

Minutes of the Ted Wragg Multi-Academy & Ted Wragg Trust meeting on Monday 14th December 2015 at Whipton Barton Federation, Infant & Nursery School, Hill Lane, Whipton, Exeter, EX1 3JP

Attendees: Debra Myhill (Chair)
 Rob Bosworth
 Lizzy Anderson
 Lewis Banfield
 Roger Fetherston
 Simon Gregory – *Item 4-7 only*
 Richard Jacobs – *Item 1-7 only*
 Moira Marder
 Saxon Spence
 Tatiana Wilson

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)

Josie Medforth (COO from 25th January)

Minutes: Steph Barnard

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| 1. | <p>Welcome, Apologies, and declarations of Interest DM welcomed and introduced Josie Medforth to the meeting. Josie will join the Trust as COO from January.</p> <p>Apologies were received from Sue Baker and Ray Beale. Lynda Jones did not attend the meeting. DM noted that repeated non-attendance from directors will be addressed in the new year.</p> <p>There were no declarations of interest noted.</p> <p>DM will review the structure of future meetings particularly in relation to LGB and Headteacher reports. DM asked that the Chairs & Heads leave the meeting for Item 4.</p> | |
| 2. | <p>Minutes of Previous meetings SB noted the amendments from LA and will add her name on to the attendance for the September meeting. DM reminded all, when checking the minutes, that these were a public record so need to ensure that all relevant points are noted.</p> <p>The minutes from 15th September 2015 were agreed as an accurate record of the meeting.</p> | SB |
| 3. | <p>Matters Arising</p> <ul style="list-style-type: none"> - SEN numbers – MM will draft a note for DM to send to Sue Clarke to request the information on SEN numbers. - DM has emailed Isca to say well done, from the Trust, for all of the improvements they have made. | |

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| | <ul style="list-style-type: none"> - Finance update – information on trends – discussed under item 11. - Nursery figure for CEC – LA has been waiting for Shapar Squire to start at CEC so will follow up in January. - DM to give RB contact details for Roy Pikes to pass on to SW <p>All other actions from 15th September 2015 have been completed.</p> | <p>LA RB</p> |
| <p>4.</p> | <p>Growth of Trust & Strategic Plan The first part of this item was dealt with as a confidential item and recorded in the confidential minutes.</p> <p><u>Strategic Plan</u> The Trust reviewed the Strategic Plan and confirmed that all of the retrospective actions have been completed. Each of the planned areas for 2015-16 were reviewed as follows:</p> <ul style="list-style-type: none"> - Trust Growth – the Trust has discussed and agreed next steps. - Expand trust to 3 schools by bringing in St James – academisation is in full flow and has been approved by Governors. - Standardisation and shared practice – JM to take this forward with the schools in the Trust. - Central HR services - RB will speak to JM in the new year about taking this forward. - Standard reporting mechanisms for school improvement – future discussions with RF and MM on how to take forward. - Better shared services across schools – JM and LA to take forward. - Strong governance structure – this will be discussed and reviewed at the Trust away day in July. | <p>JM RB/JM RF/MM JM/LA</p> |
| <p>5.</p> | <p>Governor Development This item was dealt with as a confidential item and recorded in the confidential minutes.</p> | |
| <p>6.</p> | <p>Approval of Annual Report & Accounts LB explained that Bishop Fleming have prepared and audited the Trust accounts for the year ending 31st August 2015 and they have been circulated. LB highlighted, on page 38, note 20 regarding restricted funds. LA circulated a spreadsheet to summarise the accounts.</p> <p>The Trust discussed budget setting processes within the schools and the role of LGBs within that. LA will include GW in future correspondence for Isca budgets. TT suggested that with accounting becoming more complex could a training session be provided on how to scrutinise accounts going forward. LB agreed to deliver some training on this to the Trust if wanted.</p> <p>RB suggested that there was a need to look at the structure of the Trust and that further sub committees may be needed. RB will discuss in more detail with DM.</p> | <p>LA RB/DM</p> |

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| | <p>RJ confirmed that the Trust accounts were discussed and scrutinised at the last Audit committee and they were satisfied with the report.</p> <p>The Trust approved the Annual Report and Accounts for signing.</p> | |
| <p>7.</p> | <p>ISCA LGB report</p> <p>GW read out a message from the new Head, Aimee Mitchell, to say that she is looking forward to working with Trust.</p> <p>GW asked for any questions on the report?</p> <p>SS asked if Isca were more optimistic on numbers. GW confirmed that current first choice numbers were 142 (higher than last year) which should creep up to 150. GW explained that there was a huge team effort at the recent open evening. GW will have an update on mock results at the next meeting. Isca are currently looking at how governors can add value/contribute more to the school. GW thanked MM and RF for all their help over the transition period. Aimee Mitchell started at the school last week as Head teacher. DM has thanked Simon Weir for all his hard work in the interim.</p> <p>RJ asked about the high number of staff absences and whether the Trust should be concerned as this impacts on the children. MM confirmed that this was being reviewed.</p> <p>The Trust send best wishes to Aimee Mitchell in her new role as Headteacher at Isca.</p> <p><i>RJ & SG left the meeting</i></p> | |
| <p>8.</p> | <p>Cranbrook LGB report</p> <p>SW explained that the recruitment of a full time head of primary is key for the school. There has been some interest but will know more early January.</p> <p>SW updated on the floodlighting for the 3G pitch and confirmed that DCC can't now give authority for the installation of the lights as they only have a licence to occupy the site for a year and the developers still own the land and not DCC. SW confirmed that they are working on this to find a solution.</p> <p>SW added that there were no major concerns. Regarding numbers they currently have 31 secondary, 40 primary and 60 nursery. 0-6 months in nursery has been deferred to March but they now have someone in place to run nursery finances. They have 160 planned in school for next year.</p> | |
| <p>9.</p> | <p>St James LGB/Head Teachers report</p> <p>TR confirmed that the main challenge/focus for St James is to improve results for next year. Initial data is looking good but they will monitor closely. Staff numbers have increased by 9, but they have also lost 5 members. TR explained each of the roles that have been lost, their impact and an outline of which will be replaced and when.</p> | |

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| | <p>TR welcomed feedback on the format of the LGB/Headteacher report going forward.</p> <p>TR confirmed that St James are planning a celebration event with other Trust schools and will update on a date shortly in order to get in diaries and plan ahead. SS welcomed the forthcoming events and that it was great to have the notice for this.</p> <p>SS asked if there had been much interest in the EAL co-ordinator post and were there any plans to work with the Exeter consortium? TW agreed that with several different languages it would be more complex to resource so a co-ordinated approach is good. TR added that one in eight students at St James is EAL so the provision is needed in the classroom. TR will feedback to the Trust once someone is in post.</p> | TR |
| 10. | <p>Whipton Barton LGB/Head Teachers report</p> <p>JD confirmed that there was now stability in the nursery due to the appointment of a foundation stage leader and this should have impact on reception ability in the future.</p> <p>JD added that the Junior school has been identified as red/amber by Excellence for All so they are focussing on ensuring year 6 perform better going forward.</p> <p>Whipton Barton is on track for a healthy financial carry forward for both schools but exact figures will depend on number of pupils. The nursery is full in January.</p> <p>JD confirmed that Babcock carried out a governance review which has focussed them on what is needed going forward. The governors will meet in February for an extraordinary meeting to put together a plan. They are already working on new governors.</p> | |
| 11. | <p>Finance update</p> <p>LA circulated the latest spreadsheet confirming income/expenditure for the Trust.</p> | |
| 12. | <p>Review of Risk Register</p> <p>RJ reported that the Risk register was reviewed at the last Audit Committee meeting and confirmed that the risks remained the same although some will be reduced early next year.</p> | |
| 13. | <p>Update from Audit Committee meeting</p> <p>This was covered by RJ under item 6. and 12.</p> | |
| | <p>AOB</p> <p>No further items were raised.</p> | |
| | <p>Date of next meeting: Monday 14th March – 16.30-18.30 at St James</p> | |