

Minutes of Meeting number TB 12 of the Trust Board held on Monday 24 April 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. 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 meeting no. 11 on 16/1/17</i> • <i>LGB Chairs' Reports - Bobbing and Iwade schools</i> • <i>Timu Academy Trust Strategic Plan</i> • <i>SBM report March 2017 (including Management Accounts March 2017)</i> • <i>Milestones 2016/2017 Bobbing and Iwade schools</i> • <i>PE and sport premium for primary schools</i> • <i>Trust memorandum on government funding for PE – impact 2015/16 and priorities 2016/17</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 4 out of 6 trustees present.	Clerk
3.	To Receive (and, if appropriate, accept) Apologies for Absence	
	Apologies had been received from Mr. Simon Adcock (personal reasons). The apologies were accepted.	Clerk
4.	Declaration of Business Interests	
	None declared other than those already registered.	Clerk
5.	Minutes of Trust Board No.11 16 January 2017	
	Item 10.3 line 1 Insert Academies Accounts Return (AAR) Subject to this amendment, the minutes were accepted as a true and accurate record and signed by the Chair.	Clerk/Chair
6.	Matters Arising from the Minutes	
6.1	10.4 Cost of Membership of Professional Associations	
	The SBM confirmed that teachers paid union and other subscriptions as individuals - which were tax deductible as appropriate. The SBM explained that the Trust belonged to the National Association of School Business Management (and other organisations such as the National Governance Association) as an entity and paid a membership fee as such.	
6.2	9.2 Local Governing Bodies	
	The Chair confirmed that Dr. Graham Symon had stepped down as Chair of Bobbing LGB and that Mr. Graeme Lloyd had agreed to serve as acting Chair until the end of the academic year. The Clerk was asked to write to Dr. Symon thanking him for his service to	

	the Trust.	Clerk
7.	To Consider LGB Chair's Reports	
7.1	Bobbing School	
	<p>Trustees considered aspects of the report as follows:</p> <p>After school clubs</p> <p>Trustees noted:</p> <ul style="list-style-type: none"> • The value and popularity of the activities provided • The contribution made by staff in running the activities • Staff work/life balance (e. g. the time commitment involved running activities after school) • Costs of resourcing the activities v the charges payable by parents • Out-sourcing provision (with the implication of higher charges) • The sustainability of the current level of provision <p>Trustees were advised by the EP that the Senior Leadership Team were reviewing options regarding provision at both schools and these would be presented to the Board at its July meeting.</p> <p>PE and sport premium</p> <p>Trustees noted the impact on sporting results of government funding on PE and sports provision at the school. Trustees were advised by the EP of the criteria for the use of sport premium funding.</p> <p>The quality of teaching, learning and assessment</p> <p>Trustees asked for clarification on the way governors were made aware of how the quality of teaching was assessed.</p> <p>Attendance and behaviour</p> <p>Trustees noted that meetings with parents were having a positive impact on reducing the number of children persistently absent.</p> <p>Trustees noted the impact of sanctions on improving behaviour and suggested that supporting data would be appropriate.</p> <p>Pupil Outcomes</p> <p>Trustees asked that, in respect of pupil outcomes, fuller evidence should be provided of the degree of progress being achieved and of where groups (e.g. FSM) were not making the required progress.</p> <p>Monitoring Activities</p> <p>Trustees noted that a wide range of monitoring activities had been undertaken by all local governors and appropriate questions raised. Trustees asked that there should be an indication of the school's response to the questions</p>	<p>EP – TB meeting 17/7/17</p> <p>Chair/EP to feed back to LGB chair by 2/5/17</p>
7.2	Iwade School	

	<p>Trustees considered aspects of the report as follows:</p> <p>Children on roll Current children on roll should read 'increased to 510 from 505'</p> <p>Fixed term contracts for TAs Noted that contracts had been put in place for children with higher needs funding. Potential issues with contracts in terms of appointment/dismissal and continuity e.g. notice necessary to end a contract (including end date of contract). Importance of continuity of service for benefit of the children Strategy for deploying TAs to encourage independent learning in children Consideration of ways in which HN funding spent and impact</p> <p>School Improvement Plan Active consideration of progress by governors with School Improvement Plan i.e. moving a number of monitoring and evaluation outcomes from amber to green</p> <p>Pupil outcomes Scope for more developed comment on pupil outcomes</p> <p>Monitoring activities Evidence of on-going monitoring picking up on identified issues e.g. on children who were just short of where they were expected to be Evidence of planning monitoring activities as a result of issues identified</p>	Chair/EP to feed back to LGB chair by 2/5/17
7.3	Milestones	
7.3.1	Bobbing	
	<p>Trustees noted the extent of progress as at March 2017 with EYFS, KS1 and KS2 attainment targets. Trustees were pleased to note that there was extensive evidence of targets being met in all categories with just one exception – Writing Y2 % at GD which governors would be challenging</p>	
7.3.2	Iwade	
	Trustees noted the extent of progress as at March 2017 with EYFS, KS1 and KS2 attainment targets.	
7.4	Trust Board discussion	
	<ul style="list-style-type: none"> Trustees noted the difficulties in defining progress at the current stage of development in primary school accountability arrangements. Trustees were advised that there was some uncertainty about future arrangements for testing children Trustees were advised that whilst a child's attainment might be low, their actual progress could be good. In trust schools, each individual child was looked at every six weeks to check on progress and identify any child who was falling back Trustees asked that the highest priority should be given to pupil outcomes in LGB reports with detailed evidence-based comment Trustees confirmed that there should be a one-week interval 	

	<p>between Trust Board discussion of LGB reports and feedback as appropriate</p> <ul style="list-style-type: none"> • AE (Chair) confirmed that she would be providing ongoing support and guidance at LGB meetings. 	Chair/EP to feed back to LGB chairs/SPs by 2/5/17
8.	To Consider Timu Academy Trust Strategic Plan	
	<p>Trustees considered the Trust plan for 2016-2019.</p> <ul style="list-style-type: none"> • Trustees agreed to amend the order of objectives switching SO 2 – ‘Enhancing leadership at all levels’ with SO4- ‘Ensure that the welfare of all staff and pupils remains a high priority’ • Trustees asked for the outcomes of the 20 March training event on governance priorities be incorporated into the plan • Trustees asked that HR manager be delegated to check that safer recruitment arrangements were up to date for trustees/local governors as appropriate • Trustees agreed that up dated skills matrices be completed for local governors and trustees as necessary. The clerk informed trustees that the NGA provided an online governor self-evaluation tool – Evalu8 – at a cost of £199 in versions suitable for trustees and local governors. It was also noted that information was available about external reviews of governance on the Gov.UK site at https://www.gov.uk/guidance/reviews-of-school-governance . Trustees provisionally agreed that a training event should be arranged for 11 July 2017 to conduct a governance review. • Trustees agreed that a board meeting should be held on 4 May 2017 at 4.30 to consider succession planning • Trustees agreed to review the plan at the next board meeting on 17 July 2017. 	Trust Board 17/7/17
9.	To Consider Board and Local Governing Body Membership Updates	
9.1	Trust Board	
	<p>Trustees noted that various enquiries had been made about Mr. Mark Foster’s intentions in remaining a trustee further to his e-mail of November 2016 but had not had a response. Under the circumstances, trustees agreed that Mr. Foster should be removed from the board and the clerk was asked to inform the necessary authorities e.g. Companies House and Edubase.</p>	Clerk 24/4/17
9.2	Local Governing Boards	
	<p>Trustees were informed that Dr. Graham Symon had stepped down as Bobbing LGB chair and Mr. Graeme Lloyd had agreed to act as chair of from 13 January 2017 until the end of the academic year. The clerk was asked to write to Dr. Symon on behalf of trustees thanking him for his</p>	Clerk

	<p>service to the school.</p> <p>Trustees were also informed that Mr. Casey Murphy had offered to serve as a Bobbing governor and had met with board members and other local governors. The board was content to approve his appointment to the Bobbing LGB and the clerk was asked to forward the necessary paperwork to Mr. Murphy.</p> <p>Trustees noted that efforts were continuing to recruit governors at Bobbing e.g. advertising vacancies at parents' evenings.</p> <p>The SBM informed trustees that the trust was in contact with SGOSS (School Governors' One Stop Shop) – a charity dedicated to recruiting school governors – and would advise trustees if any suitable candidates were available.</p>	<p>25/4/17</p> <p>Clerk 26/4/17</p> <p>Chair/EP/SBM on-going</p>
10.	To Consider Up-dates on Finance, Premises and Risk Assessment Matters	
10.1	SBM Report	
	<p>Trustees considered a report from the SBM and noted the following:</p> <p>1. Financial Summary</p> <p>Trustees were informed that the finance team had completed a mini year end for the March management accounts which showed a year end surplus against the budgeted in year deficit. Trustees noted that additional expenditure (e.g. wall pocket table system @ circa £22,000 – met from the furniture budget and reserves) had been authorised.</p> <p>2. 2017/2018 funding</p> <p>Trustees were informed that EFA funding statements for 2017/18 had been received. Funding for Bobbing had decreased by £19,713. Funding for Iwade had increased by £113,295 but after allowing for the increase in pupil numbers funding had actually decreased by £25,796 compared to 2015/2016. Total funding for trusts schools had decreased by £45,509. Trustees noted that the proposed National Funding Formula came into effect in 2018/19. The SBM confirmed that preparations were underway for the 2017/18.</p> <p>3. Admissions</p> <p>Trustees were advised that the recent consultation on admissions arrangements for September 2018 had been concluded with no adverse responses. Arrangements at Bobbing remained unchanged and at Iwade the additional 'parish' criteria have been adopted beyond the initial three year period proposed as part of the school's expansion.</p> <p>Trustees noted that the next consultation would be due in three years' time unless changes were proposed in the meantime.</p> <p>Trustees were informed that currently 86 pupils had been given places at Iwade school and 30 at Bobbing school. Parental appeals would start in May 2017.</p> <p>4. Condition Improvement Fund Bid</p> <p>Trustees were pleased to learn that the Condition Improvement Fund (CIF) bid for drainage improvements at Bobbing had been successful. Trustees were advised that in view of the highly specialist nature of the project and, following discussions with the trust's auditors, it had been</p>	<p>SBM to advise accordingly – on-going</p>

	<p>decided to obtain two rather than three quotes. Trustees were content to approve this strategy.</p> <p>Trustees noted the urgency of completing the work in view of the on-going concerns of the Environment agency about non-compliance and were advised that it was anticipated that the work would be completed over the summer break.</p> <p>Trustees discussed the nature of the work to be undertaken and the importance of adhering to Southern Water specifications regarding infrastructure.</p> <p>Trustees were advised that payments for work undertaken would need to be made to the contractors at various dates in the coming months which individually would exceed the limit requiring trust board approval. Accordingly, the board agreed in the circumstances outlined that these payments could be made without individual board approval subject to a maximum of the amount of the CIF grant (see above). The SBM agreed to keep the Finance and Audit Committee chair (KWie) advised when such payments were being made and to provide a full report to the board at its September 2017 meeting on project income and expenditure.</p> <p>Trustees asked that insurance cover should be confirmed in respect of potential faults (e.g. damage to the drainage pipe).</p> <p>5. Governance administration and documents</p> <p>The SBM demonstrated a feature of the Kent Learning Zone (KLZ) site which enabled governance documentation to be centralised on-line. Trustees agreed that the new facility would significantly improve access to governance documents.</p> <p>6. Policies</p> <p>Trustees noted that various policies had been up-dated following reviews by the trust's solicitors – VWV e.g. Complaints Policy, SEN Policy.</p>	<p>Trust Board approval 24/4/17</p> <p>SBM on-going</p> <p>SBM on-going</p>
	Trustees thanked the SBM for her report and specifically the work on the CIF bid.	
11.	To Receive a Report on Governor Training	
	<p>The EP reported to trustees on recent governance training held after school on 20 March 2017 as follows:</p> <ul style="list-style-type: none"> • 15 members/trustees/local governors/staff had been present • Aspects of governance had been discussed in working parties and areas for development identified e.g. developing parental awareness of the work of governors • Governors had been provided with documentation on Ofsted according to role 	
12.	Calendar dates for the summer term 2017	
	<p>Trustees agreed the following dates:</p> <p>25 May 2017 Finance & Audit Committee at 4.00 p.m.</p> <p>10 July 2017 Bobbing LGB at 4.00 p.m.</p> <p>11 July 2017 Iwade LGB at 4.00 p.m.</p> <p>11 July 2017 Governor training at 6.00 p.m. (Iwade School)</p>	<p>TB clerk/LG clerk to</p>

	11 July 2017 Finance and Audit Committee at 6.30 p.m. 17 July 2017 Board of Trustees at 4.00 p.m.	advise as necessary
13.	Any Other Business	
13.1	LG Performance Management Reviews	
	Trustees discussed and agreed performance management arrangements for 2017/2018 including the deployment of an external consultant.	
14	To Consider Confidentiality and Publication of Minutes	

The meeting closed at 6.40 p.m.

Signed _____

Date _____