

Westcountry Schools Trust
Draft Minutes of the Trust Board Meeting
held at Hele's
on 19th December 2018 at 7:45am

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				
Anne Newall	AN	Oreston				
Mike Saltern	MS	Ivybridge				
Pam Tuckett	PT	Director				
Rebecca Wood	RW	Woodlands				

Apologies	Inits.	School represented	Reason for absence
Kevin Bunt	KB	Plymstock	Prior commitments
Andrew Flay	AF	Yealmpton	Prior commitments
Tom Godwin	TG	Callington	Prior commitments
Sheila Jenkins	SJ	Wembury	Prior commitments
Martin Pollard	MP	Director	Prior commitments
Simon Scott	SS	Stowford	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.

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.

3.	<p><u>Effectiveness & Conduct - How are we getting on?</u></p> <p>a. Strategic updates:</p> <p>i. Chief Finance Officer:</p> <ul style="list-style-type: none"> • Agree the year end accounts 2017/18 - the accounts were circulated to the Board prior to the meeting and are attached, Mr Gregory highlighted the key points and questions were invited: <ul style="list-style-type: none"> ▪ The in-year result was a deficit £269k following redundancy payments of £194k and capital transfers from GAG of £402k. ▪ Reserves of £5.1m which is broken down in the note 19 by school. ▪ Also £220k designated at present (Plymstock) for 3G out of unrestricted reserves. ▪ Cash in bank £10m ▪ The only school in deficit is Callington (£208k) net of TLI surplus. ▪ Salary bandings are higher (emoluments) this year mainly due to the restructuring of the senior team at ICC, with one person receiving £150k+ including a £79k redundancy payment. This redundancy payment was made following prior approval of the ESFA. ▪ Management of £1.6m includes key personnel (senior team and heads of each school). ▪ RH noted we have principals of schools earning high salaries, but if an ESFA letter is received regarding this we do have 2500 pupils in one school and over 1500 in another which is growing as a justification. <p>Concerns raised by PT:</p> <ul style="list-style-type: none"> ▪ We do not depreciate land, as our land is leasehold over 125 years we should consider depreciation. ▪ Cash from schools when they entered the MAT should be disclosed in the cash from operations note. CFO confirmed this had now been actioned. ▪ We should have robust documentation on websites for pupil premium. CFO confirmed PP accorded with each school's cost centre that had been prepared by the school Head and SBM. All have been instructed to ensure website disclosure coincided with this information. 	<p>Action/ Attach 2018/19</p>
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Q1. Do we have to justify why we have not spent all our pupil premium allocation in the year?
A1. We should have a plan for allocation. There is a significant c/f of £209k this year (£27k last year). This is mainly c/f figures from the Plymouth schools joining one of which is due an accounting error the previous year. Also the funding received is based on fiscal year, we seldom know until the summer how much money will be available, therefore, schools will not over commit to spending anything in advance.

Q2. Which is the best practice school for reporting/allocation?
A2. ICC has the best practice for recording, Plymstock has the smallest gap and they have good strategies in place, it would be good if the 2 schools could share these to get the best all round practices across the MAT.

Q3. Services premium should be treated separately shouldn't it?
A3. Not necessarily, the MAT considers service children's individual needs but does not specifically allocate it to the individual child. It adopts a more holistic approach.

Q4. Is this a reasonable c/f if we have not performed well in all schools for closing the gap, we need narrative to explain/understand impact.

A4. Mr Haring agreed to liaise with headteachers for supportive documentation for feeding through to the Education Standards Committee.

- The auditors have checked the related party transactions and there is one transaction of £450 for Julia Green which had been agreed.
- Trustee expenses - there is one trustee claiming expenses (Chair), this is legitimate travel and business expenses for NLG work, it does not include remuneration as this is voluntary work.
- Restricted general funds include School Games Organiser, Universal Free School Meals, Arena (TLI) Bikeability/Wild Tribe Erasmus (European Community Action Scheme for the Mobility of University Students) etc.,.
- Learning for next year: The auditors will start their audit at least 2 weeks earlier in the year. Next year we will be adding in Holbeton and Sherford which will be much less complex..
- All questions received via email to Mr Gregory have been answered satisfactorily.

The following proposal was made:-

Proposal: To agree the 2017/18 accounts and letter of representation. Proposed: Mr Grafton, Seconded: Mrs Tuckett, the Board agreed unanimously.

Mr Grafton and Mrs Farrin signed the letter of representation. Mr Grafton and Mr Haring signed the accounts.

4. **Part 2 proceedings - none**

The meeting closed at 8:30pm.

5. **Dates of the Next Meetings - all held at 4:30**

		30 th January 2019
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. 11.	
	Summary of referrals to committees 1.	
	Summary of decisions 1.	
	Deferments to the next meeting 1.	
	Agenda items - next meeting 1.	
	These minutes are agreed by those present as being a true record	
	Signed: (Chair)	Date:
	Related Documents Action Sheet	

Last update 171218 by SB