

Directors	
Isabel Cherrett	Roy Gillard
Peter Bethel	Cheryl Mathieson
Tony Callcut	Charlotte Power
Nicola Dunford	Fiona Walters
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 Simon Niles and Iain Grafton	
Declaration of Business Interests: There were no interests declared at this point.	
D74.17	<p>Remuneration Committee</p> <p>The Board met without Officers present for item D74.17.1 and .2 The Remuneration Committee reviewed its Constitution and Terms of Reference, agreed recommendations were approved by the Board.</p> <p>Officers joined the meeting from item .3 .3 Following meetings held and with the recommendation of the CEO, EP, Chair and Finance Director (FD) present, the Board approved the Head of School (HoS) and Upper Pay Range (UPR) Job Profiles that were made available for the Board to review prior to the meeting.</p>
D75.17	<p>Minutes of previous meeting</p> <p>The Minutes of the tenth meeting held on 2 October 2017 were approved and signed by the Chair, Isabel Cherrett. Part I had been made available to the Board 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.</p>
D76.17	<p>Matters Arising</p> <p>.1 60.17 Pre-School</p> <p>The EP reported to the Board that snagging items in relation to the new building at Diptford are currently being addressed. The building should be signed off before the end of the Autumn term, EP will update the Board at the next meeting. Action TC</p> <p>Operationally, the building is working very well for Diptford and the EP confirmed that a separate alarm system has been installed for the new build, to enable possible future lettings of the building without access to the main school building being required.</p> <p>.2 60.17 Harbertonford Car Park</p> <p>The Board were provided with updated quotes in relation to the Security Fencing at Harbertonford School. Following recommendation, the Board approved the quotation received from West Country Group of £6157 plus VAT. It was confirmed to the Board that Harberton Parish Council are contributing £5.5k to the project and the Trust will pay the remaining amount.</p>
D77.17	<p>Audit Committee</p> <p>.1 Draft Minutes from the Audit Committee meeting held 24 November 2017 were made available for the Board prior to the meeting. It was agreed for a slight amendment to be made in 25.17.</p> <p>.2 The Master IAO report was discussed by the Board and items highlighted were:</p> <ul style="list-style-type: none"> The Audit Committee are to discuss the recommendation for a PAYG Mobile Phone to be

	<p>purchased by the Trust for each school to have in their Emergency Grab Bag. Concerns were raised in relation to maintaining the battery charge.</p> <ul style="list-style-type: none"> • The recommendation for an Internal Forum in relation to Finance Communication for administrators to be considered • The recommendation for a safe to be purchased for secure storage of income until banking can be done will be considered <p>.3 The Trust Business Manager (TBM) advised the Board that external auditor's Bishop Fleming (BF) have confirmed they are now satisfied that there is no connected party issue in relation to the new build at Diptford, item F41.17. The Chair of the Audit Committee summarised the recommendations from BF to the Board as shown in their man Management letter.</p> <p>.4 The Audit Committee reviewed its Constitution and Terms of Reference, agreed recommendations and one suggested amendment were approved by the Board.</p> <p>.5 The Chair of the Audit Committee advised that she is meeting with the Local Governing Board of the Totnes Hub in January to discuss with them their involvement in relation to the Trust Risk Register. The Risk Management Policy and Risk Strategy will be reviewed for approval at the twelfth meeting scheduled for 5 February 2018. The Chair had prepared a document for the Board highlighting the high risk areas on the Register and will make suggested amendments and update the Board at the next meeting. Action CP</p>
D78.17	<p>Finance & General Purposes Committee</p> <p>.1 Following the approval from the F&GP Committee at their meeting held 28 November 2017, the upgrade to the Platinum Admissions Package with Devon County Council, (DCC) which will include the services of their Appeals Panel, has been processed. The Chair confirmed that HR & Personnel software package, HCSS People, has been purchased by the Trust. This will create a link with the current budget and accounting software packages enabling accurate reporting to be provided to the Board. He confirmed that current payroll provider DCC has been given notice.</p> <p>.2 Following recommendation from the F&GP Committee, the Financial Reserves & Investment Policy was approved, with a confirmed carry forward of one month's operating costs of £300,000 The Chair advised the Board that Investment appraisals will be carried out for large future projects for the Trust.</p> <p>The initial draft Financial Statements and Accounts for the year 1 September 2016 to 31 August 2017 had been tabled at the Audit Committee and updated for the F&GP meeting. Amendments proposed by both Committees had been incorporated into the final draft presented to the Board.</p> <p>The Board formally noted the Trustees' Report, the Governance Statement, the CEO's Statement on Regularity, Propriety and Compliance, the Statement of Trustees' Responsibilities and the Independent Auditor's Report which confirmed all information provided was consistent with the financial statements. RG recommended to the Board that these accounts be approved and the Board agreed and authorised the Chair and the CEO to sign the accounts on the Board's behalf prior to submission to the ESFA, Companies House and the Charity Commission.</p> <p>.3 The F&GP Committee reviewed its Constitution and Terms of Reference. The Board approved following recommendation that no amendments were proposed.</p>
D79.17	<p>Standards & Curriculum Committee</p> <p>.1 The Board reviewed the draft minutes from the Stds & Curr meeting held 1 November 2017. It was proposed that the Trust CEO, as a priority, contact Debbie Clapshaw/Alice McShane at Babcock in relation to recommendation for bespoke training for the LGB's. Action ND It was suggested by the EP that it may be advisable for the Stds & Curr Committee to meet more often or have working parties set up inbetween meeting dates to address certain issues. The Chair of Directors will write to the Committee to advise and explain the Boards decision in relation to the suggestion of a Link Director for each school. Action IC</p>

	<p>.2 Minutes from previous LGB meetings were made available for the Board to review. The EP advised that discussions are still being held around a Trust SENDco, an update will be given to the Board at the twelfth meeting. The Chair advised that she will be meeting with the Chairs of the LGB's in January to discuss roles and interview requests.</p> <p>.3 The Stds & Curr Committee reviewed its Constitution and Terms of Reference. The Board approved following recommendation that no amendments were proposed.</p>
D80.17	<p>Safeguarding</p> <p>The EP advised that Safeguarding Reports for Harbertonford, Hennock, Landscope and Stoke Gabriel is now available for the Board via the Google Drive. The Board noted that Babcock have recently completed an external Safeguarding Audit at Diptford and the result was very positive.</p>
D81.17	<p>Scheme of Delegation</p> <p>The Chair confirmed that all Committees have now reviewed the Scheme of Delegation (SoD) and wished to thank all those involved with producing and reviewing the document. The Board approved the SoD and asked that all Committees review the document annually, alongside their Constitutions and Terms of Reference, before recommendations are made to the Board at their December meeting.</p>
D82.17	<p>Governance</p> <p>.1 ND, RG and TC volunteered to form the working party to conduct the Annual Review of the Governing Board and to determine its Constitution and Terms of Reference. The Board asked for a draft to be presented at the twelfth meeting on 5 February 2017. Action ND, RG & TC</p> <p>.2 The Chair produced a paper for the Board summarising the changes to the Academies Financial Handbook (AFH). An agenda item will be included at the next F&GP meeting to ensure compliancy. The Board requested that the Audit Committee review in the Summer Term. Action Clerk</p>
D83.17	<p>Chief Executive Officer's Report</p> <p>The CEO provided the Board with a copy of the letter she had received as Accounting Officer from Peter Lauener, Chief Executive of the Education and Skills Funding Agency (ESFA). The letter reviews the ESFA's assurance work with academy trusts over the past year and reflects on the accounting officer's key responsibilities, highlighting important accountability, financial management and governance issues.</p> <p>The CEO had produced a report for the Board of which she summarised the key areas at the meeting, including:</p> <ul style="list-style-type: none"> • Woodleigh Federation update • Growth • Business issues • School Improvement <p>.2 The Board noted the Condition Improvement Fund bids that are being submitted by the TBM, totalling 1.5million. The TBM highlighted to the Board that this is a 'lottery' process as to whether bids are successful. Results will be published late March.</p> <p>.3 The Chair had produced a paper with regards to the Directors Away Day, held 1 November 2017, summarising the sessions on the day and the Directors' Plan of initial ideas to come from that day. The CEO proposes for more sessions to be held during the Spring term, perhaps as workshop sessions around the MAT review which will take place in 2018. The Board felt it important for the HoS to attend again as their input and impact was very positive and a further meeting to be held involving the LGB's. Action ND to liaise with HoS on dates</p> <p>.4 The Board were happy to approve the LAT Central Services Agreement with suggested amendments.</p>
D84.17	<p>Executive Principal's Report</p>

	<p>The EP had produced a report for the Board of which he summarised the key areas at the meeting, including:</p> <ul style="list-style-type: none"> • Numbers on Roll • Attendance – noted as very positive across the Trust • Staffing • Staff Training and Professional Development • PE and School Sports update • MAT Improvement Plan <p>It was noted that three more MASH enquiries have been submitted since the report was written. All HoS have recently received training on 'Operation in Compass', a new scheme supporting children around Domestic Violence.</p>
D85.17	<p><u>Policies</u></p> <p>Following recommendation from the Stds & Curr Committee, the Board approved the following policies:</p> <ul style="list-style-type: none"> • Missing Child • Curriculum • Attendance <p>Following recommendation from the Local Governing Boards, the Board approved the following policies:</p> <ul style="list-style-type: none"> • Safeguarding & Child Protection • Preschool Admissions for Bearnese, Diptford, Harbertonford and Hennock
D86.17	<p><u>Dates of future meetings</u></p> <p>Dates of future meetings were confirmed as:</p> <p>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>

Meeting Closed 6.55pm

Signed as approved copy by Chair, Isabel Cherrett

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Date 5.2.18