



The Robert Carre Trust

The Minutes of the Board Meeting held in the Conference Room at Carre's Grammar School on **Wednesday 23 March 2016 at 19.00.**

Present: Andrew Hutton (from 19.08) (Chairman), Robin Baker, Rachael Hockmeyer, Karen Bradford, Nick Law (Executive Headteacher), Malcolm Robertson, Grahame Killey and Boyd Gilmore.

Also present: Jem Green (DF&A) and Debbie Scott (Clerk)

1. In AH's absence, RB took the Chair and welcomed all to the meeting.

2. **APOLOGIES** – AH (for lateness)

3. **DECLARATIONS OF INTEREST** – none

4. **MINUTES OF THE PREVIOUS MEETING HELD ON 21 JANUARY 2016**

It was proposed by MR, seconded by RH and agreed unanimously, that the minutes were a true record and they were signed.

5. **CHAIRMAN'S REPORT**

(Item deferred)

6. **EXECUTIVE HEADTEACHER'S REPORT**

NL's report had been circulated to both Local Governing Bodies. Trustees were reminded that they had access to all of the papers in the LGB meeting packs on GVO.

He explained the recent White Paper which set out the government's intention for all schools to be Academies and in MATs by 2022, pointing out that RCT needed to determine its rate of growth. GK added that coasting schools and academies (which had now been defined as having flat-line progress over three years or more) would be taken over by MATs sooner rather than later.

A number of coasting primaries in Lincolnshire had been identified but none were within the 30 minutes driving time that had been considered previously.

KB suggested that a mapping exercise of local schools be carried out to identify schools that were coasting, maintained, already in MATs, resistant to joining MATs, etc. JG confirmed he had started this work and also reported back on a Governance Conference where it had been stated that the DfE intended to have 1000 MATs across the country, each covering 20 schools.

JG

(AH arrived at 19.08 and took the Chair; he thanked RB for standing in)

Chairman's Report – AH confirmed that all items would be covered by the Agenda.

7. **REPORTS FROM COMMITTEES.**

- a) Personnel and Welfare – RH reported that the last meeting had considered large numbers of policies, which were recommended for

adoption at Agenda Item 13. Educational Visits and H&S Policies in particular needed input from the Board.

- b) Finance – MR reported that Finance Committee had considered issues around top-slicing. Recent expenditure of £30k on updating KSHS ICT and the RCT accounting software had come from the Sponsor Academy funding. Looking to the 2016-17 budget, it was expected that the GAG reductions would be approximately £184k for KSHS and £94k for CGS based on the reduced per capita amounts and, in KSHS particularly, the reduction in school roll. He reported that Simon Moss had asked to relinquish the RO role and negotiations were in place with Duncan & Toplis for replacement. The new Management Accountant, Lisa Hartford, would be starting on 12 April. The 3G Pitch project had been signed off and work was due to start on 4 April.

NL added that LCC Asset/Premises surveys were underway and the recommendations would be shared. Similarly, AA would collate and share the results of the recent H&S inspections. The Committee had also considered a large number of policies and JG asked that his thanks to MR be recorded for all his work on reviewing the policies.

NL/AA

- c) LGBs - Teaching & Learning – The LGB Chairs were not present, but NL reported that he had been invited to the next KSHS meeting. DS added that JG was also to be invited. DS apologised for it not being possible to get the KSHS draft minutes agreed and on to GVO in time for the Board meeting.

DS

8. OPERATION OF THE MAT, THE ARTICLES AND OVERVIEW OF GOVERNANCE DOCUMENTS

- a) Confirmation of Re-Appointment of John Boyce as Community Governor to CGS Local Governing Body – DS advised that the LGB had recommended JB's re-appointment. It was proposed by BG, seconded by AH and agreed with 3 abstentions (as JB was not known to them) that John Boyce be re-appointed as Community Governor. It was also noted that there was no update regarding MC, the potential fourth Community Governor who was considering his position as a supplier to RCT and the implications of the Academies Financial Handbook restrictions.
- b) To review and reconsider the membership of Pay Committee. AH explained that it had become clear that the membership needed to be reviewed in order to spread the Trustees' work, whilst also ensuring compliance with the Articles' quorum and representation requirements. After discussion, it was agreed that KB would join and RH would leave the Finance Committee; RH and GK would join and KB would leave the Audit Committee; KB would join and AH would leave Pay Committee. DS to update the Meeting calendar.

DS

DS

9. FINANCE

JG's reports to 31 January 2016 and to 29 February 2016 had been circulated.

He explained that he had started the 2016-17 Budget process and had requested bids from each department in both schools, in parallel.

As above he explained that the GAG amounts per capita were to be reduced by £16 at KS3 and £20 at KS4 and there would be no additional Educational

Services grant. Discussions on the National Funding Formula would follow at Agenda Item 10.

Payroll – Kier had indicated they would no longer be providing payroll services. JG had already approached NKDC, Dataplan would want to have both schools together and Silema (who currently delivered the service on behalf of Kier) had also been approached. JG

KR raised the issue of apportionment of Sixth Form income. NL pointed out that the income stayed within the Trust so both schools would benefit.

Trustees considered this to be a strategic issue that needed resolving.

It was noted that, although it had been expected that the movement of girls from KSHS to CGS for the Sixth Form would slow, this had not been the case. A searching QA survey of current CGS Y12s asked students why they had chosen CGS and why they had chosen to leave their previous school. It was noted that demographically it was likely that cohort numbers would reduce over the next two years, but thereafter with the growth planned for Sleaford, numbers should rise again.

It was noted that this would be a subject for discussion on 11 April. NL

JG explained that in the current year CGS budget was £700k higher than KSHS, but in 2016-17 the difference was likely to be nearer £1m. Trustees felt this would only be resolved by forming one school on one site.

The 5-year Financial Plan was ongoing.

AH agreed to set up a discussion item on GVO to gather information and ideas for discussion at the next meeting. AH

Dashboards had been circulated. It was noted that the staffing information had been replaced by KSHS information this time.

KB asked if there was an Investment Strategy for the Trust. JG agreed to consult the Academies' Financial Handbook and KB agreed to broker a meeting with NKDC's investment officers. KB/JG

10. NATIONAL FUNDING CONSULTATION

Trustees agreed that the MAT should respond. NL reported that he had already responded as CGS Head; JS and JG would each respond separately. Trustees were encouraged to respond as individuals too. It was noted that the GSHA (Grammar School Heads Association) and Lincolnshire Heads were also responding. All

It was agreed that AH and RB would submit a response based on the GSHA template. AH/RB

11. RCT VISION – STRATEGY – ETHOS – PLANS FOR 11 APRIL 2016

NL had circulated an updated version of his plan for the day. He and DS were meeting during the break to decide on the logistics for the day. DS reported that she was still waiting for a number of replies from attendees. NL/DS

12. EDUCATIONAL VISITS – CATEGORY C

a. CGS

- i. EV6 Iceland February 2016
- ii. EV6 St Lucia February 2016
- iii. EV6 Berlin March 2016

b. KSHS

- i. EV* Zanzibar – no update had been received.
- ii. EV6 Iceland February 2016

Trustees noted the above and requested a greater consistency in comments on the EV6s. These comments should be used as lessons learnt and reflected in future trips' early EV proposals. The explanatory comments for each rating were essential. It was also noted that risks currently could be higher in Europe than in Zanzibar and Foreign & Commonwealth Office advice should continue to be sought.

AA

13. POLICIES

Trustees considered each policy separately

- i. Reviewed Polices for adoption as RCT Policies.
 - a)As recommended by Personnel & Welfare Committee
 - i. Accessibility and Disability Equality Policy
 - ii. Anti-Bullying Policy
 - iii. Appraisal – Teachers Policy
 - iv. Appraisal – Support Staff Policy
 - v. Careers IAG Policy
 - vi. Confidentiality and Data Protection Policy
 - vii. Educational Visits Policy – *noting that Category C Visits would need recommendation by P&W and Board Approval*
 - viii. Equal Opportunities Policy
 - ix. Health & Safety Policy (inc Fire Safety Policy and procedure) – *noting that an RCT Trustee for H&S would need to be appointed (see Agenda Item 14)*
 - x. Link Governor Policy
 - xi. Safeguarding (Child Protection) Policy
 - xii. Safer Recruitment Policy
 - xiii. Security Policy (to follow)
 - xiv. Sickness Absence Policy – *noting that the BJ version was recommended by P&W*
 - xv. Special Education Needs Policy - *noting that the policy revisions had entailed considerable work by Rosie Brooks and was now used as a Model of Good Practice across Lincolnshire*
 - xvi. Use of Reasonable Force Policy
 - xvii. Vexatious Communications Policy

DS

With above comments, it was proposed by AH, seconded by RB and agreed unanimously that the above Polices be adopted.

- b)As recommended by Finance Committee
 - i. Charging and Remissions Policy
 - ii. Members, Trustees, Governors and Staff Allowances Policy
 - iii. Pay Policy – *noting that a Management Allowance for Support Staff had been introduced*
 - iv. Pensions Policy
 - v. Pupil Premium Policy
 - vi. Redundancy Policy – *defer to next meeting*
 - vii. Acceptance of Gifts and Hospitality Policy – *with the addition of 'existing suppliers' to the lists and review in 18 months*
 - viii. Anti-Fraud and Corruption Policy
 - ix. Freedom of Information Policy (and Model Publication Scheme)
 - x. Lettings Policy

- xi. Risk Management Policy
- xii. Business Continuity Policy

With above comments, it was proposed by AH, seconded by RH and agreed unanimously that the above Policies, with the exception of the Redundancy Policy, be adopted.

DS

JG asked again that thanks be recorded to MR for his work in reviewing the Finance Policies

14. HEALTH AND SAFETY - H&S TRUSTEE IN ACCORDANCE WITH RCT HEALTH & SAFETY POLICY ABOVE

It was proposed by AH, seconded by NL and agreed unanimously that Robin Baker be appointed H&S Trustee. DS to redraft the Statement for signing and publication.

DS

15. RCT BRANDING

- i. RCT Crest – it was noted that the crest was now used on minutes, agendas, Trust letterheads and the website
- ii. To note response from LGB on KSHS or KSHSSA – DS reported that the KSHS Local Governing Body had been pleased to agree to the return to the name 'Kesteven and Sleaford High School' (KSHS)

16. RCT WEBSITE UPDATE www.robertcarretrust.uk

It was noted that the website now included Biogs of Trustees and Members. NL asked that these be rephrased for consistency.

DS

GK, KB and RH asked that their names be amended

DS

17. ITEMS FOR NEXT AGENDA

Budget 2016-17

JG

Policies

DS

Outcomes from Planning Day 11 April

NL

Northgate Sports Hall – to consider implications of NKDC's review of Leisure Contract

JG/AA

Appointment of Responsible Officer

18. DATE OF NEXT MEETING 20 June 2016 at 19.00

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The meeting closed at 22.10