

**Meeting Minutes  
Board of Trustees  
Monday 12<sup>th</sup> December 2016, 4.30pm  
Boardroom, Exeter College, Hele Road**

**Attendees:**

Rob Bosworth – Chair (RB)  
 Lewis Banfield  
 Rebecca Mitchell  
 Ray Beale (RBe)  
 Richard Jacobs (RJ)  
 Saxon Spence  
 Tatiana Wilson  
 Simon Gregory  
 Moira Marder – CEO (MM)  
 Josie Medforth – COO (JM)  
 Alison Layton-Hill - Clerk & Trust Secretary (ALH)

Item Ref	Business	Action
1.	<p><b>Welcome, Apologies and Declarations of interest</b></p> <p>RB introduced ALH, Clerk and Secretary to the Trust</p> <p>Apologies were received from Debra Myhill</p> <p>RB advised that Lynda Jones had tendered her resignation from the Board. RB wishes to express his thanks to Lynda for her contribution.</p>	
2.	<p><b>Minutes of Previous meetings</b></p> <p>The minutes of the previous meeting held on 13<sup>th</sup> June 2016 were approved.</p>	
3.	<p><b>Matters Arising</b></p> <p>JM advised that the Trust is now using DCC policies in terms of Grievance procedures, Health &amp; Safety and Health and Wellbeing.</p> <p>SS wished to note that the Summer conference was successful and it was positive to have involvement from the schools.</p> <p><b>Terms of reference &amp; expectations for the Trust Board</b></p> <p>RB stated that the Trust has become a much larger entity over a short period of time and that it would be appropriate to revisit the expectation of trustees. There is a new scheme of delegation and governance structure and he reiterated that MM's role is now that of Chief Executive Officer. RB acknowledged that there is a need for additional capacity and that more trustees are being actively sought, giving consideration to skills required. In order to ensure meetings are focussed, RB asked that all trustees: a) ensure a good level of attendance at meetings, b) read all papers in advance, c) fulfil other roles that exist eg. lead trustee etc.</p>	

	<p>RBe advised that he felt the link trustee role was very useful for the LGBs as there is a need to keep an involvement with all Trust schools.</p> <p>SS raised the difficulties of finding people who have the skills, capacity and commitment. RB confirmed there is interest from potential trustees but that they must be the right people. RB gave his commitment to the Board that the Board business will be more focussed without compromising the core values of school improvement.</p> <p>RJ expressed concern that there needs to be absolute clarity of roles in terms of the Executive and the Trustees, particularly now that the Trust has experienced rapid growth. Ultimately the trustees have responsibility for the Trust and the detail is in how they delegate that responsibility. JM advised that the scheme of delegation and its tables of responsibilities should bring clarity to that.</p> <p>RB suggested that the new governance structure is permitted to settle for a year prior to review. A future awayday could consider the trustee profile, Trust strategy and obligations.</p>	
<b>Items for Approval</b>		
4.	<p><b>Appointments</b></p> <ul style="list-style-type: none"> <li>- The appointment of a new trustee was approved</li> <li>- New Governors</li> </ul> <p>All new governors were approved. RB advised that anyone who would like to express an interest in becoming a governor should be put in contact both with the LGB Chair and the Trust Chair.</p>	
5.	<p><b>Governance Documents</b></p> <ul style="list-style-type: none"> <li>- Scheme of Delegation</li> </ul> <p>RB tabled the proposed updates following the consultation and it was noted that feedback was generally positive. There was an issue with LGB dates but these will be set next year in collaboration with all Clerks. MM and JM to undertake a HR review to ensure consistency across the Trust and confirmed that all staff are employees of the Trust. All present approved the suggestions put forward. JM and ALH to update the documentation.</p>	
6.	<p><b>Committee Minutes</b></p> <ul style="list-style-type: none"> <li>- Audit, Finance &amp; Resources Committee LB gave an updated following the Audit, Finance &amp; Resources documented in Part 2.</li> <li>- Performance &amp; Standards The Isca Academy Ofsted report was acknowledged, in particular the positive comments about the influence of the Trust. MM advised that exam results at Isca and St James were some of the best the Trust has seen. Both are in the top 20 schools nationally in terms of progress measure. St James is in the top 6% nationally for maths progress. Pupil Premium doing better in Isca and St James now than they were 3 years ago.</li> </ul>	

	<p>MM advised that she has formulated a MAT improvement plan, which will be submitted to Rebecca Clarke for feedback. She will share the feedback with trustees.</p> <p>It was noted that Jon Lunn has been invaluable in terms of helping to model performance. SS wished to offer formal congratulations to MM, staff and students and referred to the positive comments made about the Trust by James McGuinness at DCC.</p> <p>Rbe asked if the predicted rise in students to Isca will affect the financial position. MM advised that there is a growth fund but it will still be financially challenging.</p> <p>RB offered thanks to MM on behalf of the trustees. RB and MM to write formally to Rebecca Clark about the issues with pupil premium funding and fairer funding</p>	RB/MM
7.	<p><b>West Exe</b> An update was given to trustees in terms of the management arrangement with West Exe documented in Part 2.</p> <p><b>Due diligence report</b> It was agreed that the West Exe due diligence report will be presented to the next Board of Trustees meeting.</p>	JM
<b>Items for Information</b>		
8.	<p><b>Feedback from Chair of Governors Group</b> RB gave feedback from the Chair of Governors group documented in Part 2.</p>	
9.	<p><b>Growth Plan</b> Creative School An update was given in terms of the progress of the Creative School documented in Part 2.</p> <p>Exwick Heights JM advised that the consultation is complete and the LGB has approved joining the Trust. A conversion date of 1<sup>st</sup> April 2017 is likely.</p> <p><i>SG left the meeting 18.09</i></p>	
10.	<p><b>MAT Growth Check</b> MM advised that the RSC suggested TWMAT would benefit from a growth check and she has been put in contact with the Haberdashers MAT. The CEO has been in place for over 10 years and will be meeting MM and JM in the New Year. MM was positive about receiving their advice and guidance. RJ suggested it would be beneficial to work with a particular private sector school and will introduce MM to the HT.</p>	
11.	<p><b>EHT Update</b> The numbers of pupils are growing rapidly in our schools. St James has a substantial waiting list for next year.</p>	

	<p>MM advised that although CEC may have been viewed as a lower ability school this is changing as more executive housing is being built.</p> <p>RJ asked about how the numbers of pupils in PFI schools increasing will affect the funding. MM advised that the ghost funding does help. RB suggested that PFI should be added to the next agenda.</p> <p><i>RJ left the meeting 18.18</i></p>	ALH
12.	<p><b>Letter from Lord Nash</b></p> <p>RB tabled how the Trust fairs in terms of the requirements set out in Lord Nash's letter. It was acknowledged that there are no concerns.</p>	
13.	<p><b>Letter from RSC</b></p> <p>RB gave an update in terms of the meeting he and MM had had with the RSC documented in Part 2.</p>	
<b>Trustee Only section</b>		
14.	<p><b>Capacity and Growth</b></p> <p>MM gave an update in terms of capacity and growth documented in Part 2.</p>	
<b>Any Other Business &amp; Next Meeting Date</b>		
15.	<p><b>Website update</b></p> <p>RB advised the trustees that the new website is ready to launch and ALH to provide trustees with the link and access codes.</p> <p>On behalf of trustees RB offered his thanks to MM for her continued efforts.</p>	ALH
	<b>Date of next meeting: Monday 27 March 2017</b>	
	<b>Meeting closed at 18.30</b>	

**Minutes by:**

**Signed by Chair of the Committee**



**Date: 18 April 2017**