



The Robert Carre Trust

The Minutes of the Board Meeting held in the Conference Room at Carre's Grammar School on **Tuesday 12 December 2017 at 18.00**

Present: Stephen Hopkins (Chair), Robin Baker, Nick Law (Executive Headteacher), Rachael Hockmeyer, Malcolm Robertson, Karen Bradford, and Garry Titmus
Also present: Geoff Hewett (Chair CGS LGB), Jem Green (DFA&R), Debbie Scott (Clerk)

1. SH explained that although the agenda looked very full, he still hoped the meeting would be completed by 20.30.

2. **WELCOME** – SH welcomed all to the meeting. Apologies had been received from Leanne Barr, Debbie Hopkins (Chair KSHS LGB), Jo Smith (HoS KSHS)

3. **DECLARATIONS OF INTEREST** - None

4. MINUTES OF THE PREVIOUS MEETING, HELD ON 14 SEPTEMBER 2017

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

Action Tracker – The revised action tracker was shared and updated to reflect progress.

Re New Site – (discussion redacted) Still Amber

Re Increasing Admissions – on this meeting's agenda therefore Green

Re Carre's Gift / Alternative Finance (discussion redacted)

Whistle-blowing policy / Safeguarding signing lists – nearly complete – still Amber

Learning Link – Still Amber

Action: *DS to keep nudging Members, Trustees and Governors.*

Student achievement – SH had written to all staff so Green

PART 1

5. ASSURANCE MATTERS

a) Finance and Resources

The minutes of the meeting held on 5 December were on GVO. KB highlighted the new Bad Debt Policy which had arisen from discussions about the Auditor's Report. The draft policy was on GVO and would be considered by January's extra F&R meeting. JG assured the meeting that there were no unrecoverable debts but around £20k was outstanding. The new policy would ensure that the processes were in place to recover the debts without incurring additional costs.

It was noted that there had been delays in receiving the Annual Accounts etc. from D&T and this would be questioned in Part 2 of the meeting

CGS Trading Company – JG explained that the original Directors were AH and MR and the accounts appeared as part of the RCT Annual Accounts and Report.

Resolution: *It was agreed that additional Directors for the Trading Company be appointed to align with the RCT Board*

Resolution: *It was agreed unanimously that the name of the Trading Company be changed to the 'The Robert Carre Trust Trading Company.'*

Action: *JG to initiate above with Companies House*

b) Budget Changes

There had been no significant changes to the Budget

c) Education and Personnel

The Minutes of the meeting on 4 December were on GVO. RH reported that the data scrutiny had been carried out and assurances on performances obtained.

Resolution: *It was agreed that, where a LGB-nominated committee member was unable to attend the Trust committee meeting, the LGB would be encouraged to nominate a substitute for that meeting. The substitute would hold the same voting rights as the original nominated person.*

d) GDPR

SH explained that the new regulations due in May 2018 had much tighter requirements and tougher penalties for breaches. NL pointed out that JG would be the MAT's Data Protection Officer and had already attended a seminar regarding the impact on pensions. Further training was also booked. GH as MOD Lead locally on GDPR offered to help.

Action: *JG to bring a GDPR implementation action plan to next meeting*

Action: *GH to provide support for JG re the implementation plan*

6. POLICIES

a) Policies listed as recommended by Committees

- Sixth Form Admissions 2019-20 – to go to LCC Consultation
- Acceptance of Gifts and Hospitality Policy – for adoption
- Critical Incident Management Policy and Plan – updated to include upgraded Lockdown appendix – for adoption
- Educational Visits Policy – updated to reflect new authorisation process – for adoption

Resolution: *It was agreed that those above listed for adoption be adopted*

Policies updated by SLT/SH/DS to reflect current regulations and DfE guidance

- Careers Education IAG Policy
- Rarely Cover Policy
- Supporting Students with Medical Conditions Policy
- Remote Working Policy (new policy)

Resolution: *It was agreed that those above listed for adoption be adopted*

b) Whistle-Blowing Policy

SH explained that he recommended the amendments shown to reflect current guidance

Resolution: *Subject to resolving a few typos, it was agreed that the updated policy be adopted*

Action: *DS to finalise the above policies and publish as usual (but CIM policy not to appear on the public website)*

Action: *DS to prepare updated list for signing by Members, Trustees and Governors to say they have read the Whistle Blowing Policy*

7. OTHER MATTERS

a) Role of Governors and Trustees linked to key assurance areas

SH explained that his document, circulated on GVO, was a condensed version of the information in DfE guidance outlining how scrutiny should work in LGBs and Committees.

It was pointed out that perhaps advising the Board on changes to policies was rather a role for the professionals, than the Link trustees/Governors and there were concerns about overlapping scrutiny wasting the professionals' time.

It was noted that the H&S model, whereby the H&S Trustee and the LGB H&S Governors met three times a year, with the Operations Manager with a programme of topics to cover over the year, seemed to be working effectively.

Safeguarding – NL reported that RB/CT would do a review across both sites in January, following the model of the 2017 External Audit.

Pupil Premium - performance was being tracked, but, put in perspective, PP Premium funding accounted for less than 1% of the school's budget.

Resolution: *it was agreed that the phrase 'by negotiation with' be replaced with 'in agreement with'*

Action: *SH to continue to develop the document and bring back to the next meeting*

b) Trustee Visits to Schools

Students— MR had visited KSHS as part of the Peer Review Process. JS had shown him round. He had been impressed with the students' eloquence when taking part on Student Voice. He also noted the open-ness of the site, given the larger room sizes. He was assured on all counts.

RH and RB had visited CGS, also during the Peer Review process and met a group of Y8 students, comprising SEN, Pupil Premium, G&T and un-disadvantaged boys. The whole group responded well to questions and it was clear that they preferred practical learning styles. The tour around the school had been led by the Head Boy and Head Girl, who were described as 'frighteningly eloquent'.

GH added that the CGS Student Council leaders had attended the previous CGS LGB meeting which had been a very positive experience.

GT informed the Board that he, as Chairman of Sleaford & District Civic Trust, had been working with a number of students, firstly on last year's Sleaford Castle project with CGS Y7s, which was now going forward as a bigger project with STC and NKDC and more recently with KSHS Art Department on refurbishing the Town Signs, and creating Eagles to add to the signs to commemorate the 100th Anniversary of the RAF.. Both projects should result in good publicity for the schools.

MR also reported that he had seen, by chance, a group of CGS students on a visit to York. Their behaviour and appearance had been a real credit to the school.

SH had observed students walking around Sleaford, e.g. Sixth-formers moving between schools during the day, and had seen nothing of concern. He had also toured KSHS, escorted by JS, but on the next occasion he would have student guides.

The plan for next term's visits was to seek assurances about safeguarding and mental health issues.

c) New Site Project Board Update

As discussed under item 4 above.

8. GOVERNANCE PLAN

It was noted that these documents had been re-designated 'Forward Plan'.

GH reported that the LGB had found the process quite challenging but it was hoped that this would prove easier and smoother in the next meeting cycle.

Action: *DS to continue to nudge lead professionals when Policies were due for review*

9. LGBs

a) Matters from LGBs

CGS (discussion redacted)

Resolution: *It was agreed in principle that RCT should invest financially in developing a Marketing/ Communications Strategy to attract more students to the Trust schools.*

Action: *NL to investigate likely companies, including approaching parents (in the next newsletter) and report back to the March F&R meeting, with a view to having the strategy in place by July 2018, for an impact on 2019 Admissions*

KSHS – To purchase a Defib for installation in the RCT Minibus, to be available if needed during school visits, sports trips etc. It was noted that the cost was likely to be around £1000 but that grants could be available and there may be support also from Sleaford Round Table's Shock Sleaford and another local Charity.

Resolution: *It was agreed that the suggestion be taken forward*

Action: *DS to provide details*

b) CGS LGB membership

To appoint Ken Pratt as Community Governor (former PG)

To appoint Bev Ditton as Staff Governor

To note John Robinson as elected Staff Governor

To note Jo Slesser as elected Parent Governor

To extend Geoff Hewett's term of office for the rest of the academic year

c)KSHS LGB membership

To appoint Nick Gibbons as Community Governor (former PG)

To note Julie Pankhurst as elected Staff Governor

To note Richard Wenman as elected Parent Governor

Resolution: It was agreed that those changes listed above be confirmed

Action: DS to inform people concerned, update Edubase and schools' websites.

(NL, JG and GH left the meeting at 19.20).

PART 2 – TRUSTEES ONLY

1. REPORT FROM PAY COMMITTEE

Action: SH to take advice from Browne Jacobson re EH pay scales.

2. EXECUTIVE HEADTEACHER PM

Action: DS to contact NGA for suggestions of independent names and costings for an External Adviser to the Trustees.

(The meeting broke for refreshments at 19.25, resuming at 19.35)

NL returned to the meeting and Mr Cudmore, Director, Duncan & Toplis arrived.

3. ANNUAL ACCOUNTS AND REPORT, YEAR ENDING 31 AUGUST 2017

SH welcomed Mr Cudmore to the meeting. Mr Cudmore explained that he was head of the company's Academy Audit section and as a team they dealt with more than 40 schools. (discussion redacted)

Action: F&R to explore possible alternatives to depreciation in the accounts

(Discussion redacted)

Action: D&T to finalise the amendments and return to school by 14 December

Action: Final Version be put to Members' AGM on 18 December

Action: SH and NL to sign their sections

Action: JG to forward completed, signed set to ESFA and Companies House

Mr Cudmore left the meeting at 19.55

STRATEGIC OPTIONS

4. Report on progress linked to agreed options

(Discussion redacted)

Trustees thanked NL for his work.

Action: Re Option A. NL to continue to explore and report back to the next Board meeting

Action: Re Option B. NL to establish if the RCT could, in principle, be a Church led MAT and report back to the next Board meeting

Action: Re Option D. NL to bring a revised set of budget projection (incorporating the NFF projections) to the next Board meeting

5. Review of RCT Staffing Structure

(Discussion redacted)

Resolution: It was agreed that the restructure would not take place in total

Resolution: It was agreed that Terms & Conditions should be aligned across the Trust and follow the nationally agreed schemes for teachers and support staff.

Action: NL to start work on aligning Terms and Conditions and report to E&P

NL was congratulated on his excellent piece of work.

(KB and NBL left the meeting at 20.26, NL returning at 20.28)

6. Scheme of Delegation

SH presented his revised Scheme of Delegation, based on the content of the existing but set in a different format.

He asked all Trustees to look at it and check that it matches their expectations; he would ask the LGBs the same at their next meetings.

Action: DS to ensure that LGB Minutes were available in Committee Meeting Packs on GVO and similarly that E&P and F&R Committee minutes were linked to the Board meeting pack.

7. Strategic Framework

SH's document, based on existing documents, set out the Trust's strategic priorities. He confirmed that it would eventually form an Appendix, along with the Scheme of Delegation as above, to the main RCT Governance Document which was currently awaiting comments on GVO (Key Documents, Governance 2017-18, RCT Governance Document draft 20171105) and would be finalised at the next Board meeting.

Action: All to add any comments to GVO page

Action: SH to work on the Strategic Framework document, and include detail about targets, in preparation for NL's meeting with RSC, along with the two SDPs and the RCT development plan

Action: NL to report back from meeting with RSC

8. OTHER MATTERS

(Discussion redacted)

Resolution: it was agreed that SH be authorised to sign the letters on behalf of the Board.

The meeting closed at 20.50.