

Meeting of the Trust Board of Directors

1.30pm Thursday 22nd September 2016

Venue: Acorn Centre, Axminster

MINUTES

Directors present:

Initials	Attendees	Category	Initials	Attendees	Category
BI	Brian Impey	Foundation	NW	Nigel Whitaker	Foundation
AR	Andrea Rice	CEO	LF	Liz Fraser	Mrs Ethelston's
BA	Barry Allsop	Foundation	MVdW	Mark Van de Weyer	Foundation
PM	Paul Middlemast	Foundation	VD	Veronica Dower	Clerk

Item no	Item	Action
1	Welcome & Apologies for absence NW welcomed directors to the meeting. Apologies were received from DW.	
2	Declarations of Pecuniary Interests & Eligibility No interests were declared. The annual register was completed.	
3	Election of Chair of Trust Board The clerk took the chair. There was one nomination, NW, who left the room. LF proposed NW, MVdW seconded. There was a unanimous vote in favour of NW, who was duly elected Chair. Vice Chair NW proposed BA for the role of Vice Chair, this was seconded by MVdW. There was a unanimous vote in favour of BA as Vice Chair. NW took the chair from this point.	
4	Confidentiality & Register of attendance The confidentiality statement was on the attendance sheet signed by all attendees.	
5	<u>Minutes</u> of the Directors meeting held on 18/07/2016. Part 1 minutes were circulated ahead of the meeting, Part 2 minutes were tabled at the meeting. The minutes were agreed to be an accurate record of the meeting and signed by the Chair. Matters arising i) Clerk to investigate & organise Babcock training for MAT on PP. ii) Information governance report to be added to the next agenda. iii) VD to redraft advert for new directors and send to BA.	VD VD VD
6	<u>Governance & Delegation</u> All Terms of Reference and papers were distributed prior to the meeting for approval by the board. 6.1 <u>Trust Board Terms of Reference</u> . The ToR was approved. 6.2 <u>Trust Board guidelines</u> . The guidelines were approved. Directors were nominated to join LGBs. LF - Lodders LGB BI – Mrs Ethelston's BA - Axminster and Marshwood NW – Membury	

<p>6.3</p> <p>6.4</p> <p>6.5</p> <p>6.6</p>	<p>It was agreed that MVdW would join Marshwood LGB in the spring. The directors discussed the position of BA, being both the Member for Salisbury diocese, a director and the Chair of Axminster LGB. It was agreed that BA would write to SDBE and tender his resignation.</p> <p><u>Review & Approve Trust Board Scheme of Delegation</u> The Scheme of Delegation was discussed in detail at the Finance & Audit committee. It was agreed that AR and VD should re-draft to ensure that it accurately reflects the terms of reference, committee structure and current practice. LF highlighted the mention of Pupil Premium, this requires amendment. Action: VD</p> <p><u>Trust Board Cycle of Business</u> The board <u>approved</u> the cycle of business.</p> <p><u>Review of portfolio leads and approve ToRs.</u> The portfolio lead terms of reference were distributed to all and <u>approved</u>. The clerk highlighted the revised Safeguarding portfolio holder role. AR noted that at LGB level, the role involved safeguarding in their school, the procedures, policies and the single central record. At director level the role includes safer recruitment and monitoring the recruitment processes, this function is done centrally from the HUB.</p> <p><u>Director Portfolio Leads confirmed</u> SEN & Inclusion, Early Years - LF Marketing, Parents & Community, Finance – MVdW Premises & Health & Safety – BI BA – Safeguarding HR - PM</p> <p><u>Approve Terms of Reference, Delegated Powers and membership of committees:</u></p> <ul style="list-style-type: none"> • <u>Local Governing Bodies.</u> Directors <u>approved</u> the appointment of Sarah Ellis as a foundation governor on the LGB of St Andrew's. As noted at the last meeting, two new community governors were recruited to Axminster LGB in the summer and appointed: Iain Paterson and Barry Maskell. Parent governor vacancies will be advertised at Mrs Ethelston's, Axminster and St Andrews, and staff governor vacancies at Mrs Ethelston's and Axminster. After the resignation of M. D'Albertanson, a vacancy exists for an ex officio on Mrs Ethelston's and St Andrew's LGB. Membury LGB will be advertising locally for a community governor. • <u>Finance & Audit Committee</u> – the ToR was approved. Directors <u>appointed</u> MVDW as Chair of the F&A committee, BI was appointed Vice Chair. • <u>Ethos Committee</u> – the ToR was approved. AR reported that there would be one aspect of SIAMS focussed on at each meeting. AR sits on the committee. • <u>Pay & Performance Committee</u> – The ToR was approved. The committee will be reviewing pay recommendations and the appraisal process of Heads of School and the SLT. Membership of the committee was proposed by NW and agreed as PM (Chair), BA and BI. Pay reviews will be based on existing pay and conditions. The first meeting of the committee was scheduled for 21st Oct at 1.30pm. <p><u>First (Staff Hearings) & Second (Appeals) committees.</u> The ToRs and membership were approved. First committee (pool of members): EF, PM, BI, BA, NW. Second committee (pool of members): BA, NW, DW, PM, BI, EF. The quorum of both committees is 3. Three directors who have not been involved in any previous action or decision will need to sit on the appeals committee.</p> <p><u>CEO Appraisal Panel.</u> The ToR was approved, membership was confirmed as NW, BA and PM. The date and time of the appraisal meeting was confirmed as 20th Oct at 6pm, this coincides with the visit from Graham Jones, the external adviser.</p>	<p>BA</p>
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7	Current situation & reports	
7.1	<u>CEO Report</u> AR gave a verbal report. A lot of new staff have joined the MAT in the new academic year. Axminster have settled in particularly well. GR is supporting Lodgers two days a week, with Teaching & Learning and leadership. TL has become Head of School at Membury, having been senior teacher in 2015/16, supported by GR. St Andrew's has a new head of school and virtually a new team. Support from AR is in place for Alison Roper the Head of School, along with a new reception teacher, a new Y3 teacher and Y4/5 teacher.	
	The Board discussed external family support workers in the local area. AR commented that there was very little available now after funds were withdrawn from the Learning Community. BA offered to discuss this further with AVLC and other schools in the local area, and to contact Homestart. (Action) .	BA/AR
7.2	<u>Academy performance targets – for approval.</u> AR reported that this has been worked on with Heads of School. Action: At the next meeting, AR to circulate predictions for each school and pupil targets. AR commented that all results predicted will be higher than 2016.	AR
7.3	<u>MAT Performance review – SEF.</u>	
7.4	AR reported that nothing has been completed on this yet, deferred to the next meeting.	
7.4	<u>Staffing update & HR report.</u> PM gave a verbal report, this was dealt with under <u>Part 2</u> . HR policies will be reviewed, including grievance and disciplinary.	
7.5	<u>HUB Admin/staffing.</u>	
7.5	MVdW reported that along with DW he has done some work on this, MVdW requested that it should be on the agenda at the next meeting.	
7.6	<u>Safeguarding Report</u>	
	BA outlined recent developments in safeguarding across the MAT. The external review of safeguarding at Axminster, instigated by AR, was very thorough and only a few minor points needed improving. It has also proved useful for ensuring standards and processes are secure in all the schools and central services. BA has monitored safeguarding statements on websites, several needed minor updating of staff names. Action: BA to highlight this with Heads of School. Lodgers website was a particular concern. This will be raised next week at the LGB by AR.	BA AR
7.7	<u>Pupil premium, SEN & Inclusion</u> – nothing to report.	
7.8	<u>Early years/pre-school</u> - deferred	
7.9	<u>PR/Marketing</u> – a report was circulated in advance of the meeting. MVdW has spoken to MS and has made some progress on updating the website home pages.	
7.10	<u>LGB Minutes.</u> Clerk will distribute minutes to directors.	
8	Finance & Operations	
8.1	<u>Finance portfolio report</u> – report from Chair of F&A.	
	MVdW commented that the three year report produced by CP was highly professional. The report showed that there is a need to have a three year business plan in place, prior to the next F&A committee meeting. There are some important cost areas that need to be reviewed. From a finance committee viewpoint, pupil numbers (drop of) at some schools were noted, along with the impact on capital projects.	
	The board noted the F&A committee minutes. The internal control review was critical of some areas, but action has been taken to rectify these. CP will manage the risk register, and items were added after discussion at the F&A meeting. Various procedures were dealt with earlier in the meeting. MVdW clarified that the sensitivity report has been produced since the F&A meeting, so was not available to discuss at the time. BI confirmed that there was no capital risk in the report. <i>MVdW will discuss the accrual in the accounts of the cost with CP.</i> The directors <u>accepted</u> the finance report and agreed the recommendations set out.	MVdW
	CEO to produce a three year business plan for the next F&A committee meeting and board meeting.	AR

8.2	<u>Premises & Health & Safety</u> BI circulated the premises report prior to the meeting. No questions were raised. It was noted that BI is progressing the CIF bid application for Mrs Ethelston's and will report on this.	
	<u>Strategic Items</u>	
9	<u>MAT Strategic Plan</u>	
9.1	Directors discussed the strategic planning day arranged with senior staff for Oct 12 th . NW outlined the objectives for the day: 1. An agreement on the strategic plan involving directors and senior executive staff. 2. Team building and improving the level of confidence between directors and staff.	
9.2	Report on MAT three year business plan – covered under item 8.1.	
9.3	Trust Board self-evaluation. BI circulated a summary of the self- evaluation survey, conducted by the board. This should help inform discussions during the strategy day.	
	<u>Administration</u>	
10.1	<ul style="list-style-type: none"> Approve Trust Board and committee calendar of meetings. The calendar of meetings was <u>approved</u>. 	
10.2	<ul style="list-style-type: none"> Agree term dates 2017/18. These were agreed. Inset days: Sept 4/5th, Oct 20th, Jan 2nd, April 16th. 26th & 27th July as occasional days. 	
11	Review and sign directors' code of conduct – distributed and completed.	
12	Conduct annual skills audit of directors. VD to distribute NGA skills audit for completion	.VD/ ALL
13	Policy review and approval <ul style="list-style-type: none"> Supporting pupils with medical conditions Policy. BA suggested an amendment to include the Dorset link. The policy was <u>adopted</u> subject to that change. 	
14	Chair's/ Clerk's business - update from EFA Bulletins and correspondence.	
15	Review of impact of meeting <ul style="list-style-type: none"> Strategic planning day was discussed and is in place. Delegated functions agreed. Discussion of 3 year sensitivity report Safeguarding and child protection discussion and improvements in practice. 	
16	Issues raised with the Chair before the meeting	
	Date and time of the next Board meeting 1/12/16 1.30pm (& AGM) Finance & Audit Committee 23/11/16 9.30am	

Actions

5	Clerk to investigate & organise Babcock training for MAT on PP	VD
5	VD to redraft advert for new directors and send to BA.	VD
5	Information governance report to be added to the next agenda.	VD
6.2	BA to write to SDBE	BA
6.3	Clerk & AR to progress Scheme of Delegation	VD/AR

7.1	BA/AR to progress family support worker arrangements, to report back.	BA/AR
7.2	AR to prepare and circulate academy performance targets, prior to next meeting	AR
7.6	BA to notify Heads of Safeguarding statements on websites. AR to discuss Loders website.	BA AR
8.1	MVdW to discuss accrual in accounts with CP, prior to audit.	MVdW
8.1	AR to produce 3 year business plan for F&A committee	AR
12	VD to circulate skills audit for completion	VD/ALL