

Minutes of Meeting number TB 11 of the Trust Board held on Monday 16 January 2017 at 4.00 p.m. in the Green Room at Iwade School

Present: Mrs. Angela Edwards (Chair), Mrs. Katrina Ware (KW) (Executive Principal – EP), Mr. Simon Adcock (SA), Mr. Liam McHugh (LM) and Mr. Karl Wiesmath (KWi).

In attendance: Mrs. Dee Stacey (DS) (School Business Manager)

Clerk to the Trustees: Mr. Martin Hydes

No.	Item/detail	Action
	Trustees had received the following documents in advance of the meeting: <ul style="list-style-type: none"> • <i>Minutes of Trust Board 9 meeting on 14 September 2016</i> • <i>Minutes of Trust Board 10 on 5 December 2016</i> • <i>LGB Chairs' Reports Bobbing and Iwade schools</i> • <i>Timu Academy Trust governance structure</i> • <i>Timu Academy Trust Scheme of Delegation</i> • <i>SBM report January 2017 (including management accounts and KPI dashboard)</i> • <i>Risk Management Schedule</i> 	
1.	Welcome and Introduction	
	The Chair welcomed all to the meeting.	
2.	To Confirm that the Meeting is Quorate	
	The Chair ascertained that the meeting was quorate there being 5 out of 6 trustees present.	Clerk
3.	To Receive (and, if appropriate, accept) Apologies for Absence	
	No apologies had been received. <i>(The clerk reported that he had received an e-mail from Mr. Foster tendering his apologies for the December meeting and indicating that he would most likely be stepping down in the new year due to work commitments.)</i>	Clerk
4	Declaration of Business Interests	
	None declared other than those already registered.	Clerk
5	Minutes of Trust Board 9 and Trust Board 10 meetings	
5.1	Minutes of TB9 held on 14 September 2016	
	Noted item 11.1 last line 'surveyors' should read 'CIF consultants'. Subject to this amendment, the minutes of the meeting were accepted as a true and accurate record and signed by the Chair.	Chair/Clerk
5.2	Minutes of TB10 held on 5 December 2016	
	The minutes of the meeting were accepted as a true and accurate record and signed by the (acting) Chair.	Clerk/ Acting chair (KWi)
6.	Matters Arising from the Minutes	
6.1	Trust Board 9 14 September 2016	
6.1.1	7.4 Lightning Risk Protection Assessment	
	Further to enquiries made by the SBM in respect of lightning protection trustees were satisfied that appropriate cover was in place.	

6.1.2	7.5 Discussion of LGB Reports	
	The Chair confirmed that she continued to attend LGB meetings to provide support and had recently met with the new chair of Iwade LGB, Mrs Karen Pilgrim, to discuss the role following Mr. Graham Samson's resignation.	Chair - ongoing
6.2	Trust Board 10 5 December 2016	
	There were no matters arising.	
7.	To Consider LGB Chairs' Reports with Feedback as necessary.	
7.1	Iwade	
7.1.1	Chair's Report –format/content	
	Trustees acknowledged that Mrs. Pilgrim's first Chair's LGB report under the new style termly reporting process was very comprehensive and gave an excellent insight into the school's work during the autumn term. It was agreed that the format should be further amended to incorporate two further columns – one to indicate 'who and when' for any school action points, and one to communicate trust board comments and feedback. Trustees agreed that, in a few instances, an evidence based comment would be helpful e.g. Section 1 School Principal's Termly Report <i>Personal development, behaviour and welfare....</i> 'behaviour seems to be improving'. The EP agreed to draw up an amended proforma for return to the school with comment/feedback as appropriate. The form would then be reviewed/actioned as appropriate at the next LGB meeting.	EP by 28/2/17
7.1.2	Fire Drill	
	Trustees considered a governor's concern over the current door access system following a recent fire drill and whether improvements were required to ensure the information on who is present in the school is accurate at the time of evacuation. The SBM advised that complete accuracy could only be achieved by a turnstile system which would cause difficulties e.g. with disabled access and would be unlikely to have a cost/benefit impact. Trustees noted the current arrangements for electronic registration and the recording of absentees and agreed that random checks should be made on the accuracy of recording.	LGB/SP - ongoing
7.2	Bobbing	
7.2.1	Chair's Report	

	<p>Trustees' recorded their thanks to Mrs. Brooks for standing in at short notice to provide the report due to the indisposition of Dr. Symon. It was agreed that the format should be further amended to incorporate two further columns – one to indicate 'who and when' for any school action points, and one to communicate trust board comments and feedback.</p> <p>Trustees agreed that, as for the Iwade report, an evidence based comment would be helpful e.g. Section 1 School Principal's Termly Report, <i>The Quality of Teaching, Learning and Assessment...</i>'had a great impact...this led to great support for'; also, <i>Pupil Outcomes 'Year 6 seemed to be doing very well'</i>.</p>	EP by 28/2/17
7.2.2	Absence	
	<p>Trustees were pleased to note that cases of persistent absence had fallen from 17 to 9 pupils and enquired about strategies employed with the remaining children. The EP commented that a range of approaches were employed such as rewards, letters and meetings. The emphasis was on liaison with parents to encourage them to get their children to school.</p> <p>The EP noted that, overall, absence was not a cause concern with attendance standing at 97.5% for both Bobbing and Iwade schools. Usually absence issues involved only a very small number of families.</p> <p>The EP commented that the problem of taking children away on holiday in term time was more difficult in the light of a recent court case (<i>Isle of Wight Council v Platt, May 2016</i>). The EP explained that unless a child's attendance was below 95.0% the imposition of any sanction was extremely difficult. Trustees noted that the case was being appealed.</p>	
7.2.3	LGB Membership and Meetings Calendar	
	Trustees noted comments about the scheduling of LGB meetings, LGB membership and the need to have a further skills audit following recent resignations. (<i>See item 9 below</i>).	
8.	To Consider Timu Academy Trust Improvement Plan	
	Trustees noted that the plan was being further up-dated to include reflect current priorities and would be circulated to all trustees by 31 January 2017.	Chair of Trust Board to circulate by 31/1/17
9.	To Consider Trust Board and LGB Membership, Structures and Recruitment.	
9.1	Trust Board	
	Trustees noted that Mrs. Leah Goodwin had tendered her resignation to the Board. It was also noted that the Chair would be contacting Mr. Foster regarding his membership of the Trust Board (<i>see 3 above</i>). Trustees agreed that the board could	

	operate with 5 trustees until suitable replacements were recruited.	Chair- by 31/1/17
9.2	Local Governing Boards	
	Trustees noted that Mr. Graeme Samson had resigned as chair of Iwade LGB. Trustees confirmed the appointment of Mrs. Karen Pilgrim as his replacement. Trustees noted the vacancies on the Bobbing LGB (<i>see 7.2.3 above</i>). It was agreed that there should be a campaign to recruit new local governors to Bobbing and that a letter should be sent to local stakeholders inviting them to consider joining the Bobbing LGB. (<i>See also confidential section</i>)	Chair/EP by 31/1/17
9.3	Scheme of Delegation – Annual Review	
	Trustees noted alternative schemes of delegation provided by the Centre for Education, Finance and Management (CEFM) and The Key. Trustees agreed that features of the trust’s current scheme should be streamlined e.g. represented in the form of a flow chart. The Chair/EP agreed to provide an updated version for the July TB meeting. Trustees noted, <i>inter alia</i> , clauses in the Scheme of Delegation for up-dating/amendment as follows: 7.3.2 Membership of Local Governing Bodies 8.4.1 Membership of Finance & Audit Committee	Chair/EP by 17/07/17
10.	To Consider Up-dates on Finance, Premises and Risk Assessment Matters	
10.1	SBM Report	
	Trustees considered a report from the SBM and noted the following: 1. Financial Summary There were no significant matters for concern in the management accounts with both schools currently operating ahead of budget forecasts - although the likelihood of end of year deficits remained these would be covered from reserves. Trustees asked when the outcome of the bid for a soakaway at Bobbing would be known and were advised that this would be in March 2017. 2. Budget Forecast Returns The EFA have announced that they will be bringing forward the date of the next budget forecast return and intend to introduce two BFRs in 2017 (spring and autumn). This could have	

	<p>implications for the dates of future trust board meetings which may need to be adjusted to allow for this.</p> <p>3. Pensions contributions</p> <p>Trustees noted that employer contributions to the LGPS for support staff and come in at 20.0%, 1.8% lower than had been budgeted for representing a saving of approximately £1,500 p.a.</p> <p>4. National Funding Formula for Schools</p> <p>Trustees noted that the government consultation for fairer funding in schools was now in its second stage and ran until 22 March 2017. Projected figures showed a 1.5% (£23k) increase for Iwade and a 1.0% (£7k) decrease for Bobbing.</p>	SBM to advise accordingly – on-going
10.2	Persons with Significant Control	
	Trustees noted that the trust was required to make a return of persons with significant control i.e. more than 25.0% interest. This referred to the Members of the Timu Academy Trust of whom there were currently five. Consequently, the trust would be making a nil return since no Member had more than a 25.0% stake.	
10.3	Education Funding Authority (EFA)	
	Trustees confirmed that the trust's Academy Accounts Return (AAR) was up-to-date with the Educational Funding Authority (EFA) noting that there had recently been significant issues with other trusts submitting data.	
10.4	Cost of Membership of Professional Associations	
	Trustees enquired whether there was any provision for paying staff subscriptions to professional associations. It was noted that this was a matter for individual colleagues who usually received an adjustment to their tax code for any relevant fees.	
11.	To Consider Policies	
	Trustees noted two new policies being introduced on 'Display' and 'Handwriting'.	
12.	To Consider Governor Training Event Programme - 20 March 2017	
	<p>The EP explained arrangements for the training event on 20 March in which the trustees and local governors would be participating in a research-based project involving local primary schools evaluating their ranking against a list of the characteristics of high-performing schools. In instances where one school's score on a particular characteristic was higher/lower than another school, the two schools would be invited to collaborate and share best practice.</p> <p>The EP agreed to circulate information to all involved by 24 February 2017.</p>	EP by 24/2/17

13.	Date of Next Meeting	
	Monday 24 April 2017 at Iwade School starting at 4.00 p.m.	
14.	Any Other Business	
14.1	Risk Management Group	
	Trustees noted that the Risk Management Group had met on 5 December 2016 and agreed a number of up-dates/amendments to the trust's risk strategy. Updated copies of the schedule had been circulated to trustees. The next meeting of the group would be on 20 March 2017 at Iwade school starting at 4.00.	Date tbc by SBM
	<i>Mrs. Stacey left the meeting at 5.20 p.m.</i>	
14.2	Staffing	
	<i>See confidential section</i>	
15.	To Consider Confidentiality and Publication of Minutes	
	It was agreed that discussion relating to LGB membership (see item 9.2) and staffing (see item 14.2) should be placed in the confidential section of the minutes.	

The meeting closed at 5.45 p.m.

Signed _____

Date _____