

Directors	
Isabel Cherrett	Roy Gillard
Peter Bethel	Cheryl Mathieson
Tony Callcut	Simon Niles
Nicola Dunford	Fiona Walters
In Attendance:	
Clerk – Sue Howard	
Trust Business Manager – Matt Matthew	
Bishop Fleming – Pam Tuckett for the Presentation	

Minutes

Welcome: Chair IJC welcomed all Trustees and Officers to the meeting.	
Apologies: Apologies were accepted from Iain Grafton and Charlotte Power	
Declaration of Business Interests: SN declared an interest in relation to agenda item 11.	
Presentation – Bishop Fleming presented the Audit Plan for the financial accounts year ending 31 August 2018.	
Additional Item – The Chair reported that there had recently been an incident involving a coach transporting pupils from Tedburn School, back to school following a trip. A lorry had collided with the rear of the coach, breaking the external part of two windows. No pupils or staff were injured, a replacement coach was organised immediately and the parents were all advised. Thanks were given to the staff at Tedburn for their professional and proficient actions.	
1	<u>Minutes of previous meeting</u> The Minutes of meeting held on 14 May 2018 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.
2	<u>Matters Arising</u> No matters arising
3	<u>Regional Schools Commissioner</u> To note – Final MAT review letter following the first annual meeting with the Regional Schools Commissioner (RSC) on 25 April 2018 was provided as supporting documents. The CEO also advised the Board that the Trust had been selected by the Department for Education (DfE) to take part in a research project about Multi Academy Trusts and a representative had recently visited to meet with the CEO, Trust Business Manager (TBM) and Headteacher, Lizzie Lethbridge.
4	<u>Audit Committee</u> .1 The Minutes of 5 June 2018 were provided for note. In the absence of the Chair, PB reported that there were no matters arising from the meeting. He added that he and the Chair had carried out an internal audit at one of the schools, focusing on General Data Protection Regulation (GDPR) compliance and the findings were very positive. Internal Audit provision - Following discussion, the Board agreed for the extension of the internal audit service with St Kew Accountancy for a further year, to 31 August 2019, on the central business functions. The Audit Committee will continue to carry out their own audit checks at each individual school. .2 The Chair of the Audit Committee had prepared a paper relating to the provision of the Trust's external audit service. The Chair of Directors proposed that the Board recommend to the members that Bishop Fleming be appointed for a period of five years, subject to satisfactory service and annual confirmation by the Members. The Board agreed and will recommend to the Members for approval at the Annual General Meeting to be held on 16 July 2018.

	.3 Compliance with GDPR - To be carried forward in the absence of the Chair and Data Protection Officer, CP.
5	<p><u>Finance & General Purposes Committee</u></p> <p>.1 Minutes of 4 May 2018 and 27 June 2018 were provided for note. The Chair of F&GP advised the Board of the problems experienced from the new Payroll Provider, but that confidence was growing and the TBM and HR Officer are working to resolve the issues.</p> <p>.2 A report detailing the current Trust Income & Expenditure up to 31 May 2018 had been provided prior to the meeting and the TBM summarised to the Board. This showed at month 9, taking account of commitments, there was a deficit of £11,465; however the surplus at the end of June was positive. The Trust currently held good cash balances, pending the building and other works over the summer, partly funded by the Condition Improvement Fund (CIF).</p> <p>.3 Through detailed discussion with the Finance Director and CEO, the TBM had prepared the 2018-19 Budget and associated data, which took account of the discussion at the F&GP Committee on 27 June. This had been made available via the Google Drive prior to the meeting and a copy was tabled. The Board discussed at length the budgets for the nine individual schools, noting in particular the forecasts where projected pupil numbers showed a decline. The Board discussed in detail the financial projections of all schools for five years to 2022-23. Although the forecast surplus for 2018-19 was £15,166, the figures for years 2-5 and particularly year 2 were very challenging. The income did not take account for school lettings for example, which was uncertain. The cumulative carry forward figures were currently healthy but the Board agreed that each school must be able to operate within its own income and use carry forward figures for minor capital improvements and not day-to-day expenditure. In these circumstances, the Trust would be submitting a deficit forecast for 2019-20 to 2022-23 but work would continue to increase pupil numbers, increase income and where possible reduce expenditure.</p> <p>Following recommendation by the Finance Director, RG, and seconded by FW, the Board approved the 2018-19 Budget and noted the financial forecasts to 2022-23. The Budget for 2018-19 and the forecasts to 2020-21 would be submitted to the Education and Skills Funding Agency (ESFA) on 31 July 2018.</p>
6	<p><u>Remuneration Committee</u></p> <p>The Chair advised there were no issues arising from the Remuneration Committee to report. The Committee had, however, discussed some objectives for the Board in 2018-19, including greater visibility of the Trust regionally and also a cross MAT strategy for the environment. The latter would be part of the curriculum focus for 2019-20 and the Board asked that any opportunities to promote environmental awareness should be taken up.</p>
7	<p><u>Standards & Curriculum Committee</u></p> <p>.1 Minutes of 23 May 2018 were provided for note. In the absence of the Chair, the EP updated the Board in relation to the IRIS Connect programme at Marjon University in Plymouth, a video based professional learning platform, where recordings are made of lessons. Following legal advice regarding GDPR, he clarified that because it is in the public interest of what schools do, we do not have to get parental consent. The video is not shared widely and is purely for the use of that teacher. The Board were content with this, but would request a time limit as to how long these videos are kept for.</p> <p>.2 The minutes were noted of the LGB meetings held: Totnes Hub 8 May 2018 Newton & Teign Hub 10 May 2018</p>
8	<p><u>Safeguarding</u></p> <p>10 families causing concern with attendance. The Trust is working with the EWO to address this. No other specific safeguarding issues from the EP.</p>

	The Chair and Finance Director recalled a meeting discussion on the importance of encrypting laptops which may be used by staff other than on Trust property. The Board asked officers to follow this up as a matter of urgency, given the potential risk to the Trust following GDPR.
9	<p>Governance</p> <p>.1 There were no issues arising from recent LGB meetings held.</p> <p>.2 The CEO advised the Board that she has attended LGB meetings to explain the review taking place relating to LGB's, their role and structure and the relationship and communication with the Directors via the Standards & Curriculum Committee.</p> <p>.3 To note – A paper summarising the key changes to the Academies Financial Handbook (AFH), new version due out September 2018 and particular attention to be paid to Annex C to ensure we are compliant.</p> <p>.4 The Chair reported two expressions of interest for the Director vacancies on the Board had been received. The Chair, CEO and FD will meet the suitable applicant and if found to complement the Board's skill set will recommend them for appointment firstly to Directors and then Members.</p>
10	<p>Chief Executive Officer's Report</p> <p>To note – The Board were provided with an update from the ESFA for reference and a letter sent to all Multi Academy Trusts from Lord Agnew, Parliamentary Under-Secretary of State for the School System; this highlighted the introduction of three year forecasting, Key Performance Indicators (KPI's) and benchmarking within Trusts as well as externally. The Chair had noted these recommendations and reviewed the Trust's position within the areas.</p> <p>The CEO tabled her report to the Board and drew attention in particular to:</p> <ul style="list-style-type: none"> • Developing Diocesan links to promote growth • Update on the implementation of requirements for MAT Development Improvement Fund (MDIF) • School improvement within the schools • Other Business issues <p>The Board were advised that SATS results for 2018 are due out on the 10 July 2018. Directors will be forwarded the results.</p>
11	<p>Executive Principal's Report</p> <p>The EP had provided his report prior to the meeting and summarised the key points:</p> <ul style="list-style-type: none"> • Attendance • Numbers On Roll • Internal Safeguarding Audits completed • Standards and Data • MAT Improvement Priorities • Learning Walks
12	<p>Policies</p> <p>The following policies were recommended to the Board for approval:</p> <p>Financial Reserves Policy – Approved, updated 2018 version showing two months' operating costs</p> <p>Attendance – Approved with slight amendments. Board also gave approval for the letter to parents to be sent to all parents at the start of the new academic year reminding them of the importance of attendance for learning and where to get support if there were problems.</p> <p>Complaints – Approved with an amendment to include complaints made via social media plus an addition of a link to Public Interest Disclosure policy if the complainant wishes to remain anonymous.</p> <p>Minibus – Approved with slight grammatical amendments</p> <p>Pupil Premium – Approved with slight amendments</p> <p>GDPR Policies –</p> <p>Data Management and ICT Security - Approved with slight amendments detailing what do we do if there is a breach of data, who to report to etc.</p>

	Data Protection – Approved with slight amendments Individual Rights – Approved with slight amendments Records, Retention and Disposal – Approved with slight amendments. Subject Access Requests – Approved
13	<u>Dates of future meetings</u> The Directors were asked to note the dates of future meetings : 16 July 2018 (AGM) 16/2018 – 8 October 2018 17/2018 – 10 December 2018 18/2019 – 11 February 2019 19/2019 – 20 May 2019 20/2019 – 15 July 2019

Meeting Closed 6.45pm

Signed as approved copy by Chair, Isabel Cherrett

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Date 8.10.18