

Directors	
Isabel Cherrett	Iain Grafton
Tony Callcut	Charlotte Power
Nicola Dunford	Fiona Walters
Roy Gillard	
In Attendance:	
Clerk – Sue Howard	
Business Manager Matt Matthew – item D60.17 & 63.17	

Minutes

Welcome: Chair IJC welcomed all Trustees and Officers to the meeting
Register of Business interests: All Directors were asked to review, update as necessary and sign their RBI prior to the final phase of the External Audit.
Apologies: Apologies were accepted from Simon Niles
Declaration of Business Interests: There were no interests declared at this point.

D59.17	<p>Minutes of previous meeting The Minutes of the ninth meeting, Part I held on 3 July 2017 were approved and signed by the Chair, Isabel Cherrett.</p>
D60.17	<p>Matters Arising .1 46.17 Diptford Pre-School After the initial delay arising from the soil conditions, the new build is scheduled to complete on 26 October. The Pre-School will move into and operate from the new building with effect from Monday 30 October.</p> <p>The Trust Business Manager (TBM) had tabled a breakdown of project costs within his financial report for item D63.17.1. He awaited advice from the Trust's Solicitors and Auditors regarding the treatment of the freehold of the new Pre-School as the Diocese claims ownership of the building as it is located on their land. The TBM and EP would meet Diocese representatives on 5 October to discuss queries that have arisen in relation the most appropriate location of the alarm system and other minor factors and would raise this issue again.</p> <p>.2 17.7.3 Central Services Agreement The CEO reported that further refinement of the CSA was needed following the preparation of the 2017-18 Business Plan. She would work with the TBM to update the document for submission to the Board in December.</p> <p>.3 F23.17 Harbertonford Car Park and School Security Further to the Board's discussion on 3 July, the Board noted the letter from Harberton Parish Council (HBC) and thanked the EP for preparing the detailed report setting out the options for installing security fencing. All agreed the Trust has a responsibility for site security to avoid people entering the site during the day without reporting to Reception, people coming on the site out of hours and ensuring children cannot leave the school unattended. The installation of security fencing would provide this level of protection. The Trust wished to maintain good relations with the Harbertonford community and continue to provide the facility for residents to park out of hours during the week, at weekends and during the holidays. However, the Trust's 2017-18 budget did not have a provision of £6,000 to install security fencing although it would be considered with other priorities when the 2018-19 budget was prepared.</p> <p>The Board also noted the HPC's suggestion of a pathway across the school site. The Board of</p>

	<p>Directors unanimously agreed that it would not permit a right of way via a pathway along the inside perimeter of the school as this would compromise the school's security. The Board asked the EP to convey the Directors' decision to PHC which would meet on 3 October.</p>
<p>D61.17</p>	<p>Governance</p> <p><u>.1 Committee Structure</u> All Trustees are content that the current committee structure meets the needs of the Trust for 2017-18. All committees are asked to review their Terms of Reference at their next meeting and report to the Board any amendments necessary at the eleventh meeting scheduled for 11 December.</p> <p><u>.2 Education and Skills Funding Agency (ESFA)</u> The Trust CEO to check receipt of the annual letter from the ESFA and forward to the Board – Action ND</p> <p><u>.3 Babcock Checklist for Academy Schools – Autumn 2017</u> To be carried forward to eleventh meeting scheduled for 11 December 2017</p> <p><u>.4 Scheme of Delegation</u> The Chair thanked IG for chairing the SoD working party which had met on 20 September 2017. There had been good representation and feedback from the Totnes LGB though the Board regretted the Newton & Teign LGB had not been able to attend. The LGBs had focussed on two main points: Communication and consultation. The LGB's would like to be consulted more in relation to recruitment and finances. The Chair cited the role of a Governor in some of the 2017 interviews where they hosted the Pupil Council sessions for Teaching staff. She hoped Governors would be willing to continue this practice as it gave them an opportunity to score candidates and feedback to the panel, based on their knowledge of the school. The Directors agreed this approach and also agreed they should serve on panels for teaching assistant posts.</p> <p>The Board noted the LGB's request to attend meetings of the Finance & General Purposes Committee. As the F&GP Committee dealt with a wide range of issues, the Chair felt this would not provide the information which the LGB's felt would be useful. The TBM was able to provide the financial data for each school on a monthly basis and this was available to the Heads of School. The Board recognised the importance of consulting with the LGBs on their areas of responsibility and agreed it would be helpful for one or two members of the F&GP to attend LGB meetings in March each year to discuss priorities for school improvement in the next academic year. This early information could then be fed into the budget preparation process.</p> <p><u>.5 Appointment of new Directors</u> Two potential Directors had approached the Trust. The Chair and Finance Director had interviewed Cheryl Mathieson, an HR Director, and, with Charlotte Power, Peter Bethel on 25 September. Copies of their Expressions of Interest form and CVs has been made available to the Board. Mrs Mathieson had an HR background and Mr Bethel was a Chartered Accountant, both identified in the skills gap analysis as priorities for recruitment. It was agreed that Cheryl Mathieson and Peter Bethel be appointed as Non-Foundation Directors of the Trust. Action – Clerk to arrange for resolutions paperwork from the company secretary to go to the Trust members for approval. Action – Chair to draft appointment letters The Board agreed to invite Mrs Mathieson to join the F&GP and Remuneration Committees and to invite Mr Bethel to join the Audit Committee and agreed IJC would step down from her temporary membership of the Audit committee.</p>
<p>D62.17</p>	<p>Audit Committee</p> <p><u>.1</u> The Chair, CP, reported that the Internal Auditor, St.Kew had proposed ten visits in their plan for 2017-18. The budget allowed for six visits. The Board agreed her recommendation for St Kew to carry out the four central audits and compliance visits to two schools, being Stoke Gabriel, which had a number of recommendations from 2016-17 to follow up, and Bearnas,</p>

	being a larger school.
D63.17	<p><u>Finance & General Purposes</u></p> <p>The Chair of F&GP reported that HCSS have devised payroll software that links with the budgeting and accounting software the Trust already uses. He added that they also have an HR package that would be advantageous to adopt. Current annual payroll subscription to Devon County Council (DCC) is £5,555 plus £500 each time specific actions were needed such as the 1pc increase for non-teaching staff from 1 September. The cost of HCSS is £4275 plus the optional HR package as an add-on. The Board agreed the TBM should terminate the contract with DCC, giving the required three months' notice, and instigate an agreement with HCSS asap.</p> <p><u>.1 Financial Year 2016-17</u> MM tabled a document detailing various financial reports including a summary of the CIF project for the Stoke Gabriel project. He is waiting for external auditors, Bishop Fleming, to provide the opening balance figures so journals can be entered onto HCSS to start the 2017-18 year accurately.</p> <p><u>.2 Condition Improvement Fund (CIF)</u> MM advised that the CIF priorities and applications for this year will be largely based on the previous submissions, supplement with additional evidence and photographs</p> <p><u>.3 Admissions Subscription</u> After consideration, the Board agreed NOT to upgrade to the Admissions Platinum Package for the additional cost of £1k. It was felt that the Gold package is adequate for the Trust Schools. Action - Clerk to advise DCC.</p>
D64.17	<p><u>Remuneration Committee</u></p> <p>.1 A Union Consultation meeting was held 27 September at Landscope House in relation to the revision of the Trust Personnel Policies and Contracts of Employment. The Clerk had provided the Board with notes following the meeting. The Board agreed the Chair's recommendation to approve the following documents.</p> <p>Acceptable Behaviour, incl Social Media, Drugs, Alcohol and Managing Information July 2017 Adjustments to Staffing Structure July 2017 Adoption July 2017 Appraisal Policy for Teachers July 2017 Capability July 2017 Code of Conduct, including Ethical Code of Conduct July 2017 Disciplinary July 2017 Flexible Working July 2017 Grievance July 2017 Leave and Absence Policy and Procedure July 2017 Maternity and Adoption Support Leave July 2017 Maternity July 2017 Pay Policy July 2017 Public Interest Disclosure Policy July 2017 Recruitment, including Probationary and Exit Interview July 2017 Redundancy July 2017 Secondment July 2017 Shared Parental Leave July 2017 Support Staff Appraisal July 2017 Volunteers in Schools July 2017 Contract of Employment for Teaching Staff Contract of Employment for Support Staff The Board were advised that Devon County Council Payroll will apply a fee of £500 to build new</p>

	<p>pay scales for support staff so the Trust can award the 1pc pay increase as agreed at the ninth meeting. The Board agreed for the Trust to pay to ensure staff did not have to wait until 2018 for their salary increase backdated to 1 September.</p> <p>Action – The CEO to write to the Trade Unions to advise that the Trust will award 1% only, but this will be across all staff.</p> <p>.2 CEO and EP to forward revised versions for HoS and UPR job descriptions to the Chair. They will be brought to the Board for approval at the eleventh meeting.</p>
D65.17	<p>Standards and Curriculum Committee The Chair reported that the first meeting is scheduled for 1 November.</p>
D66.17	<p>Admissions 2017 The CEO advised the Board of current pupil numbers pending the Census Day on 5 October 2017. The Finance Director highlighted the need to attract more pupils across the Trust and for all staff, directors, governors and parents to promote the Link as much as possible.</p>
D67.17	<p>Chief Executive Officer's Report</p> <p>.1 The CEO had provided the Board with various documents prior to the meeting, these included:</p> <ul style="list-style-type: none"> • Balanced Scorecard (BSc) • Trust Business Plan <p>Both would be discussed at the forthcoming Away Day.</p> <p>.2 Woodleigh Federation The Academy Orders are still awaiting approval from the SW Headteachers Board. The CEO reported several changes of personnel at the Regional Schools Commission (RSC) which had not helped; notwithstanding the backlog resulting from the General Election in June 2017, the RSC had not been able to provide a clear answer as to when AO would be granted. The CEO agreed to convey the Board's disappointment to the RSC and the negative impact this was having on the Woodleigh Federation staff and uncertainty for the children as well the Link's own planning for the year.</p> <p>.3 The Board received the schedule for Heads of School Professional Studies Programme and noted the invitation for Directors to join the end of the first session on Tuesday 17 October at Landscope. .</p>
D68.17	<p>Executive Principal's Report The EP had provided the Board with a new MAT Improvement Plan which drew from the Business Plan as well as built on the outcome of the 2016-17 plan. The Board commented that they found it to be very comprehensive and read well. The document was written in consultation with the HoS and linked with their individual School Improvement Plans (SIP's). He added that there is a standards maintenance programme in place to monitor behaviour, ensure websites are up to date, consistent communication with parents is in place and accurate appraisal process is adhered to. The Board welcomed the references to promoting the Trust's schools in terms of recruitment.</p>
D69.17	<p>Safeguarding Directors were provided with the six individual Safeguarding Reports provided by the HoS. Moved to Part II Back to Part I</p>
D70.17	<p>Health & Safety, Risk Management and Risk The Board received the DCC H&S Audit for Hennock conducted on 14 September 2017. The Chair of Audit Committee was asked to follow up the implementation of the red actions (within four weeks) and to monitor the amber recommendations. The CEO asked for the wall at Hennock to be assessed prior to CIF applications, as she feels this is a priority for the school.</p>
D71.17	<p>Governance – Local Governing Bodies Newton & Teign LGB meeting on 27 September had been postponed and there were no issues arising from the Totnes LGB held on 28 September</p>
D72.17	<p>Policies The Director & Governor Allowances Policy was approved with no amendments.</p>

D73.17	<p><u>Dates of future meetings</u> Dates of future meetings were confirmed as: Directors' Away Day: 1 November 2017, Dartmoor Lodge, Ashburton 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 16 July 2018 (AGM)</p>
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Meeting Closed 6.15pm

Signed as approved copy by Chair – Isabel Cherrett

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Date 11.12.17