

**Ted Wragg Multi-Academy Trust meeting**

**Minutes of meeting held on Monday 23<sup>rd</sup> March 2015 in the Boardroom, Exeter College, Hele Road, Exeter EX4 4JS**

**Present:** Debra Myhill (Chair)  
 Rob Bosworth (Vice Chair)  
 Lewis Banfield  
 Sue Baker  
 Roger Fetherston  
 Richard Jacobs  
 Saxon Spence  
 Tatiana Wilson  
 Ray Beale

**In Attendance:** Gina Woodcraft  
 Jenny Leach

Steph Barnard - minutes

<p><b>1.</b></p>	<p><b>Welcome, Apologies, and declarations of Interest</b>          Apologies were received from Simon Gregory, Steve Hayfield and Moira Marder.</p> <p>No declarations of interest were recorded.</p> <p>The Trust introduced themselves and welcomed Ray Beale as a new Trustee.</p>	
<p><b>2.</b></p>	<p><b>Minutes of Previous meeting</b>          The minutes of the meeting on 5<sup>th</sup> December were agreed as an accurate record</p>	
<p><b>3.</b></p>	<p><b>Matters Arising</b>          There were no matters arising from previous meeting as all actions have been completed.</p>	
<p><b>4.</b></p>	<p><b>ISCA LGB report</b>          GW tabled the LGB report which had been circulated prior to the meeting. GW referred to the big change at the school but confirmed that everything is settling down now. The main issue is that the Governors don't yet understand where the school is at but are working with Simon Weir, acting head, to rectify this.</p> <p>Self-Evaluation is also a main concern at Isca at present due to accuracy of information. The update from the acting head is that Ofsted should be rated 'good' rather than 'outstanding' on areas of leadership and quality of teaching however this is not reflected in the Self-Evaluation. GW explained that there are a</p>	

few reasons why this may be the case but one is a training need as they need to know how to assess properly. RF explained that they will have a new process in teaching assessment next year and RF has been given approval to carry out some observations of teaching starting next term.

GW confirmed that there has now been increased communication between St James and Isca together with the provision of both moral and professional support to Isca. Isca noted a huge thank you to Moira Marder for her time and interest. This has helped to give a clear way forward of what needs to be done and the Governors feel more updated.

GW explained that there is still a main concern with Maths but Simon & Moira are working together with it so the LGB is confident it will get better.

**Questions from the Trust:**

RB stated that one key thing for Isca to work on was relationships with schools. RB commented that he had met with Simon Weir last week at the school. RB has encouraged Simon to talk to trustees regarding business relationships and to do some work rebuilding relationships within the community. RB went on to explain that the Trust has a track record of helping in this area, as they have in the past for St James. The Trust can help with PR, engagement etc. and are happy to go out and visit feeder schools to paint a picture of the Trust which gives the right messages for Isca. RB hoped that other Trustees will be happy to do that too.

SS commented that the report from GW was good to hear as there had been concerns in past that there was an unwillingness to face the problems. SS asked about admissions and drew on experience as a governor at Newtown, which is a feeder school to Isca. Out of the 15 leavers -10 are going to St Lukes, 2 to St James and only 2 to Isca. SS reiterated the need to look very carefully at how Isca works with feeder schools. GW agreed but commented that there were so many areas that need improving so Isca needs a strategy going forward.

TW asked for future data to include the cohort size of children for each subject as this would be helpful to see.

RF commented that Isca were working to make sure there weren't any flawed results again and are also working with St James to make improvements in Maths.

RJ felt that the school haven't made enough noise over the new school uniform. RJ suggested that news like this and updates on sports clubs as just as important as academic stuff and should be fed through to the Trust.

	<p>GW asked LB to talk to Mike Trimble to get a finance report from Isca for the next Trust meeting.</p> <p>DM summarised that Isca are dealing with raising standards and the financial implications of falling roll. Conversations with Moira Marder is opening up possibilities but there is a still a surplus being carried. Group sizes also don't match with where the staff are so needs to be reassessed. GW confirmed that the LGB have reinstated a Resources committee.</p> <p>DM thanked GW for all her work on this.</p>	
<p>5.</p>	<p><b>Cranbrook Project Team update</b></p> <p>Jenny Leach joined the meeting and gave Moira Marder's apologies.</p> <p>JL gave an update on Cranbrook Education Campus confirming that the school will be open by September 2015. JL explained the project plan and its different work streams and gave an overall update on the structure of the project. The main focusses at present were on finance, managing the building, and staffing.</p> <p>JL also posed several questions to the Trust regarding systems, processes, and staffing etc. The Trust discussed some of the issues and potential options to resolve these. The Trust agreed that decisions could be made outside of Trust meetings via email over the next few months where necessary. The Trust also discussed whether decisions could be devolved to LGB level.</p> <p><b>Questions:</b></p> <p>RJ asked what the profile will be of the students coming to CEC. JL explained that the demographic was high social housing which has some associated issues. CEC are working with WESC on SENCO provision although at present there are only 2 students with statements who have applied.</p> <p>SS asked if CEC will be taking on any older children. JL confirmed that CEC won't be opening year groups in year so they will have to attend other schools.</p> <p>The Trust thanked JL for the update on Cranbrook Education Campus.</p>	
<p>6.</p>	<p><b>Trust appointments – Finance Office + CEO</b></p> <p><u>CFO post</u></p> <p>RB explained that the CFO appointment is moving forward quickly and thanked all who had inputted. The advert closes on Thursday 26<sup>th</sup> March with the interviews taking place on Wednesday 15<sup>th</sup> April. The format will be a presentation followed by a formal interview. The proposed interview panel will be LB, DM and RB, however the presentation session is open to Trustees, as well as input from Trust schools. We</p>	

	<p>have received two applications at present. TW confirmed that she is available on 15<sup>th</sup>.</p> <p><u>CEC support</u>  RB moved on to discussions about Cranbrook Education Campus (CEC). They only got the final funding agreement on Friday so there is now a need to push forward on infrastructure.</p> <p>RB suggested that interim financial support is provided for CEC whilst the Trust is appointing to the CFO post. There are options to buy in support and get this person to attend the project planning meetings. CEC need someone to work on the CEC budget forecast and work with Lizzy at Isca on the systems and processes. All agreed with this proposal.</p> <p><u>Further Trust appointments</u>  RB explained that one of the ideas behind the CFO post is to look at the schools income streams and think about the contribution they can make to the Trust so that the Trust can then plan ahead for further Trust appointments. Options for the future infrastructure could be a CEO + the 3 head teachers or an Exec Head teacher model. RB suggested that the Trust would need a shared system to maximum economies of scale across the schools. RB agreed to compile a proposal and circulate this to the Trust working on the basis of an Executive head teacher + 0.4 or 0.5 CEO. RB will also add in the possibility of extending existing arrangements into the proposal. The Trust will review the proposal and once agreed will then develop a communications plan to take these arrangements forward within the Trust.</p> <p>The Trust discussed the benefits of this proposed structure in that the Trust would receive a strategic update at each meeting, as well as the LGB updates so this would provide a good overview for the Trustees. All agreed that the CFO post is key as it will help the Trust to see what we can then afford to appoint financially. The Trust approved the proposal of an Executive Head with responsibility for School Improvement, plus another role (Business Manager/Executive Officer/Operations Manager) to cover other aspects of the CEO role</p> <p><u>Admin Support</u>  RB explained that there is a capacity issue which has been raised from Exeter College regarding admin support. SB is currently spending more time on Trust administration than other areas of workload. RB proposed the need to increase admin support to the Trust going forward which will enhance the future infrastructure. RJ suggested that the Trust agree in principle an honorarium in the interim to increase the capacity of support? The Trust confirmed that they are grateful for the work that SB has done and continues to do for the Trust. RB</p>	<p>RB/DM</p> <p>RB</p> <p>All</p> <p>RB</p>
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	<p>will produce some costings around admin support and add this to the proposal to be circulated for comment/agreement.</p> <p><u>New Trustee appointments</u> DM explained that she has met with Lynda Jones from MET Office, who previously attended one of the Trust meetings. Lynda is keen to be a Trustee and has expertise in safeguarding. DM asked for approval to appoint Lynda Jones as a Trustee. All agreed.</p>	DM/SB
7.	<p><b>Update from Audit Committee</b> RJ confirmed that he had circulated the minutes from the previous meeting to the Trust for information. RJ explained that the Audit Committee will be using the risk register as a point of reference at future meetings.</p> <p>TW questioned the deficit in pensions and what this meant for the Trust. LB explained that this was a national deficit, and all teacher pensions are underfunded. We just have to carry that provision in our accounts and each year the pension contributions are flexed with the deficit.</p>	
8.	<p><b>Financial Summary</b> LB informed the Trust that the key issues, from the previously circulated report, were Isca roll numbers and Cranbrook.</p> <p>Isca roll numbers come through weaker for next year which will mean a current in-year deficit. This should run out broadly in line with what was planned but the issue will be next year and whether Simon Weir can get the budget back to a reasonable position. LB confirmed that Simon Weir &amp; Ali Moxey were working on the budget.</p> <p>SS mentioned that in earlier plans for Isca there were discussions about a nursery. DM confirmed that DCC said no to this idea.</p> <p>Cranbrook - LB confirmed that he had better understanding of this now but there is obviously still uncertainty going forward so this needs to be added to the Risk Register.</p> <p><u>Questions</u> RJ asked how it would work financially if staff were moved from St James to Isca to help with improvements. LB explained that this was theoretical at present but if it was agreed then the Trust would need a recharge policy.</p> <p>SS asked about pupil numbers for next year. DM confirmed that St Lukes have increased their numbers for next year which could mean that SEN students will get placed at Isca where there are gaps in student numbers. TW will try to find out more on this area.</p>	TW

<p>9.</p>	<p><b>Risk Register</b> DM raised the Risk Register, which was discussed at the last Audit Committee meeting, and asked the Trust to identify if any calculation of risk is incorrect and should anything else be added?</p> <p>LB mentioned the shift in Isca figures and suggested a change to the risk number.</p> <p>SS suggested that Cranbrook was added to the register. LB confirmed that financial risk for Cranbrook is protected so is only a long-term risk, but explained that the bigger risk is project management, building, IT etc. DM to add to Risk Register</p> <p>TW commented on the risk around the Board of Directors, and asked how do we know us as a Trust we are fit for purpose? DM explained that this was/will be covered under our Annual review of the Trust. RJ suggested that the Trust conducts an annual review of directors together with the performance of the Trust which can be put in a document we are proud to publish.</p> <p>SS asked about the Governing Body at Cranbrook. RB confirmed that it is a Shadow Governing Body at present but will get their finalised Skills Audit to share with the Trust.</p>	<p>DM</p> <p>DM</p> <p>RB</p>
<p>10.</p>	<p><b>Trust Chairs meeting</b> RB explained that the Chairs of the LGBs within the Trust met with him and DM recently and had a really positive meeting. Discussions centred on sharing of services within the Trust. RB confirmed that they have agreed to meet 3 times a year to get together and talk.</p>	
	<p><b>AOB</b> DM suggested another ½ day Away Day for the Trust before the summer? RJ suggested September would be better. All agreed and will look to hold this at Cranbrook. SB will circulate some dates.</p>	<p>SB</p>
	<p><b>Date of next meeting: Monday 1<sup>st</sup> June</b></p>	