

Westcountry Schools Trust
Draft Minutes of the Trust Board Meeting
held at Sherford Vale School
on 9th October 2018 at 4.30pm

Clerked by Sandra Billinghamay

Trustee present	Inits.	School represented/Position on Board	Time In/ Out	Also Attended	Inits.	
Iain Grafton	IG	Chair & WeST Member		Mark Ackers	MA	PCE
Kevin Bunt	KB	Plymstock		Jocelyn Davis	JD	HR Director
Cath Farrin	CF	Vice Chair & Sherford Vale		Peter Gregory	PG	CFO
Tom Godwin	TG	Callington		Rob Haring	RH	CEO
Sheila Jenkins	SJ	Wembury		Helen Tipping	HT	EPP
Anne Newall	AN	Oreston		Nick Appleby	NA	TI Director
Martin Pollard	MP	Director		Kate Luxford	KL	Vice Chair Dunstone
Mike Saltern	MS	Ivybridge		Treve Mitchell	TM	Member of West
Pam Tuckett	PT	Director				
Rebecca Wood	RW	Woodlands				

Apologies	Inits.	School represented	Reason for absence
Carl Atkinson	CA	Hele's	Prior commitments
Kay Bailey	KB	Dunstone	Prior commitments
Andrew Flay	AF	Yealmpton	Prior commitments
Linda Watts	LW	Wembury	Prior commitments

All absences were sanctioned.

Director	Responsibility	Last monitored
Carl Atkinson	Chair Finance Committee	
Kevin Bunt	Finance Committee, Education Standards Committee, Lead Director Secondary Pupil Premium	
Cath Farrin	Remuneration Committee	
Cath Farrin	Lead Director Data, Chair Education Standards Committee, Audit Committee	
Andrew Flay	Finance Committee	
Iain Grafton	Chair Remuneration Committee,	

Iain Grafton	Lead Director Safeguarding and Looked after children	
Sheila Jenkins	Education Standards Committee, Lead Director Primary Pupil Premium	
Anne Newall	Education Standards Committee	
Martin Pollard	Chair Estates Committee	
Michael Saltern	Remuneration Committee, Chair HR Committee, Estates Committee	
Pam Tuckett	Chair - Audit Committee, Estates Committee	
Rebecca Wood	HR Committee	

Mr Grafton opened the meeting and welcomed the new Trustees to the meeting, Mr Appleby from the Learning Institute and Mr Mitchell (Member).

Part 1 - Conflict of interest/confidentiality reminder

The Directors were reminded that they must declare a conflict of interest if it exists, and that discussions within the meeting must remain confidential. Mrs Tuckett reminded the Board of her position as Auditor to other Trusts and if the occasion arose would declare an interest. Mr Godwin declared his interest as providing Governors for Schools.

3.	<p><u>Elections</u></p> <p>a. Election of Chair - Mr Grafton b. Election of Vice Chair - Mrs Farrin Mr Grafton and Mrs Farrin were the only nominees for the above posts and were duly elected. Proposed: Mr Pollard, Seconded: Mrs Tuckett, the board agreed</p>	<p>Action/ Attach 2018/19</p> <p>DEC 1</p>
4.	<p><u>Vision, Ethos & Strategy - Where are we now?</u></p> <p>Confirmation of Minutes</p> <p>c. The minutes of the Trust Board meeting dated 11th July 2018 were agreed and signed. Proposed: Mr Saltern, Seconded: Mrs Farrin, the Board agreed. d. Matters Arising - the action sheet was updated and is attached. e. To consider any matters under Part 2</p> <ul style="list-style-type: none"> • Part 2 minutes of the meeting held on 15th May 2018 - the minutes were agreed and signed. • Part 2 minutes of the meeting held on 11th July 2018 - the minutes were agreed and signed. 	
5.	<p><u>Housekeeping</u></p> <p>f. Trust Board membership/LGB appointments</p> <ul style="list-style-type: none"> • The resignation of Paul Cox as Oreston Chair of Governors was noted. • The resignation of Sean Bruce as Woodlands Chair of Governors was noted. • The appointment of Anne Newall to Chair of Governors Oreston was noted and her appointment to Trustee was approved. • The appointment of Tom Godwin to Chair of Governors Callington was noted and his appointment to Trustee was approved. • The appointment of Rebecca Wood to Chair of Governors Woodlands was noted and her appointment to Trustee was approved. • The appointment of Matt Bennett as staff Governor at Wembury was approved. <p>A discussion took place regarding appointing any further Trustees (co-opting) and it was decided</p>	<p>DEC 2</p> <p>DEC 3</p> <p>DEC 4</p> <p>DEC 5</p>

	<p>that there is an adequate number of Trustees on the Board at present and no additional appointments would be made without a skills audit being taken first.</p> <p>It was also noted by the Board that Co-Chairs of Governors have been appointed at Stowford. This was discussed at length and the key points were:</p> <ul style="list-style-type: none"> • There should be a Chair and Vice Chair, the Chair would be the Trustee. • Although Wembury have set the precedent for this and it works in their unique setting it should be strongly discouraged in any other WeST schools. • Having Co-Chairs does carry risks as it blurs lines of responsibility and accountability. • It could create 2 voices at Trust Board meetings. • This does not happen in other Trusts. • Mrs Tipping agreed to follow this up with the Stowford LGB. <p>g. Committee membership - The committee membership was discussed and an amended list is attached for information.</p> <p>h. Committee terms of reference:</p> <ol style="list-style-type: none"> 1. HR 2. Audit 3. Finance 4. Education Standards 5. Estates <p>The Board agreed to change the membership for the above-named committees to 3 Trustees and 2 Governors as voting members. Proposed: Mr Saltern, Seconded: Mrs Farrin the Board agreed.</p> <ol style="list-style-type: none"> 6. Remuneration - no changes 7. Local Governing Boards - no changes to be made. <p>i. Code of Practice for Directors - This document was accepted. Proposed: Mr Saltern, Seconded: Mr Grafton, the Board agreed.</p> <p>Q1. Do we have to put in anything about relating party transactions to protect Directors? A1. This was discussed and it was agreed that this would be put in the procurement policy.</p> <p>j. Standing orders - This document was accepted. Proposed: Mrs Jenkins, Seconded: Mrs Farrin, the Board agreed.</p> <p>k. Protocol for attending meetings virtually - This document was discussed and the key points were:</p> <ul style="list-style-type: none"> • No decision making can be made by email, the ultimate decision should be made in open meeting and minutes recorded. • If any Trustee would like to attend a meeting virtually, notice must be given to the clerk in order for provision to be made. <p>l. Register of business interests - Trustees were asked to remind governors on their LGBs to complete the forms. All completed forms to be forwarded to the WeST clerk.</p> <p>m. Scheme of delegation - this document was circulated to the Board prior to the meeting and is attached. This was discussed and key points and changes highlighted. Mrs Farrin agreed to put an acronym in the blue boxes to highlight which committee to which they refer. The Scheme of Delegation was not approved at this meeting, all comments to be sent to Mrs Farrin by 23rd October.</p> <p>Q2. Were the Articles of Association rewritten in line with the new WeST structure? A2. We took legal advice at the time and were informed that our Articles were suitable for the new structure.</p>	<p>DEC 6</p> <p>ACT 1</p> <p>DEC 7</p> <p>DEC 8</p> <p>DEC 9</p> <p>DEC 10</p> <p>ACT 2</p> <p>ACT 3 ACT 4</p>
6.	<u>Effectiveness & Conduct - How are we getting on?</u>	

n. **Strategic updates:**

1. **CEO** - The CEO report was circulated to the Trustees prior to the meeting and is attached. Mr Haring highlighted the key points and questions were invited:

- 5 new primary schools have requested to join WeST (Plym Academy Trust), they are all sited around Hele's, they all have a surplus budget and good OFSTeD grades.

Q3. Do we have capacity in the Senior Leadership Team?

A3. They are all academies, all on SIMS, all with Bishop Fleming and we would have to carry out due diligence.

Q4. Is there a policy on bringing new schools into the Trust?

A4. We have an informal policy although some MATs have a more formal policy and due diligence will not capture everything.

This was discussed and the following proposal made:

Proposal: To explore the potential for the Plym Academy Trust to joint WeST, pending further investigations. Proposed; Mr Saltern, Seconded: Mrs Farrin, there were 5 votes for and 3 abstentions. Mrs Tuckett abstained due to conflict of interest as her company are auditors of Plymouth schools.

- We are considering occupancy of the vacant Studio School in Plymouth.
- Dunstone have had their quality assurance which was a positive day, Dunstone are showing signs of improvement.

Q5. On KS4 performance what is A8?

A5. This is attainment.

- The difference in attainment between boys and girls in reading and writing was highlighted and discussed.

Q6. Do you have data for single sex boys/girls schools to see how they compare?

A6. Plymstock School is the only school delivering positive progress, not even the grammar schools are achieving this. It was suggested that we look at Broadclyst School who are delivering different ways of teaching.

It was agreed that for the next meeting we need to acknowledge what we are going to do about it.

- Primary - this needs to be research driven, we need to rethink the curriculum and also have a cross phase curriculum from KS2 to KS3.
- Maths No Problem - is in the primary schools but we are not getting mastery through to YR9, we need Secondary engagement.
- Holbeton School was welcomed into the Trust.
- Sherford School is now open.

Q7. Quality assurance reviews - how do we know that what the HMI tells us is right?

A7. The Senior Leadership Team keeps up to date to ensure good judgements.

Q8. Do we ever go through a benchmarking exercise of quality assurance to ensure we have the best people that we are paying for this work?

A8. We are spending the money well; the person carrying out the reviews at the moment has just left Ofsted inspections and is current.

Q9. Each school chooses their curriculum, are we forcing schools to change their curriculum if they are losing money?

A9. Schools cannot be allowed to lose money, if this starts to occur they will be questioned on their requirements before any appointments are made.

- Callington -

DEC 11

	<ul style="list-style-type: none"> ▪ The Callington performance data is OK. ▪ The financial outcome for Callington shows that they will return a surplus in the year. ▪ Cash loan from the ESFA - it was agreed that this would be an agenda item for the next meeting. <p>2. Plym Cluster Executive - included in above.</p> <p>3. Audit Committee - The minutes of the meeting dated were not available, Mrs Tuckett highlighted the key points from the meeting.</p> <ul style="list-style-type: none"> • The draft Risk Management Policy has been circulated to Trustees for consideration, feedback to Mrs Tuckett by 16th October. • The scope of the internal audit has been agreed: <ul style="list-style-type: none"> ▪ Related party transactions ▪ Big risk items ▪ Budgeting ▪ MUSTS ▪ They may or may not make school visits. • The risk register will now go the Senior Leadership Team for monitoring. <p>4. Education Standards Committee - The minutes of the meeting dated 26th September we circulated to the Board prior to the meeting for information.</p> <p>5. Estates Committee - The minutes of the meeting dated 20th September 2018 was circulated to the Board for information, the key points were:</p> <ul style="list-style-type: none"> • Congratulations to all the staff carrying out capital works over the summer. • Links between the Finance Committee and Estates Committee are working well. • Policies are being drafted and will become available for future meetings. • The new Estates Director reports that H&S checks have been carried out and nothing to report on this. <p>6. Finance Committee - The Finance Committee has not met since the last meeting.</p> <ul style="list-style-type: none"> • The budget is now looking more positive than forecast. • We have had a visit from HMRC to carry out a VAT and PAYE inspection and we have passed both. • Devon Funding Consultation - Mr Gregory briefed the Board on the latest from the consultation and the possible impact on the Trust. <p>7. HR Committee - Nothing to report for this meeting.</p> <p>8. Remuneration Committee - The remuneration committee has met and agreed the pay award which was noted by the Board.</p>	<p>ACT 5</p> <p>REF 1</p>
7.	<p><u>Engagement - What's needed to make progress?</u></p> <p>o. To update the Trust wide Improvement Plan - This was covered in the CEO report above.</p>	
8.	<p><u>Governance structures - What still needs to be done?</u></p> <p>p. Receive updates on Trustee skills audit and Trustee training - Trustees were reminded to complete the annual skills audit and return to the Clerk.</p> <p>q. Feedback/Monitoring Reports on trustee visits - Trustees were reminded to feed back to the Board any monitoring that they complete.</p> <p>r. Learning Institute - About the LI and the formation of the new LGB - At this point in the meeting Mrs Tuckett declared that her Business Partner is a Governor at University of Worcester.</p> <p>Mr Appleby (Director of the LI) briefed the Board, the key points were:</p>	<p>ACT 6</p> <p>ACT 7</p>

	<ul style="list-style-type: none"> • The LI now has an LGB so is an identified entity in WeST. • Since 2004 for LI has delivered degrees in Education and Health. • The LI has 400-500 undergraduates, 40-50 post graduates (trainee teachers) and is a provider of apprenticeships. • The LI is not campus based and provides degrees to those who would not normally have the opportunity. • It provides access to higher education. • It runs training for Operation Encompass. • The LI will be helping WeST by tracking students that have suffered trauma at home by tracking outcomes in schools - this data could prove that there is more of an effect on outcomes than Pupil Premium children. • The LI is a provision for CPD in WeST. • Undergraduates could progress from a degree to teacher training and then on to Teaching in WeST. • Most tutors of the LI come from the business sector. <p>The Board requested a report from the LI for Trust Board meetings to enable Trustees to learn more in the future.</p> <p>Trustees were invited to visit the LI in the future.</p> <p>The Board thanked Mr Appleby for attending the meeting.</p> <p>s. Meeting status open/closed to the public - this was discussed and it was agreed that the meeting status would be open.</p>	
9.	<p><u>Impact on pupil outcomes - What do we want next for our Trust?</u></p> <p>t. Trust policies:</p> <ul style="list-style-type: none"> • Data protection - This policy was agreed, proposed: Mrs Farrin, seconded: Mr Godwin (this policy will be reviewed 6 monthly). • Child protection and safeguarding (schools) - This policy was agreed, proposed: Mr Grafton, Seconded: Mrs Farrin • Child protection and safeguarding (Trust) - This policy was agreed, proposed: Mr Grafton, Seconded: Mrs Farrin • Risk management - feedback to Mrs Tuckett by 16th October as above. • Complaints - This policy was agreed, proposed: Mr Grafton, Seconded: Mrs Newall. <p>The Trust Board recorded their special thanks to Mrs Maclachlan-Morris and the HR team for all their hard work on the policies.</p> <p>Q10. Who is the designated complaints co-ordinator? A10. This has not been designated yet.</p>	<p>DEC 12</p> <p>DEC 13</p> <p>DEC 14</p> <p>DEC 15</p>
10.	<p>Correspondence</p> <p>The Wednesday whistle has been circulated to Trustees.</p> <p>We have received a notification from Ofsted of a significant child care incident - to action to be taken in this case.</p> <p>A letter has also been received to the Accounting Officer which was shared with the Board.</p>	
11.	<p>Matters brought forward by the Chair</p> <p>The Board thanked Mr Mitchell (Member) for attending the meeting.</p>	
12.	<p>Part 2 proceedings -</p> <p>The meeting moved to Part 2 to approve minutes and discuss further Part 2 items.</p> <p>The meeting closed at 8:30pm.</p>	

13.	Dates of the Next Meetings - all held at 4:30 <table border="1" data-bbox="147 170 1357 258"> <tr> <td data-bbox="147 170 548 212"></td> <td data-bbox="548 170 951 212">13th December 2018</td> <td data-bbox="951 170 1357 212">30th January 2019</td> </tr> <tr> <td data-bbox="147 212 548 258">21st March 2019</td> <td data-bbox="548 212 951 258">14th May 2019</td> <td data-bbox="951 212 1357 258">11th July 2019</td> </tr> </table>		13 th December 2018	30 th January 2019	21 st March 2019	14 th May 2019	11 th July 2019	
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21 st March 2019	14 th May 2019	11 th July 2019						
	Summary of actions of members of the Board (To be completed by members of the Trust Board as indicated) - see schedule of actions attached. <ol style="list-style-type: none"> 1. Mrs Tipping to speak to Co-Chairs of Stowford and request one Chair and one Vice Chair. 2. Trustees to remind LGBs to complete register of business interest forms and copy to Clerk - all Trustees 3. Acronyms to be inserted in Scheme of Delegation - Mrs Farrin 4. Feedback on scheme of delegation to Mrs Farrin by 23rd October - all Trustees 5. Feedback to Mrs Tuckett regarding Risk Management Policy - all Trustees 6. Completion of skills audit - all Trustees 7. Completion of monitoring forms - all Trustees 							
	Summary of referrals to committees <ol style="list-style-type: none"> 1. Senior Leadership Team - Trust Risk Register 							
	Summary of decisions <ol style="list-style-type: none"> 1. Mr Grafton elected Chair, Mrs Farrin elected Vice Chair. 2. Appointment of Mrs Newall as Trustee. 3. Appointment of Mr Godwin as Trustee. 4. Appointment of Mrs Wood as Trustee. 5. Appointment of Mr Bennett as Staff Governor - Wembury. 6. No further appointments to Trust Board to be made until a skills audit is carried out. 7. Membership of committees to comprise 3 Trustees and 2 Governors as voting members. 8. Code of practice agreed. 9. Related party transaction statement to be inserted into the procurement policy. 10. Standing orders agreed. 11. Explore the potential for PAT to join WeST. 12. Data protection policy agreed. 13. Child protection and safeguarding policy (Schools) agreed. 14. Child protection and safeguarding policy (WeST) agreed. 15. Complaints policy agreed. 							
	Deferments to the next meeting <ol style="list-style-type: none"> 1. 							
	Agenda items - next meeting <ol style="list-style-type: none"> 1. ESFA loan 							
	These minutes are agreed by those present as being a true record							
	Signed: (Chair)	Date:						
	Related Documents Action Sheet  6 Trust Action Summary July 2018.d Housekeeping							

	<div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">  WeST committee membership 2018-20: standing orders.doc </div> <div style="text-align: center;">  3 WeST Board model </div> <div style="text-align: center;">  4 WeST Code of Practice.doc </div> <div style="text-align: center;">  2 WeST Model protocol for attending </div> </div> <p>CEO report</p> <div style="text-align: center;">  CEO WeST Report 11 07 18 FINAL.doc </div> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center;"> <p>Skills audit</p>  Skills audit.pdf </div> <div style="text-align: center;"> <p>Monitoring Form</p>  WeST Director Monitor Report.doc </div> </div>	
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Last update 151018 by SB

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