

<b>Directors</b>	
Isabel Cherrett	Roy Gillard
Peter Bethel	Iain Grafton
Tony Callcut	Charlotte Power
Nicola Dunford	Fiona Walters
<b>In Attendance:</b>	
Clerk – Sue Howard	

### Minutes

<b>Welcome:</b> Chair IJC welcomed all Trustees and Officers to the meeting	
<b>Apologies:</b> Apologies were accepted from Cheryl Mathieson and Simon Niles	
<b>Declaration of Business Interests:</b> PB declared an interest for the item within the CEO's report in relation to the Rotary Club of Totnes of which he is Chair.	
D1.18	<p><b>Minutes of previous meeting</b></p> <p>The Minutes of the eleventh meeting held on 11 December 2017 were <b>approved</b> 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>
D2.18	<p><b>Matters Arising</b></p> <p>.1 <b>76.17 and 60.17</b> The Executive Principal (EP) advised the Board that there are still some snagging items to be addressed in relation to the new build at Diptford School, including repairs to the fascia boards. The Trust Business Manager (TBM) and EP are in contact with the Diocese and will update the Board once these are completed. The Board asked that if the repair was not of an acceptable standard, the TBM and EP should insist that the boards are replaced, to avoid long term repairs and associated expense. <b>Action TBM and EP</b></p> <p>The TBM confirmed that the installation of the security fencing at Harbertonford School is to commence on 6 February 2018.</p> <p>.2 <b>78.17</b> The Board noted that the financial statements for the financial year 2016/17 were successfully submitted by the deadline to the Education and Skills Funding Agency (ESFA) and Companies House.</p> <p>.3 <b>79.17</b> The CEO confirmed that a Bespoke training event for the Local Governing Boards (LGBs) has been arranged with Babcock and is scheduled for 28 February 2018. An invitation for this event has gone to the Woodleigh LGB also.</p> <p>.4 <b>79.17</b> It was confirmed that the Chair of Directors has fed back to the S&amp;C Committee that whilst the Board endorses members of the LGBs linking with specific schools, they feel it is important the Directors maintain an independence to fulfil their Trust-wide role.</p> <p>.5 <b>81.17</b> The Board noted that the meeting between the Chair, Finance Director and Chairs of the LGB's had been deferred and is now scheduled for 6 February 2018.</p>
D3.18	<p><b>Audit Committee</b></p> <p>.1 The Chair of the Audit Committee had updated the Risk Management Policy and Risk Strategy to bring these documents in line with the Trust Risk Register. The Audit Committee is to review these documents at their fifth meeting scheduled for 19 February 2018 and will then recommend</p>

	<p>to the full Board for approval at the thirteenth meeting scheduled for 26 March 2018.</p> <p>.2 The Board were advised by the Chair of Audit, that there are no new issues or areas that need be brought to their attention regarding the Trust Risk Register. New items relating to the growth of the Trust are an agenda item for the fifth Audit Committee meeting and the Board will then be updated.</p> <p>The Chair confirmed that she is meeting with the Heads of School (HoS) to develop Risk Registers at the individual school level.</p> <p>It was noted that an internal school audit programme has commenced by CP and PB. The Audit Committee will report to the Board their findings.</p>
<p>D4.18</p>	<p><b><u>Finance &amp; General Purposes Committee</u></b></p> <p>.1 RG summarised discussions from the eighth meeting of the F&amp;GP Committee held 1 February 2018, including:</p> <ul style="list-style-type: none"> <li>• Confirmation that there is no connected party issue in relation to the new build at Diptford</li> <li>• Proposed Sports provision for the Trust.</li> <li>• A positive c/f for the Trust</li> <li>• Impact on National Fairer Funding (NFF) for the Trust schools</li> <li>• Current Preschool capacities</li> <li>• HR matters – Ms Mathieson is working with the EP to update the Appraisal process, including SMART objectives (Specific, Measurable, Achievable, Reasonable and Timely)</li> <li>• Continual Professional Development (CPD)</li> </ul> <p>.2 The Board was advised that the Trust HR Officer is working with the TBM to populate spreadsheets with the employee and company data and information required to ensure accurate set up with the new Payroll provider.</p> <p>Extra item - The Trust should periodically test the market for the provision of the external audit service. It was agreed the Audit Committee would undertake the review with the Finance Director also on the panel. A recommendation would be made to the Board and thence to the Members. The Chair of Directors would preparing a paper on the protocol regarding the appointment. A possible change of date for the Annual General Meeting (AGM) may be necessary to bring in line the approval, to coincide with the timeline necessary for submission of annual accounts. <b>Action IJC</b></p>
<p>D5.18</p>	<p><b><u>Standards &amp; Curriculum Committee</u></b></p> <p>The Chair of Stds &amp; Curr advised that the next meeting is scheduled for 7 February 2018. Anything critical from the meeting will be reported via email to the Board if necessary, otherwise, will be reported to the Board at the thirteenth meeting.</p> <p>.1 The minutes from the Newton &amp; Teign LGB meeting was made available for the Board to review. Issues that arose from that meeting included:</p> <ul style="list-style-type: none"> <li>• Consideration of the teaching space at Bearnas. Governors wished to know what is plan B if the Capital Improvement Fund (CIF) bid application is unsuccessful.</li> <li>• Potential Gas Leak at Bearnas was discussed. This is to be clarified by the TBM and school. The Board asked the TBM to notify them of the outcome asap. <b>Action TBM</b></li> </ul> <p><b>Post meeting note:</b> the Executive Principal visited Bearnas on 6 February 2018 and confirms the gas heater is capped off and there is no leak.</p> <p>The minutes from the Totnes LGB meeting held 31 January 2018 are yet to be circulated</p>
<p>D6.18</p>	<p><b><u>Safeguarding</u></b></p> <p>The Board reviewed the Babcock Statutory Audit return reports that were made available prior to the meeting. The Clerk reported that Action Plans have been prepared by Babcock for each</p>

	<p>audit. The Board asked the Audit Committee to monitor the timely implementation of action plans and noted the TBM should be advised of those issues relating to premises which required attention. <b>Action Clerk</b></p> <p>The Board was provided with the Safeguarding summary reports for Bearnese and Diptford as these were not submitted at the eleventh meeting held in December.</p>				
D7.18	<p><b>Governance</b> It was noted that the working party are still to meet. <b>Action ND, RG and TC</b></p>				
D8.18	<p><b>Chief Executive Officer's Report</b></p> <p>.1 The CEO had produced a report for Directors and summarised at the meeting, including:</p> <ul style="list-style-type: none"> <li>• CIF Bids submitted</li> <li>• Growth of the Trust</li> <li>• Business matters</li> <li>• Head of School Professional Development Programme</li> </ul> <p>A serious illness of a pupil was noted, the Board were advised that staff are highly trained, a risk assessment has been carried out and the Trust RPA insurance covers adequately.</p> <p>.2 The next away day is scheduled for 23 March 2018 at Dartmoor Lodge, 9.30am – 3pm. HoS along with the Chair of each LGB plus another Governor will also be invited to attend. Agenda will include the MAT Improvement Capacity and MAT review.</p> <p>.3 The Trust Central Service Level Agreement (SLA) was <b>approved</b> by the Board.</p>				
D9.18	<p><b>Executive Principal's Report</b></p> <p>The EP had provided the Board with his report and summarised at the meeting, including:</p> <ul style="list-style-type: none"> <li>• Current pupil numbers</li> <li>• Quality of Teaching and Professional Development</li> <li>• Attendance – EP confident that administrators and HoS are rigorously adhering to the Trust Attendance Policy and procedures and continually monitoring.</li> <li>• Staffing updates across the Trust</li> <li>• Standards in Year 2 and 6 across the Trust and Pupil Premium children</li> <li>• Trust Improvement Plan, now RAG rated for clear identification in all areas</li> <li>• Mike Hughes, an inspirational speaker, has been booked for an All Staff meeting on the first Non-Pupil day in September; this will focus on teaching and learning</li> </ul> <p>A peer review is taking place with another Multi Academy Trust in relation to Learning Walks to ensure effectiveness in this area.</p>				
D10.18	<p><b>Policies</b></p> <p>Following recommendation from the F&amp;GP Committee, the Board approved the following policies:</p> <ul style="list-style-type: none"> <li>• Financial Procedures Manual – <b>Approved</b> with three items to check from Audit Comm</li> <li>• LGPS Discretions – <b>Approved</b> in principal pending Finance Director review</li> </ul> <p>2019-20 Admission Policies for the six Trust Schools were determined by the Board with minor grammatical amendments. Clerk to advise the Local Authority and Diocese. <b>Action Clerk</b></p> <p>The Board asked the CEO and EP, in preparation for the 2020-21 Admissions Policies, to review the Ethos statements, Vision and Values contained in the policies to ensure they were consistent across the Trust whilst drawing out the specific characteristics of the individual schools. <b>Action ND and TC</b></p>				
D11.18	<p><b>Dates of future meetings</b></p> <p>Dates of future meetings were confirmed as:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">2/2018 – 26 March 2018</td> <td style="width: 50%;">3/2018 – 14 May 2018</td> </tr> <tr> <td>4/2018 – 9 July 2018</td> <td>16 July 2018 (AGM)</td> </tr> </table>	2/2018 – 26 March 2018	3/2018 – 14 May 2018	4/2018 – 9 July 2018	16 July 2018 (AGM)
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**Meeting Closed 6.05pm**

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

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**Date 26.3.18**