

88Minutes of Meeting number TB 9 of the Trust Board held on Wednesday 14th September 2016 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 (KW).

In attendance: Mrs. Dee Stacey (DS) (School Business Manager) and Mr. John Truman (Appraisal Consultant) (from 4.15 to 4.40 p.m.

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 6 meeting on 13th July 2016</i> • <i>Minutes of the Finance & Audit Committee 5th September 2016</i> • <i>Governance Calendar 2016-2017</i> • <i>Key Priorities for School Plan 2016-2017</i> • <i>Outcomes for Pupils (Bobbing and Iwade) 2016</i> • <i>Teacher Pay Ranges, 2016-2017</i> • <i>Governance Structure, September 2016</i> 	
1.	Welcome and Introduction	
	The Chair welcomed all to the meeting and Mr. Liam McHugh in particular who had joined the board w.e.f. 1 st September 2016. The Chair explained that Mr. John Truman would be briefing the board on the recent round of senior leader appraisals (see Confidential Section)	
2.	Election of Chair and Vice-Chair	
	The Clerk took the chair and explained that at first meeting of the academic year the Articles of Association required trustees to elect a Chair and Vice Chair for a period of office lasting until the first Board meeting of 2017-2018. The Clerk reported that he had received a nomination for Mrs. Angela Edwards as Chair in advance of the meeting and that Mrs Edwards had agreed to serve if elected. There being no other nominations, a vote was taken in which trustees were unanimous that Mrs. Edwards should continue in office. Mrs. Edwards took the Chair. The Chair asked for nominations for the position of Vice-Chair. After discussion, trustees agreed that the position should be left vacant pro tem but with Mr. Karl Wiesmath agreeing to act in a 'standby' capacity in the event of the Chair's absence on other business.	
3.	To Confirm that the Meeting is Quorate	
	The Chair ascertained that the meeting was quorate there being 5 out of 7 trustees present.	Clerk
4.	To Receive (and, if appropriate, accept) Apologies for Absence	

	Apologies were received from Mr. Mark Foster and Mrs. Leah Goodwin (both work commitments). The apologies were accepted.	
5.	Declaration of Business Interests	
	None declared other than those already registered.	Clerk
6.	Minutes of Meeting TB 8 held on 13th July 2016	
	The minutes of the meeting held on 13 th July 2016 were accepted as a true and accurate record and signed by the chair.	Chair/Clerk
7.	Matters Arising from the Minutes	
7.1	6.2 School/Improvement/Signage	
	Trustees noted that refurbishment of the reception areas at Bobbing and Iwade schools had been completed and now gave a much more welcoming feel on entering the schools.	
7.2	7.1 Governance Structure	
	A trustee asked for an up-date on developments with the governance candidate identified by Academy Ambassadors and was advised by the chair that there had been mutual agreement on a decision not to proceed at the present time.	
7.3	10.1 Financial Summary	
	The SBM noted that the y/e surplus forecast for 2015-2016 of £179,000 was likely to be lower. The F&AC chair would be briefed on developments as the accounts were finalised.	SBM/F&AC chair
7.4	10.3 Lightning Protection Risk Assessment	
	A trustee asked for an update on lightning protection cover and was advised by the SBM that there were no specific requirements within the RPA with regard to lightning protection, therefore cover would be in place if one was not fitted. However, if the academy felt that there was a particular risk from lightning strikes following a risk assessment then it should consider what protection it may need. Cover currently in place would provide for alternative accommodation should that be necessary.	
7.5	11.3 Discussion of LGB Reports	
	The Chair reported that that she had discussed aspects of LGB working procedures with the respective Bobbing and Iwade chairs . Trustees noted that the chair would be continuing to attend LGB meetings to provide support. The EP noted that the protocol for trustee/governor visits had been up-dated including the importance of prior liaison with respective school principals before visiting a school. The EP also noted that she had met with the Clerk to the Trustees and the new LGB clerk (Mrs. Beatrice Hertage) and agreed communication procedure between the board and LGBs to facilitate effective governance.	Chair on-going
8.	To Consider Up-date on Trust Board/Local Governing Body Membership, Structure and Recruitment	
	The Chair circulated an updated diagram of the Timu governance structure effective September 2016.	

10.	To Consider Strategic Planning and Key Priorities.	
10.1	Timu Academy Trust	
	<p>The EP advised trustees of aspects of planning as follows:</p> <p>Leadership and Management (including growing a praise culture, enhancing the creative curriculum, expanding Continuing Professional Development (CPD) opportunities and developing the delivery and tracking of Grammar, Punctuation and Spelling (GPS) across schools).</p> <p>Quality of Teaching, Learning and Assessment (including developing further the Assertive Mentoring Programme, ensuring that all pupils make good progress in reading and growing a culture of resilience and the ability to thrive on the culture of learning).</p> <p>Personal Development, Behaviour and Welfare (including support to improve pupils' emotional and mental well-being).</p> <p>Outcomes for Pupils (including closing the gaps on progress across KS2 in Reading, Writing and Mathematics so that 90.0% of each cohort are on track to meet progress expectations).</p> <p>In discussion, trustees noted factors that needed to be considered in school improvement such as the quality of the cohort and the quality of teacher.</p> <p>Trustees acknowledged that the trust had some very good teachers in its schools and was diligent in monitoring teacher performance, providing support from senior leaders where necessary.</p>	
10.2	Trust Board	
	<p>In discussion, trustees discussed the board's strategic aims for 2016-2017 as follows:</p> <ul style="list-style-type: none"> • Development of effective local governing bodies (LGBs) including the quality of reporting to the board • Development of understanding of the individual characteristics of each school in the trust • Development of a training programme in effective governance <p>Trustees also considered issues with growing the trust by adding additional schools. Trustees agreed that whilst there was a willingness to take on additional schools, the trust needed to be mindful of the characteristics of any joiner and how the trust might provide appropriate support.</p>	

	The Chair/EP invited trustees to make additional suggestions for the strategic plan and would then provide a final version by 30/09/16.	Trustees →Chair/EP by 30/9/16
11.	To Receive a Report on the Finance and Audit Committee Meeting, 05/09/16	
11.1	Soakway	
	The F&AC chair reported that the cost of a new soakaway at Bobbing school had risen significantly from £37k to £100k. This was on account, inter alia, of the need to remove the astroturf pitch and the decision to upgrade the scale of the work in the light of the premature failure of the existing system. Trustees noted that the project was now going to be included in a Condition Improvement Fund (CIF) bid. Trustees enquired whether there was any legal redress for the premature failure and were advised that an approach to Kent County Council had been unsuccessful. The SBM agreed to keep trustees informed of progress with the trust's CIF consultants AA Projects.	SBM → F&AC chair - ongoing
11.2	Financial Summary	
	<p>The SBM reported that final adjustments were being made to the trust's y/e accounts to take account of various staffing changes that had recently taken place. All SEN income has been budgeted for this financial year only and the corresponding TAs have been entered with the same contract end date for budget purposes, except where they have a permanent contract.</p> <p>Trustees were advised by the SBM that, following the March 2016 budget, the employer contribution to the Teachers' Pension Scheme (currently 16.4%) could rise above 18% by the end of the decade; an increase in the employer contribution rate (currently 19.8%) to the LGPS for support staff was also likely to rise from April 2017. Dependent on the rate of increase this could lead to a rise in employer contributions of between £16k and £37.8k for support staff and between £17.5k and £39.5k for teaching staff.</p> <p>Trustees noted that staffing constituted around 90.0% of budget but there were potential opportunities to achieve savings e.g. as older, more highly paid staff retired and re-structuring. Trustees noted that Kent continued to be disadvantaged in terms of funding across the country.</p>	
11.3	Financial Procedures Manual (FPM)	
	The SBM advised trustees of updates to the Financial Procedures Manual in line with matters identified in the Academies Financial Handbook, September 2016. Up-dates included policy on gifts to staff, the purchase of alcohol from school funds and safeguards regarding investments. Trustees were content to approve the revised FPM.	
11.4	Related Party Transactions	

	Trustees were advised of the requirement that any salaries paid to related parties/close family members of key management personnel should be disclosed in the related party disclosure note. Trustees asked the SBM to seek further guidance from the trust's auditors on this matter.	
11.5	Internal Audit, May-August 2016	
	The SBM reported that the auditors had found no weaknesses in the trust's procedures. A minor issue with posting FSM payments had been addressed. The auditors had also recommended minor adjustments to the trust's 32 day notice savings account reconciliation.	
11.6	Teachers 'Pay'	
	Trustees noted the 1.0% uplift for teachers' salaries applied from 01/09/16. Trustees also noted that Bobbing was a group 2 school (range of spine points 8-21) and Iwade had moved to a group 4 school (range of spine points 14-27) because of the increase in numbers. Trustees were advised that decisions on leadership pay would be finalised by 31/12/16 and back-dated as appropriate.	
12.	To Consider Policies for Up-dating	
	Trustees were advised that policies had been up-dated as required in line with government requirements.	
13.	To Consider Governance Matters	
	Trustees up-dated their contact details, signed the Code of Practice for 2016-2017 and agreed Register of Business Interest details. Trustees also completed the NGA Skills Matrix. <i>Clerk's note: The Governance Calendar was amended on 20/09/16 to include Bobbing and Iwade LGB meetings on 07/12/16 and 14/12/16 respectively.</i>	
14.	Date of Next Meeting	
	Monday 5 th December 2016 at 5.00 p.m. (followed by AGM).	
15.	Any Other Business	
15.1	New Building	
	Trustees asked that quotes should be obtained for the provision of blinds on the south side of the new building as well as the provision of an air conditioning unit to serve upstairs rooms to improve the working environment , especially in the summer. Trustees asked for confirmation that fire evacuation procedures in the new building were fit for purpose following classrooms	

	becoming 'live'	
16.	To Consider Confidentiality and Publication of Minutes	
	It was agreed that discussion relating to appraisal (see item 1) should be placed in the confidential section of the minutes.	

The meeting closed at 7.00 p.m.

Signed _____

Date _____