

**Meeting Minutes**  
**Board of Trustees**  
**Wednesday 13 December 2017, 16.30**  
**Exeter College**

**Attendees:**

<p> <b>Rob Bosworth – Chair (RB)</b>  <b>Debra Myhill – (DM)</b>  <b>Alex Walmsley (AW)</b>  <b>Rebecca Mitchell (RM)</b>  <b>Richard Jacobs (RJ)</b>  <b>Saxon Spence (SS)</b>  <b>Philip Bostock (PB)</b>  <b>Elaine Hobson (EH)</b>  <b>Moira Marder (MM)</b> </p> <p> <b>Josie Medforth – (JM)</b>  <b>Jon Lunn – (JL)</b>  <b>Alison Layton-Hill – Clerk to the Trust (ALH)</b> </p>
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**Minutes**

Item Ref	Business	Action
1.	<p><b>Welcome, Apologies and Declarations of interest</b>            RB welcomed all present to the meeting. There were no apologies.            AW is Chair of another Trust.</p>	
2.	<p><b>Minutes of Previous meetings</b>            The minutes of the meeting held on 20 July 2017 were approved.</p>	
3.	<p><b>Matters Arising</b>            None</p>	
<b>Presentation</b>		
4.	<p>JL gave a presentation to Trustees on disadvantaged pupils. Key points to note:</p> <ul style="list-style-type: none"> <li>• 75% of the disadvantaged funding (£915,883) is made up of staffing</li> <li>• Every Trust school has a lead for disadvantaged at a senior level</li> <li>• The cross Trust Coachbright initiative</li> <li>• Provision map is used to track impact and spend</li> </ul> <p>JL confirmed that teachers do collaborate and that there is consistency across Trust schools on how disadvantaged pupils are being supported.</p> <p>It was acknowledged that our schools must:</p> <ul style="list-style-type: none"> <li>• understand the impact of the strategies that are put in place.</li> <li>• improve attendance of disadvantaged students</li> <li>• target high prior attaining</li> <li>• tailor strategies for different cohorts</li> <li>• develop sustainable engagement with parents</li> </ul> <p>It was agreed that the Performance and Standards Committee will look at this further.</p>	

	<p>Systems and skills are being consolidated across the Trust primary schools to enable school improvement capacity.</p> <p>RB thanked JL for his presentation and SS as the dedicated lead for disadvantaged pupils.</p>	
<b>Items for Approval</b>		
5.	<p><b>Appointments/Resignations</b></p> <p><b>Trustee Appointments</b> Matthew Shanks, Principal at Education South West was appointed as an Observer to attend the Trust Performance &amp; Standards Committee and provide additional challenge.</p> <p><b>Trustee Resignation</b> Trustees acknowledged the resignation of Ray Beale with sincere regret. RB to write to Ray to pass on the gratitude of Trustees for all that he had contributed to the Trust.</p>	RB
6.	<p><b>Audit, Finance &amp; Resources Committee Minutes</b></p> <p>The minutes of the Audit, Finance &amp; Resources Committee were noted by trustees. AW gave a summary as detailed in Part B of the minutes.</p> <p><b>Performance &amp; Standards Committee Minutes</b></p> <p>The minutes of the Performance &amp; Standards Committee were noted by trustees.</p> <p>DM advised that Trustees continue to challenge strategies to close the gap and that schools need to be better at understanding what is causing the data. Trust school improvement is strong and others outside of the trust are keen to use our strategies. The Trust must be cautious and not overstretch its capacity.</p> <p>AW questioned the capacity in terms of taking on new schools. DM confirmed the importance of due diligence as we bring in new schools.</p> <p>BM asked about the possibility to bid for funding. MM confirmed that the trust has submitted two bids specifically for school improvement.</p>	
7.	<p><b>Annual Accounts and Trustees' Report</b></p> <p>The accounts had been circulated previously. AW confirmed that the audit process was positive.</p> <p>Trustees approved the Annual Accounts and Trustees' Report for signing and submission to the ESFA.</p>	RB/MM
8a.	<p><b>RSC MAT Annual Review Feedback</b></p> <p>MM advised Trustees that the annual MAT review with the Regional Schools Commissioner was very positive. The longer term impact of the Trust on St James</p>	

8b.	<p>and Isca Academy was recognised along with the early impact on West Exe school. The Trust was also praised for the quality of its data and scheme of delegation.</p> <p>The RSC confirmed that the Trust is in a position to grow and encouraged it to do so. RB was clear that the focus for the Trust is on greater Exeter and that it will look at its school improvement function outside of the MAT, subject to capacity. The RSC does not wish for additional MATs to be formed in Devon and existing MATs are expected to support struggling schools particular in the Plymouth and North Devon areas.</p> <p>PB questioned how the RSC, ESFA and Ofsted work together. MM confirmed that they do collaborate albeit without a formal mechanism. The RSC, Ofsted and LAs meet every month.</p> <p>RJ asked if there are opportunities for income generation. This was confirmed and the potential to use this more creatively to help schools outside the MAT was considered.</p> <p><b>Trust Growth</b></p> <p>MM presented the direction of travel in terms of the Trust's growth strategy as detailed in Part B of the minutes.</p>	
9.	<p><b>Strategic Plan</b></p> <p>Trustees approved the Strategic Plan subject to some agreed amendments. JM to finalise.</p>	JM
10.	<p><b>Governance Review</b></p> <p>JM introduced the governance review consultation feedback and explained that there was some concern from the LGB Chairs in terms of capacity for the additional Committees for exclusions and complaints. JM proposed that trustees approve trialling the new Committees.</p> <p>SS expressed some concerned about the financial accountability. It was agreed to reconsider the language to make it clear that there is a collaborative setting of the school budget.</p> <p>BM asked about the future of the Link Trustee. RB and the Chairs Committee to review this role and bring a further proposal for trustee approval.</p> <p>EH asked for a time line in order to benchmark progress.</p> <p>PB asked how the lack of being able to accommodate all feedback will be reconciled with LGB Chairs. JM to contact all LGB Chairs individually by the end of the week followed by a meeting with headteachers and Chairs in the New Year.</p> <p>It was acknowledged that governor panels are time consuming and that there are constraints in terms of which governors may take part. RB asked for the Performance and Standards Committee to consider the impact and report back to the Full Board</p>	<p>JM</p> <p>RB</p> <p>JM</p> <p>JM</p> <p>P&amp;S</p>

	<p><i>BM – left the meeting.</i></p> <p>Trustees approved a staged implementation of the governance review from 1 January 2018.</p>	JM
<b>Items for Information</b>		
11.	<p><b>RSC MAT Review</b></p> <p>This item was covered earlier in the meeting.</p>	
12.	<p><b>Chief Executive Officer's Report</b></p> <p>MM was pleased to report that Challenge Partners awarded Cranbrook Education Campus with a strong good overall, with Early Years being outstanding. Challenge Partners have provided a clear view on what needs to be further improved. Trustees acknowledged the progress the school has made.</p> <p>MM advised that Sarah O'Shea, safeguarding expert had completed two audit reports, which gave a clear picture of good practice. EH to connect with Sarah. MM confirmed that SCRs are Ofsted compliant.</p> <p>Trustees complimented the awards evening.</p> <p>AW raised recent statistics that 54% of Ofsted inspections in the South West resulted in schools being RI. MM explained that following academisation West Exe will not be inspected for three years. Cranbrook Education Campus will be inspected in this academic year, Isca Academy was inspected in 2016 and St James is unlikely to be a priority due to good data.</p> <p>Trustees thanked MM for her leadership.</p>	ALH
13.	<p><b>ESFA letter to Accounting Officers</b></p> <p>Trustees acknowledged the letter from Peter Lauener to MAT Accounting Officers.</p>	
14.	<p><b>West Exe Update</b></p> <p>JM advised that academisation is now likely to take place on 1 February 2018.</p>	
15.	<p><b>LGB Chairs Meeting</b></p> <p>RB gave a brief overview following the LGB Chairs meeting as detailed in Part B of the minutes.</p>	
<b>Any Other Business &amp; Next Meeting Date</b>		
16.	<p>RB gave an overview of the South West School Improvement Conference that he, MM and AW had attended at Sandy Park, which gave reassurance that the Trust is doing all the right things.</p>	

	<p>DM advised that she is meeting with Lee Elliott Major, Chair of Sutton Trust. He is keen to do some research in Exeter around closing the gap and DM and MM will suggest that the Ted Wragg MAT could facilitate this.</p> <p>PB asked if the Trust was ready for the Baker clause to come in where the Trust schools must have clear arrangements in place to ensure that all pupils have the opportunity to hear from post 16 providers. MM expressed confidence that Trust schools are compliant.</p> <p>RB asked MM to chase the letter from the RSC following the MAT Review. <i>(This has subsequently been received)</i></p>	<p>MM</p> <p>MM</p>
	<p><b>Date of next meeting: 28 March 2018 at 4.30pm at Exeter College</b></p>	
	<p><i>Meeting closed 18.40</i></p>	

**Signed by Chair of the Committee:**



**Date: 28 March 2018**