



# Link Academy Trust

## Meeting of Directors

No.2  
6.6.2016  
Landscape  
House

<b>Directors</b>
Tony Callcut
Isabel Cherrett
Nicola Dunford
Iain Grafton
Diane Hockin
Simon Niles
Charlotte Power
Fiona Walters
<b>In Attendance:</b>
Clerk – Sue Howard
Mike Allen - item D18.16

### Agenda

D16.16	Approval of Minutes from previous meeting
D17.16	Matters Arising
D18.16	Finance
D19.16	Report from CEO and Deputy CEO
D20.16	Operational Issues 1. Business Manager Role 2. Admissions Policy 2018-19 3. Diptford PreSchool
D21.16	Procedural Arrangements 1. Articles of Association 2. Membership 3. CRB and Register of Business Interests 4. Local Governing Bodies
D22.16	Business Planning and Execution 1. Annual Planning Cycle and Meeting Dates, Scheme of Delegation 2. Draft Committee Structure 3. Committees' Terms of Reference 4. Appointment of Directors to committees
D23.16	Directors Development 1. EDEN Training 2. Training and Familiarisation 3. Babcock Governor Services
D24.16	Dates of Future Meetings

### Minutes

D16.16	The Minutes of previous meeting No.1 held on 25.4.16 were approved and signed by the chair, Isabel Cherrett
D17.16	No Matters arising

D18.16	<p>An Income and Expenditure report for the period 1 September 2015 – 31 May 2016 had been circulated to directors to review prior to this meeting. Mike Allen provided clarification on the following points:</p> <ul style="list-style-type: none"> <li>• Inclusion is the funding awarded to Bearnas for the inclusion hub</li> <li>• Pupil Premium funding for Bearnas appeared very low; MA confirmed it is only showing a proportional figure at the moment, based on 2 months of expected income, prorated up, no definite figures as of yet.</li> <li>• IC asked whether the proportion of expenditure spent on staffing was in line with the sector which equated to 65% of the overall expenditure. MA answered that normally it is 75-80%, so it does look fairly healthy based on that.</li> </ul> <p>It was agreed that MA would show the Bearnas Inclusion funding separately in future reports as it was currently distorting the figures. MA confirmed the figures were actual at the time of report only and not projected figures.</p> <p>The Directors confirmed they would wish to see a balance sheet with future financial reports. FW also stated that a 3 year projection needs to be provided. SN asked if the conversion grant could be taken out of the report as it does skew the figures somewhat.</p> <p>MA reported that by 31<sup>st</sup> August, there was three months to get accounts audited by Bishop Fleming, External Auditors.</p> <p>SN asked if the new staffing appointments have been investigated thoroughly regarding costs and if they work within the budgets. ND and TC explained that it has been difficult to obtain robust figures until the new finance system was in place, but a range of scenarios have been discussed with MA.</p> <p><b>MA will produce another detailed report for the next meeting with a balance sheet.</b></p> <p>IC gave thanks to MA and he left the meeting.</p>
D19.16	TC and ND presented a Power Point presentation to the Directors and questions were asked.
D20.16	<ol style="list-style-type: none"> <li>1. Moved to Part II</li> <li>2. Simon Niles declared a conflict of interest for this part. The Board noted that Admissions Policies for 2018-19 have to be submitted, in respect of the four Church Schools, to the Exeter Diocese Education Network (EDEN) and the Devon Schools Admission Service by the 1<sup>st</sup> October 2016 prior to final submission by 31<sup>st</sup> October to the Admissions Authority.</li> <li>3. TC advised the Directors that he has appointed the Diocese to oversee the new building project for Diptford PreSchool. The PreSchool has been given £100k donation from a charitable trust to fund the build. The Academy would cover the cost of fees of £9k.</li> </ol>
D21.16	<ol style="list-style-type: none"> <li>1. IC highlighted a few important points from the Articles of Association to the Directors, which were on the Companies House website and on the Academy website. These included – the Objects, Powers, quorum, notice of meetings etc etc. The Board noted that draft minutes should be available for all the schools in the Academy, through the website, as soon as they had been approved by the Chair and the Clerk was asked to action this, subject to any confidential items which would not be made publicly available. They would still have the word draft included.</li> <li>2. A document was produced showing all Directors who are in place already. As there were now in place five Foundation Directors, the Non Foundation Member, Yvonne Short, was able to appoint two more Non Foundation Directors, Nicola Dunford and Diane Hockin.</li> </ol> <p><b>Clerk SH will action the Resolution and paperwork for this.</b></p> <ol style="list-style-type: none"> <li>3. Register of Business Interests forms were completed and handed in to the clerk at this meeting. <b>DBS checks are in process of being completed.</b></li> <li>4. CP asked how the Local Governing Board will feed into the Director’s Meetings. TC hoped that</li> </ol>

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	<p>members of the LGBs' would be invited for relevant items at the Board's Committee meetings to support a two way dialogue. The LGBs' focus on the schools, curriculum, ethos, behaviour etc was critical to the success of the Academy and the Board agreed it would like to meet the Governors and, indeed, the members, informally before the end of the academic year. An evening for Directors, Governors and Members will be planned before the end of this term.</p> <p><b>Clerk to liaise and organise. IG will produce a brief PP presentation for the night.</b></p>
D22.16	<p>1. The draft annual cycle of business has been prepared based on good practise elsewhere. Further adjustments needed to be made. <b>FW will contact Diocese to ask for their data requirements throughout the year and advise the Clerk accordingly.</b></p> <p>The Scheme of Delegation could then be refined to provide the basis for the planning cycle and the terms of reference for the four committees.</p> <p>2. A four Committee Structure had been drafted by ND, TC and IC. The Board accepted this approach.</p> <p>3. <b>ND will work on the responsibilities of the Standards and Curriculum Committee</b>, which would inform the cycle of business and the Committee's Duties. Much of this will feed up from the LGB's and Senior Leadership Team. The Board acknowledged the need for a Data Controller for the Academy in accordance with the Data Protection Act; this was likely to be a responsibility of the Business manager role who would ensure a consistent system for reporting to the SLT and Directors.</p> <p>4. This was discussed at the meeting on 25.4.16</p>
D23.16	<p>1. EDEN training, IC and CP have already requested to be booked on 18<sup>th</sup> October induction day, FW asked the Clerk to try and book her on the 14<sup>th</sup> June. <b>IG and SN to confirm when they can attend.</b></p> <p>2. IC hoped that all Directors would commit to attending appropriate events at the schools at the invitation of the Governors and Heads of Schools. <b>Clerk will forward a diary of events to Directors once advised by the individual schools. Clerk will also put a calendar on the Link Academy website. Clerk will organise a profile of the Directors along with photos to be put on the Academy website.</b></p> <p>3. SN and IG declared conflicts of interests in this part. Directors advised that the Academy have signed up to Babcock Governor Services from September 2016 as TC, ND and clerk felt this service invaluable.</p>
D24.16	<p>Date set for for next mtg is 4<sup>th</sup> July at 6pm, agenda will concentrate on the budget for 2016-17 and beyond and the Scheme of Delegation as these are two areas that need to be approved as soon as possible.</p> <p>Date set for the Directors, Members and Governors 'get together' is 12<sup>th</sup> July at 6pm.</p>

**Meeting Closed 8.10pm**

**Signed as approved copy by Chair – Isabel Cherrett**

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**Date 4.7.16**