



The Robert Carre Trust

The Minutes of the Board Meeting held in the Conference Room at Carre's Grammar School on **Monday 20 June 2016 at 19.00.**

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

Also present: Debbie Hopkins (Chair KSHS LGB), Jem Green (DFA&R) and Debbie Scott (Clerk)

1. Welcome - AH welcomed all to the meeting.
2. **APOLOGIES** – Malcolm Robertson, Geoff Hewett (Chairman CGS LGB)
3. **DECLARATIONS OF INTEREST** – KB re item 7b (Northgate Sports Hall and NKDC procurement)

4. MINUTES OF THE PREVIOUS MEETING, HELD ON 23 MARCH 2016

A number of actions were discussed, including mapping of local primary schools regarding MAT options, which JG had completed. It was noted that LCC would be publishing a similar document identifying coasting schools etc. NL reported on recent visits to local primaries and the responses received.

JG thanked KB for sharing the NKDC Investment Policy

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

5. CHAIRMAN'S REPORT

AH reported that he and NL had met with the Deputy Regional School Commissioner, Julia Waterhouse, but it had become clear that there was confusion and lack of knowledge in the RSC's offices, probably in part due to the large area covered. There were anomalies in the advice being given regarding ideal size for a MAT (30, 8, 6 12?) and recently Witham Valley MAT in Boston had been offered 4 more schools, but in the Sleaford area two other MATs were in the process of being approved.

It was generally agreed that any school wishing to join would be subject to a thorough Due Diligence process on all aspects of the school, not just the Finances. The category of the school, its geographic location and its ability to contribute to the MAT would be significant factors.

6. EXECUTIVE HEATEACHER'S REPORT

NL reported that he had met with Jackie Waters-Dewhurst, CEO of Lincoln Anglican Academy Trust and the Diocesan Director of Education, to discuss the future of Church primary schools. She had explained that Church primary schools were able to join other MATs where at least 75% of the Members were approved by the Diocese. This ruling had been made by the Lincoln Diocese independently of other Dioceses. It would mean that most of the 142

Church Schools in Lincolnshire could only join LAAT, which would become unmanageably large.

RB reported that he would be attending a meeting for Heads and Chairs of Church Schools (representing Pointon School). NL was talking to Revd Johnson and it was agreed that outcomes from this and RB's meeting would be discussed by email before the weekend and AH/RB would prepare a paper for circulation the following week.

AH/RB

Other items in NL's Report would be covered elsewhere on the agenda.

7. RCT VISION, STRATEGY AND ETHOS

Vision Statement

It was noted that the session on 11 April had been very productive and worthwhile. NL had revised the Vision statement in line with views expressed by participants and it was proposed by BG, seconded by RB and agreed unanimously, that the revised Vision document be approved. NL agreed to finalise the document for the RCT website

NL

NL thanked everyone for their contributions.

Action Plan

RB was thanked for his Action Plan, which had been circulated by GVO.

He explained that the working group memberships would be based on the most appropriate people including some volunteers from the Vision Day.

A number of actions had already been at least partially completed, notably items 2b and 7b, and RB explained that the actions had been prioritised in terms of urgency, by the deadlines listed.

RB agreed to finalise the Action Plans as 'Issue 1', for circulation.

RB

RB/AH/NL agreed to draft the Working Groups' Terms of Reference and membership lists.

NL and RB were thanked for their work on these matters.

8. SIXTH FORM

NL presented his report which had been circulated by GVO. He was thanked for his comprehensive analysis of the situation which provided a much clearer picture of the issues than had been available before.

NL highlighted the potential impact of the widely different class sizes in certain A Level subjects e.g. Geography in which each school was running two classes, but at KSHS the numbers were 9 and 11, compared to 28 and 24 at CGS. Although the smaller class sizes gave perhaps more individual attention, educational theory suggested that smaller groups meant less interaction and debate and therefore perhaps were more restrictive.

He also highlighted the research into KSHS Year 11 girls' destinations which showed that only around half went to CGS for Sixth Form. Other popular destinations were local FE Colleges and other local Sixth Forms.

The options listed were discussed as follows

1. Maintain the status quo – freedom of choice for all students – but agreed not financially viable as it stood.

4. Close the KSHS Sixth Form and all students register at CGS – it was generally agreed that this was not acceptable
6. Close all three secondary Sixth Forms and open a Sleaford Sixth Form College – it was noted that although this was a preferred option by some members of NKDC, it was not achievable.
7. New site for the two grammar schools with a Sixth Form centre inside the by-pass – it was felt that this lost the long term vision for the Trust
8. Two co-ed grammar schools 11-19 on 2 sites. Sizes of schools according to capacity. Both schools to have a mix of both CGS staff and KSHS staff – it was noted that this would involve a lot of staff movement and may cause instability.
9. Two co-ed schools - one KS3 and the other KS4 plus KS5. Mix of staff from both schools – this option was a possibility and could be a step towards the long term vision.

2. All students in Sleaford secondary schools register at their base school of their choice and courses are allocated by the respective Trusts, RCT and St George's Academy (SGA) – this option offered more choice for students and could incorporate allocation of funding according to the school providing the subject.

3. All students in Sleaford secondary schools stay on roll at their 11-16 base schools and courses are allocated by the respective Trusts, RCT and St George's Academy (SGA) – it was felt that this option removed all choice for students although potentially offering a wider range of courses

5. Close both the grammar school Sixth Forms and have two 11-16 schools with a joint grammar school Sixth Form (RCT), possibly with a Sixth Form building on a different site, that works in partnership with SGA. It was noted that this was possibly feasible but would be more complex and would need to align with the long term vision, i.e. not commit to major building works, the cost of which might not be recouped in the move to single site.

After discussion, it was agreed that the two most viable options were 2 and 3. NL suggested that the CGS LGB would probably prefer option 2 and KSHS LGB, option 3. Thinking as Executive Head, he said would recommend option 2 as the most effective option. He reported that JS, at KSHS, had concurred. It was noted that re-appropriation of funds (e.g. of the £4000 per student, £1000 to base school (for pastoral costs) and £1000 per subject to the course provider) was feasible.

NL agreed to circulate copies of the year 12 surveys which had asked students why they had chosen to leave their 11-16 school and why they had chosen to attend CGS Sixth Form.

NL

It was noted that decisions at end of Key Stage 4 were less likely to be parent-led

It was generally agreed that it was important to deploy staff, buildings and other resources effectively. There would be opportunities for each school to build on its specialities although there could be a reputational risk from a perceived reduced choice for students.

After considerable discussion, it was proposed by RB, seconded by KB and agreed unanimously, that, for the September 2017 Sixth Form intake, Option 2 would be adopted with the aim to be for class sizes to be between 10 and

20, and the Executive Headteacher to have final decision on any class sizes falling outside of this, funding to be shared as discussed above, with the £1000 otherwise attributable to any courses taken at SGA to be retained by the base school.

It was also agreed that this decision should be reviewed during 2016-17 in respect of the September 2018 intake.

9. REPORTS FROM COMMITTEES.

- a) Personnel and Welfare – RH reported that the Minutes were available on GVO. In summary, a number of policies and EV forms had been thoroughly reviewed and were on the Board agenda. NL explained a recent drug-related Fixed Term Exclusion and the training that was being delivered for all students on 4 July. All parents had been invited to an equivalent session in the evening.
- b) Finance – MR had circulated a report and the minutes were on GVO. He confirmed that the Finance Committee, on behalf of the Pay Committee, had agreed to implement the NJC agreed national pay award for support staff, being 1% backdated to 1 April 2016 and a further 1% in April 2017. It was noted that Lisa Hartford, had successfully completed her 2 month probationary period. The 3G Pitch project was now due for completion under an alternative contractor in mid-September. It was noted that a small loss of hiring income would be inevitable, unfortunately.

Northgate Sports Hall

(KB left the meeting) AH reported that NKDC had notified the school that it would be reviewing its Leisure Contract and asked that the school confirm whether or not it would wish to continue the arrangement regarding Northgate Sports Hall. The Finance Committee had recommended a positive reply and after a brief discussion, it was agreed unanimously that this recommendation be adopted. NL was asked to reply.

- c) LGBs - Teaching & Learning –

KSHS – DH referred to the minutes on GVO

CGS - GH had sent a report, circulated by GVO, in addition to the minutes. He raised the issue of local businessmen not being able to be Local Governors unless any contracts they had with the Trust/school were delivered at no more than cost, when the LGB had little influence over contracts, with the remit being essentially teaching and learning. JG suggested that this be raised with Lord Nash again, at the earliest opportunity.

10. FINANCE

JG's reports to 31 March 2016 and to 30 April 2016 had been circulated. He explained that the report to 31 May would be posted to GVO shortly.

JG

2016-17 Budget: JG reported that this process was well underway and current forecasts were for deficits at CGS of around £100,000 and KSHS around £280,000.

(NL left the room briefly)

In both cases the deficits could be met from unrestricted reserves but obviously this could not be repeated annually ad infinitum.

The Budget would be reviewed by Finance Committee on 13 July for adoption by the Board on 18 July.

11. EDUCATIONAL VISITS – CATEGORY C

- a) CGS
 - i. EV1C New York – February 2017
 - ii. EV1C Portugal – March 2017
 - iii. EV3 Battlefields – June 2016*
 - iv. EV3 Southern India, plus RA and RM Packs, supplied by Outlook Expeditions

- b) KSHS
 - i. EV1C France/Belgium -June 2016 *
 - ii. EV3 France/Belgium - June 2016, and specific student RA *
 - iii. EV1C Berlin - October 2016
 - iv. EV1C USA Ski-ing - Feb 2017
 - v. EV6 KSHS Iceland - Feb 2016

It was noted that the EV forms marked * had been agreed between meetings, after GVO consultation, to enable the trips to go ahead. After discussion it was proposed by RH, seconded by KB and agreed unanimously, that the 'between meetings' decisions be ratified and the remainder of the forms be approved.

12. POLICIES

Trustees considered each policy separately

- i. Reviewed Polices for adoption as RCT Policies.
 - a) As recommended by Personnel & Welfare Committee
 - i. No smoking policy
 - ii. Attendance Policy
 - iii. Code of Conduct for Employees
 - iv. Complaints Policy
 - v. Drugs Policy
 - vi. Induction Policy
 - vii. ICT Acceptable Use – Staff (AUP) Policy
 - viii. ICT Acceptable Use and Media Release Forms – Student (AUP)Policy
 - ix. ICT Bring Your own Device Policy (BYOD)
 - x. Leave of Absence Policy
 - xi. Staff Capability Policy (inc results of consultation)
 - xii. Staff Disciplinary Procedures Policy (inc results of consultation)
 - xiii. Staff Grievance Policy (inc results of consultation)
 - xiv. Stress Management Policy
 - xv. Supporting Students with Medical Conditions Policy
 - xvi. Whistleblowing Policy (inc results of consultation)
- NL reported that none of the policies that had been put out to staff and unions for consultation had received any responses,
It was proposed by RH, seconded by KB and agreed unanimously that the above Policies be adopted, en bloc.
- b) As recommended by Finance Committee
 - i. Redundancy Policy

DS

DS

It was noted that the proposed policy, which had also received no response during its consultation period, would apply to all new RCT contracts. With above comments, it was proposed by AH, seconded by RB and agreed unanimously that the Redundancy Policy, be adopted.

DS

13. HEALTH AND SAFETY - UPDATE

It was noted that the signed RCT H&S statement was now displayed around both schools and on the RCT website.

14. RCT WEBSITE UPDATE www.robertcarretrust.uk

DS confirmed that names had been amended as requested and the biogs of Trustees and Members were now reformatted for consistency. New Policies had ben added as they were approved

DS

15. ITEMS FOR THE NEXT AGENDA

- Budget 2016-17
- Action Plan – Working groups
- Policies for adoption
- Dates for 2016-17
- Amendments to the Governance Document.

16. DATE OF NEXT MEETING 18 July 2016 at 19.00

The meeting closed at 21.15

DS

DS

JG
DS
NL

JG/AA