

Ted Wragg Multi-Academy & Ted Wragg Trust meeting

Date: 15th September 2015

Venue: Cranbrook Education Campus, Tillhouse Road, Cranbrook, EX5 7EE

Time: 16.30-18.30

Attendees: Debra Myhill (Chair)
 Rob Bosworth
 Lizzy Anderson
 Lewis Banfield
 Ray Beale
 Roger Fetherston
 Richard Jacobs
 Lynda Jones
 Saxon Spence
 Tatiana Wilson
 Moira Marder

Gina Woodcraft (Chair of Isca Academy LGB)
 Steve Wilkinson (Chair of Cranbrook Education Campus LGB)
 Jo Davis (Headteacher of Whipton Barton)
 Tim Rutherford (Acting Headteacher of St James)

Minutes: Steph Barnard

1	<p>Welcome, Apologies, and declarations of Interest Apologies were received from Simon Gregory & Sue Baker. DM welcomed Tim Rutherford (Acting Headteacher at St James) and Steve Wilkinson (Chair of Governors for Cranbrook Education Campus) to their first Trust meeting. No declarations of interest were received.</p>	
2	<p>Minutes of Previous meetings The minutes of the Ted Wragg Trust meeting on 11th May were agreed as an accurate record. The minutes of the Ted Wragg Multi-Academy Trust meeting on 1st June were agreed as an accurate record.</p>	
3	<p>Matters Arising <u>Ted Wragg Trust meeting – 11th May</u></p> <ul style="list-style-type: none"> - Cultural champions – DM has sent SS a link to this information. - SEN data – TR suggested waiting until after the October census to request this information. DM will contact Sue Clarke after the October census. - Uni campus – DM has actioned this with JD. - PFI – RBe updated that Carillion have not been appointed for the PFI contract. Sodexo have taken over the contract. MM and RBe will talk more about realignment, as this is an opportunity for all Exeter schools to work together. MM is also looking at Sodexo taking on grounds maintenance at CEC if this is financially viable. 	DM

	<ul style="list-style-type: none"> - RJ confirmed that the Navy speaker gave a talk at St James, which TR confirmed was really worthwhile. <p><u>Ted Wragg MAT meeting – 1st June</u></p> <ul style="list-style-type: none"> - LA has produced a financial overview of the three schools on one sheet for this meeting. 	
4	<p>ISCA LGB report</p> <p>GW explained that Isca were under no illusions of the impact of their performance going forward on the growth of Trust. They have appointed Aimee Mitchell as the new Headteacher who will start in January. GW confirmed that results are solid this year with the school ranked third in the city, just behind St James. There are still some anomalies and RF and MM have done a lot of work to help rectify them. Isca has a challenging cohort in year 11. They will be carrying out rigorous exam analysis next week for every subject, which paid dividends last year. Isca currently has a deficit budget but there is a plan in place to deal with this. GW explained that there is an Open Day on 24th September which they have a good programme for.</p> <p>DM will email the school to say well done from the Trust for all of their hard work in making improvements.</p> <p>The Trust asked about Aimee Mitchell’s involvement at the school prior to her official start date in January. GW confirmed that they were in discussions about Aimee coming into the school on a regular basis before January but that she will speak at the Open Day.</p> <p>RB thanked GW for all of her support on this appointment, and clarified the need for the Trust to support the school, especially over the next 3-6 months, as they are facing another period of change.</p>	<p>DM</p> <p>All</p>
5	<p>Cranbrook LGB report</p> <p>SW explained that whilst it was very early days for the school, he has been very impressed with team of staff who have pulled everything together. The school has opened with a small number of pupils (24 in primary, 26 in nursery and 30 in secondary) and MM is slowly getting the infrastructure in place. The school held an Activity week in August, which was a great challenge for those that ran it, but we received great feedback from pupils and parents, and a great report from Bigfoot Summer School who ran the activities. SW explained that the curriculum model of teachers coming from St James has worked so well and this wouldn’t have been possible without the MAT model.</p> <p>SS reported that Devon County Council have set up a working party to look at how Cranbrook was set up. This will go to the Cabinet next Wednesday. SS explained that one thing highlighted was that families that needed additional support had been moved to Cranbrook without that support. Network rail have also refused to improve the security around the railway line and MM confirmed that the railway line and the pond are major concerns going forward.</p>	

6	<p>St James LGB/Head Teachers report</p> <p>TR reported on the outcomes for last year at St James and summarised that progress in English and Maths are well above the national average. Computing results are also excellent, as are Photography. The main causes for concern are in Geography and History but appointments were made into those departments 12 months ago so improvements are right around the corner. TR spoke passionately about the high calibre staff and newly recruited posts at St James.</p> <p>TR confirmed that the school has grown in numbers and explained that this is from an increase in demographics although they have taken some pupils from Exwick and from Westexe feeder schools.</p> <p>RBe asked if is it worth having a plan of action for the growth in numbers and what we are aiming for, in order to plan ahead? TR confirmed that they have started to look at this on a phased basis in order to plan ahead and the main challenges with the increase in numbers is more around things like changing rooms rather than classrooms. A plan is there but will need some greater support going forward especially with regard to PFI.</p>	
7	<p>Whipton Barton LGB/Head Teachers report</p> <p>JD summarised the report and confirmed that they had been bit disappointed in results for foundation stage pupils as this was lower than last year. The school is advertising for a foundation stage leader at present so, together with the good teaching staff in that team, the school can make this area outstanding.</p> <p>JD confirmed that there were issues with progress for pupils going from EYFS to the new curriculum, however KS1 results are good and have improved consistently. Maths is still an issue across the federation.</p> <p>JD explained that the priorities for the school this year are disadvantaged and SEN children.</p>	
8	<p>Finance update</p> <p>LA circulated the Income & expenditure figures for the Trust and explained that the costs shown for CEC are set up costs rather than running costs. The Trust ran at a deficit for Isca last year but this was within the projected budget.</p> <p>RJ questioned the deficit/falling rolls at Isca and LA explained that this year was the lowest but that they were funding from reserves.</p> <p>LA circulated the budget for this year and explained that because PFI figures still need to be updated, as well as the new Headteacher at Isca's salary, then this will affect the overall budget. LA has been speaking to GW & RF about how to control the budgets and have introduced department budgets at Isca to help with targeting.</p> <p>RJ asked if it is possible to see trends/previous year data in order to make comparison. LA confirmed that this was being produced for the end of year accounts so will bring some tentative data to Audit</p>	LA

	<p>committee next week. LB explained that this is a new finance system so this is the first year of data for the Trust.</p> <p>RB asked about the nursery income figure for CEC. LA will query this. LA confirmed that there was still a bit of work to be done with the senior team at Isca to take forward changes in finances/budgets.</p> <p><i>RJ left the meeting</i></p>	LA
9	<p>Review of Risk Register</p> <p>DM asked for any comments or changes to the Risk Register to be fed to her for updating. The Risk Register will be reviewed at the next Audit Committee meeting.</p>	All
10	<p>Governor Approval</p> <p>The CEC Governor pen portraits and skills matrix were circulated to the Trust for approval. SW explained that the Staff Governors and Parent Governors are still to be appointed. All agreed with the proposals and DM signed the letters of appointment</p> <p>DM suggested Roy Pike as potential new governor for CEC. DM will put SW in touch with him.</p> <p>DM discussed the proposed Governor appointment for St James and suggested that this was delayed at present as the governing body is already quite large.</p>	DM
	<p>AOB</p> <ul style="list-style-type: none"> - SS raised the holiday provision of school meals at Newtown Primary School. They have invited St James but SS asked if Whipton Barton would be interested? JD confirmed that this would be something to look at in the future. - Fixed Asset Policy for approval – LB/LA circulated a copy of the proposal which will standardise fixed assets within the Trust. As the Trust has expanded to include CEC the proposal is to increase the capitalism of items over £1000 rather than £200. The other change is regarding a depreciation rate for minibuses. The proposal is for 25% for motor vehicles and 20% for FFE. All approved this policy. - Coachbright – SS explained that Coachbright was an intensive course to try to improve grades. SB will circulate the information to the 3 Heads to review. - Business Manager for CEC - RB explained that they have been looking to provide support to MM at CEC on a business management basis. GW is interested in taking on this role. LB raised a potential conflict of interest for which RB has obtained legal advice which recommended that we also contact the EFA. 	SB

	<p>RB received the following response from the EFA: <i>'EFA are unable to offer advice on individual circumstances.'</i></p> <p><i>Academy trusts are independent institutions and the financial accountability system set out in the academies financial handbook reflects this by providing trusts with autonomy over financial transactions arising in the trust's normal course of business.</i></p> <p><i>Academy trusts are responsible for ensuring that all financial arrangements fall within the requirements set out in the academies financial handbook. EFA are unable to advise on the interpretation of this guidance.</i></p> <p>RB requested approval to pay GW on a daily rate for business support to help MM. This would be paid on a consultancy basis so GW will invoice CEC. The post will be reviewed in October with the potential to continue until December.</p> <p>The CEC LGB have approved the decision to appoint GW into that role but RB is asking the Trust to consider the concern about the potential conflict of interest. DM asked RB to obtain advice from HR on this matter.</p>	<p>RB</p>
	<p>Date of next meeting: Monday 14th December 16.30-18.30 at Whipton Barton</p>	
	<p>Future agenda items:</p>	