

**Board of Trustees Meeting**  
**Wednesday 29 March 2023, 1.30pm**  
**Buckfast Abbey Conference Centre**

**Attended:**

<b>Andy Mulcock (AM) - Chair</b>	<b>Philip Bostock (PB) – Vice Chair</b>
<b>Lee Elliot-Major (LEM)</b>	<b>James Frampton (JF)</b>
<b>Teresa Gardner (TG)</b>	<b>Richard Jacobs (RJ)</b>
<b>Ben Manning (BM)</b>	<b>Jade Otty (JO)</b>
<b>Sarah O’Meara (SOM)</b>	<b>Alex Walmsley (AW)</b>
<b>In Attendance</b>	
<b>Melody Floyde (MF) – Clerk to the Trust</b>	<b>Megan Heath (MH) – Assistant Clerk to the Trust</b>
<b>Sue Pym (SP) – Director of Finance</b>	<b>Moira Marder (MM) – CEO</b>

**Apologies:**

<b>Lindsay Hetherington (LH)</b> <b>Saxon Spence (SS)</b> <b>Crispin Taylor (CT)</b>
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## Meeting Minutes

**NB: The formal minuted meeting was held as part of the wider Trustee Away Day, on this date, where Trustees and the Executive spent time working together to develop the Strategic Direction of the Trust.**

<b>Item No.</b>	<b>Business</b>	<b>Action</b>
1.	<p><b>Welcome, Apologies and Declarations of Interest</b></p> <p>AM welcomed everyone to the meeting. Apologies were received from Saxon Spence, Lindsay Hetherington and Crispin Taylor.</p> <p>Declarations of interest were noted, as follows:            AW: Director, First Federation Trust; Co-opted Member Diocesan Board of Education</p>	
2.	<p><b>Minutes of Previous Meeting and Update on Actions.</b></p> <p>The minutes of the meeting held on 08.02.23 were approved as a full and accurate record.</p> <p>All actions were recorded as complete or in progress.</p>	
3.	<p><b>Matters Arising</b></p> <p>None</p>	

<p>4.</p>	<p><b>LGB &amp; Trust Board Update</b></p> <p><u>Trustee Appointment</u> Jade Otty’s appointment as a Trustee was approved by the Members on 21.03.23. This was ratified. Trustees welcomed Jade and agreed that she would be a great addition to the Trust Board. Jade would be joining the Education Committee.</p> <p><u>Appointments &amp; Resignations</u></p> <p>The new Governor appointments in the Trust were reviewed and agreed.</p> <p>Andrew Ferry – Co-opted Governor, MAP Primary Andrew Bartlett – Co-opted Governor, ISCA Academy Zoe Reilly – Co-opted Governor, MAP Secondary</p> <p>It was noted that Zoe Reilly’s appointment was subject to receipt of the completed application pack and skills audit.</p> <p>The recent governor resignations were also noted.</p> <p><u>Sidmouth College LGB Transfer</u></p> <p>10 Sidmouth governors had transferred to the LGB following Academisation. MF advised that Rights to Work checks were being undertaken on all governors plus DBS checks on those who had not had one in the last four years. The School SCR would be updated accordingly.</p> <p><b>Action: MF to send appointment letters to new governors and Trustees as per the process.</b></p>	<p>MF</p>
<p>5.</p>	<p><b>Financial Update</b></p> <p>A report was circulated in advance of the meeting. Trustees received an update on the Management Accounts and Cashflow. The Trust was in a healthy position.</p> <p><b>A full record of this item is in Part B of the Minutes.</b></p>	
<p>6.</p>	<p><b>Policy Approvals</b></p> <p><u>Behaviour Principles</u></p> <p>The Trust Behaviour Principles were reviewed. These are the high-level principles that underpin the school behaviour policies.</p> <p>It was noted that the policy used the word “students” rather than “pupils” as in other Trust documents. MM advised that this had been agreed and documents would move to include this terminology in the future.</p> <p>Trustees approved the Behaviour Principles subject to the rewording of one sentence to note that reasonable force would be used “appropriately and consistently” rather than just “consistently”.</p> <p><b>Trustees Approved the Trust Behaviour Principles subject to rewording of the identified sentence.</b></p>	<p>MF</p>

	<b>Action: MF to advise Simon Weir of the required change and ensure the policy was published in line with the policy process.</b>	
7.	<p><b>ASAP Cadet Hall Disposition</b></p> <p>A summary document had been circulated outlining the details of the land transaction requiring approval at ASAP.</p> <p>The Cadet force would relinquish their lease of the building, the school had plans to make use of this.</p> <p>SP confirmed that ESFA approval was not needed for the transaction.</p> <p><i>Is there any financial implication?</i> No, the building has been brought up to a good standard.</p> <p><b>Trustees approved the transfer of the Cadet Hall at ASAP to the School.</b></p>	

**Any Other Business**

	<p><u>Trust Social Event</u>- RJ had offered to host a Trust social event, potentially in June. <b>Action: MF to liaise with RJ and suggest some dates.</b></p> <p><u>Health &amp; Safety Training for Trustees (25.04.23)</u> –Trustees were reminded about the Health &amp; Safety Training. Only one Trustee had signed up. Trustees to let MF know if they would like to attend.</p> <p>Trust Conference &amp; Board Meeting – would be held on 12.07.23.</p> <p>It was agreed that it would be useful to have a focus on key projects in specific meetings.</p> <p><b>Date of Next Meeting: Wednesday 24 May 2023, 4.30pm</b></p>	<b>MF/RJ</b>
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**Signed by the Chair of the Board:**

*Signed Electronically via Governor Hub*

**Date: 24.05.23**