

Minutes of Ted Wragg Trust meeting

Date: 6th October 2014

Venue: Boardroom, St James School, Summer Lane, Exeter EX4 8NN

Time: 16.30-18.30

Attendees: Debra Myhill (Chair)
 Rob Bosworth (Vice Chair)
 Vanessa Cobb (Principal Finance Officer)
 Sue Baker
 Roger Fetherston
 Saxon Spence
 Tatiana Wilson

Moira Marder
 Jo Davis

Observing: Lynda Jones – MET Office

Minutes: Steph Barnard

		Action
	DM welcomed Karen Neville to the meeting and expressed thanks, on behalf of the Trust, for the work she had carried out as the previous Clerk to the Trust and presented her with a token of thanks.	
1.	<p>Apologies for absence and declarations of Interest Apologies for absence were received from Simon Gregory, Richard Jacobs, and Steve Hayfield. No declarations of interest were recorded.</p> <p>DM requested that the meetings for next year are arranged shortly to ensure the maximum amount of people can attend. Attendance for all meetings is recorded and non-attendance will be raised as an issue in the future.</p>	SCB
2.	<p>Minutes of Previous meeting from 13th May 2014 Agreed as an accurate record.</p>	
3.	<p>Matters Arising</p> <ul style="list-style-type: none"> MM & TW to look at pupil premium students and family engagement. MM explained that not got secondary heads together as yet but that the St James Assistant Head is engaging with other schools to take this forward. VC to look into a password protected area on the website. VC explained that it would depend on what we want to do as if we want multi access then this could be costly, but if just one area for trustees then fairly easy. DM explained that the Trust would want a single page so that we can put documents for reference only, but not published. VC informed the Trust that the cost is £50 per hour for work completed on the website. All agreed that would just want to use the area for minutes and items of reference, nothing highly confidential, so asked VC to action this. 	VC

	<ul style="list-style-type: none"> Request for photos of schools for website – VC confirmed we have received some but could do with one of St James/Moira celebrating exam success. MM asked to send a photo to SCB who is now administering the website. Head Teachers report template – SCB had produced this for Head Teachers to use from this meeting onwards. 	MM
4.	<p>Strategic Update</p> <p>RB provided an update to the Trust on recent progress, following discussions at the Trust Away Day. RB has produced a 3 year plan which will be circulated to the Trust for approval. The TW Multi-Academy Trust has now increased capacity by the employment of SCB & RB. The website has been handed over to SCB, by VC, and training given to ensure synergy with Cranbrook and other links in future. Web addresses have been linked up and SCB will cascade out any enquiries accordingly to Trust members.</p> <p>RB updated the Trust on the Cranbrook Education Campus following the agreed approach. Head Teachers within the Trust framework have been contacted today and invited to apply for the Executive Head Teacher interim appointment with interviews to be conducted on 17th October.</p> <p>Meetings have taken place with other partners i.e. Devon County Council, Department for Education, including attending the Head Teachers Board today, who will give final sign off on the sponsorship of Cranbrook. Andy Wood, Strategic Director of the Growth Point, attended the meeting with RB to talk about housing.</p> <p>Final decision on sponsorship is still awaited but the process, as agreed at previous meetings, is in hand.</p> <p>RB reminded all of the open evening on 22nd at Cranbrook and that any support is welcome from Trust on that evening. DM confirmed attendance.</p> <p>SS recorded thanks to RB for the tour of new build of the Cranbrook Education Campus. RB explained that over 100 attended the tour and thanked TW and SS for attending and fielding questions.</p>	RB
5.	<p>Head Teacher’s report – St James</p> <p>MM highlighted the key areas of the report as follows:</p> <ul style="list-style-type: none"> Exam results – MM reiterated the news of the excellent results achieved by the students and thanked the Trust for all their support. 50% pupil premium – significantly above national average. MFL results were bad – but significant issues with staffing so have restructured to invest in MFL which should therefore improve this year. Looking at narrowing the attainment gap between girls and boys in future. Sue Clarke admitted ghost funding was calculated wrong – so will be increase in subsidy this year. Working with Westex with Executive Head of Technology role which has been successful so far. But still things to improve this year – and potential discussions with Trust going forward. Credit to Sparx for maths results – amazing and the style of learning really helped our difficult learners. 	

	<ul style="list-style-type: none"> • Hoping that St James will be invited to apply for a prestigious Pupil premium award in future – as funding would help with blue sky thinking for future learning opportunities. <p><u>Questions</u></p> <ul style="list-style-type: none"> - SS asked if St James is expected to fill all their spaces next year? MM confirmed the school is full for next September - SS asked about family support and whether MM feels that this has improved? MM explained that the parents for St James group has expanded. Home school workers have had a big impact too and built good relationships with vulnerable families. Pupil premium non-attendees get a phone call from home workers that day. MM feels that the personalised support has helped. Also opening the school in holiday times is helping. - SS – are you getting support on safeguarding from other agencies? MM – not really as there is a lack of social workers which is a real issue in Exeter so need to look at this further in the future. 	
<p>6.</p>	<p>Head Teacher’s report – Whipton Barton Infant School JD highlighted the key areas of the report as follows: <u>Infant & Nursery School</u></p> <ul style="list-style-type: none"> - Currently no children exceeding in maths or writing so something that looking at this year. - Working on different incentives to try to improve attendances. - Reached all School Development targets last year. JD issued copies of the new School Dev Plan for this year for information. <p><u>Junior School</u></p> <ul style="list-style-type: none"> - Maths results not as good as they could be at the school but this is also a problem across Exeter. Potentially something we can work on within the Trust across the schools. <p><u>Questions/Feedback</u> SS informed the Trust that JD had arranged a great joint day for both schools which had helped identify that the schools were sharing the same values. SS explained that the transition between infants and juniors this year has been much easier as there is more consistency across the two schools.</p> <p>DM noted that JD deserved enormous credit for what achieved in just one term.</p> <p>TW asked JD that when they complete a skills analysis of their LGB to let the Trust know of any specific gaps in the skills set.</p>	<p>JD</p>
<p>7.</p>	<p>Company Directors: aligning with TW MAT DM explained that the legal documents had been prepared so that the Ted Wragg Trust set up mirrored the MAT set up. The purpose of the discussion was to consider and, if thought fit, approve certain changes to the Trust's membership and board of directors.</p> <p>The following draft documents were tabled to the meeting:</p> <ul style="list-style-type: none"> - signed letters of resignation from John Laramy and Niall Thomas Duffy (the "Old Directors") as directors of the Trust; 	

- a signed letter of resignation from Christopher Harris (the "**Old Secretary**") as secretary of the Trust;
- signed letters of resignation from Debra Ann Myhill, John Laramy, Susan Margaret Baker, Steve Hayfield, Saxon May Spence and Niall Thomas Duffy as members of the Trust (the "**Old Members**");
- signed letters of appointment from Robert Bosworth, Richard Jacobs, Roger Alan Fetherstone, Simon Hugh Gregory and the Exeter Diocesan Education Network (the "**New Directors**") as directors of the Trust;
- a signed letter of appointment from Simon Hugh Gregory as company secretary of the Trust (the "**New Secretary**");
- signed letters of appointment from Exeter University and Exeter College as the new members of the Trust (the "**New Members**"); and
- a draft written ordinary resolution of the Company (the "**Written Resolution**") for passing by the members of the Company to approve appointment of the New Directors in accordance with article 12.7 of the Articles.

Approval of the Written Resolution and New Directors

- After due and careful consideration of the Written Resolution, having regard to the matters set out in section 172 of the Act, it was resolved that the Written Resolution be and is approved and any director be and is authorised to send the Written Resolution to the members of the Company for their approval.
- In accordance with article 12.7(1) of the Articles, a two thirds majority of the directors recommended the appointment of the New Directors.

The Chairman reported that the Written Resolution had been duly passed.

Compliance with the Articles

In compliance with the Articles, the directors noted that:

- the resignation letters from the Old Directors had been made in accordance with article 12.8(6) of the Articles and it was further noted that more than two directors would remain in office following such resignations;
- the resignation letters from the Old Members had been made in accordance with article 10.3(1) of the Articles;
- the appointment of the New Directors had been approved by ordinary resolution of the members of the Company in accordance with article 12.7 of the Articles;
- the appointment letters from the New Directors had been made in accordance with article 12.4 of the Articles; and

	<ul style="list-style-type: none"> - the appointment letters from the New Members had been made in accordance with article 10.2(2) of the Articles, and a two thirds majority of the directors was required to approve their appointments. <p>Approval of the documents</p> <p>After due and careful consideration of the matters set out above having regard to (among other things) the factors set out in section 172 of the Companies Act 2006 and the Articles, it was unanimously resolved that:</p> <ul style="list-style-type: none"> - the resignations from the Old Directors, the Old Members and the Old Secretary be accepted with the resignations to take effect from the close of the meeting; - having consented to act and provided the necessary confirmations required by the Articles (as appropriate), the appointments of the New Members, New Directors and New Secretary be and are approved with such appointments to take effect from the close of the meeting; and - in accordance with article 12.7 of the Articles, any director be and is authorised to write to the New Directors confirming their appointment. <p>Filing</p> <p>It was resolved that the secretary be and is instructed to file with the Registrar of Companies:</p> <ul style="list-style-type: none"> - Forms AP01 (appointments of the New Directors as directors of the Trust); - Form AP03 (appointment of the New Secretary as secretary of the Trust); - Forms TM01 (resignations of the Old Directors as directors of the Trust); - Form TM02 (resignation of the Old Secretary as secretary of the Trust); 	
	<p>AOB</p> <p><u>Sponsorship of St James Primary School Spelling Bee</u> SS tabled a letter from St James Primary School suggesting assistance in sponsoring the upcoming spelling bee. SS asked if the Trust would want to support? All agreed for the TWMAT to sponsor this and VC will action the payment once SS has replied to the letter on behalf of the Trust.</p> <p><u>January meeting – change of date</u> It was noted that the January meeting date clashed with a St James Governing Body meeting. A new date of 22nd January was proposed. TW, VC, SS, MM, JD, DM & RB agreed the date but SB gave apologies. SCB will confirm the revised date.</p> <p><u>Observer - Lynda Jones</u> DM thanked for Lynda Jones for attending the meeting.</p>	<p>SS/VC</p> <p>SCB</p>

	<p><u>Potential Governors</u> SS explained that Ray Beale, who was a governor at St James for many years and is involved in building/property, was interested in attending a Trust meeting. All agreed for DM to invite to join.</p> <p><u>Vanessa Cobb resignation</u> DM noted, for the purposes of the minutes, to accept Vanessa Cobb's recent resignation albeit with huge reluctance.</p>	<p>DM</p>
	<p>Date of next meeting: 22nd January 2015</p>	
	<p>Future agenda items:</p> <ul style="list-style-type: none"> - Formal approval of new Governor at Whipton – Mike Beresford - Governor appointments process 	