



MINUTES of the BOARD MEETING

4 February 2019, 1.00 p.m. at Tolvaddon Business Park

Part A Public

Item	Subject	Action
	<p>Trustees present: Karen Bond (KB) <i>item 1.2 onwards</i> Tom Briant-Evans (TBE) 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</p>	
1	Equalities duty training / discussion	
1.1	<p>TL today's training presentation was a trial and will be rolled out to deputies next. Although schools have had various responsibilities for some time not all in the Trust are currently compliant. In addition the development of the Trust means there are significant responsibilities at the centre as well.</p> <p>The presentation covered the protected characteristics which apply to pupils and/or staff and a varied range of topics including Unconscious bias, Misconceptions, Association, Perception, Unlawful behaviour and special provisions for disability.</p>	
1.2	<p>Next TL highlighted school specific guidance including how the content of the curriculum is excluded, but not the delivery.</p> <p><i>Trustees asked how this is applied to RE?</i></p> <p>TL explained that if a parent withdraws their child then they have to provide alternative education themselves.</p> <p>The Public Sector Equality Duty requires the Trust to be able to evidence it gives proper consideration ("due regard") to eliminate discrimination, advance equality and foster good relations across all characteristics. Recording and publishing what we do makes us fully compliant.</p>	
1.3	<p>TL presented Trustees with a summary review of the current position across the Trust together with a list of school actions and the initial duties of their 'Responsible Person'. This includes producing a Equality Impact Assessment for school trips and activities which will be recorded at the same time as completing a risk assessment.</p> <p>TL agreed to take the role of 'Responsible Officer' for the Trust.</p>	
1.4	Crofty Agreed Equalities Statement will be shared via email and Trustees asked to confirm their approval.	ALL

2	Apologies: none	
3	Conflicts of Interest: no additional interests were declared.	
4	Previous minutes of the 11 December were accepted.	
5	Action Tracker / Matters arising	
5.1	18.05 Trading Arm. ME reported that Bishop Fleming have confirmed we do need a formal agreement, but he is still to contact Wolfestans for a draft. ME pointed out that regardless of any change in relationship with Pool the auditors will want to see something at year end.	
5.2	18.08 Due Diligence document. Currently we have a very high level draft from Wolfestans and an outline document from Bishop Fleming. (<i>SH to share the latter</i>). ME stressed the need to focus on a new school's <i>own</i> budget projections. Other areas which should be included are employment issues, pensions and premises.	SH
5.3	18.13 Budget reports to Chair. MH not yet receiving monthly budget reports. Agreed best solution is to provide access to the Team Drive where latest reports are kept.	ME
5.4	18.14 Clerking review. MH to meet with JA.	MH
5.5	18.18 Share PP training. Will incorporate into governor training programme.	
6	Strategy session feedback	
6.1	Trustees confirmed they were happy with the note circulated by the Chair as a summary of the outcomes agreed.	
7	Confidential item	
8	Update on Support Staff pay review	
8.1	SH summarised the consultation process with staff and commented that separate 121 meetings Heads held with individual staff had been 'very helpful'. First meeting with union reps has taken place. SH acknowledged that various typos and minor amendments needed to be made to the drafts.	SH
8.2	Trustees confirmed their approval of the four policies subject to the minor amendments.	
9	SILC programme update	
9.1	TL reported that overall the schools had found it challenging but in a positive way. It had been a robust process for both a SILC visit or a SILC Plus inspection. Trustees noted that involving other senior leaders in each visit added extra value to the process. TL reported that some Heads have been asking for the process to start sooner in future years but she emphasised the timing of identifying KLE's to inform each visit is dependent upon receiving data in September. SILC Plus visits will take place for all the remaining schools, and the schedule will be influenced by the expected Ofsted timetable.	

9.2	<p>TL reported that there have been two common themes arising from the initial visits – both of which are already in the MAT development plan:</p> <ul style="list-style-type: none"> • Greater challenge for higher ability pupils • Disadvantaged funding usage <p>TL confirmed a third will be added – the curriculum - to reflect the new Ofsted framework, and work is already underway on developing a Trust approach to this.</p>	
9.3	<p><i>Trustees asked how the LGBs are involved in this process?</i></p> <p>TL shares the report direct with each LGB Chair but her involvement stops there (Pencoy's an exception due to her additional involvement).</p> <p>NL reported it had been an agenda item at his most recent LGB.</p> <p>Trustees discussed the merits of governance being present at a visit given the similarities with an Ofsted inspection.</p>	
10	Determine Admission Arrangements 2020.21	
10.1	Trustees approved these subject to a re-wording of the first paragraph to clarify the role of the Board.	SH
10.2	NOR query. MH requested a report at the next Board meeting on the current NOR across the Trust including a breakdown by year group.	SH
11	Budget monitoring	
11.1	<p>ME highlighted the following from his report:</p> <ul style="list-style-type: none"> • Continued improvements in move towards accurate accruals-based reporting eg expected Pupil Premium grants • Staff sickness / supply costs <p>ME explained that 'Run Rate' is the average monthly figure.</p>	
11.2	ME reported that an initial check against the latest national benchmarking report from Bishop Fleming indicates the Trust is within the desired range of 78-81% staffing as a % of income.	
11.3	<p>Trustees noted the additional consolidated sheet but agreed this level of detail – especially for curriculum related expenditure - was unnecessary for the Board.</p> <p>Trustees agreed to ME's proposal that they receive a more detailed report on the Trust's central budget and reserves.</p>	ME
12	Governance Action Plan	
12.1	<p>KB reported there had been a brief discussion at the LGB Chairs which captured some suggestions but no further feedback as yet.</p> <p>Trustees exchanged views on whether the plan should be 'top-down' or more collaborative.</p> <p>KB raised a concern about the time being taken to agree a final plan, and it was agreed she would contact Barbara McGuire and set a deadline.</p> <p>Updated version of the plan to be shared with Trustees before the next meeting.</p>	KB
12.2	<p>MH highlighted that the Chairs had identified a need to focus on governor recruitment and were keen to see a trust-wide approach.</p> <p>Trustees recognised that several LGBs would be losing governors by the end of the year in response to minimising conflicts of interest.</p>	KB
13	Governance portal update	
13.1	JA confirmed that the proposal had been shared with the LGB Chairs.	

	He stressed the importance of ensuring there was minimal duplication of files between governance and management team drives, and ensuring governance could access the most upto date version of key documents when required. Trustees approved the proposal.	JA
14	AOB	
14.1	NGA membership for each LGB. KB explained it is each LGB's decision whether to retain their annual subscription. The Trust has paid for GOLD level membership so Standard membership is recommended. JA to send reminder to Chairs.	JA
15	Items for next agenda	
15.1	Pool / Treleigh. School Improvement report. Governance Plan. NOR report.	
	Dates of next meetings: 8 March Members 19 March LGB Chairs 26 March Board 7 May LGB Chairs 14 May Board	
	Meeting finished at 3.35	

Signed	Date
---------------	-------------