

Westcountry Schools Trust
Draft Minutes of the Trust Board Meeting
held at Sherford Vale School
on 14th May 2019 at 4.30pm

Clerked by Sandra Billingham

Trustee present	Inits.	School represented/Position on Board	Time In/ Out	Also Attended	Init s.	
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		Jocelyn Davis	JD	HR Director
Kevin Bunt	KB	Plymstock		Helen Tipping	HT	EPP
Andrew Flay	AF	Yealmpton		Mark Bullard	MB	Estates Director
Tom Godwin	TG	Callington		David Madge	DM	Member of WeST
Sheila Jenkins	SJ	Wembury		Maureen Alderson	MA	Member of WeST
Anne Newall	AN	Oreston		Kate Luxford	KL	Dunstone Governor
Martin Pollard	MP	Director				
Mike Saltern	MS	Ivybridge				
Simon Scott	SS	Stowford				
Pam Tuckett	PT	Director				
Rebecca Wood	RW	Woodlands				

Apologies	Inits.	School represented	Reason for absence
Kay Bailey	KB	Dunstone	Prior commitment
Treve Mitchell	TM	Member of WeST	Prior commitment
Katie Warren	KW	Dunstone	Prior commitment
Linda Watts	LW	Wembury	Prior commitment

All absences were sanctioned.

Director	Responsibility
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, Wellbeing Trustee

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
Simon Scott	Audit 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. Mrs Tuckett declared that Bishop Fleming audit the PAT schools although she is not personally involved. Mr Grafton declared that his son now works at Sherford Vale School as a EYFS/KS1 teacher..

<p>3.</p>	<p><u>Vision, Ethos & Strategy - Where are we now?</u></p> <p>Confirmation of Minutes</p> <p>a. The minutes of the Trust Board meeting dated 21st March 2019 were agreed and signed. Proposed: Mrs Farrin, Seconded: Mr Pollard, the Board agreed.</p> <p>b. Matters Arising - the action sheet was updated and is attached.</p> <ul style="list-style-type: none"> • Trustees were reminded to complete monitoring forms when carrying out any Trust monitoring. <p>Q1. What is the protocol for carrying out monitoring.</p> <p>A1. There is a governor visits policy which is attached for information, the same protocols would relate to trustees. A blank monitoring form is also attached for information.</p> <p>Q2. What about training reports?</p> <p>A2. These should be forwarded to Mrs Farrin who in her position of Vice Chair is responsible for Trustee development.</p> <p>c. To consider any matters under Part 2</p> <ul style="list-style-type: none"> • Part 2 minutes of the meeting held on 21st March 2019 were deferred to the next meeting. <p>d. Matters arising - none</p>	<p>Action/ Attach 2018/19</p> <p>DEF 1</p>
<p>4.</p>	<p><u>Effectiveness & Conduct - How are we getting on?</u></p> <p>e. Strategic updates:</p> <p>1. CEO - The CEO report was circulated to the Trustees prior to the meeting and is attached. Mr Haring highlighted the key points -</p> <ul style="list-style-type: none"> • 2.2 - TLI - We now have 14 candidates. Strategically, teaching schools may disappear, and training will remain school based in the form of school direct training and teacher training. <p>Q3. Which is the teaching school for WeST?</p> <p>A3. ICC is the teaching school for WeST.</p> <ul style="list-style-type: none"> • 3.1 - We are in the process of refreshing the VVB (Vision, Values, Beliefs) document, the draft copy is attached, all Trustees are requested to feedback comments to Mr 	<p>ACT 21</p>

	<p>Haring by 7th June.</p> <ul style="list-style-type: none"> • 4 - PAT merger and due diligence - ICC and Yealmpton are still on old funding agreements, the differences are: <ul style="list-style-type: none"> ▪ Food standards are not included. ▪ We can claw back statutory redundancy costs. This relates only to staff employed at ICC at date of transfer and are still here, and only the time relating to when it was a maintained school only. <p>PAT and PCC are in negotiations regarding land at Woodford, this is still ongoing.</p> <p>Q4. Can we see the results of due diligence before agreement?</p> <p>A4. These are still coming through but Mr Haring will circulate out.</p> <p>Q5. Can you back away once the legal work is under way?</p> <p>A5. Yes.</p> <p>The working party has met and is reassured so far with what they have seen. We are required to sign documents on 1st June, but at this time it is not legally binding.</p> <p>Q6. Who is required to sign on 1st?</p> <p>A6. The Chair of the Trust.</p> <p>The Trustees requested from Mr Haring, sight of the due diligence before the signing on the 1st. It was noted that anything signed for at that point is legally binding.</p> <p>Union consultation meetings are taking place on 3rd and 4th June for the final HR due diligence.</p> <p>Following discussions, the proposal was:</p> <p>Proposal: The working party is to meet to finalise scrutiny and recommend to the Board, subject to due diligence, acceptance of PAT into WeST. This was approved by the Board and signatures are to be identified from the Board. Proposed: Mrs Farrin, Seconded: Mrs Jenkins, the Board agreed.</p> <ul style="list-style-type: none"> • 5 - New Ofsted framework - Mr Haring has circulated the new requirements to the Trust. <ul style="list-style-type: none"> ▪ The review will commence with the inspection of a batch of schools. ▪ This will be followed by a review of the Centre by a team for a week, where they will audit all documentation. ▪ The remaining schools in the Trust will not be inspected but the headteachers will be contacted by the inspection team. <p>Q7. As a Trustee, I do not know all the individual school improvement strategies, where would I stand with this?</p> <p>A7. This information is all on previous CEO reports, this can be referred to. You can also find here how we use our money and how we make a difference to children. We also have QARs. We have common practices through the Trust such as accelerated reader which is a common reading scheme.</p> <p>Q8. Can we have an end of year summary sheet from committees?</p> <p>A8. This will be an action for Chairs of Committees.</p> <ul style="list-style-type: none"> • B1. Effectiveness and conduct - an overview of data was included in the CEO report, the key points were: <ul style="list-style-type: none"> ▪ We have an improving picture at Callington, complaints have reduced and none are now referred to the CEO. We have received a very nice letter from a 	<p>ACT 22</p> <p>DEC 1</p> <p>ACT 23</p>
--	--	--

parent praising the school.

Q9. Exclusions, is this an improving picture?

A9. We had 150 in the first 3 months, they have now fallen away, this is due to the effectiveness of the policy.

Q10. Attendance - can we set a MAT benchmark, then schools who do not achieve this can go into RED?

A10.

Q11. Can we see the amount of pupil premium money included in this data please?

A11.

- We do not have a RAG rating for quality of education as yet, we are still agreeing a structure for this.

Q12. Where could the RED be in this?

A12. We do have concerns in some schools but no REDs. (Holbeton, Callington, Coombe Dean) Callington and Coombe Dean is based on the outcome of Ofsted and not what we have done. Coombe Dean has gone from a 1 to 3, Governance is part of leadership and management, they have had a rapid decline and new governors there. Callington has inexperienced governors there.

Q13. We started to have governance reviews, is this continuing and who is next?

A13. The clerk agreed to contact Babcock to see if this included in the service. The next Boards to be reviewed will be Dunstone, Sherford and Oreston.

- In response to a question from the Chair of the Trust, Mr Haring emphasised that this Trust does not 'off-role'. Coombe Dean had lost a lot of children from years 10 and 11, this was thoroughly investigated and found that they had returned to Spain.

Q14. Do you expect safeguards to be implemented at LGB level?

A14. Numbers on role and mobility should be monitored.

- 5. Learning expeditions - It was requested if a Trustee could be included in these if available.
- 7. Attention was drawn to the budget assumptions.
- C. Engagement - It was pointed out that the CEO does not receive remuneration for the work he carries out for the DFE.

Q15. Amended 15th July 2019 - Confidential Part 2

A15.

Q16. Amended 15th July 2019 - Confidential Part 2

A16.

2. **Executive Primary Principal/Plym Cluster Executive** - The EPP report was circulated at the meeting and is attached, Mrs Tipping highlighted the key points and questions were invited.

Q17. The Stowford admissions are low, is this a blip or a downward trend?

A17. This is a bit of a low in the year, we would like to see an increase as more houses are built. The nursery at Stowford is growing which we hope will have a positive effect.

3. **Audit Committee** - A Related Parties policy is being finalised. For discussion, the identified list of declarations of potential related parties:

- Members
- Trustees
- LGBs
- SLT

ACT 24

- Budget holders (a person with the ability to buy something, approver of the budget)

This was discussed and the following considered:

- Is the Trust happy with a potential ban of all companies highlighted?
- Any transaction over £20k has to have prior approval from the ESFA.
- Local governors or budget holders are not caught by the Financial Handbook, therefore this is a grey area.

The following was proposed:

Proposal: To agree to mirror the Financial Handbook in the policy, it was recognised that we would not be criticised for this but we will have a potential area of risk. Proposed: Mrs Tuckett, Seconded: Mr Saltern, the Board agreed.

DEC 2

4. Education Standards Committee - The minutes of the meeting dated 1st May were not yet available, Mrs Farrin highlighted the key points from the meeting.

- We are still trying to achieve consistency.
- We still need details around the MAT improvement plan.
- How do we make ourselves ready for September with no school improvement capacity?
- The TORs of the Pupil Premium trustee were agreed. Proposed: Mrs Farrin, Seconded: Mr Grafton, the Board agreed. The clerk to brand the document to mirror the format of existing TORs.

**DEC 3
ACT 25**

5. Estates Committee - The minutes of the meeting dated 29th April 2019 were circulated prior to the meeting. Mr Pollard highlighted the key points.

- Revisions to the Scheme of Delegation -
 - 3.06 - Approve capital spend - change to Estates Committee (from Finance Committee). Proposed: Mr Pollard, Seconded: Mr Saltern, the Board agreed. Mrs Farrin (holder of the master document) to make the change.
- Revisions to the Committee TORs - the TORs to be amended to cover emergency decisions for capital projects in September.
- The revised capital program was noted by the Board.
- Some savings are now coming through by using in-house professionals.
- The emergency plan has been reviewed and emailed through to headteachers.

**DEC 4
ACT 26**

Q18. Do we need to test a plan?

A18. This was discussed and examples given, Mr Bullard to carry out a desk top exercise.

ACT 27

6. Finance Committee - The minutes of the meeting dated 4th February were circulated to the Board prior to the meeting and are attached. The key points were:




- Closing reserves at present £4m.
- £500k spend on supply teachers - this was discussed and possible alternatives considered.
- Sugar tax revenue not received.

7. HR Committee - The minutes of the HR Committee were circulated to the Board prior to the meeting and are attached. The key points were:

- Policies agreed at committee for noting by the Board - Maternity, Paternity, Shared Parental, and Adoption. The code of conduct has been debated and further consideration needed.

	<ul style="list-style-type: none"> A member of HR obtaining a mediation qualification at a cost of £3k was discussed. At present we pay £1600 per mediation. <p>Q19. Have we considered an Employee Assistance Program?</p> <p>A19. We are auditing schools at the moment and will be considering.</p> <p>8. Remuneration Committee - This committee has met and agreed the NJC rates.</p>	
	Break for AGM	
5.	<p><u>Engagement - What's needed to make progress?</u></p> <p>f. Model terms of reference Pupil Premium Directors - The pupil premium TORs have been agreed and will be formatted by the clerk.</p> <p>Further pupil premium update -</p> <ul style="list-style-type: none"> On 4th June at Plymstock School, the secondary PP lead governors and teacher leads will be meeting to discuss best practice, TORs, spend/measured impact. What works and what doesn't. This will be fed back at the next meeting. It was suggested that the Trust invest in a Family Support Worker, financed from the pupil premium budget as we need to do better at closing the gap. Mr Haring agreed to find out from the schools if there is a need at the Heads forum. <p>g. Risk register review - Nothing further for this meeting</p> <p>h. Safeguarding - The safeguarding TORs were accepted by the Board and the Clerk to format.</p>	<p>ACT 28</p> <p>ACT 29</p>
6.	<p><u>Governance structures - What still needs to be done?</u></p> <p>i. Receive updates on Trustee skills audit and Trustee training - Trustees have taken the following training:</p> <ul style="list-style-type: none"> Training has taken place for Corporate Liability/Gross Negligence Manslaughter and Permanent Exclusion Panels - Some Trustees and Governors attended and some reassurance gained from the Training received. Mrs Tuckett has attended the Confederation of School Trusts Conference. <p>j. Feedback/Monitoring Reports on trustee visits - A monitoring report has been received from Mr Grafton and is attached for information. Trustees were encouraged to complete a monitoring form when carrying out visits on behalf of the Trust.</p> <p>k. Learning Institute - Nothing further for this meeting.</p> <p>l. New Trustee/Governor appointments within the Trust: The following appointments were recommended to the Board:</p> <ul style="list-style-type: none"> The Learning Institute - Louise Clements Plymstock - Tristan Port, Charles Macrae, David Chapman, Francesca Jalfarian-Denton <p>The above-named appointments were agreed by the Board. Proposed: Mr Bunt, Seconded: Mr Grafton.</p> <p>The Trust needs a SEND Director, anyone willing to take on this responsibility was requested to contact the Clerk.</p>	<p>DEC 5</p>
7.	<p><u>Impact on pupil outcomes - What do we want next for our Trust?</u></p> <p>m. Trust policies: See 7. Above.</p>	

8.	<p>Correspondence The Wednesday whistle and Governance Alerts have been circulated to Trustees weekly. The following letters have been received and noted by the Board:</p> <ul style="list-style-type: none"> • Lord Agnew - letter to all Auditors • ESFA 				
9.	<p>Matters brought forward by the Chair</p>				
10.	<p>Part 2 proceedings - See m. above.</p> <p>The meeting closed at 8:00pm.</p>				
11.	<p>Dates of the Next Meetings - all held at 4:30</p> <table border="1" data-bbox="147 695 1360 737"> <tr> <td data-bbox="147 695 548 737"></td> <td data-bbox="548 695 950 737"></td> <td data-bbox="950 695 1360 737">11th July 2019</td> </tr> </table>			11 th July 2019	
		11 th July 2019			
	<p>Summary of actions of members of the Board (To be completed by members of the Trust Board as indicated) - see schedule of actions attached.</p> <ol style="list-style-type: none"> 21. Feedback to RH, draft VVB document - All Trustees 22. Circulate results of due diligence to Trustees - Mr Haring 23. End of year summary - all Chairs of committees 24. Contact Babcock regarding governance reviews - Clerk 25. Brand the PP TORs - clerk 26. Amend the Scheme of Delegation - Mrs Farrin 27. Desk top exercise to test an emergency plan - Mr Bullard 28. Format PP TORs - clerk 29. Canvass the Heads forum for a need for a Family Support Worker - Mr Haring 30. Format safeguarding TORs - clerk 				
	<p>Summary of referrals to committees</p> <ol style="list-style-type: none"> 1. 				
	<p>Summary of decisions</p> <ol style="list-style-type: none"> 1. Recommendation, subject to due diligence, and working party scrutiny, acceptance of PAT into WeST. 2. Related parties policy - to mirror the Financial Handbook. 3. Pupil premium TORs. 4. Change to the Scheme of Delegation 5. Appointment of Louise Clements to the TLI Board, and appointment of Tristan Port, Charles Macrae, David Chapman, Francesca Jalfarian-Denton to the Plymstock Board. 				
	<p>Deferrals to the next meeting</p> <ol style="list-style-type: none"> 1. 				
	<p>Agenda items - next meeting</p> <ol style="list-style-type: none"> 1. 				
	<p>These minutes are agreed by those present as being a true record</p>				
	<p>Signed:</p>	<p>Date:</p>			

	(Chair)	
	<p>Related Documents</p> <p> M1 WeST Director Monitor Report HPS1</p> <p>Visits policy Monitoring Form</p> <p> 54 Governor Visits policy.doc  WeST Director Monitor Report.doc</p>	

Last update 260319 by SB and seen by IG 23May2019

DRAFT