



The Robert Carre Trust

The Minutes of the Board Meeting held in the Conference Room at Carre's Grammar School on **Monday 18 July 2016 at 19.00.**

Present: Andrew Hutton (from 19.18) (Chairman), Robin Baker, Malcolm Robertson, Karen Bradford (from 19.07), Nick Law (Executive Headteacher), and Boyd Gilmore.

Also present: Jem Green (DFA&R), Andy Wilkinson and Debbie Scott (Clerk)

1. Welcome – IN AH's absence, RB took the chair and welcomed all to the meeting.

2. **APOLOGIES** - Rachael Hockmeyer, Grahame Killey, Geoff Hewett (Chairman CGS LGB) Debbie Hopkins (Chair KSHS LGB), and AH and KB for lateness.

3. **DECLARATIONS OF INTEREST** – In KB's absence it was noted that she had previously declared an interest in items related to Northgate Sports Hall and NKDC procurement.

4. MINUTES OF THE PREVIOUS MEETING, HELD ON 20 JUNE 2016

A number of actions were discussed, and NL forwarded the results of the Sixth Form survey to the Clerk for circulation.

DS

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

5. Agenda Item 13 brought forward – EDUCATIONAL VISITS

Category C

CGS – recommended by CGS LGB (11 July 2016)

- a) EV1 CGS Spanish Exchange October 2016
- b) EV1 CGS Live and Learn October 2016
- c) EV3 CGS Spanish Exchange October 2016
- d) EV3 CGS Live and Learn October 2016

AA

After discussion, it was proposed by MR, seconded by NL and agreed unanimously, that the above trips be approved.

KSHS – recommended by KSHS LGB (29 June 2016)

- a) EV6 France/Belgium - June 2016 - noted

(KB arrived 19.07)

6. Agenda Item 14 brought forward – POLICIES

- a) As recommended by Personnel & Welfare Committee
 - i. RCT CPPD Policy (Continuous Personalised Professional Development)
 - ii. RCT Rarely Cover Policy – NL explained that, in addition to changes within the policy, the review date had been brought forward to February 2017 to allow for expected changes in Pay & Conditions Terms.

- iii. RCT Nutritional Standards Policy – it was noted that this had been amended at P&W to remove school-specific names and include meals provided to other schools.
- iv. RCT Sickness Absence Policy – amendment to adopted policy, additional clause 12.3
 - b) As recommended by Finance Committee
 - i. Finance Policy (previously agreed Nov 2016, but since re-reviewed)

It was proposed by BG, seconded by NL and agreed unanimously, that the above policies be adopted *en bloc*.

DS

RCT Critical Incident Management Plan – it was noted that this policy had been referred back to staff for further review.

AA

7. Agenda Item 12 brought forward – SENDCO REPORT CGS.

Trustees welcomed Rosie Brook's report.

8. Agenda Item 10 brought forward – REPORTS FROM COMMITTEES

- a) Personnel and Welfare – In RH's absence, the Clerk reported that, in response to the recommendation in RB's report (above), GT had volunteered to act as Trust SEN Link Governor, appointment to be approved at September Board meeting.
- b) Finance - MR reported that Lisa Hartford, RCT Management Accountant, had attended the committee meeting. The Committee had discussed the financial reports and the proposed budget for 2016-17, Northgate Sports Hall management and the progress on the 3G Pitch refurbishment which had started on 11 July.
- c) LGBs - Teaching & Learning – LGB Chairs (see GVO for minutes of the recent meetings). NL reported that the main discussions would be covered in other items on this agenda.

DS

9. Agenda Item 15 brought forward – H&S UPDATES

Nothing to report.

10. Agenda Item 16 brought forward – ITEMS FOR NEXT AGENDA

- i. Formal Adoption of updated Governance Documents, Scheme of Delegation
- ii. Appointment of Committees
- iii. Appointment of Trust Link Governors (Health & Safety, SENDCO?)
- iv. Policies as per review cycle
- v. From item 11 – New Site - Tender Brief
- vi. From item 16 – Budget Recovery Plan

DS

11. Agenda Item 5 (deferred) – NEW SITE, NEXT STEPS

(Discussion redacted).

It was proposed by AH, seconded by KB and agreed unanimously, AW to develop the scoping document for the tender and circulate it via GVO, for discussion.

AW/DS

AH thanked AW for his work to date.

(AW left the meeting at 19.50)

12. Agenda Item 6 deferred – CHAIRMAN’S REPORT

AH reported that despite representations, Lincoln Diocese was unmoveable in respect of the requirement for MATs to have 75% Members approved by the Church, before Cof E schools could join. It was noted that only 6 primary schools locally were not CofE controlled. It was important therefore to work up Third Party Services that could be offered to primaries.

Noting that other Dioceses across the country were more relaxed on the issue, AH agreed to draft a letter to Lord Nash.

AH and NL had also met with their counterparts at SGA who were, as well as Sir Wm Robertson School, working towards forming a MAT. It was noted that EFA no longer accepted single-school MATs.

13. Agenda Item 7 deferred - EXECUTIVE HEADTEACHER’S REPORT

NL updated Trustees on progress of discussions with local schools.

KB declared an interest in discussions relating to Caythorpe Primary School and left the room at 20.00.

NL reported on the situation at Caythorpe and it was agreed that he should pursue the matter with KB outside of the meeting

(KB returned at 20.18)

14. Agenda Item 8 deferred - RCT VISION, STRATEGY AND ETHOS

Action Plan

RB was thanked for his Action Plan, which had been circulated by GVO and since updated by NL/JS to indicate tasks completed.

RB/AH/NL had completed the Working Groups’ Terms of Reference and membership lists, which would be circulated by GVO.

NL and RB were thanked for their work on these matters, which tied in with the new site work and the Budget Recovery Plan and gave valuable opportunities for Local Governors and senior leaders to be involved.

15. Agenda Item 9 deferred - OPERATION OF THE MAT, THE ARTICLES AND REVIEW OF GOVERNANCE DOCUMENTS

- i. Nomination for 9th Trustee, to recommend to Members. JE’s name had been put forward; NL suggested that an educationalist might be a better addition and after discussion it was agreed that someone from the primary sector should be sought. NL/AH to pursue.
- ii. Arrangements to appoint 9th Governor to CGS Local Governing Body – it was noted that the LGB had recommended that RK be appointed as Community Governor and an election take place in September to fill the Parent Governor vacancy. NL/DS
- iii. Draft revised Governance Document for adoption in September. The Clerk explained a number of changes, mostly administrative, to the Document, to bring it into line with practice developed over 2015-16. DS
Admissions Appeals Panel – it was agreed that the use of the LA’s service would be continued and specified in the Document.

16. Agenda Item 11 deferred - FINANCE

2015-16 - to receive reports to date

- i. To 31 May 2016
- ii. To 30 June 2016 - verbal

JG was thanked for his reports.

2016-17 Budget

JG's Budget Report had been circulated via GVO and discussed at Finance Committee. In summary JG explained that 2015-16 was likely to end in surpluses for both schools, 2016-17 would see both schools ending in deficits due to reducing GAG income, 1% pay increases, increase in NI and Pension contributions and, for KSHS, falling roll.

NL and JG confirmed that this position reflected similar situations in schools around the country.

Finance Committee had recommended that the draft budget be approved.

It was noted that the review of the National Funding Formula had now been postponed until 2018 and Trustees wondered whether the Government had been trying to force schools to use up reserves etc – AH to add to letter to Lord Nash.

Thanking JG for his work on the budget, it was proposed by AH, seconded by MR and agreed unanimously, that the Budget be approved.

A Budget Recovery Plan which had been circulated via GVO, had been developed by NL, JG, AH, MR, JS, JH and KJ, at the request of Finance Committee, identifying possible courses of action to generate income and/or reduce costs.

It was intended that options should be costed and adopted, or abandoned, by December 2016.

Admissions - it was suggested that these should be aligned so that both were gender-neutral, NL felt that the scores requirement should not be altered and advised that a demographic bulge in 2018 would see an increase in numbers.

Efficiencies were already underway with the Staffing and Curriculum Review. In the mean time it was agreed that a 'Finance' column be added to apply a relative value to each option and RAG (red, amber, green) ratings applied to identify 'non-starters' through to definite 'wins' respectively. It was also agreed that staff and parents should be kept informed of the national situation and the steps being considered by RCT.

It was agreed that further development take place over the summer for presentation to the first Board Meeting in September.

17. DATE OF NEXT MEETING 14 September 2016 at 19.00, and following dates agreed as per the draft Calendar.

The meeting closed at 21.32