

# Board of Trustees Minutes

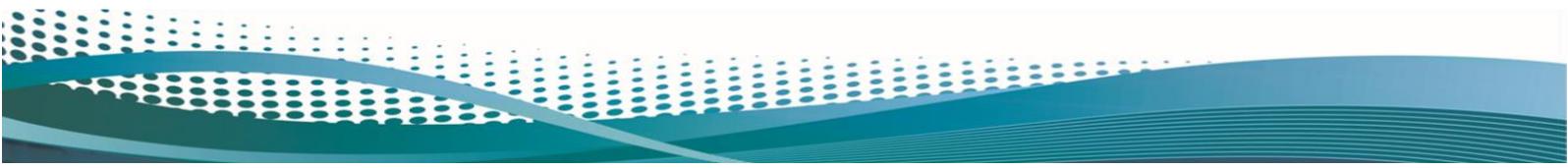
Date Of Meeting	Wednesday 19 October 2016
Venue	ACE Schools, Bretonside   Training Room
Time	18:00 – 20:00

## In Attendance:

Dr Tim Searle	<a href="mailto:tim.searle@mac.com">tim.searle@mac.com</a>	Chair
Mrs Sarah Gillett	<a href="mailto:sarah.gillett@aceschools.net">sarah.gillett@aceschools.net</a>	CEO & Head Teacher – ACE
Mr Peter McDonnell	<a href="mailto:peter.mcdonnell@puic.plymouth.ac.uk">peter.mcdonnell@puic.plymouth.ac.uk</a>	Vice Chair
Mr Alastair Wright	<a href="mailto:Alastair.Wright@KPMG.co.uk">Alastair.Wright@KPMG.co.uk</a>	Vice Chair Designate
Mrs Annette Benny	<a href="mailto:annette.benny@nhs.net">annette.benny@nhs.net</a>	Trustee
Mrs Isabelle Morgan	<a href="mailto:Isabelle.Morgan@plymouth.gov.uk">Isabelle.Morgan@plymouth.gov.uk</a>	Trustee
Mrs Joan Watkins	<a href="mailto:lavenderjmw@gmail.com">lavenderjmw@gmail.com</a>	Trustee & Chair of Governors – ACE
Mr Chris Humphries	<a href="mailto:chris.humphries@aceschools.net">chris.humphries@aceschools.net</a>	Senior Deputy Head teacher
Mr Paul Winterton	<a href="mailto:paul.winterton@aceschools.net">paul.winterton@aceschools.net</a>	Deputy Head Teacher
Mr Paul Turner	<a href="mailto:paul.turner@aceschools.net">paul.turner@aceschools.net</a>	Head Of Finance
Mrs Cheryl Reuben	<a href="mailto:clerk@aceschools.net">clerk@aceschools.net</a>	Clerk

Signed: *Dr Tim Searle*

Date: 21<sup>st</sup> November 2016



1. Chairman's introduction. (TS 5 mins).  
TS proceeded to welcome the Trustees, It was agreed that the Trustee weekend was extremely useful and beneficial to all, particularly the input from IOD. TS felt that the immediate focus should be 'what do the Trustees bring to the MAT', how will this be determined and implemented which the Board agreed.
2. **Apologies.** No apologies received in advance.  
SB absent, AB was delayed and arrived during the meeting.
3. **Verbal declarations of interest.** NONE.
4. **Approve minutes of the previous meeting.**  
[Attached 4\(i\) Minutes Trustees Meeting Minutes 13 07 2016](#)  
TS reviewed the minutes of the previous meeting.  
**Document Approved**  
It was noted that SB should be recorded as being 'in attendance', along with SLT present until such time as her Trustee position has been officially agreed.
5. **Matters & Actions arising from previous meeting.** NONE.
6. **Head's update.**

#### **Expansion & Growth**

SG informed the Board that the expansion and growth of the MAT ([see supporting document 6 \(i\)](#)) was continuing and at a faster pace than originally anticipated. The RSC had a meeting with SHAP arranged at Bretonside on 20<sup>th</sup> October 2016. SG was to meet with Carol Hannaford afterwards regarding feedback from the MAT vision presented and how it will fit within Plymouth. **ACTION 1** SG will circulate a debrief following this meeting. The intent is to move forward in the next 2-3 months. PT will be leading on the Corporate Structure.

UTC- Dean Ashton from Reach SW (which is a 60 strong MAT in London, the North East and South West) met with SG to discuss collaborative work with ACE

#### *AB Arrived*

Reach SW have 5 Primaries and 6 looking to come on for January 2017 across Devon and Somerset. They are looking to sponsor Springfield however, they are looking to work with specialists in Special Schools as this is not their area of expertise. Reach SW consider UTC too big a risk and they can see potential as a managed risk within a partnership. Reach SW are setting a meeting with the RSC. There is currently nothing similar in existence but both parties agree that the prospect is worth exploring. SG will follow up in future meetings. The Board agreed that the UTC is good as a facility but requires better drive and management.

LA MAT- SG has been involved in discussions and there has been one meeting so far with predominantly the 'Plym Schools' in attendance. This is still in the early stages.

#### **Trustee Development Plan**

SG identified the keys points as: What is the Development Plan? How will this facilitate? What is the vision for ACE in 2/5/10 years and why? It was agreed that the Trustees would meet in addition to the scheduled meetings to discuss and decide a development plan.

**ACTION 2** Dates of availability to be emailed to Clerk and meeting arranged around mid-November 2016.

## 7. LGB.

### i. Verbal update from JW and SB.

JW advised the Board that Brian Roberts had resigned from the LGB due to ill health. If the Trustees had any suggestions as to a suitable replacement LGB member, these would be very welcome. Brian's departure does leave an opening for a Looked After Children designate which will be appointed at the LGB meeting on 20<sup>th</sup> October 2016

The last LGB meeting was very positive. The Primary provision was reviewed and agreed. A skills audit had been conducted to identify skill gaps. The finance report presented had also been very positive. The overall school development plan had been agreed. The updated exams report was to be presented at the next meeting. The LGB had an 'ACE Day' arranged for the 20<sup>th</sup> October 2016 where they would visit most of the ACE sites and agree a strategy for parental engagement, again any suggestions from the Trustees for parental engagement would be welcome.

IM: Suggested EWO home visits

SG: Parental consent may be required

IM: EWO can cold call re: attendance issues for further investigation so existing EWO relations

AB: Social media links?

JW: Would be considered but wanted to avoid providing an open forum

AB: Comments can be used in the style of Trip Advisor to respond to items raised.

CH: Surveys are conducted at review days and sent out

TS: opening evening with food and opportunity for Q&A

JW would like to invite Rachel Crozier to join LGB, potentially as a non-voting member. Rachel is currently on maternity leave until February 2017.

### ii. Brief discussion on how Trustees would like to LGB "News" reported in light of the fact that the ACE MAT is going to grow.

(See supporting document 6(ii))

SG suggested that the LGB submit a monthly written report to the Trustees for review. It was agreed this would include key indicators which put or could potentially put, the school in to a 'risky' category along with any 'soft stories'. **ACTION 3** JW & SB to develop a reporting system. SG & PW to advise on Ofsted requirements and from this a structure can be created. This will need to include targets for bench marking and transcribe on a larger scale as the MAT grows.

IM: Can reporting from LGB be sampled?

SG: Yes

AB: suggested planned 'deep dives' of vulnerable areas via the work plan so as not to overlook the fundamentals as part of growth.

**ACTION 4** The LGB will draft a report/document to be submitted as a draft for approval for the next meeting (SG/PW/JW/SB) and a self-evaluation form for ACE Plymouth.

The handling of data and confidentiality was discussed with regards to information being sent through external servers and hard copies being posted. **ACTION 5** It was agreed that all documents were to be sent electronically and not by post. Trustees were to be mindful of who would be able to access the information and their email/IT policies within their own organisations.

## 8. Update from the PT – Head of Finance.

See documents attached:

## 8 (i) Finance Report – August 2016

### Questions:

AB: Is the premises cost an ongoing pressure?

PT: Yes, there was a small amount of under budgeting for St Budeaux but this is a learning curve rather than a concern.

IM: Does this translate for the new primary model?

SG: There will be a Pastoral Manager to lead the site and a Pt 0.5 teacher in 3 ½ hours Mon-Thurs and 2 ½ hours on Friday. Very much in the Style of WRAP with supporting staff. This will be in place by Christmas

TS: What are the risks with this model?

SG: It is a new set up, key areas are communication and management and Local Authority buy in. Also ACE are working closely with Reed Employment for supply.

JW: Is this a more expensive way of staffing?

SG: No, Reed want to work with us. Candidates are scrutinised by both Reed and ACE

### Document Agreed

## 8 (ii) Management Accounts – August 2016

### Document Agreed

## 8 (iii) Finance Update

### Points for consideration:

Point 1- The Board agreed with the paper recommendation on the prerequisite that the costs were as detailed. Any increase on the amount stated would require the matter to be presented to the Board for further consideration.

Point 2- FMGS submission **Agreed**

Point 3- EFA Governance Letter (use for LGB report structure) **Agreed**

AB: Does this require any action on the Trustees part?

SG: Trustees require LGB to be mindful of receipt of the document and act accordingly

AB: Are there any Audits planned?

PT: External Audits are planned for February/ March 2017

Point 5- **Agreed**

### Document Agreed

## 8 (iv) Budget 2016/17

### Document Agreed

## 9. Pay policy and uplift – CH.

See documents attached:

### 9 (i) Pay Policy Briefing Paper

### Document Agreed

### 9 (ii) Teachers Pay Policy 2016-17 Proposal to Trustees

Trustees were asked whether they agreed to a 1% pay uplift on the total pay scales

### Agreed

## 10. Discuss work plan draft – PW.

See documents attached:

### 10 (i) Trustee Board Work Plan Cover

Work plan for LGB when formed. Need to decide on content and regularity, frequency of reporting and formality

### 10 (ii) Trustee Work Plan Ideas

**ACTION 6** Add work plan to pending items, check plan when complete and allocate dates. Use of Gantt chart suggested.

**ACTION 7** PW & PT to review and confirm timeline and present at next meeting

## 11. Trustee's communication – TS & SG.

*This is ongoing but arose from discussions at our development weekend. Essentially how do we as Trustees keep up with ACE effectively, in a sustainable manner?*

Following on from the meeting between Tim Mockford & Starleaf, further information will be presented at the next meeting

**ACTION 8** SG to obtain information from Tim Mockford on suitability of Starleaf and present at next meeting.

**12. Update and approval of updated Child Protection Policy Sept 16 including Keeping Children Safe in Education**

See document attached:

12 (i) ACE Schools MAT Child Protection Policy Sept 2016

**Document agreed** (subject to proof reading for administrative errors)

**13. Standing Items – PT.**

- i. Scheme of delegation.
- ii. Risk register.

**Deferred until next meeting**

CH, PW & PT left the meeting

**14. AOB – NONE**

**15. Reserved Business – See separate reserved business minutes.**

## Actions :

**ACTION 1**

SG will circulate a debrief following this meeting.

**ACTION 2**

Dates of availability to be emailed to Clerk and meeting arranged around mid-November 2016.

**ACTION 3**

JW & SB to develop a reporting system. SG & PW to advise on Ofsted requirements and from this a structure can be created. This will need to include targets for bench marking and transcribe on a larger scale as the MAT grows.

**ACTION 4**

The LGB will draft a report/document to be submitted as a draft for approval for the next meeting (SG/PW/JW/SB) and a self-evaluation form for ACE Plymouth

**ACTION 5**

It was agreed that all documents were to be sent electronically and not by post. Trustees were to be mindful of who would be able to access the information and their email/IT policies within their own organisations

**ACTION 6**

Add work plan to pending items, check plan when complete and allocate dates. Use of Gantt chart suggested.

**ACTION 7**

PW & PT to review and confirm timeline and present at next meeting

**ACTION 8**

SG to obtain information from Tim Mockford on suitability of Starleaf and present at next meeting.

## 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:

Monday 21<sup>st</sup> November 2016 1800 – 2000

~~Wednesday 23<sup>rd</sup> November 2016 – 18:00 – 19:30 – Christmas meal after meeting.~~

Wednesday 14<sup>th</sup> December 2016 – 18:00 – 20:00.

## Board of Trustees:

Dr Tim Searle	<a href="mailto:tim.searle@mac.com">tim.searle@mac.com</a>	Chair
Mrs Sarah Gillett	<a href="mailto:sarah.gillett@aceschools.net">sarah.gillett@aceschools.net</a>	CEO & Head Teacher – ACE
Mr Peter McDonnell	<a href="mailto:peter.mcdonnell@puic.plymouth.ac.uk">peter.mcdonnell@puic.plymouth.ac.uk</a>	Vice Chair
Mr Alastair Wright	<a href="mailto:Alastair.Wright@KPMG.co.uk">Alastair.Wright@KPMG.co.uk</a>	Vice Chair Designate
Mrs Annette Benny	<a href="mailto:annette.benny@nhs.net">annette.benny@nhs.net</a>	Trustee
Mrs Isabelle Morgan	<a href="mailto:Isabelle.Morgan@plymouth.gov.uk">Isabelle.Morgan@plymouth.gov.uk</a>	Trustee
Mrs Joan Watkins	<a href="mailto:lavenderjmw@gmail.com">lavenderjmw@gmail.com</a>	Trustee & Chair of Governors – ACE
Mrs. Sue Bickle	<a href="mailto:s.herity@btopenworld.com">s.herity@btopenworld.com</a>	Chair of Coutlands LGB In attendance at Trustees meetings by invitation of the Board of Trustees.