

Meeting Minutes Board of Trustees

Wednesday 03 July 2019, Exeter College (Board Room)

In attendance:	Rob Bosworth –Chair (RB) Alex Walmsley –Chair (AW) Philip Bostock (PB) Sarah O’Meara (SOM) Elaine Hobson (EH) Rosie Denham (RD) Sue Pym – Director of Finance (SP) Alison Layton-Hill, Company Secretary (ALH)	David Hall (DH) Moira Marder (MM) Beccy Mitchell (RM) Andy Mulcock (AM) Lee Elliot Major (LEM) Jon Lunn – Director of Performance (JL) Josie Medforth –Director of Operations (JM) Fran Metay - Clerk (FM)
----------------	---	---

Steve Farmer, Headteacher, CEC (for items 1-5 only) (SF)

Item Ref	Business	Action
1.	<p>Welcome, Apologies and Declarations of Interest</p> <p>The meeting opened at 10:00. RB welcomed all present, with a special welcome to RD, returning from maternity leave, and LEM, attending his first meeting as a trustee. Apologies were received from Saxon Spence and Richard Jacobs. Declarations of interest were noted, as follows:</p> <ul style="list-style-type: none"> - AW: Director, First Federation Trust. - RB: Exeter College, in relation to apprenticeships offered to TWMAT students. 	
2.	<p>Minutes of Previous meetings</p> <p>The minutes of the meeting held on 27.03.2019 were approved as a full and accurate record.</p>	
3.	<p>Matters Arising</p> <p><u>TES Article</u>. The article linked to TWMAT’s collaboration with Reach Academy Feltham was circulated with the agenda.</p>	
4.	<p>Governance Appointments and Resignations</p> <ul style="list-style-type: none"> • Trustees ratified the co-opted appointment to the Board of Lee Elliot-Major following satisfactory completion of statutory checks. • Trustees ratified the appointment of Anne Parsons Brice as Chair of Exwick Heights’ LGB (formerly Vice Chair), succeeding Richard Brine. • Trustees approved the appointments of four new governors: Laura Newton, James Tarling, Josh Mammola and Kristina Webber. • Trustees noted the resignations of Lin Donnellan and Richard Brine. <p>RB reflected that, bar Exwick Heights’ LGB, which still needed strengthening, all LGBs were now looking robust and working well.</p>	
Monitoring		
5.	<p>Cranbrook Education Campus –SF delivered a presentation on the campus’ journey thus far. SF identified the main challenges for CEC currently as: the number of SEN students and child protection cases, the level of social deprivation at Cranbrook (a social housing front loaded</p>	

development), attendance (linked to the previous factors) and the financial disadvantages of being an all-through school under the current funding model.

SF clarified the following points in response to questions from trustees:

- Supported by SP and MM, SF has been lobbying Hugo Swire, local MP, to improve CEC’s funding eligibility while remaining one school (rather than spitting into two). SF noted the recognised benefits of all-through education for children and was hopeful that the merits of this model would come to be reflected in the funding allocation.
- CEC already offers breakfast for both primary and secondary students as a means of boosting attendance to, and engagement in, school.
- Spiritual development is currently approached during tutor time through discussions on a ‘Thought of the Week’, which encourages pupils to explore different faiths and beliefs.
- Being an all-through school facilitates transition between phases. However, it also creates a disparity between existing students and those who join from other local primaries, who require more adjustment to CEC’s expectations. The CEC team are working closely with local feeder schools to ensure that all children are well prepared for the transition.
- CEC is developing at and as the heart of Cranbrook, providing a base for numerous community clubs and associations, offering parenting classes as well as space for family support and social workers, so as to better support local families attending the school.
- The creative solutions needed to manage the specific challenges faced by CEC are being shared across the Trust as all schools encounter similar problems, albeit not in the same concentration. SF confirmed that HTs work closely and continuously share good practice.

SF’s presentation to be circulated with the minutes.

FM

6.	<p>Chief Executive Officer’s End of Year Report Trustees’ questions relating to MM’s report are reported in Part B of the minutes.</p>	
7.	<p>Growth Report MM drew out key points from her report, which are covered in Part B of the minutes.</p>	
8.	<p>Committee Minutes</p> <p><u>Performance and Standards</u>. DH noted:</p> <ul style="list-style-type: none"> • The committee’s terms of reference and cycle of business are in the process of being redrafted and will be finalised by the P&S Committee at its September meeting, ready for consideration at the Board’s October meeting. • Committee members had unanimously rejected a move towards an outcome/indicator based model of mental health measurement. • The outcomes for disadvantaged students will remain a focus for the committee. <p><u>Audit, Finance and Resources</u>. AW noted:</p> <ul style="list-style-type: none"> • The Committee had recommended approval of the budget by the Board today. • An increasing number of communications are being received from Lord Agnew around the importance of audit, together with more frequent requests for information, to which the Trust is well placed to respond. • Confirmation has been received that the Trust will benefit from funding on estimates in 2019-20, which will significantly ease pressure on next year’s finances. 	

Items for Approval

9.	<p>Budget and Financial Forecast 2019-2023</p> <p>SP asked trustees to consider the latest management accounting position and dashboard indicators, as well as formally approving the three-year budget forecast. SP recommended that the ESFA's decision to award funding on estimates be incorporated into the budget forecast return following the recent ESFA funding agreement. SP requested approval to submit the figures as presented to the Board today. Unanimous approval was received from trustees. SP to submit the budget forecast by the 30th July 2019 deadline.</p> <p>RB noted that the ESFA's decision to award funding on estimates was testament of their trust in TWMAT's financial system. RB thanked SP and AW for their work in achieving this.</p>	SP
10.	<p>Scheme of Delegation</p> <p>ALH noted that the proposed changes were linked to the academisation of St Luke's School and confirmed that the current draft had been approved by SOGG. ALH clarified that the changes seek to safeguard the Christian distinctiveness of the school. These include 25% of the LGB being foundation governors and the Diocese or a representative being part of the appointment process for the school's senior leadership team.</p> <p>Two updates to be made to the document were noted, both on page 61:</p> <ul style="list-style-type: none"> - the Board of Trustees will now meet more frequently than termly; - the Executive Support Secondary will become the Deputy CEO. <p>All approved the revised Scheme of Delegation. ALH to finalise the document.</p>	ALH
11.	<p>Exeter Creative School Accommodation –to be discussed under Item 14.</p> <p>JM confirmed that the project is now going to tender, with detailed design meetings planned for September. All is on track for a September 2022 opening.</p>	
12.	<p>Proposed Change to Autumn 2019 Half-Term Dates</p> <p>The Board formally ratified its vote, taken at the 12th June 2019 Away Day, to support the move to a two-week half-term break in the 2019-20 Autumn Term at West Exe School, St James' School and Isca Academy. RB had since reflected on the process with Chairs of LGB. Trustees received Tim Rutherford's plan to manage potential repercussions of the initiative. SOM sought clarification of the actual number of learning days lost as a result of the change. RM suggested that parents' comments around the schools going against their own message about the importance of every learning day (when rejecting term time holiday requests) would need to be addressed in the planned communications to parents.</p> <p>MM to relay trustees' comments and requests to headteachers.</p> <p>RB emphasised the importance for Board members to challenge and discuss difficult issues and thanked trustees for the thorough scrutiny they provide in support of good governance.</p>	MM
Items for Information		
13.	<p>Feedback from Meetings: Chairs of LGB Meeting, 21st June 2019. Key points of note:</p> <ul style="list-style-type: none"> - Lessons have been learned from the half-term proposal consultation process. - Schools feel vulnerable when their senior leaders' time is being stretched across the Trust. - CEC will be trialling a mobile phone ban from September. The outcomes of this will be shared with other headteachers. - All were in support of a greater focus on mental health in schools. <p>RB is exploring the option of a mental health specialist joining the Board. The due diligence process will obviously be followed if a decision is made to move forward with an appointment.</p>	
14.	<p>Reports form Working Groups</p> <p>Reports from the Growth and PFI Working Groups are recorded in part B of the minutes.</p>	

15.	<p>Strategic Risk Register Trustees signed off the revised risk register following scrutiny by the AF&R Committee.</p>	
<p>Any Other Business and Next Meeting Date</p>		
	<p>Any Other Business On behalf of the Board, RB thanked MM for her continued drive to further the work and aims of the Trust.</p> <p>Date of next meeting: Wednesday 16 October 2019, 16:30, Exeter College (Board Room).</p> <p>The meeting closed at 12:00</p>	

Signed by the Chair of the Board:



Date: 16.10.19