

## The Robert Carre Trust



The Minutes of the Board Meeting held in the Conference Room at Carre's Grammar School on **Thursday 24th September 2015 at 20:06**

**Present:** Andrew Hutton, Robin Baker, Rachael Hockmeyer, Karen Bradford, Nick Law, Malcolm Robertson, Grahame Killey, Jem Green (DF&A) and Debbie Scott (Clerk)

1. AH welcomed all to the meeting and as it was the first of the Board, introductions around the table were made

2. **APOLOGIES** were received from Boyd Gilmore

### 3. **ELECTION OF CHAIRMAN AND VICE-CHAIRMAN**

It was proposed by MR, seconded by RB and there being no other nomination, unanimously agreed, Andrew Hutton was duly elected Chairman.

It was proposed by KB, seconded by RH and there being no other nomination, unanimously agreed, Robin Baker was duly elected Vice-Chairman

4. **APPOINTMENT OF CLERK** – Mrs D Scott was appointed as Clerk to the Multi Academy Trust.

5. **APPOINTMENT OF ACCOUNTING OFFICER** – Mr N Law was appointed Accounting Officer to the Multi Academy Trust

6. **DECLARATIONS OF INTEREST** – JG explained that he had a complete set of forms and would be preparing the information for publication on the MAT website. It was noted that, at future meetings, only declarations not listed would need to be made. KB informed the meeting that she was now Vice-Chair of another school's Governing Body and as an Officer of NKDC she would have an interest once the new site went beyond the Pre-Planning stage.

7. **UPDATE** – Andrew Hutton, on behalf of the Members, explained the composition of the Members and the relationships with the two schools. Revd Philip Johnson had been elected Chairman. Unfortunately Keith Dolby had since resigned on health grounds and a new representative from CGS Foundation was being sought. The Members would be expected to meet around three times per year in future but were currently meeting more frequently. The main issue had been to finalise the MAT leadership structure of Executive Head and Heads of School, the Job Descriptions and appointments. Much of this depended on the Scheme of Delegation which was also under development. NL had been appointed Interim Executive Head, with Jo Smith as Interim Head of School at KSHS. Once the Job Descriptions were agreed, Browne Jacobson would evaluate and recommend leadership scales. AH apologised for the delay.

Members were responsible for the overall MAT strategy and were keen to retain the right to appoint future Executive Heads (subject to legal advice and EFA approval) or influence the appointment, with appointment of future Heads of School being with the Board. Members would also appoint the 9 Directors to the Board (also subject to legal advice and EFA approval to increase from 7 to 9 in Article 50)

ALL

The Members had proposed that their 2015 AGM, planned for 8<sup>th</sup> December, would be spent with the Directors, shaping the MAT Vision.

8. **UPDATE** – Nick Law, as Interim Executive Head, referred to his report on GVO, alongside that from JS at KSHS. He reported that he had found a very positive atmosphere at KSHS and had spent considerable time there already meeting staff and students and finding his way around the premises. He'd found the environment very different, with smaller groups especially in the Sixth Form and calmer, with the premises generally in very good condition. He'd spoken to students about why so many wanted to leave after year 11 and it seemed this was not only to get a wider choice of subjects but also recognising that it would be good preparation for the different life at University.

He stressed the importance of resolving the Job Descriptions and clarifying lines of responsibilities as soon as possible so that more progress could be made. AH explained that the role of the Head of School at CGS was still to be resolved. It was noted that JG's role covered both schools and was largely governed by the Academies Financial Handbook. The importance of continuing good communications was recognised and part of the problem had been the sudden change in plan over the summer with CB's departure.

It was agreed that RB and NL would work on the Scheme of Delegation and Job Descriptions to get the information to BJ by the 1<sup>st</sup> October, for completion in two weeks, so that the frustrations currently felt could be resolved.

RB/NL  
/ALL

Directors would be consulted by email and have the chance to input to the documents.

It was agreed that future reporting to the Board would take the form of a strategic Dashboard, with KPI reporting to each school LGB in a similar format to that used by Carre's previously. Similarly, each school would keep its own Risk Register and there would be a Strategic Risk Register for the MAT.

JG

Three key short term strategic aims were identified:

- Establish the three-school Sleaford Joint Sixth Form (milestones Open Day November 2015 etc through to staffing in place September 2016)
- Develop Carre's Sponsor Academy role
- Explore inclusion of Primary Schools

KB, GK, JG and NL agreed to meet separately to discuss and develop a proposal for the MAT Vision the next Board meeting, 26<sup>th</sup> November, and discussion at the AGM on 8<sup>th</sup> December

KB/GK/NL  
/JG

## 9. LEADERSHIP STRUCTURE ACROSS THE MAT, INCLUDING SCHEME OF DELEGATION

As above, under development.

**Educational Visits:** A question regarding the CGS October Educational Visits had been raised and it was agreed that as an interim measure the details would be circulated to Board members for comment and if consensus reached, AH was authorised to sign them off.

DS/  
ALL/AH

Future Trips would be considered in line with the Scheme of Delegation  
JG agreed to circulate a list of the EVs planned by KSHS for information.

JG

## 10. BOARD MEMBERSHIP

- a) To consider co-opting Jo Smith as an interim measure in a non-voting capacity

AH explained that the Members had felt it was not appropriate for JS to be a Director as this would cause confusion when the CGS Head of School was in post. It would be the Exec Head's role to sit on the Board. After discussion, it was agreed that JS, and/or any other member of staff from either school could be invited, through NL, to attend as and when required for the proper function of the agenda.

RB to  
inform JS

- b) To consider options for filling the ninth seat

AH explained that the vacancy had arisen following Craig Brooker's departure and the seat had always been intended to reflect KSHS's contribution to the Board. RB reported that he had spoken to MT, a former governor of KSHS and a Sleaford businesswoman, and she was considering the position. It was agreed that she would be most suitable and that RB should confirm with her the invitation to join the Board (subject to Members' approval at their next meeting)

RB

## 11. OPERATION OF THE MAT, THE ARTICLES AND OVERVIEW OF GOVERNANCE DOCUMENTS

- a) Governance – roles and duties of Members, Directors/Trustees and Local Governors - noted
- b) Committee Structure and Terms of Reference – Board Committees, Local Governing Bodies – to be determined
- c) Appointments to Committees and Local Governing Bodies

Directors were asked to consider which on Committees they would be interested in joining (Finance, Pay, and HR, provisionally, subject to agreed Scheme of Delegation). NL and AH would devise the Committee Structure

NL/AH

**KSHS LGB** – it was agreed that the Local Governors should be:

Head of School: Jo Smith

Staff Governors: Lee Rooke, Adele Parkes

Parent Governors: Yvette Short, Nick Gibbons

Community Governors: Jo Brearley, Debbie Hopkins, Ali Mobasheri and Stephen Oakden

### **CGS LGB**

DS explained that she had taken advice over the draft structure which would take at least 2 years to fall into compliance with the Articles. After discussion it was agreed that the Foundation and Co-opted Governors would become Community Governors, one of the three Parent Governors would become a Community Governor and NL would speak to the four Staff Governors to determine which two would step down.

Terms of Office expiry dates would still be honoured so that not all Local Governors retired at the same time.

The Local Governing Bodies would elect their own Chairmen at their first meeting.

#### d) Link Governor Roles – Board and Local Governing Bodies

After discussion it was agreed that the Local Governing Bodies should appoint Link Governors for the following areas

CPD, Sixth Form, H&S, SENCO, Curriculum, Pastoral/Safeguarding

#### e) Appointment of Board's Link Governors

Not applicable at this stage.

DS to inform Penny

### **12. APPOINTMENT OF SENIOR LEADERSHIP**

Deferred, as per item 8 above.

### **13. NATIONAL STAFF PAY INCREASES**

After discussion it was agreed that both Teaching and Support Staff at both schools would continue to receive the nationally agreed pay increases for their scales.

JG

KB asked about the implementation of Living Wage and it was agreed that this should be considered for 1<sup>st</sup> April 2016.

JG

MR asked for confirmation of the arrangements for the Exec Head's PM which was due shortly. It was agreed that the Panel should comprise Sue Baxter (External) and three Directors (RB, MR and BG). MR to arrange date.

MR

### **14. MAT VISION**

As above

### **15. IDENTITY AND BRANDING**

AH reported that the Members had suggested a project to design an image to use as the Trust's logo and eventually form part of the MAT Communication strategy to be used on all literature, websites etc. NL agreed to put to Sixth Forms

NL

## **16. GVO ACCESS AND USE OF SCHOOL EMAIL ADDRESSES**

DS confirmed that most Members, Directors and Local Governors had attended the GVO Tutorials and were able to access the information. There were still some issues with wi-fi access in the Conference Room but these would hopefully be resolved. All had been issued with either school or MAT email addresses and it was agreed that the changeover to using those would take place with effect from 1<sup>st</sup> October. DS to inform all and update any outstanding GVO contact details

DS/ALL

## **17. CONFIRM APPOINTMENTS OF BANKERS, AUDITORS AND LEGAL ADVISORS**

Appointments were confirmed as follows:

Bankers: Lloyds Bank, Sleaford

Auditors: Duncan & Toplis (RH declared an interest as a client)

Legal Advisers: Browne Jacobson

Responsible Officer: Simon Moss FCCA

**18. LOCAL AUTHORITY ASSOCIATED PERSONS** – it was noted that authorisation of appointment had been received from North Kesteven District Council in respect of Keith Dolby and Karen Bradford, although this was no longer applicable for KB. It was understood that Sleaford Town Council would be confirming approval for Garry Titmus to continue to serve under the new Trust.

## **19. MEMORANDUM OF UNDERSTANDING WITH SIR ROBERT PATTINSON ACADEMY**

NL explained the background to the MoU. After discussion, the terms were agreed as drafted, for the sponsorship arrangement.

## **20. DATES (AS PER CALENDAR), VENUES FOR FUTURE MEETINGS.**

After discussion it was agreed that the meetings of the Board would generally be held at CGS, for practical reasons of locking up after hours, on the dates according to the calendar, the next one being on Thursday 26<sup>th</sup> November 2015 at 19.00, unless urgent business required an earlier date.