

Board of Trustees

Minutes

Date Of Meeting	Wednesday 15 February 2017
Venue	ACE Schools, Bretonside Training Room
Time	18:00 – 20:00

In Attendance:

Trustees

Dr Tim Searle
Mrs Sarah Gillett

tim.searle@acemat.uk
sarah.gillett@aceschools.net

Mr Peter McDonnell
Mr Alastair Wright
Mrs Annette Benny
Mrs Sue Bickle

peter.mcdonnell@acemat.uk
alastair.wright@acemat.uk
annette.benny@acemat.uk
sue.bickle@acemat.uk

Chair
CEO & Head Teacher ACE Schools
Plymouth
Vice Chair
Vice Chair Designate
Trustee
Trustee Designate

Present

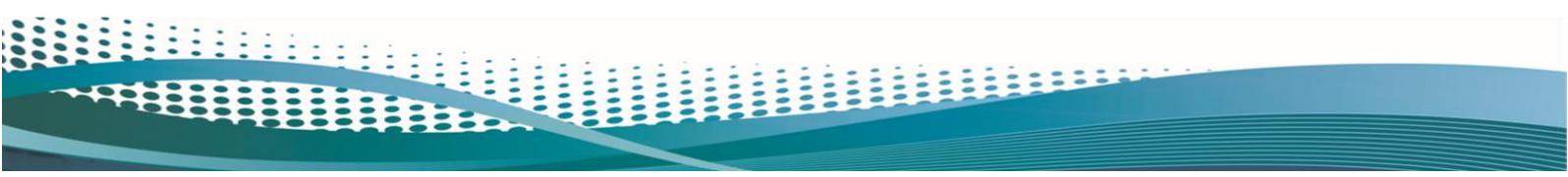
Charles Evans
Mr Paul Turner
Mr Paul Winterton
Mrs Cheryl Reuben
Mrs Annie Singer
Mrs Michelle Thomas
Mr Adrian Kemp MBE
Mrs Wendy Hannon

charles.evans@pkf-francisclark.co.uk
paul.turner@aceschools.net
paul.winterton@aceschools.net
cheryl.reuben@aceschools.net
annie.singer@talk21.com
michelle.thomas6@nhs.net
a.kemp@stonehouseplayspace.org
WHannon@hamoazehouse.org.uk

Francis Clark Accountant
CFO
SLT ACE Schools Plymouth
Clerk
Member
Member
Member
Member

Signed :

Date:



1. **Chairman's Introduction**

The Chair proceeded to welcome the Trustees, Members, Staff and Charles Evans on behalf of Francis Clark Accountants, who audited this year's accounts. TS advised the Board that there were two agendas, one for the Trustee Meeting and one for the AGM. To facilitate the flow of the meetings, the Trustee meeting would run until item 7, at which point the meeting would be adjourned and the AGM would commence. Once the AGM agenda had been completed, the Trustee Meeting would continue starting with item 8. Whilst the Members were able to be present throughout the Trustee meeting, they were reminded that they did not carry a vote should one be required. The Board confirmed unanimously that they were clear on the order of proceedings.

TS advised the Board that Isabelle Morgan had submitted her resignation as a Trustee and the relevant paperwork had been filed with Companies House.

TS asked if anyone had any other business which had not been previously submitted? The Board confirmed that there was no other business to be discussed.

2. **Apologies**

Joan Watkins

Accepted

3. **Verbal Declarations of Interest**

Nothing declared

4. **Approve Minutes of the Previous Meeting**

The minutes are agreed as a true and accurate record of the previous meeting.

Accepted and approved

5. **Matters & Actions Arising from Previous Meeting**

The Board agreed the allocations. SG advised that some Board members had already started work on their allocated areas.

6. **Update from the Head of Finance**

PT summarised the content of the financial reports.

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Accepted and approved

8. **Approval of Audited Annual Accounts**

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The Board unanimously accept the documents provided.

TS Thanked PT and the finance team for all of their hard work.

Part One of Trustees Meeting – Concludes.

ACE MAT Annual General Meeting – See separate agenda.

Part Two of Trustees Meeting – Resumes.

PT & PW left the meeting

Feedback and Agreements on Actions from the Remuneration Committee

The Remuneration Committee discussed the leadership succession at ACE Schools Plymouth including planning, costings and timeline. A Contingency plan was also discussed.

The Board agree for the Remuneration Committee to continue with getting the plans checked and written up with the Legal experts.

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PT & PW returned to the meeting

9. **The Leases for Cornwall**

SG advised the Board that the provision had been set up in Cornwall with it officially opening on 20th February 2017. **Action 2:** SG will circulate a copy of the leases to be formally accepted. SG advised that these have been reviewed and accepted by the legal team.

Questions

AB: What is the risk associated with the lease?

PT: The lease is only for a year so the risk would only apply to this period.

AB: What is the notice to quit period?

PT: 3 Months.

TS: Currently how many staff and students are there for this provision?

SG: Currently there are around a dozen of each but this is increasing.

PM: Will this provision come under the same branding?

SG: Yes.

10. **Marketing update & MAT Website**

SG thanked the Board for their feedback on the Motive Force and all had been provided with an updated version.

The Board unanimously agreed and accepted the revised Motive Force.

The work with LGF is proceeding very well with LGF presenting their final strategy on 27th February 2017 at 2pm. Any Trustees/Members who wished to attend were welcome.

The Trustees were shown the ACE MAT website.

The Board unanimously agreed and accepted the MAT website going live.

Questions

TS: How does the Motive Force & Marketing strategy work together?

SG: The Motive Force forms the basis of the marketing message which puts it in to practice.

SB: How will each school within in the MAT be labelled?

Sg: ACE Schools Plymouth and Courtlands ACE Schools Multi Academy Trust.

11. **IOD**

The Board were asked to consider whether the Board should join IOD and if so whether this should be as a group or solely the Chair & Vice Chair. **Action 3:** The Board are to submit their preference on IOD membership to the Clerk by the end of February 2017.

12. **CEO Update**

Courtlands joined the MAT on 1st February 2017, the funding agreement had been approved and conversion funding had been received. The payroll has been signed off. The Trust are required to submit their budget to the EFA within 6 weeks of conversion.

Questions

SB: Are the Trust happy for Courtlands Local Governing Body to continue subscribing to the Governor's Services?

SG: We will arrange a meeting to discuss Courtlands LGB needs.

Trustees were provided with individual ACEMAT email addresses and logins to a Governors' virtual area. Each Trustee was provided with a sealed envelope containing their individual logins, instructions as to how to access these accounts and details of who to contact if help is required. **Action 4:** Clerk to circulate the ICT Acceptable Use Policy which Trustees will need to sign and return to Clerk by end of February 2017. From the 1st March 2017, all Trust business is to be communicated via these addresses. **Action 5:** Clerk to check that Karen Felix has

linked TS @aceschools.net and @acemat.uk are linked. LGF will supply standardised signatures when they finalise those for staff members.

The Board unanimously agreed.

SG proposed the need for an Admissions Policy to be drafted.

The Board unanimously agreed.

The Board were provided a proposal for a Family Support Offer. The Board discussed the need and demand for such a service.

The Board unanimously agreed the offer in principle and for further information/proposals to be presented.

In the absence of the Chair of Governor's for ACE Schools Plymouth, SG proposed the appointment of Stefanie Clifton-Spriggs as a Community Governor. At this point, TS made a declaration of interest that Stefanie works with his wife and he had recommended Stefanie to the Board.

The Board agreed to appoint Stefanie Clifton-Spriggs as a Community Governor for ACE Schools Plymouth's local governing body.

SG advised that there was a meeting scheduled with Clare Colvin to which the Trustees were invited to attend if available.

13. <commercially sensitive information has been removed>

14. **LGB Reports**

The Board received a copy of the LGB Report from the Chair of Governors of ACE Schools Plymouth.

The Board unanimously accepted the report.

TS requested LGB reports are signed by the Chair. Courtlands will submit their LGB report at the next Trustee meeting.

15. AOB.

*(Items should be generally lodged with the clerk at least **48 hours before** the meeting).*

16. Reserved Business

Actions Arising

Action 1: <commercially sensitive information has been removed>

Action 2: SG will circulate a copy of the leases to be formally accepted.

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Pending Items:

Item	Date Added (meeting date)	Review Date
Terms of Office – length of service	15 June 2016	June 2017
Policy review	June 2016	By June 2017
Trustees meeting dates	July 2016	November 2016
Trustee Work plan	October 2016	

Dates of Future Meetings:

Wednesday 19 th April 2017-	18.00-20.00
Wednesday 17 th May 2017-	18.00-20.00
Wednesday 21 st June 2017-	18.00-20.00
Wednesday 19 th July 2017-	18.00-20.00

Board of Trustees:

Dr Tim Searle	tim.searle@mac.com	Chair
Mrs Sarah Gillett	sarah.gillett@aceschools.net	CEO & Head Teacher – ACE Schools Plymouth, ACE MAT
Mr Peter McDonnell	peter@mcdonnellonline.com	Vice Chair
Mr Alastair Wright	alastair.wright@kpmg.co.uk	Vice Chair Designate
Mrs Annette Benny	annette.benny@nhs.net	Trustee
Mrs Joan Watkins	lavenderjmw@gmail.com	Trustee & Chair of Governors – ACE Schools Plymouth, ACE MAT
Mrs Sue Bickle	Sue.bickle@acemat.uk	Trustee Designate & Chair of Governors- Courtlands, ACE MAT