



The Robert Carre Trust

The Minutes of the Board Meeting held in the Conference Room at Carre's Grammar School on **Monday 10 July 2017 at 19.10.**

Present: Stephen Hopkins (Chair), Robin Baker, Malcolm Robertson, Nick Law (Executive Headteacher), Rachael Hockmeyer, Karen Bradford, Leanne Barr and Garry Titmus

Also present: Rev Philip Johnson, Debbie Hopkins (Chair KSHS LGB), Jo Smith (HoS KSHS), Jem Green (DFA&R), Debbie Scott (Clerk)

1. **WELCOME** – SH welcomed all to the meeting. Apologies had been received from Boyd Gilmore (post meeting), Geoff Hewett (Chair CGS LGB)

2. **DECLARATIONS OF INTEREST** - None

3. MINUTES OF THE PREVIOUS MEETING, HELD ON 24 MAY 2017

Resolution: *It was agreed unanimously that the minutes were a true record and they were signed.*

Action Tracker – SH/DS explained that the Action Tracker would be updated after each meeting with new actions and progress. It was particularly noted that JG hoped to be able to report back on the Catering investigation in October, the New Site progress would be looked at by F&R and EH would report back to Board, work to increase admissions especially at CGS was continuing, with extremely well-attended Open Evenings recently held at both schools, LGBs were to continue to look for other ways to promote the schools, similarly each LGB to look at alternative ways of increasing income.

4. FINANCE MATTERS

a. **DoFAR Reports and Dashboards** had been available on GVO and been scrutinised by F&R.

b. **BUDGET 2017-18**

It was noted that the proposed budget had been scrutinised by F&R and input from LGBs taken into account, in particular, the continued investment in ICT, acceptance of departmental capitation requests and removal of the sinking fund for the AWP. JG pointed out that the projected school roll for 2017-18 across Years 7-11, would be around 50 students under-capacity at CGS and 36 at KSHS. NL added that the local demographic projections continued with fewer boys in each school year until 2022. The budget was based on teachers' pay increases being topped at 1%.

KB recognised JG's efforts and added that F&R was still looking to scrutinise the current catering subsidy and it was noted that, if for any reason the plan to move to a new site was deferred, then the AWP sinking fund would be re-instated as part of continued investment in the fabric of the current site. It was noted that the investment in ICT was essential to Teaching and Learning as were the departmental capitations agreed to cover the costs of resources for the new courses. As Chair of F&R, **MR added** that the Budget Recovery Plan would continue to support any savings that could be made but not to the detriment of Teaching & Learning and the 2017-18 Budget reflected the principle that the current students at each school should be the ones that benefitted from their school's accumulated reserves being used to cover budget deficits.

NL pointed out that many cost-saving changes in Curriculum delivery had already been implemented across the Trust, including equalising tutor group sizes across the Sixth Form.

SH summarised that scrutiny would continue across all aspects of RCT Budget.

Assurance: *The Board was assured that the Budget had been thoroughly scrutinised by SLT, LGBs and F&R.*

Resolution: *It was agreed unanimously that the Budget for 2017-18 be approved.*

Action: *JG to submit to EFA*

5. GOVERNANCE

- a) **Board Membership** – It was noted that a letter of resignation had been received from BG, to take effect from 31 August. It was agreed that he would be sorely missed and it was noted that PJ, as Chair of the Members, had already written to him thanking him for his contribution.

Action: *Succession would be discussed at the next meeting, all to consider potential new Trustees.*

Action: *JG to notify Companies House and Edubase*

b) LGB Membership

- KSHS Community Governor – it was noted that SO's Term of Office expired July 2017, but the LGB had recommended that he be appointed for another term of 4 years. Discussion took place.

Resolution: *Reappointment of SO as KSHS Community Governor was approved*

Action: *DS to inform SO, update Edubase, etc.*

- It was noted that AP had resigned as Staff Governor from KSHS LGB, election process scheduled for September 2017

Action: *DS to update Edubase and initiate election process*

- It was noted that AM had resigned as Parent Governor from KSHS LGB, election process scheduled for September 2017

Action: *DS to update Edubase and initiate election process*

- RK's resignation from CGS LGB as Community Governor with effect from 31st August was noted. NL had replied, thanking him for his contributions, and CGS Governors had been asked to look out for suitable candidates to recommend as a replacement for him. NL would be contacting all parents for similar suggestions in the September newsletter and the alternative of appointing a current Parent Governor to be a Community Governor would also be considered.

Action: *GH to write to RK thanking him for his service over the last 9 years.*

c) Work of the Committees

SH explained that this item would in future be used for Committee Chairs to highlight particular issues from their Committees and as an opportunity for Trustees to question them.

- **F&R** – it was noted that the D&T Interim Audit Report had not been received in time for the last meeting of the F&R committee but would be considered by the next. There were a number of amber items, most of which had already been addressed including amendments to the Finance Policy to reflect current practice regarding payroll. This would be recommended for adoption in the first meeting cycle of 2017-18.

- **P&W** – Staff Survey – see below.

(Agenda Items 5d, e and f were deferred to item 9)

6. POLICY MATTERS

a) From F&R

RCT Bursary Policy

Assurance: *The Board was assured that the Policy had been thoroughly scrutinised by SLT and F&R.*

Resolution: *It was agreed unanimously that the Policy be adopted.*

Action: *DS to update GVO, website and inform all Staff, Members, Trustees and Governors.*

b) From P&W

RCT Attendance Policy

RCT Complaints Policy

RCT SEND Policy

Assurance: *The Board was assured that the above Policies had been thoroughly scrutinised by SLT and P&W*

Resolution: *It was agreed unanimously that the Policies be adopted.*

Action: *DS to update GVO, website and inform all Staff, Members, Trustees and Governors.*

7. EDUCATIONAL VISITS

Category C

EV1C CGS St Lucia February 2018

EV3 CGS St Lucia February 2018

It was noted that concern had been expressed about the high cost of some visits, but despite the cost, most visits were at least fully subscribed and many ran waiting lists. Assistance was available to students towards the cost of curriculum-related visits

Assurance: *The Board was assured that the above EVs had been thoroughly scrutinised by CGS LGB*

Resolution: *It was agreed unanimously that the EV forms be signed off.*

EV6 CGS Battlefields June 2017

EV6 KSHS France and Belgium June 2017

Noted

8. RCT STAFF SURVEY

(Discussion redacted)

JS pointed out that KSHS was also developing separate staff, student and parents' surveys. **Trustees felt** that this should be extended across the Trust and carried out in November.

Assurance: *The Board was assured that the survey results had been thoroughly scrutinised by SLT and P&W*

Action: *NL/JS to share results and feedback to staff and the next board meeting*

9. (Agenda item 5 continued)

d) Amalgamation (title redacted)

(Discussion redacted)

Resolution: *It was agreed unanimously that the NL initiate the process of Due Diligence into the proposal to amalgamate with xxx, including looking into other options such as working with Church schools locally.*

Action: *SH/NL/PJ/JG to meet to start due diligence process and report back to Members and Trustees in September.*

e) Due Diligence Process – this item had been included to give Trustees the opportunity to feed into the process, discussed above.

f) Governance Structure 2017-18

SH explained that no comments had been received and urged all to look at the paper on GVO (Key Documents/ Governance 2017)

Copies of the Information/Decision Flow Diagrammatic and Calendar of meeting dates for 2017-18 were shared.

(KB left the meeting at 20.56, returning at 20.58)

SH explained that the first meetings of Members, Board and LGBs would essentially be 'set-up' meetings to establish the way forward for the year. The following cycles would incorporate flows of information in both directions and enable each level to provide and/or receive assurances from other levels in accordance with the Scheme of Delegation. He emphasised the critical role of LGBs as 'monitoring agents' for the Board, particularly in respect of Teaching and Learning. It was noted that *ad hoc* meetings could take place as required and short-term Working Groups established to deal with specific issues that arose.

10. MATTERS FOR FUTURE MEETINGS

RCT/CIT, Succession, RCT Finance Policy, plus other items in accordance with the Annual Meeting Plan (to follow)

The meeting closed at 21.15.