



The Robert Carre Trust

The Minutes of the Board Meeting held in the Conference Room at Carre's Grammar School on **Monday 21 November 2016 at 19.00.**

Present: Andrew Hutton, Robin Baker, Malcolm Robertson, Nick Law (Executive Headteacher), Rachael Hockmeyer, Boyd Gilmore, Leanne Barr and Karen Bradford.

Also present: Geoff Hewett (Chairman CGS LGB), Debbie Hopkins (Chair KSHS LGB), Jo Smith (HoS KSHS), Jem Green (DFA&R), Debbie Scott (Clerk)

1. **WELCOME** – AH welcomed all to the meeting.
2. **APOLOGIES** - Grahame Killey.
3. **DECLARATIONS OF INTEREST** – None
4. **MINUTES OF THE PREVIOUS MEETING, HELD ON 31 OCTOBER 2016**

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

5. GOVERNANCE

- i. **Publication of Signed Minutes.** DS explained that she had received a request from a member of staff for access to Board Minutes. Nathan Bowes had offered to set up folders on either the schools' Intranet or Drives but there was no one place that was accessible to all staff internally. Legally the Minutes were required to be made available on request. After discussion it was proposed by NL, seconded by AH and agreed unanimously, that the Signed Board Minutes, suitably redacted to remove commercially sensitive details and information about individual staff members, be posted to the RCT website. DS to arrange with NB. DS to amend Governance Document. DS/NB
- ii. **Skills Audit.** DS shared the Audit's results to date. Several forms were still awaited despite reminders. DS to let LGB Chairs have details for chasing. DS/DH/
GH

6. CHAIRMAN'S REPORT

Funding Formula – AH reported that his letter had been sent to Lord Nash

New Site – it was noted that a response had not yet been received from EFA regarding the application to purchase the new site, despite 3 reminders. A letter had now been sent to Michael Green at the EFA who has responsibility for capital projects.

Caythorpe Primary School – AH reported that, although the RCT Bid had been unsuccessful, the team felt that a strong case had been made and, as a result of the hard work, an excellent package was now in place to offer to other primary schools. He particularly thanked NL, SL and LC for their concerted efforts. NL updated the board on other potential opportunities.

7. EXECUTIVE HEADTEACHER'S REPORT

NL reported that he and JG were meeting with Browne Jacobson representatives on 5 December to look at the staffing structure.

8. SIXTH FORM

As agreed at the last meeting, RB had circulated his report summarising Sixth Form discussions so far. It was noted that changes had already been implemented and more would take effect from September 2017.

(Discussion Redacted)

NL explained that a new role was being created internally, Director of RCT Sixth Form, to oversee sixth forms in both schools. This role would not carry any increase in salary but would be good professional development for the successful candidate. Internal applications only would be considered and existing experience of managing a Sixth Form was an essential part of the Person Specification. The role would be filled at the latest by September 2017, but hopefully earlier.

The meeting discussed the move towards a single Sixth Form on two sites and it was agreed that joint activities should be encouraged as much as possible in the meantime; recent examples such as the Schools Shakespeare project working very well, along with the KSHS Insight Day, the Joint Sponsored Walk, DofE, joint trips and shared teaching in Years 10 and 11 for Drama and Music.

It was noted that Prize-Giving Speeches would emphasise the benefits already being in place.

DH/GH

Other suggestions such as joint Young Enterprise and a joint Sixth Form Blog were welcomed.

Trustees asked what could be done to apportion costs for a single Sixth Form that used staff and resources provided by each school across Years 7-13. JG to look into.

JG

In answer to questions, NL admitted that the savings mentioned earlier might appear disproportionate but one of the expensive issues had been the small class sizes at KSHS compared to CGS and by standardising where possible savings were viable.

9. GREEN PAPER - SCHOOLS THAT WORK FOR EVERYONE – CONSULTATION BRIEFING

NL's report had been shared on GVO along with similar briefing reports from GSHA and FASNA. He urged Trustees to visit the DfE website and respond as individuals to the consultation before the deadline of 12 December.

All

NL had mentioned a SHLA Steering Group working on the Funding Formula – JS agreed to check if any progress had been made.

JS

It was agreed that the letter to Lord Nash should be copied to GSHA

NL

10. RCT VISION – STRATEGY – ETHOS RCT ACTION PLAN AND WORKING GROUP PROGRESS

- | | |
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| a) Due Diligence – reports complete – to be sent to DS for adding to GVO | KB/DS |
| b) Expansion – met on 16 November – report to be sent to DS for GVO. Learning from the CPS experience, the group had looked at the product, positioning and timeline and recognised the need to work on a secondary equivalent. AH was experimenting with time-line software and would share the results, especially in terms of HR aspects. | AH |
| c) Marketing – met on 2 November. GH reported that the group had developed a marketing strategy to focus on a new high quality Trust website. NB and MC had offered to work together on functionality and design and the Board agreed that this was the best way forward, rather than employing an expensive external contractor. GH to ask NB and MC to make a start and present a ‘draft’ website to the next Board meeting. He recommended looking at www.wellswaymat.com . In addition targeted local campaigns to direct people to the website would be started and particularly to those villages Newark-side of Sleaford and geographically equidistant Sleaford and Grantham or Sleaford and Bourne. It was also suggested that interest groups be engaged eg Sports Clubs. Key target audiences were identified as parents of Years 4, 5 and 6 for Year 7 intake and students themselves in Years 7 – 11 for Sixth Form Admissions. It was noted that encouraging primary schools and supporting pupils taking 11+ tests could be made more of, perhaps introducing after school 11+ clubs, offering life-skills as well as 11+ familiarisation opportunities. It was suggested that NB incorporate apps in the new website to keep visitors informed of new items. Report to be shared via GVO. | GH/NB/
MC |
| d) Community & Outreach – met on 7 November but no report yet | GH/DS |
| e) Central Services – MR confirmed that the subgroups were working well, looking at Finance with the Finance team, Catering and IT provision. The Catering group felt strongly that the Trust should not be subsidising the provision of meals to other schools and it was noted that other providers were commercially driven. JG stated that part of the Management Accountant’s on-going work for 16-17 was a review of all the Trading activities and these would be included in the Management Accounts. He would be reviewing all these numbers and reporting accordingly.. | JG |

AH thanked everyone involved for their contributions.

11. FINANCE

2015-16 Audit – JG reported that the final report had not yet been agreed, due to illness at D&T, but a meeting was scheduled for 28 November and it was hoped that this would finalise the Annual Accounts. It was noted that the timescales would be very tight to meet the RCT AGM on 5 December but the report when received could be checked and endorsed by the Chairs of F&R and the Board and circulated to all for comment

JG/MR/
AH

Audit Committee – RB reported on the deliberations of the Audit Committee earlier and passed on the recommendation that the role be incorporated into the P&W remit and the next meeting be combined with the P&W meeting scheduled for June.

It was proposed by RB, seconded by BG and agreed unanimously that the meetings be combined, membership to continue as already agreed, with GH

DS

as a voting member for the Audit part of the meeting only and NL as a voting member of the P&W part of the meeting. DS to amend Governance Document

2016-17 Finance Reports – JG reported that the October, November and December Reports would be presented to the January cycle of meetings. He confirmed that a meeting about the new site designs was scheduled for 28 November and that, as the Chairman had reported earlier, a letter to the EFA had been sent on 14 November.

JG

He reported that Pensions Auto enrolment was in-hand, but the latest LGPS actuarial reports suggested that CGS and KSHS would each be expected to pay a lump sum to offset the Pensions deficit. (£28K Carre's and £17K KSHS. He was meeting with the Scheme Actuary on 24 November and would circulate more details when the information was provided.

JG

12. EDUCATIONAL VISITS

Category C

i. **CGS** – recommended by CGS LGB (9 November 2016) and P&W (by email

a) EV3 CGS New York February 2017 – it was noted that some of the issues listed as hazards weren't technically hazards, but situations.

DS/AA

It was proposed by MR, seconded by AH and agreed unanimously, that the above EV forms be approved

b) EV6 CGS Live and Learn October 2016 – noted -didn't go ahead

c) EV6 CGS Spanish Exchange October 2016 – deferred by LGB to next meeting

KSHS – recommended by KSHS LGB (16 November 2016) and P&W (by email)

a) EV1C KSHS France and Belgium June 2017

b) EV1C KSHS Walesby June 2017 – Trustees noted that water-sports were involved - JS confirmed that all Instructors were employed by the Centre and suitable qualified and experienced.

c) EV3 KSHS Ski USA February 2017 – the choice of resort was questioned, Killington being very challenging and normally very expensive. JS confirmed that the trip was very popular partly because it included a day in New York. Trustees asked that the RA for the New York element be included.

LB suggested that the Coach Evacuation Policy be checked with the Coach Operator to make sure they were aligned. It was also agreed that LB and AH would arrange to meet with AA to review the process for considering the risks of trips and how this is recorded in general

DS/AA
AH/LB/
AA

It was proposed by RB, seconded by RH and agreed unanimously, that the above EV forms be approved, subject to the above comments.

d) EV6 KSHS Berlin October 2016 - noted

DS

It was also agreed that, in view of the time and effort put in by staff to organise the visits, that letters of thanks should be written to organisers, signed by the Chairs of the Board and relevant LGB(s), once the completed EV6 had been received by the Board.

13. POLICIES

a) Admissions Policies 2018 – CGS, KSHS and Sixth Form.

NL explained that the Admissions Policies were now with LCC for consultation, closing date 16 December.

He reported on the projected admission figures for Year 7 to date for each school and Trustees were concerned that the number of first choice applications for CGS was lower than expected. It was suggested that, although this was partly due to a smaller number of boys in the cohort, some parents may have found the CGS Policy too complex and not realised that the oversubscription criteria were unlikely to be necessary in 2017.

In view of this it was suggested that the Policies for 2018 should be revisited and criteria simplified.

It was agreed that NL, JB and HG should review the Policies again and add them to GVO for urgent comments to enable a new statutory consultation period of 6 weeks before 31 January

NL/JB/
HG

b) Reviewed Polices for adoption as RCT Policies see GVO Policies under development - none

14. H&S UPDATES

AA's reports had been circulated via GVO. AH would be attending school for the Audit in January.

AA/AH

15. ITEMS FOR NEXT AGENDA

i. Debbie Collett would be presenting on CPPD to CGS LGB in January

16. DATE OF NEXT MEETING 25 January 2017 at 19.00, and following dates agreed as per the draft Calendar.

AH urged Trustees to attend the schools' Prize-Giving ceremonies if at all possible and also the Carol Services.
He wished everyone a happy Christmas.

All

The meeting closed at 21.50