

Minutes of the Ted Wragg Multi-Academy & Ted Wragg Trust meeting on Monday 14th March, 2016 at St James School, Summer Lane, Exeter, EX4 8NN

Attendees: Debra Myhill (Chair)
 Rob Bosworth (Vice Chair)
 Lizzy Anderson
 Lewis Banfield
 Josie Medforth
 Saxon Spence
 Tatiana Wilson
 Moira Marder

Minutes: Steph Barnard

Item	Item	Action
1.	<p>Welcome, Apologies, and declarations of Interest Apologies were received from Simon Gregory, Lynda Jones, Ray Beale and Richard Jacobs. DM confirmed that Sue Baker has resigned from the Trust as she is retiring from education.</p> <p>There were no declarations of interest noted.</p>	
2.	<p>Minutes of Previous meetings The minutes from 14th December 2015 were agreed as accurate record of the meeting and approved.</p>	
3.	<p>Matters Arising</p> <ul style="list-style-type: none"> - Nursery figure for CEC – LA will liaise with CEC for the required information. MM confirmed that they have been asked to expand the nursery due to increased need in the area and to give DCC time to build additional nursery provision for Cranbrook. - DM to contact SW with Roy Pike’s details – this action has now passed. - RB & DM to discuss future structure of the Trust – DM confirmed that this will be b/f for initial discussion at the June meeting and for further discussion at the September Away Day. - Governor development – DM is awaiting an update from Isca but they should now have enough potential new governors. Whipton Barton have developed a stronger governing body. DM explained that we had received 3 of the applications via SGOSS and we are also revising our application process for potential new governors to include a request for references on the statement of interest. - SEN numbers – SS asked for an update. MM confirmed that they have requested the information. - Isca LGB report – impact of staff absences. MM confirmed that they have done some work on this and there are some issues that MM and Aimee are tackling as a priority. 	DM
4.	<p>Review of Trust Strategic Plan DM confirmed that this will be reviewed in full as part of the Trust Away Day but summarised that all retrospective items have been completed/actioned and items for 2015-16 are underway, with several items to be reviewed as part of this meeting’s agenda. Key points to note are:</p>	

	<ul style="list-style-type: none"> - St James are due to join on 1st May. - Standardisation and shared practice – JM will cover under Item 9. - HR provision – JM will cover under Item 7 - School Improvement – there is a possible gap following Roger Fetherston’s resignation but MM is working on this area. - Better shared services – JM will cover under Item 7 - Strong governance structure – JM will cover under Item 9 and this will be developed at the Summer Governors Away Day. 	
5.	<p>Growth of Trust update This item was dealt with as a confidential item and recorded in the confidential minutes.</p>	
6.	<p>Trust finance update <u>Presentation from LB on Trust finances</u> LB circulated handouts and talked through the main points of finance for the Trust. LB summarised who is in the current finance team and that the new apprentice – Will Barrett – will start after Easter. LB explained financial responsibilities, financial controls and diligence and referred to Annex C of the Academies Financial Handbook which sets out ‘the musts’ for Academy Trusts. LB encouraged all to read this to ensure they are aware of individual responsibilities. LB added that the new Conflict of Interest policy will also help with understanding this and SB will send out the new Conflict of Interest form to Trustees to complete. SB will circulate LB’s slides to all of the Trust for information.</p> <p>All agreed that the information was very important as this is where some MATs have come unstuck. The Board thanked LB for his update.</p> <p>RB added that they have allocated time at the Away Day for JM and LA to focus on the scheme of delegation, structure of committees and finances so we can work on this as a group.</p> <p><u>Update from LA on general finances & any issues</u> LA circulated a summary of income and expenditure to show the Trust financial position over the last 6 months.</p> <p>LB asked about CEC finance and whether they are on track still. MM explained that they are broadly on track but having to keep tight control of it.</p>	<p>All SB/All SB</p>
7.	<p>Centralised Services – for decision/approval This item was dealt with as a confidential item and recorded in the confidential minutes.</p>	
8.	<p>HR Report – for decision/approval <u>Policies & Contracts</u> JM summarised the paper on existing policies and contracts and explained the need to ensure that policies are consistent across the schools/Trust to assist staff working across the schools. There is no existing suite of HR policies within the Trust so those on Trust contracts don’t have any policies to support them. JM proposed producing a suite of HR policies and to move all support staff across the schools to the Trust support staff contract – which would involve transferring support staff at Isca and reviewing St James staff when they join the</p>	

	<p><u>Sex Education policy</u> JM has updated this policy in line with DfES guidance and emailed to Headteachers within the Trust. TW asked how the policy will be reviewed. JM confirmed that this will be by the Trust. JM will amend the policy title on the front page to match the policy.</p> <p><u>Governors Summer Conference – 15th July</u> DM outlined the planned agenda for the 15th July and confirmed that we are waiting to hear from the NGA on whether they will speak at this event. All Trustees are invited to attend, as well as all governors and clerks within the Trust.</p> <p><u>Due Diligence policy</u> JM explained that this policy outlines the process/project plan for approving schools wishing to join the Trust. JM is also producing an academisation pack, but this will take some time to bring together. JM to add in a paragraph on the review of the policy. The Trust formally approved this policy.</p>	<p>JM</p> <p>JM</p>
10.	<p>COO Update JM shared the COO Operational Plan, for information, which outlines her current priorities.</p>	
11.	<p>Update from Audit Committee meeting <u>Risk Register update</u> DM summarised the changes to Risk Register that were approved at the recent Audit Committee meeting. JM explained that she is proposing a new risk policy and register which will be brought to the next Audit Committee in May for discussion and approval. All agreed to change the School improvement Officer risk to MM on the Risk Register. JM will also add in the current Transfer Agreement gap for CEC.</p>	<p>SB JM</p>
12.	<p>LGB/Headteacher reports MM confirmed that she was pleased with the data so far for Isca and St James and had no overall concerns. The current predicted numbers for next year are good for all schools. There is a gap between English and maths and Humanities is a big concern for both schools at present. Pupil premium children need to be performing better. However headline figures are strong for the Trust.</p> <p>MM noted that there were some concerns with Whipton Barton Federation which will need to be addressed if they ask to join the Trust.</p> <p>The Trust discussed the importance of continued improvement at Isca. MM outlined areas they are working on to focus on this and improvements made since Aimee has joined the school.</p>	
	<p>AOB DM confirmed that the next Trust Away Day will need to focus on the following:</p> <ul style="list-style-type: none"> - Number of Trust meetings next year - How we handle documents - Structure of Trust – committees and school involvement. 	
	<p>Date of next meeting: Monday 13th June at Isca</p>	