

Directors	
Isabel Cherrett	Charlotte Power
Tony Callcut	Simon Niles
Nicola Dunford	Fiona Walters – arrived 6.15pm
Roy Gillard	
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	
Declaration of Business Interests: There were no interests declared at this point.	
D30.17 	Minutes of previous meeting The Minutes of the seventh meeting held on 6 March 2017 were approved and signed by the € Chair, Isabel Cherrett. Part I had been made available to the Board via the google drive prior to the meeting. Part II was distributed by the Clerk for the Board to read at the meeting; the minutes were agreed and returned to the Clerk for confidential disposal. One copy will be filed by the Clerk.
D31.17	Matters Arising .1 15.17(F4.17) The Finance Director reported to the Board, figures relating to the proposed new build at Diptford for the Preschool. Income; <ul style="list-style-type: none"> • £110K from 2 Charitable Trusts. • £8k from Friends of Diptford School (FODS), the Parents, Teachers and Friends Association • £8k from Current Preschool Committee Total £126,000 Costs of build; <ul style="list-style-type: none"> • Main Build Cost from Contractors £117,448 • Diocese cost to project manage the build £10,750. (£5k already paid) Total £128,198 Following recommendation from the F&GP Committee, the Board approved the additional £2,198 spend from the Trust for the build project to commence. The Board asked TC to check that an appropriate contingency of approx. 2.5% is included in the build cost. TC to action. The Board queried costs involved for furniture and fittings and were advised that £4,800 will be available from the Devolved Formula Capital (DFC) if required, but the existing Preschool committee have some items already in storage. .2 D17.17.3 Central Services Agreement – item deferred to 3 July 2017 pending further work. .3 KCSiE RG confirmed he has read, FW still outstanding. Clerk to email FW
D32.17	Audit Committee CP advised the Board that the third meeting of the Audit Committee will be held on 5 June 2017. CP added that Internal auditor, St. Kew Accountancy, had indicated more time was required to carry out the audits at the individual schools to ensure compliance. Reports will be made available via the Audit Committee to the Board as and when they become available.

D33.17	<p><u>Finance & General Purposes</u></p> <p>.1 The F&GP Committee had held its third meeting on 22 March 2017 and fourth meeting on 3 May 2017. Minutes are available for the Board to view via the Google Drive. RG reported the successful transfer of the Trust's financial system from FMS to HCSS which took place on 1 April 2017. The figures had been verified by Bishop Fleming, External Auditor.</p> <p>.2 Following recommendation from the F&GP Committee, the Board approved the updated version of the F&GP Terms of Reference.</p> <p>.3 Following recommendation from the F&GP Committee, the Board approved the Recruitment and Selection flowchart.</p> <p>.4 Following recommendation from the F&GP Committee, the Board approved the Staffing Approval Request template.</p> <p>.5 MM summarised the results to the Board following the recent Capital Improvement Fund (CIF) bids. Stoke Gabriel was the only school within the Trust to be successful for Mechanical & Electrical upgrades totalling approx. £160k. Intoheat were awarded the contract following the appropriate tender process. The Board endorsed the proposal to appeal the unsuccessful submissions for Harbertonford, Landscope and Bearnes. There is little confidence of winning an appeal for Diptford and Hennock as they came out so low on scoring. TFQ Architects will assist with the appeals.</p> <p>.6 Cashflow and Income vs Expenditure summaries were provided for the period to 31 March 2017. It was noted that all the schools are showing a surplus on the summary sheet, but central charges are still to be applied which once done will result in an overall deficit £42,927. The Board discussed plans that have been applied to reduced expenditure and mitigate the deficit, these included a shut down on unnecessary expenditure and supply claims to only be authorised by the Finance Director. An increase to pupil numbers and growth for the Trust is the key to help improve the budgets. An updated Income and Expenditure account will be prepared for the ninth meeting on 3 July 2017.</p> <p>All Directors now have read only access to the HCSS budget software. Summary Budget forecasts for 2017-18 to 2021-22 were provided for the Board, with pupil numbers and staffing costs highlighted as key figures. An updated budget for the year 2017-18 will be submitted to the Board at the ninth meeting scheduled for 3 July 2017 for formal approval prior to the submission to the Education Funding Agency (EFA) before the deadline of 31 July 2017.</p> <p>.7 TC advised the Board that parents at Harbertonford have received a letter regarding the proposed closure of the swimming pool. The Parish Council will be disseminating the same information to the community, The deadline for any interested parties to contact the school has been extended until 9 June 2017. F&GP Committee will be updated at their fifth meeting scheduled for 26 June 2017.</p>
D34.17	<p><u>Remuneration Committee</u></p> <p>IJC advised the Board that the next meeting of the Remuneration Committee will be held on 26 June 2017.</p>
D35.17	<p><u>Standards and Curriculum Committee</u></p> <p>.1 In the Chair's absence, SN summarised the very positive first meeting of the Standards & Curriculum meeting held on 14 March 2017. There was good representation from the local LGB's and their roles within the Committee were discussed and clarified. The second meeting is scheduled for 7 June 2017.</p> <p>.2 Following recommendation from the Standards & Curriculum Committee, the Board approved the updated Constitution and Terms of Reference</p>

D36.17	<p><u>Chief Executive Officer's Report</u> ND had provided the Board with a report including;</p> <ul style="list-style-type: none"> • Budget Position • Staffing and Supply across the Trust • Growth & Capacity • Governance <p>ND advised the Board that for the ninth meeting on 3 July 2017, she will provide a report regarding the Inclusion Hub for the last year.</p>
D37.17	<p><u>Executive Principal's Report</u> TC had provided the Board with his EP report including;</p> <ul style="list-style-type: none"> • Attendance – This continues to be monitored regularly with the MAT Average being marginally lower than the National Average (96%) and Devon (96.3%) • Quality of Teaching • Staffing changes • Safeguarding within the Trust • A Skills Audit is being carried out for all staff to determine Continual Professional Development (CPD) requirements for the academic year 2017-18 • MAT Improvement Plan
D38.17	<p><u>Safeguarding</u> This agenda item was included within the EP report. The Board noted that a Safeguarding Audit is scheduled to take place at Bearnese and Harbertonford in June, following the similar one recently carried out at Landscope by Babcock.</p>
D39.17	<p><u>Vision, Mission and SWOT</u> The Board were advised by ND that she is working with the HoS individually to gather their views around strengths and areas for development for their schools and this will feed into the Trust Vision. To be brought to the ninth meeting.</p>
D40.17	<p><u>Governance</u> .1 Minutes from the LGB meetings held recently, Newton & Teign Hub 15 March 2017 and Totnes Hub 16 March 2017 were noted by the Board. The perimeter security issues at Harbertonford were highlighted with the Board being advised that TC is liaising with the Parish Council and Community regarding the use of the car park. He will update the Board in due course.</p> <p>IJC had produced a file note for the Board on the role of the Local Governing Board and the structure of Governance within the Trust. She requested that the Board email her with any suggested changes before final version is drafted.</p> <p>.2 IJC had provided the Board with a Draft Expression of Interest. This was duly approved by the Board.</p>
D41.17	<p><u>Health & Safety</u> SH had carried out a follow up review of Health & Safety across the Trust and provided the Board with a report. The Board asked TC to investigate the 'PE Coordinator unwilling to carry out termly checks on outdoor equipment' and resolve the issue. Action TC.</p>
D42.17	<p><u>Annual General Meeting</u> IJC, together with the Clerk has produced a draft agenda for the first Annual General Meeting (AGM) to be held 5 July 2017. The Board suggested an amendment to include a protocol of the Members. IJC will amend and Clerk will email to the Board for agreement.</p>
D43.17	<p><u>Policies</u> The following policies were prepared for the Board prior to the meeting for approval.</p> <ul style="list-style-type: none"> .1 Health & Safety - approved .2 Professional Development - approved .3 Travel and Expenses Policy – approved, pending advisory note to staff regarding business insurance if claiming mileage expenses. Clerk to action .4 Intimate Care - approved

	.5 Safeguarding & Child Protection - approved
D44.17	<u>Dates of future meetings</u> Dates of future meetings were confirmed as: 9/2017 – 3 July 2017 AGM – 5 July 2017 10/2017 – 2 October 2017 11/2017 – 11 December 2017

Meeting Closed 8.43pm

Signed as approved copy by Chair – Isabel Cherrett

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Date 3.7.17