

Minutes of Meeting number TB 14 of the Trust Board held on Monday 18 September 2017 at 5.00 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 meeting no. 13 on 17/07/17</i> • <i>SBM report September 2017</i> • <i>Scheme of Governance Management and delegation</i> • <i>Policy for Data Protection</i> • <i>Preparing for the General Data Protection Regulations: Checklist</i> • <i>Policy for Staff Absence – Other Absences</i> • <i>Policy for Staff Absence – Ill Health</i> 	
1.	Welcome and Introduction	
	The Chair welcomed all to the meeting.	
2.	Election of Chair and Vice-chair	
	<p>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 be re-appointed. Mrs. Edwards took the chair.</p> <p>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 and Mr. Simon Adcock agreeing to act in a ‘standby’ capacity in the event of the Chair’s absence.</p> <p>NB Mrs. Edwards intimated that she intended to step down as chair at the end of the academic year.</p>	Trustees to consider succession arrangements – on-going
3.	To Confirm that the Meeting is Quorate	
	The Chair ascertained that the meeting was quorate all current trustees being present.	Clerk
4.	To Receive (and, if appropriate, accept) Apologies for Absence	

	None	Clerk
5.	Declaration of Business Interests	
	None declared other than those already registered.	Clerk
6.	Minutes of Trust Board No.13 17 July 2017	
	<p>Item 10 2017-2018 Draft Budget figures to read:</p> <p>Income £3,395,021 Pay Costs £2,459,628 Non-pay costs <u>£894,020</u></p> <p>Surplus £40,573</p> <p>Capital deficit <u>£113,224</u></p> <p>Overall deficit <u>£72,651</u></p> <p>Reserves b/f £644,962 Reserves c/f £572.311</p> <p>Item 10.1 'Sewage' to read 'sewerage'</p> <p>Subject to these amendments, the minutes were accepted as a true and accurate record and signed by the Chair.</p>	Clerk/Chair
7.	Matters Arising from the Minutes	
7.1	To Consider LGB Reports/Minutes	
	7.1 Board/LGB Communication	
	<p>Trustee noted that LGB minutes were now available on the Governor portal for trustees to view.</p> <p>The EP reminded trustees of the communication process between LGs and TBs.</p> <p>The chair reminded trustees that the first meeting that LGB chairs would be invited to would be Monday 8 January 2018.</p>	AE to write to LGB chairs by 31/12/17
7.2	7.2 Bobbing LGB Minutes	
	<p>Trustees noted that matters concerning:</p> <ul style="list-style-type: none"> • Placings in school events • Recording of complaints • Bobbing budget surplus • Governor training <p>had all been actioned.</p>	
7.2.1	LGB Recruitment	
	<p>Trustees noted that Mr. Graeme Lloyd had tendered his resignation as chair of Bobbing LGB due to work commitments. Trustees extended their thanks to Mr. Lloyd for his work as chair and finance local governor and for leading Bobbing to an 'Outstanding' Ofsted grade.</p>	

	<p>Trustees noted that Mr. William Campbell-Wroe had agreed to take over as Bobbing LGB chair from Mr.Lloyd wef 25 September 2017.</p> <p>Trustees noted that Mr. Casey Murphy had tendered his resignation from Bobbing LGB due to work commitments. Trustees thanked Mr. Murphy for his contribution to the Bobbing school community.</p> <p>In discussion, trustees agreed that renewed efforts should be made to recruit local governors so that the responsibilities of the local governing could be shared equitably. Trustees agreed that an even greater emphasis should be placed on briefing/inducting prospective governors on the expectations of the position so that they could make an effective contribution to the leadership of the school community. Trustees agreed that, if possible, governors should recruited from the local area so that they had some knowledge of trust schools.</p> <p>Trustees asked Mrs Jenny Lykros (LGB acting clerk) to liaise with the EP/SPs on preparing mail shots to likely interest groups.</p> <p>Trustees also asked for the clerk to the trustees to liaise with Mrs.Lyrakos about induction materials.</p>	<p>Clerk to write to WCW confirming appointment by 25/09/17</p> <p>Clerk to Trustees to liaise with Clerk to LGBs about induction materials</p>
7.3	7.3 Iwade Chair's Report	
	<p>The EP reported that LGB chairs/SPs had been reminded of monitoring protocols. NB further training would be provided on 11/12/17</p>	
7.4	8. To Consider Executive Principal's Report	
	<p>Trustees noted that matters concerning:</p> <ul style="list-style-type: none"> • Outstanding Teacher Project • Iwade Ofsted follow-up • School Plan <p>had all been actioned</p>	
7.5	To Consider Board and LGB Up-dates	
	9.2 Local Governing Bodies	
	<p>Trustees noted that Mr. Campbell-Wroe had accepted his offer of appointment to Bobbing LGB on 14/08/17</p>	

7.6	10.1 SBM Report	
	<p>2. Budget Submission The SBM confirmed that the finance team would be providing a minimum of two budget up-dates per academic year.</p> <p>4. Sewerage Improvements at Bobbing Trustees were concerned to note that details of the costings for the change in method of installation from trenching to tunnelling required by KCC Highways for the Bobbing sewerage works had yet to be received. (See also confidential section)</p> <p>Trustees asked for urgent clarification on the matter.</p>	SBM to update TB as appropriate.
7.7	11. To Consider Staffing	
	<p>The EP up-dated trustees on various staffing matters (see confidential minute)</p> <p>Trustees agreed to have a further TB meeting on 06/11/17 at 5.00 p.m.</p>	
8.	To Consider Trust Board/Local Governing Body Matters	
8.1	Terms of Reference	
	Trustees considered the Timu Scheme of Governance Management and Delegation version iv May 2017. In particular, trustees noted appendix 4 which provided a breakdown of the various responsibilities of members, trustees, executive principal, finance director and local governing bodies for strategy, finance, governance, staffing premises and teaching and learning.	
8.2	TB/LGB Communication	
	See above 7.1	
8.3	TB/LGB Membership and Recruitment	
	<p>Trustees agreed that the composition of the board should remain in its present format for the time being but kept under review as circumstances dictated.</p> <p>See also 7.2.1 above</p>	
8.4	Training and Development	

	In addition to governance training scheduled for 11 December 2017 and 22 March 2018 members, trustees and local governors would be invited to the staff training day on 6 October 2017.	EP to inform members/trustees local governors
8.5	To Note Up-dated Code of Practice, Register of Business Interests, Contact Details and Calendar 2017-2018.	
	Trustees asked that the up-dated Code of Practice (including the Nolan principles) should be circulated to all members, trustees and local governors and written acknowledgement obtained at the next meeting of each group. Trustees agreed that only e-mail addresses and phone contact details should be displayed on the governor portal with full contact details held by the clerks and SBM.	Clerk to inform LGB clerk by 20/09/17
9.	To Consider Board Improvement Plan,2017-2018	
	Trustees asked for the agreed Board Improvement Plan (see item 8 TB12 17 July 2017) to be placed on the governor portal	
10.	To Consider Trust Improvement Plan, 2017-2018	
	Trustees noted the improvement plan for 2017-2018.	
11.	To Consider a Finance Report	
	Trustees considered aspects of Finance Report dated 18 September 2018 from the SBM as follows: Preparation for General Data Protection Regulations (GDPR) Trustees reviewed a checklist for MAT trustees in preparing for the introduction of GDPR in May 2018. Trustees discussed the matter of the appointment of a Data Protection Officer (DPO) including the restrictions on who could hold the post within the trust i.e. not Principal, Business Manager, IT technician etc. Trustees noted that the SBM had been in contact with a variety of external agencies e.g. Kent County Council, the Centre for Education Finance and Management and the trust's auditors and solicitors enquiring as to the provision of an outsourced DPO but without success. The EP was also in contact with head teachers in Alliance schools to consider a collaborative approach. Trustees acknowledged that the DPO post would involve a considerable amount of work within a school and the potential difficulties of an outsourced service dealing with the different ways in which trusts/schools held data. Trustees noted that the Centre for Education and Management (CEFM) was providing training on the new legislation and that Timu would be participating in this.	

	<p>Health & Safety Audits</p> <p>Trustees noted that Judicium had completed their annual Health and Safety Audit. Action plans had been forwarded to local governing boards for discussion at LGB meetings and thereafter actioning by school staff as appropriate. High priority actions had already been addressed.</p> <p>Trustees noted that most matters for action were assessed as medium with the exception of the water management risk assessment at both Bobbing and Iwade and the need for the passenger lift at Iwade to undergo inspection under the Lifting Equipment and Lifting Operation Regulations, 1998 (LOLER) (both classified as high).</p> <p>Trustees were advised that high priority actions had already been addressed and asked for an update at the December board meeting on all action points being completed.</p> <p>Fire Risk Assessments</p> <p>Trustees noted that Judicium had completed updated Fire Risk Assessments at each school and that action plans had been forwarded to local governing boards for discussion at LGB meetings and were being actioned by school staff as appropriate.</p> <p>Trustees noted that most matters for action were assessed as medium or low with the exception of storage of items in the resource room on the first floor at Bobbing and the amount of flammable material in close proximity on display e.g. paper, polystyrene at both schools.</p> <p>Trustees asked about the installation of evacuation chairs at the top of each flight of escape stairs and the provision for the training of wardens in their use. The SBM commented that it had been written into the trust's policy that anybody with mobility difficulties would not be allowed to access the second level and above. However, this clause had now been overruled and further discussion regarding the matter would be required and a decision made.</p> <p>Trustees were advised that high priority actions were being addressed and asked for an update at the December board meeting on all action points being completed.</p> <p>Policies</p> <p>Trustees noted that reviews of the Business Continuity Plan, Data Protection Policy and the Financial Procedures Manual had been undertaken.</p>	<p>Matter to be discussed and a decision made at TB15 on 7 December 2017</p>
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	<p>Nolan Principles of Public Life</p> <p>Trustees noted that the Nolan principles were a feature of the Code of Conduct (see above item 8.5)</p>	
12.	<p>Date of Next Meeting(s)</p> <p>6 November 2017 Succession Planning at 5.00 p.m. Iwade School</p> <p>7 December 2017 Annual Accounts at 6.00 p.m. Iwade School</p>	
13.	<p>Any Other Business</p>	
13.1	<p>Appraisal/Performance Management</p>	
	<p>The EP advised trustees that performance management outcomes would be reported at the TB meeting on 7 December 2017.</p> <p>Performance management arrangements for the EP were discussed and agreed for 19 November 2017.</p>	
14	<p>To Consider Confidentiality and Publication of Minutes</p>	
	<p>The board agreed that discussion pertaining to individual members of staff and local governors should be placed in the confidential section of the minutes</p>	

The meeting closed at 7.15 p.m.

Signed _____

Date _____