

Minutes of Meeting number TB4 of the Trust Board held on Friday 11th December 2015 at 4.00 p.m. in the Staff Room at Bobbing Village School

Present: Mr. Alan Horton (Acting Chair), Mrs. Katrina Ware (KW) (Executive Principal – EP), Mr. Graeme Lloyd (GL), Mrs Dee Stacey (DS) (School Business Manager -SBM) and Mr. Karl Wiesmath (KWi).

In attendance: Rev. Captain Stephen Plumb (SP) (Acting Chair, Iwade School), Mrs. Lois Hudson (LH) (School Principal, Bobbing Village School), Mrs. Carole Mariner (CM) (School Principal, Iwade Community School)

Clerk to the Trustees: Mr. Martin Hydes

No.	Item/detail	Action
	Trustees had received the following documents in advance of the meeting: <i>Minutes of Trust Board 3 meeting on 20th October 2015</i> <i>Minutes of Bobbing LGB meeting on 23rd November 2015</i> <i>Minutes of Iwade LGB meeting held on 30th November 2015</i> <i>Bobbing School Improvement Plan</i> <i>Iwade School Improvement Plan</i> <i>Bobbing Termly Report (1)</i> <i>Iwade Termly Report (1)</i> <i>Bobbing H&S Termly Review (Judicium Education)</i> <i>Iwade H&S Termly Review (Judicium Education)</i>	
1.	Welcome and Introduction	
	The Acting Chair welcomed all to the meeting and confirmed that the meeting was quorate.	
2.	Receive and Challenge Local Governing Body Reports from LGB Chairs and School Principals	
	<i>Note - Dr. Graham Symon (Chair – Iwade) had tendered his apologies. These were accepted.</i>	Clerk
2.1	Iwade Community School Minutes and Report	
	The TB's attention was drawn, inter alia, to the following: Item 3 LGB Membership Updates <ul style="list-style-type: none"> • A candidate for the position of Chair had emerged and would be in post by the next meeting on 1st February 2016, subject to confirmation by the Trust Board at its meeting on 11th December 2015. • The process for electing a parent governor would begin the new year. • Mrs Nicola Owen had stepped down as a local governor due to work commitments. Item 5 Share/discuss Scheme of Delegation (for Local Governing Bodies) <ul style="list-style-type: none"> • Governors had sought clarification on the nomenclature to be used for the various groupings in the trust's governance structure. Governors had also sought further guidance on the extent of the remit/delegated authority of a local governing body. 	
2.2	Bobbing Village School Minutes and Report	
	The TB's attention was drawn inter alia to the following:	

	<p>Item 1 Chair’s Welcome and Introduction</p> <ul style="list-style-type: none"> A new governor, Mrs Sue Samson, had been welcomed to the meeting who agreed to undertake the role of monitoring British Values. <p>Item 3 LG Membership Updates</p> <ul style="list-style-type: none"> The process of recruiting a further governor was underway <p>Item 8 Principal’s Report</p> <ul style="list-style-type: none"> There were concerns about the school being required to accept additional pupils (special needs and LAC) when the relevant classes were already exceeded PAN. <p>Item 9 To Receive a Report on Risk, Health and Safety and Asset Management Matters</p> <ul style="list-style-type: none"> Noted that a number of H&S issues remained outstanding 	
2.3	<p>Trust Board discussion</p>	
	<p>After questions and discussion the following points were noted:</p> <p>Re Items 3 Local governing body membership</p> <ul style="list-style-type: none"> The recruitment process for members, directors and local governors was confirmed including the importance of a preliminary interview and effective induction e.g. the prospective chair of Iwade LGB would be receiving support from the School Principal and governors appointed to the performance role would receive support from the performance director A number of new trustees/governors had been recruited through School Governors One-Stop Shop (SGOSS). The trust also intended to use the Academy Ambassadors scheme to recruit more independent directors to the board (The clerk confirmed that Mr. Ray Kemsley had been appointed a Member; Mr Graeme Samson to the Iwade LGB (prospective chair) and that further candidates were coming forward). LGBs would be holding elections to recruit support staff as governors (to serve in a school different from the one in which they worked to ensure objectivity) <p>Item 5 Scheme of delegation</p> <ul style="list-style-type: none"> A director would endeavour to be present at each LGB meeting to provide support and guidance on TB/LGB governance matters Finance and Audit Committee meetings were being scheduled to enable an effective information flow between LGBs, the F&AC and the TB LGBs had local autonomy to discuss their budgets, oversee spending e.g. pupil premium and consider resources and identify future needs. It was acknowledged that individual schools had differing budget agendas on particular issues 	<p>CM and AH to provide support as required – on-going</p> <p>AE/KW to complete recruitment documentation for January 2016 Trust/LGB clerks to organise elections for January 2016</p> <p>Board directors as required</p> <p>Clerk to up-date governance calendar</p>

	<ul style="list-style-type: none"> The Executive Principal would liaise with the Board and LGB clerks on prepping agendas for each cycle of meetings to ensure effective interaction between the various elements of trust governance The Board should consider a RAG system to highlight LGB items for consideration at board meetings LGB minutes required more precise editing and, where necessary, clarification should be sought on the extent of an LGB's remit on a particular issue e.g. admissions LGBs were expected to be proactive in their role of supporting a school in line with the trust's ethos (see Scheme of Governance Management and Delegation para. 7.1.2 'Purpose of the Local Governing Body') LGBs should be provided with the latest version of the Scheme of Governance Management and Delegation (January 2016) <p>Re item 9 Risk, Health & Safety and Asset Management</p> <ul style="list-style-type: none"> The Management Risk Assessment Action Plans (October 2015) provided by Judicium Education were too generic and did not adequately distinguish between the different school environments. A number of actions remained outstanding at each school. Lines of accountability did not always appear to be clear. The board asked the EP to liaise with SPs to clarify the points identified. 	<p>KW and Board/LGB clerks at least one week in advance of a meeting cycle</p> <p>Board/LGB clerks to liaise for January 2016 Board/LGB clerks to liaise from January 2016</p> <p>Trust Board clerk</p> <p>EP to liaise with School Principals for January 2016</p>
	The Acting Chair thanked Mr Plumb, Mrs Hudson and Mrs Mariner for their input.	
3.	Apologies for Absence	
	Apologies had been received from Mrs. Edwards (personal reasons). The apologies were accepted.	Clerk
4.	Declaration of Business Interests	
	None declared other than those already recorded	Clerk
5.	Minutes of Meeting TB3 held on 20th October 2015	
	<p>Noted p.4 item 9.2 'duties' should read 'details'.</p> <p>Subject to this correction the minutes were accepted as a true and accurate record and signed by the Acting Chair.</p> <p>The Acting Chair requested that a summary of action points be provided at the end of the minutes.</p> <p>The board agreed that the minutes could now be published on the trust's website.</p>	<p>AH/Clerk</p> <p>Clerk</p> <p>Clerk</p>
6.	Matters Arising from the Minutes	
6.1	3.Financial Arrangements for Growing the Trust	
	The EP reported that the top-slice percentage of 12.5% agreed at Trust Board meeting number 3 (20 th October 2015 in the trust's application to become an academy sponsor had been regarded as too high by the DfE.	

	The SBM noted that percentages in other trusts ranged between 3.0% and 10.0% and that the DfE recommended 5.0%. Directors noted that there was no rationale given for the DfE figure of 5.0% and considered any figure determined should reflect individual circumstances, including the level of services provided. Consequently, Directors agreed that the figure of 12.5% should be re-submitted but with the proviso that it should be reviewed after a year's operations.	EP/SBM
6.2	8.2.4.1 Benefits of having Five Members and Clarification of the Role of 'Member'	
	The SBM reported that the trust's solicitors had advised that only the members of the trust board should be registered with Companies House. Local governors do not need to be registered at Companies House unless they also sat on the trust board. It was also noted that that a majority of members of the Finance & Audit Committee must be directors. Colleagues who had been registered as directors but did not meet the current criteria should be de-registered. Directors agreed that the Chair of Trustees should write to the parties involved and explain the position. <i>Clerk's note:</i> <i>See diagram attached to minutes indicating membership of the various categories</i>	AE
6.3	9.2 Publication of Business Interest Details on the Trusts' Website	
	The Clerk/SBM reported that the majority of up-dated business interests/related parties forms had been returned. A schedule of interests for publication on the website was being compiled.	Clerk/SBM by December 2015
6.4	9.5 Training and Visits, 2015-2016	
	Directors noted that Mr. Karl Wiesmath had provided a summary report on the Safeguarding Training Day on 9/10/15 and had commented positively on the structure of the day's training and its accessibility to all categories of participants. Dr. Graham Symon had submitted a monitoring report for a visit on 15/10/15 to look at aspects of the School Improvement Plan at Bobbing Village School. Directors noted that follow-up visits were being arranged at Bobbing on intervention strategies e.g. assertive mentoring, behaviour and attendance and that feedback had been discussed at the LGB meeting on 15/10/15. The Acting Chair thanked these colleagues for their reports	LGBs to follow up as required
6.5	10. To Receive Executive Principal's Report	
	Directors noted that the new build at Iwade would be handed over in January 2016. Fitting out would then commence with a scheduled opening date of March 2016.	
6.6	13.To Consider Draft Trustees' Report	
	Directors noted that the Trustees' Report and Annual Accounts had been circulated to members of the Finance & Audit Committee in advance of its meeting on 7/12/15.	
6.7	14. To Consider Admissions Arrangements, 2017-2018	
	The Acting Chair confirmed that the proposal to add an additional criterion regarding the admission of children of teaching staff would be reviewed on an annual basis as part of the admissions policy review cycle.	

6.8	See Confidential Minutes	
7.	To Receive a Report from the Finance & Audit Committee	
7.1	Trustees' report and Annual Accounts	
	<p>The Chair (F&AC) reported as follows:</p> <ul style="list-style-type: none"> • Additional staffing expenses, including employer contributions to the Teacher Pension Scheme (TPS) pensions and higher national insurance contributions, had been costed at £24,000 and £47,000 respectively, figures for which the government had made no extra provision. • Mr. Allan Hickie of UHY Hacker Young had commented very positively on how the school had managed its finances and the audit process generally • The Statement of Financial Activities (SOFA) contained necessary accounting conventions e.g. Local Government Pension Scheme provision, donation from local authority when the trust was set up etc which impacted on the figures presented • The government protection scheme for funds held with any one bank had been reduced from £85,000 to £75,000 <p>In discussion, directors noted:</p> <ul style="list-style-type: none"> • Ways of off-setting increased staffing costs would need to be considered as a matter of urgency • Distributing trust funds across a range of bank accounts to be covered by the government's compensation scheme was impractical. The trust would rely on its bankers Triple A rating but nonetheless review the matter on an annual basis • Although the trust had adequate reserves, these were not inexhaustible and would need careful stewardship • The five-year budget plan should be up-dated and include anticipated staffing changes e.g. prospective retirements • Income to support enhanced teaching and learning opportunities e.g. 1-to-1 tuition needed to be carefully matched to outgoings • Staffing costs at 75.0% of income were broadly in line with benchmarking criteria, but could not be allowed to rise 	
7.2	Health & Safety	
	<p>Directors discussed the fire alarm systems at its Bobbing and Iwade schools and noted the following:</p> <ul style="list-style-type: none"> • Shortcomings had been identified in fire alarm systems e.g. alarm not sounding at the correct level • The cost of remedying identified issues had been quoted at £5/6k. • The cost of a new fire alarm system (at Iwade?) had been quoted at £21k and additional quotations were being investigated <p>Directors required a planned fire evacuation drill be conducted before the end of Term 2 to confirm the system was safe whilst the necessary work was investigated and carried out and also noted that a test was scheduled in Term 3 once the new building was in use.</p> <p>Directors were advised that a planned fire evacuation was being</p>	EP/SBM

	arranged before the end of the autumn term and asked for a report at its next meeting.	LH/CM
8.	To Approve Annual Report and Financial Statements for the period ending 31st August 2015.	
	Directors voted unanimously to approve the Annual Report and Financial Statements. The Board expressed its thanks to the Finance Team for its professionalism and hard work with trust finances and the trust audit and asked the Chair to send a letter of thanks at the earliest opportunity.	Chair
9.	EP to lead discussion on trust schools' current performance and progress towards targets	
	A full discussion was deferred until the next meeting but in the meantime the EP was asked to circulate highlights to board members for their consideration.	EP
10.	Chair's Report	
	Deferred until next meeting in the Chair's absence.	Chair 11/2/16
11.	To Approve Scheme of Governance and Delegation	
	Directors asked for the various versions of the Scheme of Delegation to be co-ordinated and identified in chronological order. Directors voted unanimously to approve the January 2016 subject to final vetting by the trust's solicitors. Trustees discussed the principle of a payment to the trust chair in the light of the responsibilities being undertaken but decided against doing so.	EP
12.	To Consider Trust Board/Local Governing Body membership and Recruitment	
	See 2.3 above	
13.	To Receive Governance Handbook (November 2015)	
	Directors agreed that the document should be placed in the Governors' portal.	
14.	Date of Next Meeting	
	Thursday 11 th February 2016 at 4.00 p.m.	
15.	Any Other Business	
	None	
16.	To Consider Confidentiality and Publication of Minutes	
	See Confidential section	

Signed _____

Date _____

