

**DRAFT BOARD OF TRUSTEE MEETING**  
**Wednesday 12 December 2018, 4.30pm**  
**Boardroom, Exeter College**

Rob Bosworth – Chair (RB)  
 David Hall – Vice Chair (DH)  
 Alex Walmsley (AW)  
 Richard Jacobs (RJ)  
 Beccy Mitchell (BM)  
 Saxon Spence (SS)  
 Philip Bostock (PB)  
 Elaine Hobson (EH)  
 Moira Marder (MM)  
 Lin Donnellan (LD)  
 Sarah O’Meara (SO)

Josie Medforth – (JM)  
 Sue Pym – (SP)  
 Jon Lunn – (JL)  
 Alison Layton-Hill – Company Secretary (ALH)

**Minutes**

Ref	Item	Action
1.	<p><b>Welcome, Apologies, and Declarations of Interest</b></p> <p>RB welcomed all present. Apologies were received from RD. AW is the Chair of another Trust.</p> <p>RB thanked ALH and wished her well in her new role.</p>	
2.	<p><b>Minutes of the meeting held on 4 July 2018</b></p> <p>The minutes of the meeting held on 4 July 2018 were approved as an accurate record of the meeting.</p> <p>The Inclusion Project is to be added to the next Board meeting agenda.</p>	<b>ALH</b>
3.	<p><b>Matters Arising</b></p> <p>None</p>	
<b>Monitoring</b>		
4.	<p><b>Appointments and Resignations</b></p> <p>It was noted that SO was appointed as a trustee on 26 November 2018.</p> <p>Trustees approved the proposed Local Governing Body appointments and noted one resignation.</p>	
5.	<p><b>Committee Minutes</b></p> <p><b>- Audit, Finance &amp; Resources</b></p> <p>The minutes of the Audit, Finance and Resources Committee were noted. In summary, the audited accounts were agreed and there were very few management letter points. The Trust is projecting a minimal surplus for the year due to receiving funding on estimates. Trustees acknowledged an excellent set of accounts and thanks were extended to SP and AW.</p>	

	<p>Trustees approved the annual accounts and management letter.</p> <p><b>- Performance and Standards</b></p> <p>The minutes of the Performance and Standards Committee were noted. In summary, a detailed analysis of results was presented by JL. St James' excellent performance in Ebacc was acknowledged. An issue that had emerged is a need to focus on Humanities across the trust. The business undertaken by the Performance and Standards Committee will be reviewed.</p>	
6.	<p><b>Chief Executive Officer's Report</b></p> <p>MM introduced her report and circulated handouts of the primary performance data. Headlines were:</p> <ul style="list-style-type: none"> <li>• Secondary performance is sound</li> <li>• The popularity of Trust schools has substantially increased and all schools will be full next year</li> <li>• Trust growth has been steady</li> <li>• All Ofsted inspections have been positive, including those at the Trust's management partnership agreement schools</li> <li>• There are some innovative ideas emerging for the school improvement function of the Trust</li> <li>• Funding challenges remain a critical risk to the Trust and the wider sector</li> <li>• Meeting the needs of SEND students is a priority and numbers are growing at a high rate</li> <li>• Preparation for the new Ofsted framework is required</li> </ul> <p>SS acknowledged the success of the Ted Wragg schools. In terms of SEND students, SS suggested working in partnership with Ellen Tinkham as a special school. SS raised that TAs need to be well trained and that Jacqui Warne may be able to assist as a National leader.</p> <p>LD asked what has driven the increase in the number of pupils with high needs. MM advised that foetal alcohol syndrome and poverty is increasing and highlighted the link between disadvantaged pupils and those with SEND. There was some discussion about the reduction in funding and MM advised that difficult decisions may need to be made, larger class sizes being an option.</p> <p>RJ questioned whether the problem has increased due to disadvantaged families moving into the area. RB will provide some statistics that suggests this is not the case. SO asked if she could access further information about the inclusion project. MM to provide a briefing paper for trustees and arrange a 1-1 with SO.</p> <p>RB asked if the reduction in primary performance in two areas was significant. JL advised that there has been a slight dip but the performance continues to be significantly higher than the national and Devon average.</p>	RB MM
<b>Items for Decision</b>		
7.	<p><b>Growth</b></p> <p>Newtown Primary, Whipton Barton Infants and Whipton Barton Juniors are due to join the Trust on 1 March 2019.</p> <p>The timeline for the academisation of St Luke's was noted by trustees.</p> <p>RB referred to the growth debate at the Extraordinary Board meeting on 26 November 2018. Following further discussion, which is noted in Part B of the</p>	

	minutes, Trustees voted and agreed (10 votes for and 1 vote against) the following: <i>“Further to the email from the RCS’s office, the Ted Wragg Multi Academy Trust agrees in principal to be the sponsored solution for All Saints Academy Plymouth and Marine Academy Plymouth, subject to a period of due diligence“</i>	
8.	<p><b>Governance Review</b></p> <ul style="list-style-type: none"> <li>• Cycle of Business/Meeting Schedule</li> </ul> <p>ALH explained the proposal to increase the number of board meetings to five and reduced the number of Audit, Finance and Resources Committee meetings to four. The governance review is also proposing the delegation of HR appeals and Complaints to LGBs at stage 2. The formal consultation document will be circulated for comment.</p>	ALH
9.	<p><b>Board Collaboration Tool update</b></p> <p>RB explained that the BoardPacks system is no longer available to purchase. ALH is researching an alternative and will report back to trustees at the next meeting. Trustees agreed that the implementation decision is delegated to the Audit, Finance and Resources Committee.</p>	ALH
<b>Items for Information</b>		
10.	<p><b>Working Groups</b></p> <ul style="list-style-type: none"> <li>• Creative/Growth RB advised that the Creative school working group will become the “Growth Working Group” and will have strategic oversight of the new school and the current management partnership agreements.</li> </ul> <p>JM advised that the land for the new school has exchanged but not completed and feasibility will commence in the New Year. The school is due to open in September 2022. School place planning is an issue and therefore temporary accommodation may be needed for an opening in 2019 or 2020. RB asked trustees to nominate any appropriate local stakeholders for the new school steering group, which will become the shadow LGB.</p> <ul style="list-style-type: none"> <li>• PFI JM advised that the contract will be signed at the end of the week for the new service to commence on 1<sup>st</sup> February 2019. RB asked JM to provide more detail at the next Board meeting.</li> </ul>	JM
11.	<p><b>Safeguarding Report</b></p> <p>Trustees noted the Safeguarding Report and MM confirmed that all actions had been completed.</p> <p>It was agreed to provide Prevent training to trustees at the awayday and on line training links are to be circulated.</p>	ALH
12.	<p><b>Eileen Milner (ESFA) Letter</b></p> <p>Trustees noted the letter from the ESFA. RB reminded trustees that all Executive team salaries are benchmark locally and nationally by the Pay and Conditions Committee and the Trust is aligned to the recommendations made by the ESFA.</p>	

13.	<p><b>Risk Register</b></p> <p>Trustees noted the risk register, which had been discussed at both the Audit, Finance and Resources Committee and the Performance and Standards Committee.</p>	
<b>Any Other Business</b>		
	<p>Trustees acknowledged the success of the Celebration Event/Awards Evening.</p> <p>LD had attended some school visits with RB and noted that all classes appeared to be on task. She noted the different approach to behaviour at the two schools.</p>	
<b>Date of Next Meeting</b>		
	Board Meeting – 27 March 2019, Exeter College, 4.30pm	

**Signed by Chair of the Committee:**

**Date:**