Board meeting • Support package now in place. Jim Seth and Fozia Prigg will work with them and have now attended their first meeting, working closely with the Headteacher as well. • Aim is to provide this support for the next 2 terms. • Potential next chair identified • Training being arranged to help the LGB prepare for Ofsted. • Meeting schedule reviewed and updated Proposed to have them as co-Chairs agreed - JA to update GIAS. Jim Seth will maintain a chronology and report to the Board after each LGB meeting. MH thanked KB, Jim, Fozia and the Head for all the work they have undertaken to get us to this position.	JA
10	Future reporting	
10.1	Financial. Trustees noted the new style report which included reserves and KPIs. SH shared a draft of a more detailed approach and stressed the need to compare like for like schools. Trust is looking at a software package which will allow us to easily model different costed structures.	
10.2	School improvement. TL shared a revised version of the SIP. Each school's SEF is approved by TL and updated termly. The SEC report is an annual report from the Local Authority data team produced every autumn. The external SILC reports are annual but the timing will vary between schools. Trustees noted the triangulation of these 3 reports and the extra reassurance this provides.	
11	Whistleblowing Trustee	
11.1	MH needs to step down since appointment as Chair. TBE has offered to take on this role.	
12	Budget monitoring	
12.1	<i>See item 10.1.</i> ME was reminded that the Chair needs to receive the monthly financial report as well as the Lead Trustee.	ME
13	AOB	
13.1	Confidential item	
13.2	Clerking. MH summarised a range of issues which need to be reviewed and / or addressed including a mixed approach to how we employ people, differing rates of pay, and need for clarity over line management arrangements (LGB Chair and Trust Secretary both involved). MH will raise this at next LGB Chair's meeting.	MH
13.3	NL queried whether expenditure for key software packages such as Read Write Inc should be considered as a central cost in the future?	

Item	Subject	Action
	Dates of next meetings: 29 Jan LGB Chairs 4 Feb Board 8 March Members 19 March LGB Chairs 26 March Board	
	<i>Meeting finished at 4.15</i>	

Signed	Date