

Directors	
Isabel Cherrett	Roy Gillard
Tony Callcut	Simon Niles
Nicola Dunford	Charlotte Power
In Attendance:	
Clerk – Sue Howard	
Business Manager - Matt Matthew	

Minutes

Welcome: Chair IJC welcomed all Trustees and officers to the meeting	
Apologies: Apologies were accepted from Iain Grafton and Fiona Walters	
Declaration of Business Interests: There were no interests declared at this point.	
D45.17	Minutes of previous meeting The Minutes of the eighth meeting, Part 1 held on 8 May 2017 were approved and signed by the Chair, Isabel Cherrett.
D46.17	Matters Arising .1 D31.17 (F19.17) – Diptford Pre-School The Trust CEO had received an email from the Lord Leverhulme Trust, which is donating £10k to the building project. They are requesting information on the build. Action TC & MM to respond. TC updated the Board and advised that the contractors have started on site, but an issue has arisen with the ground conditions, requiring 5m piles instead. The Executive Principal reported that a site survey had not been conducted prior to commencement. The contingency Budget would meet half the additional cost of £11K. The Board agreed that the EP should draft a letter for the Chair to the Diocese stating that the Trust will contain the extra cost, but as the Contingency has already been used up, and should the project require any other unbudgeted costs, the Board would be looking for additional funds. Action TC & IC The expected completion time is now October half term, rather than September. .2 D17.17.3 Central Services Agreement – item deferred to 2 October 2017 pending further work.
D47.17	Audit Committee .1 The Board noted the draft Minutes of the third meeting of the Audit Committee held 5 June 2017. .2 MM advised the Board, following an Audit planning meeting with Bishop Fleming (BF) held on 26 June 2017, the Audit field work will take place w/c 25 September 2017 which will fall in line with the reporting timetable and Board meetings. .3 Chair, CP, reported that internal auditors, St.Kew Accountancy have now reviewed all financial systems and processes at the individual schools. The main points from these audit visits have been fairly similar across all six. The Audit Committee recommended that St Kew be appointed for the financial year 2017/18. St Kew had now developed its understanding of the Trust and its schools and the administrative staff had welcomed the recommendations to improve practice. The Board agreed to the appointment of St Kew Accountancy for 2017-18 and noted that a full review will take place in the Spring of external and internal audit systems.
D48.17	Finance & General Purposes .1 The Board noted the draft Minutes of the fifth meeting of the Finance & General Purposes Committee held 26 June 2017. .2 <u>CIF Bids</u>

	<p>The Trust has submitted appeals against the unsuccessful CIF bids for Harbertonford, Hennock and Bearnas, and were awaiting results. Stoke Gabriel works will commence during the summer holidays and any urgent works needed in the other schools will be completed using monies from the Devolved Formula Capital (DFC) funds.</p> <p><u>.3 Budget 2017-18 and Financial Forecasts</u></p> <p>Through detailed discussion with the Finance Director, CEO and EP, the Business Manager had prepared the 2017-18 Budget and associated data. This had been made available via the Google Drive prior to the meeting and a copy was tabled. The Board discussed at length the budgets for the six individual schools, noting in particular the forecasts where projected pupil numbers showed a decline (Diptford and Landscope).</p> <p>The Board discussed in detail the financial projections of all schools. At Diptford, the Trust had invested to create a new four class structure (Reception/Year 1, Year 2/3, Year 3/4 and Year 5/6). This structure aligned with Key Stages 1 and II and would be used five mornings per week with a reversion to three classes in the afternoons. If pupil numbers increased, the Board would investigate extending the four class structure to five days per week. The Pre-School would be promoted rigorously and Directors hoped this would support increased recruitment. The EP reported that a Pre-School at Landscope was also being investigated. Numbers had fallen during 2016-17 for reasons outside the Trust's control.</p> <p>Following recommendation by the Finance Director, RG, the Board approved the 2017/18 Budget and noted the financial forecasts to 2021/22. The Budget for 2017-18 and the forecasts to 2019-20 would be submitted to the Education Funding Agency on 28 July 2017. The Business Manager advised that the budget will now be locked and the income and expenditure will be reviewed on a monthly basis against the approved budget by the Finance Director and quarterly by the F&GP Committee and the Board. The Board acknowledged the particular issues raised by the Business Manager as follows:</p> <ul style="list-style-type: none"> • The need to increase Pupil Numbers across all schools • Increasing Income Generation • Spreading the Central Costs – the expected addition of the three schools of the Woodleigh Trust would reduce the central recharges without significant additional cost. <p>A new return regarding Land and Building Valuations is now required from the Education & Skills Funding Agency (ESFA), submission deadline noted as 31 October 2017.</p> <p>The Board delegated authority to the Finance Director and Business Manager to investigate the options for a new Payroll provider and report back to them.</p> <p>The Finance Director gave thanks to the Business Manager for his continued work in relation to preparing the 2017-18 budget and the transfer to the new financial system.</p>
D49.17	<p><u>Remuneration Committee – Part II</u></p> <p>Remuneration Chair, IJC, confirmed that the Committee had met on 26 June 2017 and discussed a new job description for Heads of School and Upper Pay Scale Teachers. Action TC and ND to make further adjustments to these in preparation for the Board meeting on 2 October 2017.</p> <p>The Board considered the implementation of the National 1% pay increase and the impact this may have on the 2017-18 budget and beyond. The Business Manager had provided the financial impact of a 1pc uplift through to 2021-22.</p> <p>The Board voiced concern regarding the additional cost to the Trust at a time when budgets were restricted for training and CPD in particular, and staffing was tightly controlled. The departure from a national pay scale would also have a detrimental effect on attracting new staff and create an increasing gap with other academies and schools in future years.</p> <p>A staggered version was discussed as a possibility. After a lengthy discussion and noting the</p>

	<p>opportunities for additional income which were not included in the budget, the Board approved the Finance Director's proposal that the Trust implement the 1% national pay award from September 2017. The Directors agreed that the Trust will write to all staff to explain that whilst we are applying the increase for this year, the national pay award will be reviewed annually and its implementation is dependent on the Trust's financial situation and cannot therefore not guaranteed.</p>
D50.17	<p><u>Standards and Curriculum Committee</u></p> <p>.1 The Board noted the draft Minutes of the second meeting of the Standards & Curriculum Committee held 7 June 2017.</p> <p>.2 Pupil Premium (PP) and Sports Grant (SG) reporting procedures have been reviewed and improved following the Trust Business Manager's discussion with the Heads of School and taking account of the comments from the Totnes LGB on the need to identify these funds. The Business Manager confirmed that each school will receive a letter detailing their budget with PP and SG lines clearly identified in order that they and the LGBs can account for the expenditure and measure the impact. SN said the Trust's data shows that PP gaps are high and the Trust has to be able to explain that. The proposal for a Lead Director in these areas will be carried forward, but both PP and SG are a standing agenda item and the Executive Principal (EP) will report to the Committee on these matters.</p> <p>.3 The four class structure at Diptford had already been approved since the Committee meeting was held.</p> <p>.4 The proposal of a Link Director to each school was deferred until the work on the new Scheme of Delegation (SoD) has been agreed. The EP confirmed that the LGBs were also looking at the SoD and would make recommendations to the Board.</p> <p>.5 The recommendation of a Lead Director for responsibility and oversight of the three Church Schools was agreed, this will ensure the protection of the Church Schools distinctiveness. Chair of the Board IJC will write to FW in relation to this. Action IJC.</p>
D51.17	<p><u>Chief Executive Officer's Report</u></p> <p>ND tabled at the meeting a report including;</p> <ul style="list-style-type: none"> • School Improvement • Growth & Capacity • Finance & Income Generation • Governance & Structures • Property <p>ND had also produced a document detailing the costs involved in the Central Business Operations of the Trust. She confirmed, following a recent query by the PTFA for Hennock, that their donation of £2k for IT funded additional equipment over and above the general IT upgrade programme that is taking place across the Trust.</p> <p>The Board approved the Protocol for Meetings held with any member of staff in respect of disciplinary actions, including capability, absence and flexible working requests. The CEO, EP, Chair of Directors and HoS have contributed to this protocol.</p> <p>The Board noted a draft Head of School evaluation summary and response that ND had produced. Action - TC and ND to discuss further</p> <p>Directors gave thanks to Tam Russell for the success in recent Grant application.</p>
D52.17	<p><u>Executive Principal's Report</u></p> <p>TC had provided the Board with his EP report including;</p> <ul style="list-style-type: none"> • Attendance and Staffing - New staffing recruitment and staffing structures are looking

	<p>very positive for the future years</p> <ul style="list-style-type: none"> • Predicted SATS results • PP and Non PP children – The Board noted the gap between PP and Non PP, it was reiterated that the Standards & Curriculum Committee will monitor this and report to the Board • Safeguarding – Update following recent Audits and the need for Governors to get into our schools to monitor and challenge on Safeguarding procedures is key to ensuring we are compliant • Professional Development • School Sport – The EP is meeting with PE coordinators during the Autumn term to develop an action plan for the central PE budget
D53.17	<p>Safeguarding The EP advised the Board that he is waiting for Safeguarding reports from Hennock, Bearnese and Harbertonford and will advise Directors, via the Clerk, when these are available on the Google drive. ND advised the Board of a recent Safeguarding issue, but confirmed that it had been well controlled. She highlighted that Behaviour Watch for Bearnese is incorporated in the 2017-18 budget. The EP reported that the Babcock Safeguarding Officer who carried out the recent Audits recommended the Trust should buy into CPOMS or Behaviour Watch for all our schools.</p>
D54.17	<p>Vision, Mission and SWOT The Board were advised by ND that she has been working with the HoS as a group to gather their views around strengths and areas for development for their schools and this will feed into the Trust Vision. The Board will be updated as and when they meet again and propose a joint meeting with the HoS and the Directors and Governors.</p>
D55.17	<p>Governance .1 The Board noted the draft minutes from the LGB meetings held:</p> <ul style="list-style-type: none"> • Newton & Teign – 10 May 2017 • Totnes – 11 May 2017
D56.17	<p>Health & Safety There were no serious issues to report in relation to Health & Safety across the Trust. TC updated the Board on an action from the eighth meeting, he has spoken to the PE coordinator who will now carry out the termly checks on outdoor PE equipment.</p>
D57.17	<p>Policies The following policy was prepared for the Board prior to the meeting for approval. .1 Minibus - approved</p>
D58.17	<p>Dates of future meetings Dates of future meetings were confirmed as: AGM – 5 July 2017 10/2017 – 2 October 2017 11/2017 – 11 December 2017 1/2018 – 5 February 2018 2/2018 – 26 March 2018 3/2018 – 14 May 2018 4/2018 – 9 July 2018</p>

Meeting Closed 8.30pm

Signed as approved copy by Chair – Isabel Cherrett

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Date 2.10.17