

**Board of Trustees**  
**Wednesday 26 February 2020**  
**Board Room, Exeter College**

Item Ref	Meeting Summary Information
	<b>List of actions from the meeting</b>
6.	MF to add a 30 minute slot for JL to give a Data Presentation to the Agenda for the Board Meeting on 13.05.20
7.	TR to get specific feedback from parents regarding the two-week October half-term as a means to complete the process.
7.	MF to add provisional term dates 2020/21 to the Agenda for the Board Meeting on 13.05.20 for initial discussion.
8.	RB to speak to Sarah O'Shea regarding supporting Whipton LGB.
10.	MF to add Trust-Wide Climate Strategy to the Agenda for the Board Meeting on 15.04.20.
11.	MF to add Academy Conversion of Plymouth Schools to the Agenda for the Trust Members Meeting on 23.04.20.
13.	MF to arrange a further date for the Growth Working Group to discuss Plymouth.
14.	ALH to add a new risk to the Strategic Risk Register relating to the coronavirus.
AOB.	MF to send a calendar invite for the Trustee Away Day on 10.06.20 to all Trustees.
	<b>List of decisions taken at the meeting</b>
11.	The formal ratification of Academy Conversion of the Plymouth Schools was confirmed.
12.	The Board approved the recommendation to proceed with the PFI De-Scoping Project as outlined in the Business Case.

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**In Attendance:**

Rob Bosworth – Chair (RB)  
 David Hall (DH)  
 Richard Jacobs (RJ)  
 Beccy Mitchell (RM)  
 Sarah O’Meara (SO)  
 Crispin Taylor (CT)

Philip Bostock (PB)  
 Lee Elliot-Major (LEM)  
 Moira Marder (MM)  
 Andy Mulcock (AM)  
 Saxon Spence (SS)  
 Alex Walmsley (AW)

Charlotte Davies – Director of Finance  
 Jon Lunn (JL)  
 Sue Pym – Chief Accountant (SP)  
 Melody Floyde - Clerk (MF)

Alison Layton-Hill, Director of Communications (ALH)  
 Josie Medforth (JM) - Consultant  
 Tim Rutherford (TR)

**Meeting Minutes**

Item Ref	Business	Action
1.	<p><b>Welcome, Apologies and Declarations of Interest</b></p> <p>RB welcomed everyone to the meeting. Apologies were received from Elaine Hobson (EH).</p> <p>Charlotte Davies was welcomed as the Trust’s new Director of Finance.</p> <p>There were no declarations of interest recorded.</p>	
2.	<p><b>Minutes of Previous meetings</b></p> <p>The minutes of the meeting held on 04.12.19 were approved as a full and accurate record.</p> <p>All actions were confirmed as completed.</p>	
3.	<p><b>Matters Arising</b></p> <p><b>RSC Letter</b> – the letter received from the RSC regarding internal changes was circulated for information.</p> <p><b>Letter from Lord Agnew</b> – The letter received from Lord Agnew was also circulated. It was noted that he had now left the role and that Baroness Burridge is the newly appointed Under-Secretary.</p>	

4.	<p><b>Appointments &amp; Resignations</b></p> <p><u>Stephen Bardwell (CEC)</u> – Stephen will be staying on for a second term as parent governor at CEC. This was ratified by the Board.</p> <p><u>Steph Brown (St Luke’s)</u> – Steph has been appointed as a staff governor at St Luke’s. Kealey Sherwood is confident that Steph will be a good fit in the role. This was noted by the Board.</p> <p><u>St Luke’s LGB Constitution</u> – Following the formal of Academisation of St Luke’s, on 01.02.20, a formal process has been undertaken and the current Governors at St Luke’s will be continuing in their roles. The Constitution was circulated for information.</p> <p><u>Sarah Lavis (St Luke’s)</u> - Sarah has resigned from the St Luke’s LGB due to work commitments. This was noted by the Board.</p>	
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## Monitoring

5.	<p><b>Management Accounts</b></p> <p>SP gave an update report on the Trust’s current financial position – a full record of this is recorded in Part B of the Minutes.</p>	
6.	<p><b>Chief Executive Officer’s Report</b></p> <p>MM’s report was circulated. MM noted the short period of time since the previous CEO report.</p> <p>A positive challenge partners report had been received for St James and this would be tabled at the next Education Committee.</p> <p>A full record of the discussion is recorded in Part B of the Minutes.</p>	
7.	<p><b>Two-Week Half-Term Feedback / Term Dates</b></p> <p>TR had led on reviewing the two-week half-term in October 2019. TR noted that, whilst there were lessons learnt from implementation, the extended break had been very positive. The only complaint received was about the late notice and was mitigated well, no further concerns were raised.</p> <p>The younger students benefited particularly from the extended break and engaged in the activities provided at the schools. Teachers found this made a significant difference too and it had been very positive. SO noted that, from a parent’s point of view, the two week half-term had been good.</p> <p>SO queried why CEC term dates were not aligned with the other secondary schools in the Trust. TR confirmed that Headteachers were able to make their own decisions around term dates and that for CEC this was partly due to aligning the primary and secondary school phases which are on the same site. CEC have not felt that they want to do the two week half-term.</p>	

SO felt it would be useful for primary schools to follow the same format for term dates. She also noted the inconsistent formats in the term-date documents. Cranbrook was noticeably different in terms of colour coding. TR agreed that formats and colours need to be consistent. SO noted that 1 & 2 September 2020 for Isca, St James and West Exe were labelled as non-pupil days but at CEC these were labelled as holiday dates. TR confirmed that the schools with the longer October half-terms were using these dates as staff preparation dates whereas CEC had these as holidays.

SO also noted that the total number of days was inconsistent across schools. CEC and Exwick are open 187 days, the other secondaries 188 days and Whipton 189 days this year. TR drew attention to the Trust Expectations for Setting Term Dates outlined in Appendix C of his report and noted that the headteachers had some discretion in this.

BM noted that the feedback document mentioned schools feedback and queried what feedback had been received from parents. TR noted that there had been no systematic parent feedback. BM noted that previously some of the assessment of parent feedback had been biased towards the desired outcome and that it would be positive to take into account how parent feedback would be obtained in the future. TR agreed that this would be beneficial and that parents had not been specifically surveyed regarding the holiday dates.

BM noted that, in the management plan, it was stated that primary schools could be involved in future years. TR noted that at West Exe the feeder primary schools had been consulted, however the difficulty in doing this for other schools was noted. BM's primary concern was that the Trust had not done what we said we would regarding involving primary schools and highlighted the need to be careful on placating based upon false promises.

TR noted that retrospectively all primary schools had been contacted. RB asked if there was any formal feedback from parents. This would not necessarily be about empowering the parents to influence the decision, but more about engagement with the primary schools. BM agreed with the need to formalise the outstanding matters. TR requested specific guidance on what was needed. RB noted that this was not necessarily contact, but that feedback needed to be received and recorded, possibly via informal mechanisms. TR noted the importance of the procedure being correct when looking forwards. BM noted that this should include Primary Schools and as yet it did not. BM also queried how we could ensure that ongoing, on a procedural basis, we do not fall into the same trap as before.

**Action: TR to get specific feedback from parents regarding the two-week half term as a means to complete the process.**

AM queried pupil absence and if there was any data to show if there was any improvement in pupil attendance over that year. TR noted that there had been some decline in attendance at some schools, but that this did not relate specifically to the half-term period. RB requested more dimensions and a mechanism for feedback to engage the parents/ primary schools. The impact on the feeder primary schools needs to be recorded. SO noted that some parents had needed to cover three weeks of childcare due to differing holiday dates between schools. TR reiterated that the schools are open far longer than they have been in the past.

The process for setting term dates in future was detailed in Appendix C of TR's paper (flow chart) with dates being approved by many steps. TR confirmed that he had taken on board the need for a common format.

	<p><b>Action: MF to add Provisional term dates for 2021/22 to the Agenda for the 13.05.20 Board Meeting for initial discussion.</b></p>	
8.	<p><b>Whipton Barton Update</b></p> <p>SO updated on the work she has been undertaking with Whipton Barton LGB which was put in place due to concerns raised on the performance of the LGB.</p> <p>A full record of the discussion is recorded in Part B of the minutes.</p>	
9.	<p><b>Admission Arrangements 2020-21</b></p> <p>The Admission Arrangements are currently being finalised. MM is looking at the specific requirements of the diocese and will follow this up via email.</p>	
10.	<p><b>Committee Minutes</b></p> <p><u>Audit, Finance &amp; Resources Committee 22.01.20</u></p> <p>The volatility of the budget had been noted and also the dependence of this on several key projects.</p> <p><u>Education Committee – 29.01.20</u></p> <p>DH updated on the key points from the Education Committee. The Bridge Inclusion Project does not currently have sustainable funding, but the committee were keen to support this and for it to continue.</p> <p>The possibility of inclusion of staff wellbeing within a staff survey was discussed and agreed. This should be externally validated. CT will be doing a presentation on the Trust’s mental health strategy at the next meeting.</p> <p>The MFL hub presented on their work and the need for increasing the uptake of modern foreign languages within the schools.</p> <p>Some concern had been raised about the new Prevent guidance. This will be a national issue but it was recognised that the Trust should take a lead on climate change initiatives, and hopefully the Trust can take this forwards in a serious way. DH queried if this could be put on the agenda for a future Board Meeting.</p> <p><b>Action: MF to add Trust-wide climate strategy to the Agenda for the 15.04.20 Meeting.</b></p>	

Items for Decision		
11.	<p><b>Formal Ratification of Academy Conversion of Plymouth Schools</b></p> <p>Following the Extraordinary Meeting on 12.02.20 DH and RB would be following the Academy Conversion of Plymouth Schools up with the Members at the next Members Meeting.</p> <p><b>Action: MF to add Academy Conversion of Plymouth Schools to the Agenda for the Members Meeting on 23.04.20</b></p>	

	<p>RB requested discussion and consensus of the three recommendations in relation to Plymouth.</p> <p><b>Recommendation 1</b> to endorse the vision of a Ted Wragg Plymouth Hub and to approve the incorporation of Marine Academy Plymouth into the Trust. <b>This was agreed.</b></p> <p>SS queried the Governance model. RB confirmed that the Growth Working Group would be working through the Hub Model.</p> <p>DH queried the support from stakeholders in Plymouth and if there was anything in writing to confirm this as an “insurance” for the sustainability of support in difficult periods. RB noted that he had met with the Chair of All Saints, who could potentially be the Chair of the Plymouth Hub. He had also met with Plymouth Leaders and had received assurance that they are supportive. RB confirmed that the stakeholders would be meeting to formally agree the Plymouth Governance and that this would be an opportunity to get cross-party agreement and to record this in writing. The importance of having an agreement in writing was taken on board.</p> <p><b>Recommendation 2</b> to approve the incorporation of All Saints Academy, at the appropriate time, to ensure the Trust is not financially burdened in terms of the provision of the sports hall. <b>This was agreed.</b></p> <p>PB queried the position of All Saints and whether they could be incorporated at an earlier date. MM noted the options for the Sports Hall which were still to be resolved and that at that point the school would be ready to move forwards.</p> <p><b>Recommendation 3</b> – to approve the Trust’s engagement with Regional &amp; Central Government from a position of strength, in terms of opportunities to grow in the Greater Exeter and East Devon areas. <b>This was agreed.</b></p> <p><b>The agreement of the formal Academisation of Plymouth Schools was formally ratified by the Board.</b></p>	
12.	<p><b>PFI De-Scoping Project</b></p> <p>The Business Case for the PFI De-Scoping Project was reviewed. JM requested approval of the recommendation to proceed with the next stage of the PFI project which was to move through the gateway, mobilise soft services and undertake the tender process. <b>This was agreed.</b></p> <p>A full record of the discussion is recorded in Part B of the minutes.</p>	
<b>Items for Information</b>		
13.	<p><b>Reports from Working Groups</b></p> <p><u>Growth Working Group</u></p> <p>The Whipton Refurbishment project is due to start on 1 September 2020 and is due for completion by 1 September 2021.</p>	

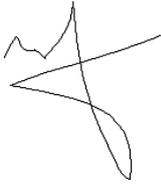
	<p>Cranbrook Education Campus – changes will be made to the mothballed wing so that it is adapted for temporary use by the Children’s Centre. This would also tie in to other improvements at CEC. The Growth Working Group were happy to endorse this.</p> <p>Creative School – the project is going ahead, the issue is around pupil numbers and if it will be viable to open in 2022 due to the neighbouring houses not being built. The financial implications on the Trust of mothballing the school were not clear. However lessons have been learnt from CEC.</p> <p><b>Action: MF to arrange date for Growth Working Group to discuss Plymouth etc.</b></p>	
14.	<p><b>Strategic Risk Register</b></p> <p>The Strategic Risk Register was circulated for information. This had been reviewed at the Audit, Finance and Resources (AFR) committee on 22.01.20.</p> <p>ALH updated that, as the financial situation had improved, the risk for Funding Inadequacy would not be increased as recommended by the AFR committee.</p> <p>The risk of school-based planning had been reduced to 12 (medium) on the recommendation of the AFR committee.</p> <p>The new Marketing &amp; Communication Manager is starting on 02.03.20 (Emma Darke).</p> <p>CT queried where the impact of Coronavirus would be recorded, and noted the potential significant impact of this. ALH confirmed that the Strategic Risk Register would be updated to include this ahead of the next AFR committee.</p> <p>The importance of having contingency plans in place for outbreaks such as the coronavirus was noted. DCC had provided some good guidance. As yet there had been no children within the Trust affected by visits to any of the locked-down areas. <b>Action: ALH to add a new row into the Risk Register to reflect mitigation for the coronavirus.</b></p> <p>It was agreed that the PFI Risks would also need to be included in the Risk Register going forwards.</p>	
15.	<p><b>Education Committee Revised Cycle of Business and Terms of Reference</b></p> <p>These were tabled for information.</p>	
<b>Any Other Business</b>		
	<p><b>Summer Black Tie Charity Fundraiser – 17.06.20 (@34, Exeter College)</b></p> <p>The planning group is working on the invites and practicalities of the event. Any Trustees unable to attend were asked to let MF know.</p> <p><b>Summer Conference – 01.07.20 (Exeter College)</b></p> <p>MM &amp; RB were due to talk about potential key note speakers.</p> <p><b>Away Day – 10.06.20 (St Luke’s)</b></p>	

This will be held from 10.30am to 3.00pm. RB requested suggestions from Trustees for Agenda Items. **Action: MF to send a calendar invite to all Trustees.**

**Date of next meeting:** Wednesday 15 April 2020, 4.30pm, Exeter College

The meeting closed at 18:25

**Signed by the Chair of the Board:**

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

**Date: 21.04.20**