



The Robert Carre Trust

The Minutes of the Board Meeting held in the Conference Room at Carre's Grammar School on **Tuesday 28 March 2017 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: Rev Philip Johnson, Debbie Hopkins (Chair KSHS LGB), Geoff Hewett (Chair CGS LGB), Jo Smith (HoS KSHS), Jem Green (DFA&R), Debbie Scott (Clerk)

1. **WELCOME** – AH welcomed all to the meeting. He advised that PJ was in attendance as an observer

2. **APOLOGIES** - None

3. DECLARATIONS OF INTEREST

None

4. MINUTES OF THE PREVIOUS MEETING, HELD ON 25 JANUARY 2017

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

5. GOVERNANCE

- i. **KSHS Local Governing Body** – DH and DS reported that there had been an election for a new Parent Governor and that Mrs Karen Gill had been the successful candidate. Mrs Gill had a daughter in Y9 and had financial experience in the NHS. It was proposed by AH, seconded by RH and agreed unanimously that Mrs Gill's appointment as Parent Governor be approved. DS
- ii. **Skills Audit.** DS reported that the summary with recommendations was now on GVO. Training needs were discussed. DS to liaise with Debbie Collett regarding training for Governors, e.g., in respect of Safeguarding. It was noted that the Governors' Induction Pack included the Skills Audit form. DS
It was noted that an updated version of the audit was now available and would be used in the next round to be completed in September. DS was asked to circulate this year's responses when sending out the next audit papers to individuals. DS
- iii. **Revised Governance Document** – RB's redraft had been circulated via GVO. The document was discussed, although it was felt that a smaller group to look at it would be more effective. RB explained that he had tried to bring all the documents together and included the revised Scheme of Delegation and added the Assurance Document, the latter intending to take some load from the Board, and at the same time giving a document that would work across the Trust even when additional schools joined. Each committee, including LGBs, would produce reports for the Board meeting and there would be more clarity regarding the LGBs' roles. The new document would still need to be read in conjunction with the Articles of Association, the Trust's legal 'constitution'. Trustees discussed the

possibility of taking on failing schools, whose fit to the Scheme of Delegation would necessarily be different to that of a Good or Outstanding school and it was generally agreed that the document should reflect the current situation but be organic enough to adapt to future needs rather than trying to 'futureproof' it at this time.

PJ, RB,
KB, NL,
Chair, DS

After discussion it was agreed that a group comprising PJ, RB, KB, NL, the new Chair and DS meet to move the document forward.

- iv. To consider Options for the Chair – this item was deferred until later in the meeting

Agenda Item 7 and 8 were brought forward and combined

6. CHAIRMAN'S REPORT, including Infinity update

AH reported that he and NL had visited the House of Commons the previous week and met with Graham Brady, Chairman of the 1922 Committee; the meeting had been addressed by a HT and a former HT who was currently a Chair, and gave the message that Grammar Schools needed to be inclusive and integral parts of society.

Infinity – (discussion redacted). It was agreed that AH write to acknowledge the response and wish them well for the future.

7. OFSTED

NL explained that the final report had not yet been received and he would share it with all on its arrival. He and his staff had already devised a post-Ofsted plan and would share that with CGS LGB in May.
(Discussion redacted).

AH

8. EXECUTIVE HEADTEACHER'S REPORT

NL explained that discussions were underway with other primary schools in Lincolnshire, on the recommendation of Heather Sandy, LCC.

Trustees noted that DS was now clerking at Rauceby Primary School, through the Robert Carre Trust, and Trustees asked that other outsourcing options be explored.

NL

It was also noted again that the Diocese of Lincoln was maintaining its inflexible interpretation of the CofE guidance on suitable MATs for CofE schools.

New Site – NL reported that the concept drawings had been shown to NKDC and therefore had appeared in the local press. AWk and JH had made a presentation to the Sleaford Regeneration Group and another was planned for Sleaford Town Council. NL and JS had spoken to Nick Gibb, Minister for Schools Standards and to Simon Holmes, of the DfE Schools and Admissions division, who had advised that a strong business plan should be developed for presentation to Lord Nash. AWk was currently working on the project management process. Total costs estimates were around £30m, with potentially £9m generated from the sale of existing sites.

Trustees asked about the Fire Station site and it appeared that although the operations would be moving shortly to Eastgate, LCC was now considering retaining the site. JG pointed out that it was possible that the need for extra site capacity could become urgent, sooner than the new site could be developed.

AH reiterated the need to have a fully developed plan before bidding for funding, although an expression of interest had already been made for the

recently announced £50m per year for 4 years for Grammar School expansion.

9. (Agenda Item 10) FINANCE

2016-17

- i. Report to 31 December 2016
- ii. Report to 31 January 2017
- iii. Report to 28 February 2017

Monthly reports had been circulated via GVO. It was noted that the figures were now in deficit.

iv. Auditors

MR and JG had met with representatives from Streets who had quoted for the RCT work. After discussion, it was recommended that Duncan & Toplis be asked to continue as Auditors for one more year, with tight deadlines, and this was proposed by MR, seconded by KB and agreed unanimously, for approval by Members.

2017-18

JG reported that the EFA had recently released the figures for 2017-18 and the income would be reduced by approximately £90k for CGS and £79k for KSHS. For 2018-19, income was expected to drop further as the new National Funding Formula came into effect.

10. (Agenda item 11) EDUCATIONAL VISITS

i. Category C

CGS – recommended by CGS LGB (6 March 2017) and P&W (by email)

- a) EV1C CGS New York February 2018
- b) EV1C CGS Paris Football 2018
- c) EV1C CGS Barcelona PE Easter 2019
- d) EV1C CGS Cote D’Opale July 2017(P&W 6 February)
- e) EV3 CGS Cote D’Opale July 2017(P&W 6 February)
- f) EV6 CGS New York February 2017

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

- a) EV1C KSHS Gibraltar Point Biology June 2017
- b) EV3 KSHS Gibraltar Point Biology June 2017
- c) EV3 KSHS Zanzibar July 2017 (also by CGS LGB 6 March)
- d) EV6 KSHS Amsterdam February 2017
- e) EV6 KSHS Ski New Hampshire February 2017

Joint trips – recommended by CGS LGB (6 Mar) and KSHS LGB (16 Mar) and P&W (by email)

- a) EV1C CGS-KSHS Morocco July 2018

Trustees asked that trip organisers be reminded to take the matters raised on EV6 reports into account when planning repeat visits, for example the New York trip EV1C should make it clear that the airline previously used would not be re-used, or if it was to be, what precautions would be taken against problems encountered before.

Similarly that comments fed back from the Trustees/committees should be acknowledged in the paperwork, e.g., concerns re security in connection with the Zanzibar trip.

P&W Committee members voted separately on those trips that had not been agreed either by email or at committee, agreeing unanimously to recommend their approval subject to the above notes.

NL/AA

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

11. (Agenda item 12) POLICIES

Recommended by F&R

- a) RCT Business Continuity Plan
- b) RCT Charging & Remissions Policy
- c) RCT Finance Regulations and Manual – it was noted that further minor amendments were necessary to remove references to single academies and to add a paragraph re Parentpay.
- d) RCT Investments and Reserves Policy
- e) RCT Pensions (Support staff) Policy
- f) RCT Pupil Premium Policy – it was noted that the addition of the Link Governor role needed to be included in the Scheme of Delegation, and added to the next LGB Agendas.
- g) RCT Risk Management Policy

After discussion it was proposed by MR, seconded by BG and agreed unanimously that the above policies be adopted.

Recommended by P&W

- a) RCT Anti-Bullying Policy
- b) RCT Careers IAG Policy
- c) RCT Educational Visits Policy
- d) RCT Health & Safety Policy
- e) RCT Link Governor Policy
- f) RCT Rarely Cover Policy
- g) RCT Safeguarding Policy
- h) RCT Safer Recruitment Policy
- i) RCT Sickness Absence Policy

After discussion it was proposed by RH, seconded by RB and agreed unanimously that the above policies be adopted.

- j) RCT Social Media Policy (deferred to June/July cycle)

12. (Agenda item 13) HEALTH & SAFETY UPDATE.

JG reported that the H&S Inspector had visited both schools earlier in March, reports to be circulated.

13. (Agenda Item 14) ITEMS FOR NEXT AGENDA

- i. Election of Chair
- ii. Budget 2017-18 – indicative
- iii. New Site Business Plan
- iv. RCT Parental Gift
- v. Central Services Working Group Recommendations
- vi. Governance Document

14. DATE OF NEXT MEETING

24 May 2017 at 19.00, and following dates agreed as per the draft Calendar.

15. (Agenda item15) PROPOSAL FOR CHAIR

AH explained that as he would be resigning from the Board with effect from 31 March, due to relocation to America, various succession alternatives had been discussed. The existing vacancy, created by GK's resignation, would also need to be filled. Up until recently succession was to take into account new Trustees being brought in through Infinity but now that the Infinity

proposal had been abandoned that was no longer relevant. Members had discussed informally the possibility of appointing Stephen Hopkins as a Trustee and him then taking on the role of Chair. SH was willing and his extensive educationalist qualifications and experience in school governance would make him an ideal candidate.

AH intended to remain as a Member, attending meetings by Skype or similar, and SH could also stay as a Member.

The Board meeting adjourned to allow a meeting of the Members to take place, at 21.05, resuming at 21.10.

The Trustees noted that the Members had agreed to appoint SH as a Trustee, with immediate effect.

The second vacancy was considered. After discussion it was suggested that Garry Titmus be approached, subject to the restriction on numbers of Local Authority Associated Persons being resolved.

The Board meeting adjourned to allow a meeting of the Members to take place, at 21.25, resuming at 21.28

AH suggested that RB, in his capacity as Vice-Chair, take on the role of Chair in the interim, following AH's resignation and this was welcomed by all.

AH thanked everyone, staff and colleagues, whom he described as an excellent bunch of people. He commented on the way the Schools had grown over the last 11 or so years since he first became a Governor at CGS, developing the organisation into a stronger body, supporting stronger schools. He asked that his successor be given similar support.

RB, on behalf of those present, thanked AH for his work, first at CGS, then for the Robert Carre Trust. NL commended AH for taking on the role of CGS Chair at very short notice originally, his work in transforming the school into an Academy in the first instance, negotiations for the revived Sleaford Joint Sixth Form and the creation of the Robert Carre Trust, successfully steering the Sleaford selective secondary schools through some tough times.

The meeting closed at 21.36