

## Westcountry Schools Trust

### Draft Minutes of the Trust Board Meeting held at Ivybridge Community College on 13<sup>th</sup> December 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                  |              | Peter Gregory  | PG     | CFO              |
| Carl Atkinson   | CA     | Hele's                               |              | Rob Haring     | RH     | CEO              |
| Cath Farrin     | CF     | Vice Chair & Sherford Vale           |              | Helen Tipping  | HT     | EPP              |
| Andrew Flay     | AF     | Yealmpton                            |              | Nick Appleby   | NA     | TI Director      |
| Tom Godwin      | TG     | Callington                           |              | Linda Watts    | LW     | Co-Chair Wembury |
| Sheila Jenkins  | SJ     | Wembury                              |              | Treve Mitchell | TM     | Member of WeST   |
| Anne Newall     | AN     | Oreston                              |              | David Madge    | DM     | Member of WeST   |
| Mike Saltern    | MS     | Ivybridge                            | 5:00pm       |                |        |                  |
| Simon Scott     | SS     | Stowford                             |              |                |        |                  |
| Pam Tuckett     | PT     | Director                             |              |                |        |                  |

| Apologies        | Inits. | School represented | Reason for absence |
|------------------|--------|--------------------|--------------------|
| Kevin Bunt       | KB     | Plymstock          | Prior commitments  |
| Martin Pollard   | MP     | Director           | Prior commitments  |
| Rebecca Wood     | RW     | Woodlands          | Prior commitments  |
| Mark Ackers      | MA     | PCE                | Prior commitments  |
| Kay Bailey       | KBa    | Dunstone           | Prior commitments  |
| Jocelyn Davis    | JD     | HR Director        | Prior commitments  |
| Maureen Alderson | MA     | Member of WeST     | 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  |                |

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|-----------------|--|--|
| 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 Trustee, Mr Scott, to the meeting, Mr Appleby from the Learning Institute, Mr Mitchell (Member) and Mr Madge (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.

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| 3. | <p><b><u>Vision, Ethos &amp; Strategy - Where are we now?</u></b></p> <p><b>Confirmation of Minutes</b></p> <p>a. The minutes of the Trust Board meeting dated 9<sup>th</sup> October 2018 were agreed and signed. Proposed: Mr Godwin, Seconded: Mr Atkinson, the Board agreed.</p> <p>b. Matters Arising - the action sheet was updated and is attached.</p> <p>c. To consider any matters under Part 2</p> <ul style="list-style-type: none"> <li>• Part 2 minutes of the meeting held on 9<sup>th</sup> October 2018 were agreed and signed. Proposed: Mr Grafton, Seconded: Mrs Farrin, the Board agreed. The meeting moved to Part 2 to consider further points of a confidential nature relating to Callington.</li> </ul>   | <b>Action/<br/>Attach<br/>2018/19</b> |
| 4. | <p><b><u>Effectiveness &amp; Conduct - How are we getting on?</u></b></p> <p>d. <b>Strategic updates:</b></p> <p>1. <b>CEO</b> - The CEO report was circulated to the Trustees prior to the meeting and is attached.</p> <ul style="list-style-type: none"> <li>• Plym Academy Trust - The Plym Academy Trust Board voted unanimously to join WeST, the due diligence process has started. Concerns were raised relating to the infrastructure of WeST in particular support services and it was noted that PAT will be able to enhance WeST in this area. It was agreed that this would be an agenda item for the January meeting to include the following for discussion: <ul style="list-style-type: none"> <li>▪ Do they have a similar structure to us?</li> <li>▪ Are they joining WeST?</li> <li>▪ The scale of PAT (2000) children.</li> <li>▪ The inheritance of good people to assist the restructuring.</li> <li>▪ Will they have a representative on the Trust Board (possibly one)?</li> </ul> </li> </ul> |                                       |

- Discussions around capacity of WeST and whether they should join or not.
- Trustees were invited to forward questions to the clerk relating to this to enable the CEO to have answers prepared.
- Plymouth Studio School - WeST were invited to take Plymouth Studio School, the offer was declined. The CEO advised the Board that he has received several offers of schools (to join WeST), no offer would be accepted without careful consideration.
- Harmonisation - The harmonisation of HR Policies across WeST (Devon, Cornwall and Plymouth policies), this process has temporarily stalled due to the Devon pay scales not yet agreed.
- Plymstock outreach - Mr Haring thanked Plymstock for their outreach assistance within the MAT.
- Saltash - ICC are currently supporting Saltash School, it was noted that although Saltash are not members of WeST, all schools within the local community still offer each other support whenever possible.
- Coombe Dean OFSTED - The Coombe Dean OFSTED has taken place, it was noted that this was a difficult 2 day inspection and the draft report is still unavailable.
- Primary maths - The CEO attended a super maths teaching session at Woodlands for maths mastery. The secondary heads have also viewed this method. This will be good for transition to secondary school. Software for maths homework online is soon to be piloted in Year 7 which will result in reduced teacher workload.
- Sherford - we are experiencing difficulties with the DFE regarding the funding agreement, we now have 81 children in January and fast growth.
- We will be piloting software for maths homework on line in Year 7, this will reduce teacher workload.
- Mr Haring has witnessed some super maths teaching at Woodlands (maths mastery), the secondary heads have also viewed this work which will all be an advantage during transition.

**Q1. Do quality assurance reviews get shared with LGBs?**

**A1. Yes and they are also discussed.**

**Q2. What is the position with Holbeton?**

**A2. The school is still vulnerable but they have had staff changes. If OFSTED were to attend, at the moment they would still be at RI.**

**Q3. What is the position with regard to the new building at Dunstone?**

**A3. They are experiencing similar problems to those we experienced with Sherford.**

**Q4. Is there anything further to report on safeguarding in schools?**

**A4. Every school is signing up to an audit and schools are reminded to be fully aware of wording of emails as they can be subject to disclosure requests.**

**Q5. What is happening about email addresses for governors and is there a plan for consistency?**

**A5. This work is being undertaken and yes there is a plan for consistency.**

**2. Executive Primary Principal/Plym Cluster Executive** - included in CEO report.

**3. Audit Committee** - The minutes of the meeting dated 5<sup>th</sup> December 2018 were shared with the Board. Mrs Tuckett highlighted the key points:

- The Management Letter from audit was scrutinised by the committee and shared with the Board. It was noted that there were no items of high risk, some medium risk items and some low risk items. It was also noted that this was an improved position from last year.
- Callington loan - In order for Callington to continue their obligations, when they joined

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|  | <p>WeST they received a £250k loan. The repayment of this loan was discussed, the key points were:</p> <ul style="list-style-type: none"> <li>▪ The deficit position at Callington has reduced by £42k.</li> <li>▪ Time consuming reports have to be completed to the ESFA until the loan is repaid.</li> <li>▪ If we repay the loan there will be no further reporting to complete.</li> <li>▪ If any part of the loan is repaid at this time there is no obligation to do the same next year.</li> </ul> <p><b>Q1. Does this affect the Callington accounts?</b></p> <p><b>A1. No this is purely a balance sheet transaction.</b></p> <p>This was discussed in full and it was agreed that Mr Haring would speak to the ESFA before making the final decision to find out if, once we start repaying the loan, the need for reporting will cease.</p> <p>It was further agreed that it would be reviewed at the Finance Committee to agree either:</p> <ul style="list-style-type: none"> <li>▪ To repay £42k of the loan, monthly.</li> <li>▪ To repay the loan in full.</li> </ul> <ul style="list-style-type: none"> <li>• Safeguarding - Every school is signing up to a safeguarding audit.</li> </ul> <p><b>4. Education Standards Committee -</b></p> <ul style="list-style-type: none"> <li>• The minutes of the meeting dated 21<sup>st</sup> November we circulated to the Board prior to the meeting for information. The key points were: <ul style="list-style-type: none"> <li>▪ It was highlighted that there are inconsistencies within WeST relating to communications and that a communications strategy is required. Emails and school email addresses were discussed. Mr Godwin advised the Board that there is a solution to this problem and a working party to solve this difficulty was suggested.</li> <li>▪ The committee noted that they did not control any budget but that this would be an advantage if investment was required to enhance certain curriculum areas. It would be an advantage to have the same investment in English as we have done in maths. It was agreed that Mrs Farrin and Mr Haring would review this further but it was highlighted that any budget allocated to the committee would affect the central recharge to schools.</li> </ul> </li> <li>• The TORs for the Education Standards Committee were circulated prior to the meeting and are attached. The following proposal was made:</li> </ul> <p><b>Proposal: To accept the Education Standards Committee TORs, Proposed: Mrs Farrin, Seconded: Mrs Jenkins, the Board agreed.</b></p> <p><b>5. Estates Committee -</b> The minutes of the meeting dated 5<sup>th</sup> November 2018 were circulated to the Board for information, the key points were:</p> <ul style="list-style-type: none"> <li>• A post is required to be funded from SCA. This would be for a building surveyor/project manager for the MAT small projects. Examples were provided to the Board of costs incurred during the summer which could be covered in-house. The following proposal was made:</li> </ul> <p><b>Proposal: To ratify the business case for the post of Project Management/Surveyor. Proposed: Mr Grafton, Seconded: Mr Saltern, the Board agreed.</b></p> <p><b>6. Finance Committee -</b></p> <ul style="list-style-type: none"> <li>• The minutes of the meeting dated 29<sup>th</sup> October were circulated to the Board for</li> </ul> | <p><b>ACT 9</b></p> <p><b>REF 1</b></p> <p><b>DEC 1</b></p> <p><b>DEC 2</b></p> |
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|  | <p>information, the key points were:</p> <ul style="list-style-type: none"> <li>▪ Devon funding agreement - the Devon funding agreement has not been honoured, DASH voted against it and it has also been to the Secretary of State. Local MPs are now pursuing this. This is ongoing.</li> <li>▪ 2017/18 Final Accounts - This was discussed and the key points were: <ul style="list-style-type: none"> <li>○ The Trust is in a strong position with £10m in the bank.</li> <li>○ WeST is one of the better positioned MATs in the region, however, reserves will drop by £1m this year.</li> <li>○ The final accounts were not available to the Board prior to the meeting for consideration.</li> </ul> </li> </ul> <p><b>Q2. Why were the accounts so late being completed?</b></p> <p><b>A2. The auditors had not completed their work. This was due to materiality being set at £300k, this resulted in more investigative work for the auditors.</b></p> <ul style="list-style-type: none"> <li>○ Mr Gregory assured the Board that we now have a complete set of accounts, however the notes are taking time to complete.</li> <li>○ It was agreed that a further Trust Board meeting should be scheduled in order to agree the accounts. This has been set for Wednesday 19<sup>th</sup> December at 7:45 am at Hele's.</li> <li>○ The Board also requires a debrief with the auditors in January. It was agreed that the group would be Mr Grafton, Mr Atkinson, Mr Flay, Mr Gregory, Mr Madge and Mr Mitchell.</li> </ul> <ul style="list-style-type: none"> <li>• The TORs for the Finance Committee were circulated prior to the meeting and are attached. The following proposal was made:</li> </ul> <p><b>Proposal: To accept the Finance Committee TORs, Proposed: Mr Atkinson, Seconded: Mr Godwin, the Board agreed.</b></p> <p><b>7. HR Committee -</b></p> <ul style="list-style-type: none"> <li>• The briefing note of the meeting dated 6<sup>th</sup> November 2018 was circulated to the Board prior to the meeting for information, the key points were: <ul style="list-style-type: none"> <li>▪ The WeST Complaints Policy has now been approved by the ESFA.</li> <li>▪ The committee presented a business case for the engagement of a consultant to assist in the harmonisation work. The following proposal was made:</li> </ul> </li> </ul> <p><b>Proposal: To engage a consultant as per the business case presented. Proposed: Mr Grafton, Seconded: Mr Atkinson, the Board agreed.</b></p> <ul style="list-style-type: none"> <li>▪ There is an HR event planned at Sherford in January, all schools are invited to attend to sort out any issues that they may have.</li> <li>▪ The Board was very happy with the briefing note provided by Mrs Davis for circulated to WeST and suggested that this may be done by all the committees for inclusion in the Wednesday Whistle.</li> </ul> <ul style="list-style-type: none"> <li>• TORs for HR Committee were circulated to the Board prior to the meeting and are attached, the following proposal was made:</li> </ul> <p><b>Proposal: To accept the HR Committee TORs, Proposed: Mr Saltern, Seconded: Mr Atkinson, the Board agreed.</b></p> | <p><b>ACT 10</b></p> <p><b>DEC 3</b></p> <p><b>DEC 4</b></p> <p><b>DEC 5</b></p> |
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|    | <p><b>8. Remuneration Committee -</b></p> <ul style="list-style-type: none"> <li>The minutes of the remuneration committee meeting dated 20<sup>th</sup> November 2018 were circulated to the Board prior to the meeting for information, the key points were: <ul style="list-style-type: none"> <li>Uniformity of appraisals was problematic during the moderation process.</li> </ul> </li> <li>TORs for Remuneration committee were circulated to the Board prior to the meeting and are attached, the following proposal was made:</li> </ul> <p><b>Proposal: To accept the Remuneration Committee TORs, Proposed: Mrs Farrin, Seconded: Mr Saltern, the Board agreed.</b></p>  | DEC 6   |
| 5. | <p><b><u>Engagement - What's needed to make progress?</u></b></p> <p>e. <b>To update the Trust wide Improvement Plan</b> - Mr Haring is currently writing an action plan for Coombe Dean.</p> <p>f. <b>Model terms of reference Pupil Premium Trustee</b> - Mr Grafton is talking to OFSTED about Lead Directors in general and will report back to the Board. There might be a trust wide review of Pupil Premium, Mrs Jenkins and Mr Bunt were asked to continue their monitoring in the interim.</p>  |   |
| 6. | <p><b><u>Governance structures - What still needs to be done?</u></b></p> <p>g. <b>Receive updates on Trustee skills audit and Trustee training</b> - Mr Saltern has completed Safer Recruitment training online.</p> <p>h. <b>Feedback/Monitoring Reports on trustee visits</b> - Trustees were reminded to feed back to the Board any monitoring that they complete.</p> <p>i. <b>Learning Institute</b> - The meeting moved to Part 2 to discuss matters of a confidential nature regarding the Learning Institute.</p> <p>j. <b>New Trustee/Governor appointments within the Trust:</b> The following appointments were recommended to the Board:</p> <ul style="list-style-type: none"> <li>Stowford - Simon Scott, Chair of LGB and Trustee of WeST</li> <li>Callington - Mike Baker, Governor</li> <li>Callington - Emma Symonds, Governor</li> <li>Wembury - Catherine Woods, Governor</li> <li>Woodlands - Andrew Moyes, Governor</li> </ul> <p>The following proposal was made:</p> <p><b>Proposal: To approve the appointment of the above-named Trustee and Governors. Proposed: Mr Grafton, Seconded: Mrs Farrin, the Board agreed.</b></p> | DEC 7   |
| 7. | <p><b><u>Impact on pupil outcomes - What do we want next for our Trust?</u></b></p> <p>k. <b>Trust policies:</b></p> <ul style="list-style-type: none"> <li>WeST Charging and remissions policy - not available</li> <li>Corporate business travel policy - This policy was agreed. Proposed: Mr Saltern, Seconded: Mrs Newall, the Board agreed.</li> <li>Drivers handbook - This document was agreed. Proposed: Mr Saltern, Seconded: Mrs Newall, the Board agreed.</li> <li>Scheme of delegation - This document was agreed. Proposed: Mr Grafton, Seconded: Mrs Farrin, the Board agreed.</li> <li>Risk Management policy - This policy was agreed. Proposed: Mrs Farrin, Seconded: Mr Saltern, the Board agreed.</li> </ul>   | <p>DEC 8</p> <p>DEC 9</p> <p>DEC 10</p> <p>DEC 11</p> |

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| 8.                          | <p><b>Correspondence</b><br/>The Wednesday whistle and Governance Alerts have been circulated to Trustees weekly.</p>  |                               |   |                               |                             |                           |                            |  |
| 9.                          | <p><b>Matters brought forward by the Chair</b><br/>The Board thanked Mr Mitchell (Member) and Mr Madge for attending the meeting.</p>  |                               |   |                               |                             |                           |                            |  |
| 10.                         | <p><b>Part 2 proceedings -</b><br/>The meeting moved to Part 2 to discuss further Part 2 items.<br/><br/>The meeting closed at 8:30pm.</p>   |                               |   |                               |                             |                           |                            |  |
| 11.                         | <p><b>Dates of the Next Meetings - all held at 4:30</b></p> <table border="1" data-bbox="147 594 1357 711"> <tr> <td data-bbox="147 594 550 667"></td> <td data-bbox="550 594 953 667">19<sup>th</sup> December 2018 at<br/>7:45am at Hele's</td> <td data-bbox="953 594 1357 667">30<sup>th</sup> January 2019</td> </tr> <tr> <td data-bbox="147 667 550 711">21<sup>st</sup> March 2019</td> <td data-bbox="550 667 953 711">14<sup>th</sup> May 2019</td> <td data-bbox="953 667 1357 711">11<sup>th</sup> July 2019</td> </tr> </table>   |                               | 19 <sup>th</sup> December 2018 at<br>7:45am at Hele's | 30 <sup>th</sup> January 2019 | 21 <sup>st</sup> March 2019 | 14 <sup>th</sup> May 2019 | 11 <sup>th</sup> July 2019 |  |
|                             | 19 <sup>th</sup> December 2018 at<br>7:45am at Hele's  | 30 <sup>th</sup> January 2019 |   |                               |                             |                           |                            |  |
| 21 <sup>st</sup> March 2019 | 14 <sup>th</sup> May 2019  | 11 <sup>th</sup> July 2019    |   |                               |                             |                           |                            |  |
|                             | <p><b>Summary of actions of members of the Board (To be completed by members of the Trust Board as indicated) - see schedule of actions attached.</b></p> <ol style="list-style-type: none"> <li>8. Questions relating to PAT joining WeST to the clerk - all Trustees</li> <li>9. Consult with ESFA regarding Callington loan - Mr Haring</li> <li>10. Debrief auditors in January - Mr Grafton, Mr Atkinson, Mr Flay, Mr Gregory, Mr Madge, Mr Mitchell.</li> <li>11.</li> </ol>   |                               |   |                               |                             |                           |                            |  |
|                             | <p><b>Summary of referrals to committees</b></p> <ol style="list-style-type: none"> <li>1. Budget for education standards committee, to be considered - Mrs Farrin, Mr Haring</li> </ol>   |                               |   |                               |                             |                           |                            |  |
|                             | <p><b>Summary of decisions</b></p> <ol style="list-style-type: none"> <li>1. TORs - Education Standards Committee</li> <li>2. Ratification of the business case for Project Management/Surveyor post</li> <li>3. TORs - Finance Committee</li> <li>4. To engage an HR consultant as per the business case presented.</li> <li>5. TORs - HR Committee</li> <li>6. TORs - Remuneration Committee</li> <li>7. Trustee and Governor Appointments listed in 6j. above.</li> <li>8. Corporate business travel policy agreed</li> <li>9. Drivers handbook agreed</li> <li>10. Scheme of delegation agreed</li> <li>11. Risk management policy agreed</li> </ol> |                               |   |                               |                             |                           |                            |  |
|                             | <p><b>Deferments to the next meeting</b></p> <ol style="list-style-type: none"> <li>1.</li> </ol>  |                               |   |                               |                             |                           |                            |  |
|                             | <p><b>Agenda items - next meeting</b></p> <ol style="list-style-type: none"> <li>1. ESFA loan</li> </ol>   |                               |   |                               |                             |                           |                            |  |
|                             | <p><b>These minutes are agreed by those present as being a true record</b></p>   |                               |   |                               |                             |                           |                            |  |
|                             | <p><b>Signed:</b><br/>(Chair)</p>  | <p><b>Date:</b></p>           |   |                               |                             |                           |                            |  |

**Related Documents**

**Action Sheet**



1 Trust Action

Summary October 20



2 Trust Action

Summary December 2

**Skills audit**



Skills audit.pdf

**Monitoring Form**



WeST Director  
Monitor Report.doc

Last update 171218 by SB

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