



The Robert Carre Trust

The Minutes of the Board Meeting held in the Conference Room at Carre's Grammar School on **Wednesday 24 May 2017 at 19.00.**

Present: Robin Baker (Interim Chair), Malcolm Robertson, Nick Law (Executive Headteacher), Rachael Hockmeyer, Boyd Gilmore, Stephen Hopkins and Garry Titmus

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** – RB welcomed all to the meeting, particularly the new trustees, Stephen Hopkins and Garry Titmus

2. **APOLOGIES** - Leanne Barr and Karen Bradford.

3. **DECLARATIONS OF INTEREST** - None

4. MINUTES OF THE PREVIOUS MEETING, HELD ON 28 MARCH 2017

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

5. GOVERNANCE

- i. **New Trustees** – As above, Stephen Hopkins and Garry Titmus were attending their first meeting as Trustees.
- ii. **Revised Governance Document** – An updated version had been available via the GVO. RB explained that the group had met as agreed and a few amendments made. Several comments were raised and it was agreed that, to avoid confusion, all suggestions should be logged in the same place – DS to set up space on GVO. SH asked that everyone involved with RCT governance read the document and add to the comments on GVO.

DS

The Structure would take effect from September and run for two terms prior to full review in January.

6. INTERIM CHAIRMAN'S REPORT

RB reported on the time spent working on the Governance Document, with little time for anything else. JG would be investigating the recommendations of the Central Services Working Party

JG

7. EXECUTIVE HEADTEACHER'S REPORT

New Site - NL reported that progress was being made and the Trust had put out to tender, in line with the Finance Policy, for a company to write the Business Case, for presentation to Lord Nash by 31 August. This would include all options with detailed costings and funding proposals.

Admissions - He explained that the Year 7 intake for September had reached 99 (post meeting note – 100) at CGS and 128 at KSHS.
(discussion redacted)

Ofsted – NL had presented his post-Ofsted Action Plan to CGS LGB, identifying a number of actions for completion before the end of the year which the LGB would be monitoring. More long-term actions concerning

T&L would be developed this term with a view to it being a priority in the SDP for September. He had reviewed KSHS following the same lines as the CGS Ofsted Inspection. He reported that the school, under JS's leadership, had responded well and, he felt, should push for outstanding at its next inspection, although the data for the Sixth Form would suggest that this might not be the case.

It was noted that it was unfortunate that the inspection team hadn't understood the context in which, as a Grammar School, CGS operated.

Safeguarding – Trustees noted that photo ID lanyards were being issued to all staff (Trustees and Governors had their photos taken before or after the meeting) and these would also be issued to all Sixth Formers from September 2017. New traffic management arrangements at KSHS had made the school premises easier for pedestrians.

Site Developments – nothing was planned for CGS but the new canopy between the library and the dining hall was due to be installed at KSHS.

MAT Developments – it was noted that 2 other local primary schools had joined with others and there was no update on the CofE issue. NL reported that Sally Lidbury was continuing to develop the primary teacher development package, delivering English and Maths workshops on a cost-neutral basis.

8. FINANCE

CARRE GIFT (brought forward)

NL advised Trustees that the letter to all parents inviting their views on setting up a 'Gift' system had been put on hold, partly in view of the current Purdah period before the General Election.

It was noted that CGS LGB had decided it would rather support a new PTA than a 'Gift' and KSHS LGB felt that a survey would be useful, although it was noted that the KSHS PTA already ran a 100 club, a regular giving scheme and specific fund-raising events. Non-uniform days also brought in a small but regular income to both schools.

Trustees heard about an independent 'friends' charity that raised considerable sums for equipment for a local Doctors' surgery. It was also noted that former students (Alumni) could be a generous source of donations and it was agreed that this, and other ideas, should be discussed in a smaller group to be convened; membership to be agreed post meeting.

There were reservations about sending the Gift letter and consideration would need to be given to potential reputational damage, in the light of recent controversy over the KSHS lockers.

NL/RB
/SH

2016-17

- i. Report to 31 March 2017 had been circulated and the April report was expected shortly. The forecast was for CGS £100k deficit and KSHS £240K at 31 August 2017. Trustees were keen to minimise any detrimental effect on teaching & learning.
- ii. Auditors – JG reported that the Auditors had been in school that week and found only very minor, but irritating, issues to report. The next visit would be at the end of the Financial Year, 31 August.

2017-18

- i. Both schools were expecting reduced GAG income for 2017-18, with reductions of £97k CGS and £79k KSHS. JG was meeting with support staff from each school the following day.

- ii. RB asked what feedback had been received from GSHA and NL advised that schools across the country were in dire situations. Schools were being advised to lobby the candidates in the General Election for their support. Schools were being expected to bear the costs of incremental drift and unavoidable increase in Employers' NI and Pension contributions, yet faced reductions in funding income.
- iii. LGBs – GH reiterated that the LGBs were anxious to prevent any further cuts in spending on teaching and learning and keen for capitation budgets to be enough to support essential and urgently-required classroom resources. Local Governors had agreed that educational standards must be upheld and that reserves should be used to do so, if necessary. It was noted that some schools were deliberately running down their small reserves to force the government's hand. NL reported that DfE estimated that £4 to 6bn was being held in reserves across the country, of which £207m was held by academies in the East Midlands. It was felt that the RCT reserves had been grown for a rainy day which had now come.
- iv. ICT assets – JG reported that F&R had considered the replacement of IT equipment – SH suggested leasehold options be investigated.
- v. Recommendations from F&R were discussed and It was proposed by MR, seconded by RB and agreed unanimously, that
 - a) A deficit budget for 2017-18 be agreed, utilising the current reserves from the respective schools for their individual budgets.
 - b) Authority be delegated to Executive HT to control and deliver the budget making further efficiency savings without, where possible, detriment to the teaching and learning in the RCT.

9. EDUCATIONAL VISITS

- i. Category C
 - CGS** – recommended by CGS LGB (9 May 2017) and P&W (by email)
 - a) EV6 CGS Boppard March 2017
 - b) EV6 CGS Portugal March 2017
 - c) EV1C CGS Ski Canada February 2018
 - KSHS** – recommended by KSHS LGB (18 May) and P&W (by email)
 - a) EV3 KSHS Berlin October 2017
 - b) EV3 KSHS Berlin – CS October 2017
 - c) EV3 KSHS France and Germany June 2017

Trustees welcomed the thorough Risk Assessments, particularly the one specific to the SEN pupil.

It was proposed by RH, seconded by GT and agreed unanimously, that the above EV forms be approved.

10. POLICIES

Recommended by F&R

- a) None

Recommended by P&W

- a) RCT Security Policy – it was also suggested that, in view of recent events, a Lockdown policy be developed and note be taken of local RAF Stations' security levels. NL to seek advice from Lincolnshire Police
- b) RCT Social Media Policy – it was agreed that this needed to be closely monitored in connection with e-safely aspects of the RCT Safeguarding Policy, and the right retained to urgent review if necessary.

NL

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

11. HEALTH & SAFETY UPDATE.

Reports from Keith Rhodes' inspections had been circulated. GT reported another break in the KSHS fencing alongside Nags Head Passage. JS to pass to site team.

12. (Agenda Item 14) ITEMS FOR NEXT AGENDA

- i. Budget 2017-18
- ii. Meeting dates for 2017-18

13. ELECTION OF CHAIRMAN

RB explained the nature of his Interim Chair role and had circulated SH's 'pen portrait'.

It was proposed by RB, seconded by MR and agreed unanimously, that Stephen Hopkins be appointed Chairman to the 31 August 2018.

JG to update Edubase, etc, DS to ask NB to update website.

SH replied that he was willing to stand and confirmed his commitment to RCT, having been a Member since before the MAT was established. He aimed to take the Governance of the trust from Gold to Platinum. He asked around the table for comments about the meeting and Trustees replied that the meeting was very positive, mature, robust, not inhibited, nice atmosphere, interesting and valuable, productive and good decisions were made. He encouraged Trustees to ask questions and was pleased to note that the meeting felt like a genuine Trust meeting, with no bias towards either school. He thanked everyone for their contributions.

The Clerk informed the meeting that she had been asked to take on the clerking role at Cranwell Primary School, through RCT, from September.

14. DATE OF NEXT MEETING 10 Jul 2017 at 19.00, future dates to be agreed. The meeting closed at 20.25