

Westcountry Schools Trust
Draft Minutes of the Trust Board Meeting
held at Hele's School
on 30th January 2019 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		Mark Ackers	MA	PCE
Cath Farrin	CF	Vice Chair & Sherford Vale		Rob Haring (18:00)	RH	CEO
Kevin Bunt	KB	Plymstock		Jocelyn Davis	JD	HR Director
Andrew Flay	AF	Yealmpton		Helen Tipping	HT	EPP
Tom Godwin	TG	Callington		Nick Appleby	NA	TI Director
Sheila Jenkins	SJ	Wembury		Linda Watts	LW	Co-Chair Wembury
Anne Newall	AN	Oreston		Kay Bailey	KBa	Dunstone
Martin Pollard	MP	Director		Mark Bullard	MB	Estates Director
Mike Saltern	MS	Ivybridge				
Simon Scott	SS	Stowford				
Pam Tuckett	PT	Director				
Rebecca Wood	RW	Woodlands				

Apologies	Inits.	School represented	Reason for absence
Maureen Alderson	MA	Member of WeST	Prior commitments
Treve Mitchell	TM	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	
Cath Farrin	Lead Director Data, Chair Education Standards Committee, Audit Committee	
Andrew Flay	Finance Committee	

Mr Haring highlighted the key points -

- Engagement - Mr Grafton and Mr Haring have met with Lord Agnew.
- A letter has been received advising that MATs must have one bank account.
- ICFP (Integrated curriculum and financial planning) - Average class sizes should be 27. This must be done by the end of February and no more money will be made available until this is complete. These financial recommendations are hard to implement with difficulties relating to class combinations and secondary schools finding the right numbers of pupils.
- There are now more pupils in Academies than not.
- The RSCs now want to convert Single Academy Trusts into Multi Academy Trusts.
- Governance - a review is taking place of the suitability of governor training and the Governance and Clerks handbooks are to be rewritten and combined.
- A long term complaint that has moved to Panel 3 is now complete.
- The Information Commissioners Office has been advised of a data breach and are asking for an investigation. We are following due process.

Q1. Was this a data breach, as this has been highlighted for a long time on the risk register as a risk to the Trust?

A1. Yes it was.

- The DPO is also dealing with a Social Media concern relating to a child image, this is being dealt with.
- There has been a window incident resulting in a child being badly cut, this is a risk/the Business Manager has reported this to Zurich.

Q2. How is the incident being investigated?

A2. It has been recorded on CCTV, this is ongoing.

- There is no progress on the new build for Dunstone but it has been government agency approved.

Q3. Is it a Plymouth City/Persimmon problem?

A3. Persimmon are at present in breach of planning and Plymouth City Council want this rectified before the new school can start.

Q4. Is it going to happen?

A4. Yes but will open around Easter 2020, Estates are dealing with this. It was pointed out that there is some publicity required here as parents are unaware what is happening and are receiving 2nd and 3rd hand information.

- The Sherford Secondary School has now been approved and will be open in 2023/24, work is starting on due diligence now.
- Plym Academy Trust - questions submitted

Q5. Will Trustees have full details of the plan for the PAT schools joining the Trust before a vote is taken? It is important that we are not presented with a 'done deal' as seemed to be the case with Holbeton.

A5. Due diligence is now being carried out.

Q6. At present the Trust has two hubs. What new structure in terms of hubs, organisation and communication is being proposed?

A6. There is nothing to propose as yet.

Q7. What offers have already been made or suggested to the existing PAT leadership as regards their own roles in an expanded Trust?

A7. There can only be one CEO and one CFO, PAT have requested to join WeST. When businesses join in this way not everyone will be happy.

Q8. Have any inducements been offered to the schools?

<p>A8. No</p> <p>Q9. If the MAT expands, will the SCA increase proportionately, or will the existing fixed sum be spread more thinly amongst all schools?</p> <p>A9. The SCA is calculated on the number of children in the Trust on 1st September.</p> <p>Q10. If the Trust would 'inherit good people to assist re-structuring', could this not limit the opportunities for good people already within WeST to develop and expand their roles?</p> <p>A10. Yes it could.</p> <p>Q11. Will there be a thorough review of the composition of the Trust Board, with a consequent change to the Articles of Association?</p> <p>A11. It has been suggested that PAT have one Trustee and one Member in WeST. The Trust Board composition should be skills based and a working group is to be formed. Mr Haring will be requesting names in due course.</p> <ul style="list-style-type: none"> • The PAN (Planned Admission Numbers) at Hele's has been approved. • Mr Haring thanked the staff at Plymstock for all their work done to support Callington. • Holbeton statement of intent - this document was circulated to the Board prior to the meeting and is attached. This was discussed and the following proposal made: <p>Proposal: As per the statement of intent attached, Holbeton admissions to be 2 - 11.</p> <p>Proposed: Mr Grafton, Seconded: Mrs Farrin the Board agreed.</p> <ul style="list-style-type: none"> • The Board thanked Stowford for the Deputy Head at Sherford. • Consultation on new OFSTED arrangements - <p>Q12. The QARs that the Trust carry out miss out governance as part of this. What level of assurance do we have on governance within the Trust, do we need QAR specific in the Trust?</p> <p>A12. This will be redesigned next year with the governors function included.</p> <p>Mr Haring agreed to commission governance reviews.</p> <p>Q13. As a Trust, what about training especially for new governors?</p> <p>A13. Mr Haring agreed to look at new governor training for the spring term.</p> <ul style="list-style-type: none"> • Coombe Dean OFSTED - This was discussed and the key questions were: <ul style="list-style-type: none"> ▪ How do we check what headteachers' are telling us? ▪ Do we have a capacity issue here, do we need an Executive Principal for the secondaries? ▪ Should we have had an earlier QAR? <p>All these questions were discussed and accepted that lessons have been learned.</p> • Sherford grand opening - The grand opening was a success and all the dignitaries had a good time. <p>2. Executive Primary Principal/Plym Cluster Executive - included in the CEO report above.</p> <p>3. Audit Committee -</p> <ul style="list-style-type: none"> • No meeting held since the last Trust Board meeting. • Risk Register - Risks were highlighted relating to Brexit - <ul style="list-style-type: none"> ▪ The Regional Schools Commissioner will be giving priority to failing schools for conversion; the risk to the Trust is the Growth Plan and PAT joining. ▪ The spending review could impact on the Trusts ability to fund teachers' pay and pensions. ▪ Will the supply chain be affected? (Fuel/food shortages). <p>4. Education Standards Committee -</p> <ul style="list-style-type: none"> • The minutes of the meeting dated 21st November we circulated to the Board prior to the meeting for information. Mrs Farrin highlighted the key points. 	<p>DEC 1</p> <p>ACT 12</p> <p>ACT 13</p>
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	<p>5. Estates Committee - The minutes of the meeting dated 5th November 2018 were circulated to the Board for information, the key points were: THE MEETING MOVED TO PART 2 TO DISCUSS THE PROPOSED NEW STRUCTURE.</p> <p>6. Finance Committee -</p> <ul style="list-style-type: none"> • No meeting held since the last Trust Board. Mr Gregory briefed the Board, the key points were:- • Every school budget is now in. • We are still experiencing problems with forecasting. • The next Finance Committee meeting is on Monday. • Results are looking strong so far this year. • The RSC and ESFA have phoned Mr Haring to advise that the accounts are good and they are pleased with what we are doing. • Mr Grafton has signed off the December accounts, and dates agreed for following months in accordance with our management accounts timetable. <p>Q14. Are we confident that we comply with the Finance Handbook, and how do we improve this next year?</p> <p>A14. Yes we do comply with the AFH but we do need to improve our forecasting (including cash-flow) which we are already working on. Next year the Business Managers will start uploading the budgets in July as soon as approval has been obtained.</p> <p>7. HR Committee -</p> <ul style="list-style-type: none"> • No meeting held since the last Trust Board. <p>8. Remuneration Committee -</p> <ul style="list-style-type: none"> • No meeting held since the last Trust Board meeting. 	
5.	<p><u>Engagement - What's needed to make progress?</u></p> <p>g. Model terms of reference Pupil Premium Directors -</p> <ul style="list-style-type: none"> • The terms of reference are still being written and should be available for the next meeting. • There is PP training on 19th March in Exeter all PP governors are encouraged to attend. • There must be a designated PP governor on all LGBs • The following proposal was made: <p>Proposal: To encourage all Chairs of LGBs to work to the Babcock TORs for the PP governor and encourage feedback to the PP Trustees. Proposed: Mr Grafton, Seconded: Mrs Farrin, the Board agreed.</p> <p>Gi. Safeguarding -</p> <ul style="list-style-type: none"> • Safeguarding was discussed and Mr Grafton agreed to refresh the TORs and associated documents for the Lead Director and Lead Governors for safeguarding. 	<p>DEC 2</p> <p>ACT 14</p>
6.	<p><u>Governance structures - What still needs to be done?</u></p> <p>h. Receive updates on Trustee skills audit and Trustee training -</p> <ul style="list-style-type: none"> • Mr Grafton agreed to progress training for Director Corporate Liability and Exclusion panels. • The Board discussed governing body reviews, Mr Haring agreed to arrange an external review of governance. Mr Saltern volunteered to have the ICC LGB reviewed. (Post meeting note, Mr Grafton has actioned this. <p>i. Feedback/Monitoring Reports on trustee visits - Nothing further for this meeting.</p>	<p>ACT 15</p> <p>ACT 16</p>

	<p>j. Learning Institute - Nothing further for this meeting.</p> <p>k. New Trustee/Governor appointments within the Trust: The following appointments were recommended to the Board:</p> <ul style="list-style-type: none"> • Sherford - Pat Skinner, Phil Marsh, Yasmin Smith, Dan Broome, Rachel May • Woodlands - Alex Hooper, Rachel Granville, Carly Wilson, Caroline Freathy, John Stock, Steven Hancock, Mike Tuckwell - It was pointed out that Caroline Freathy will have to declare an interest (husband works for WeST). • Ivybridge - Ruth Yates <p>The following proposal was made:</p> <p>Proposal: To approve the appointment of the above-named Trustee and Governors. Proposed: Mr Grafton, Seconded: Mrs Farrin, the Board agreed.</p>	DEC 3
7.	<p><u>Impact on pupil outcomes - What do we want next for our Trust?</u></p> <p>I. Trust policies:</p> <ul style="list-style-type: none"> • Due Diligence - This policy was circulated prior to the meeting and is attached. This was discussed and questions invited: <p>Q15. Can we have a 'potential' claims catch all? A15. Mr Gregory agreed to come up with a form of words.</p> <p>Q16. Can we ensure compliance with the Financial Handbook? Q17. Do the lawyers have a standard check list we could have? Q18. Can the Estates Director be included? Q19. Could each committee see the due diligence reports? Q20. When do we say yes/no?</p> <ul style="list-style-type: none"> • The Executive team have met and are working on due diligence based on the policy. <p>Q21. What is the order of the decision making and how much work do we do before we decide? A21. The Trust Board have already agreed in principal in order for the due diligence work to be started.</p>	ACT 17
8.	<p>Correspondence The Wednesday whistle and Governance Alerts have been circulated to Trustees weekly.</p>	
9.	<p>Matters brought forward by the Chair Sale of land at Plymstock - This document was circulated to the Board prior to the meeting and is attached. This was discussed and the following asked - Who paid for the valuation? The following proposal was made:-</p> <p>Proposal: To take legal advice on the valuation, check with the Secretary of State and progress the sale. Proposed: Mrs Farrin, Seconded: Mr Atkinson, the Board agreed.</p> <p>This was the last Board meeting for Mr Ackers who will be leaving the Trust shortly. The Board thanked him for all the work he has done with the Trust.</p>	DEC 4
10.	<p>Part 2 proceedings - The meeting moved to Part 2 to discuss further Part 2 items.</p>	

	The meeting closed at 8:45pm.				
11.	Dates of the Next Meetings - all held at 4:30 <table border="1"> <tr> <td>21st March 2019 Callington</td> <td>14th May 2019</td> <td>11th July 2019</td> </tr> </table>	21 st March 2019 Callington	14 th May 2019	11 th July 2019	
21 st March 2019 Callington	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. Audit summary to the Audit Committee - Mr Gregory 12. Commission governance reviews - Mr Haring 13. New governor training for WeST - Mr Haring 14. Refresh to TORs and associated documents for the Lead Director and Lead Governors for safeguarding - Mr Grafton 15. Progress training for Director Corporate Liability and Exclusion Panels - Mr Grafton 16. External review of governance at ICC - Mr Haring 17. Amendments to new due diligence policy - Mrs Davis				
	Summary of referrals to committees 1.				
	Summary of decisions 1. Holbeton statement of intent (admissions 2 - 11) agreed. 2. Encourage all Chairs of LGBs to work to the Babcock TORs for the Pupil Premium governor. 3. Board approval of new LGB governors. 4. Progress the sale of land at Plymstock.				
	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   2 Trust Action Summary December 20 4 Trust Action Summary January 20				
	Holbeton statement of intent   H1 Holbeton preschool statement of intent H2 Statement of Intent - Holbeton Out				
	Skills audit  Skills audit.pdf	Monitoring Form  WeST Director Monitor Report.doc			

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