

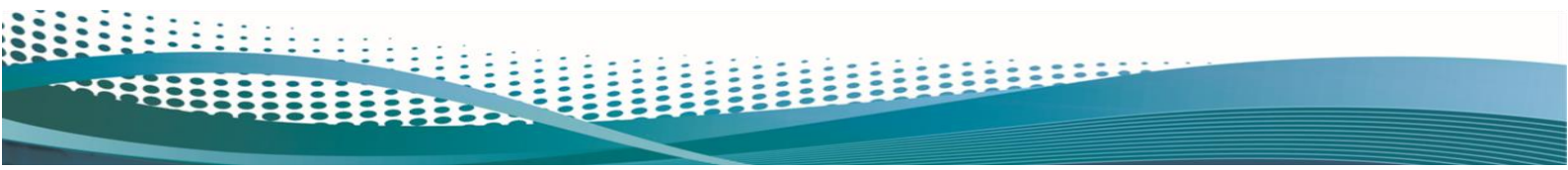
Board of Trustees

Minutes

Date Of Meeting	Monday 21 November 2016
Venue	ACE Schools, Bretonside Training Room
Time	18:00 – 20:00

In Attendance:

Dr Tim Searle	tjm.searle@mac.com	Chair
Mrs Sarah Gillett	sarah.gillett@aceschools.net	CEO & Head Teacher – ACE
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 Isabelle Morgan	isabelle.morgan@plymouth.gov.uk	Trustee
Mrs Joan Watkins	lavenderjmw@gmail.com	Trustee &
Mrs Sue Bickle	s.herity@btopenworld.com	Chair of Governors – ACE
Mr Chris Humphries	chris.humphries@aceschools.net	Chair of Governors - Courtlands
Mr Paul Winterton	paul.winterton@aceschools.net	Senior Deputy Head teacher
Mr Paul Turner	paul.turner@aceschools.net	Deputy Head Teacher
Mrs Cheryl Reuben	clerk@aceschools.net	Head Of Finance
		Clerk



- 1. Chairman's introduction.**
TS proceeded to welcome the Trustees. The Board had agreed in advance of the meeting that the focus would be on the standing financials and any urgent business arising, to allow the Board to work on their development plan. The Board were provided with all accompanying documents and invited to submit and comments or questions in advance of the meeting. The only question received were from AW to PT regarding the financial documents which PT answered to the Board's satisfaction (See item 7)

IM Arrived
- 2. Apologies.**
AW advised that he would arrive late as he was in Exeter until 5.30 but would arrive as soon as we was able.
- 3. Verbal declarations of interest.**
AB declared when it came to items pertaining to IT, she is a Director of Delt , which is an IT Company. The Board acknowledged AB's declaration of interest.
IM made a declaration of interest regarding the content of the financial reports relating to income from the Local Authority. IM suggested she left during these discussions however, the Board and the Head of Finance agreed that it would beneficial for IM to remain during these conversations as there would be a clarification on any discrepancies between budget and actual figure.
- 4. Approve minutes of the previous meeting.**
[Document 4 \(i\) Board of Trustees - Meeting Minutes - 19th October 2016](#)
Document Approved
- 5. Matters & Actions arising from previous meeting.**
ACTION 1 SG will circulate a debrief following the RSC meeting with SHAP
Completed
IM: Did RSC give a timescale on their feedback?
SG: Feedback has been given this week. RSC advised that they would not rule out a 'Specials' MAT but there would need to be clear justification on why this was deemed to be appropriate

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

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.
Completed

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.
Completed. From the work SG & PW did under Action 3, they have drafted a report template The Board were happy with the template in principle. JW and Sue Bickle were due to review it 22nd November 2016. **ACTION 1** JW would submit first LGB report in Decembers Trustee meeting

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.

Completed. TS now has @aceschools.net email address.

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

In progress following work on development plan during this meeting.

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

In progress following work on development plan during this meeting.

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

Completed. TS liaising with Tim Mockford and Karen Felix

6. Update from the Head of Finance

Questions submitted in advance via email from AW and answered by PT on 17th November 2016:

AW: The audit, Paul do you have enough staff to sort out a proper year end for August? Are Temps an option? Is there anything I could do to help?

PT: Yes, I think we should be OK. We have considered temp support but given the shortage of time (4 weeks to end of term and 3 weeks next term until audit) it would be a challenge to get someone on board (esp. in light of our unique/old accounting system – FMS) and I could end up spending more time recruiting, training and checking than just cracking on with it. Thanks for the offer – if things go off plan I might be in touch!!!

AW: I'm happy to change the date of the board meeting in Feb to accommodate signing the accounts I'm working locally throughout February so I'm reasonably easy with dates.

PT: Thanks.

AW: Do we need to think about setting up an audit and risk sub-committee?

PT: One for the Board of Trustees to decide. I would suggest this is done after February 2017 given our workload, if it goes ahead.

AW: Forecast – November expenditure is a lot higher than the others, looking through the accounts there are a few 5-20k increases across various lines. Is there a way to spread these across the year rather than take the big hit in November?

PT: Yes, you are right regarding some one-off items in November – which cause some blips in the forecast. Unfortunately, most are already committed or unchangeable.

They key areas are:

- Staff Costs – teachers' pay review
- Staff Costs – redundancy / settlement agreement (SD) + pension strain costs (although we can spread pension strain over the next 3 years and this will be reflected in the next forecast).
- Advertising / Promotion – Stakeholder review (creative + printing)
- Advertising / Promotion – Signage
- Improvements – Dover Rd / Seymour House (work done)
- Accounts Software – PS Financials (ACE implementation + Courtlands for 1/1/17)

I am doing some work on capitalising some items which are currently posted into revenue accounts and this will be reflected in the next forecast.

AW: Does this forecast include the additional audit fees and the grant to cover it? or have they been accrued in the prior period.

PT: No – the audit fee and related additional grant is accrued into the period ended 31st August 2016.

AW: Would it be possible to include a cash balance line below the Cumulative surplus line please.

PT: Yes – for info the cash position is good – today's cleared bank balance is £1,076,094

AW: Are there any further updates with regards to other schools joining? I had a meeting with The FD of the Eden Project recently and ACE came up in discussions re a primary school?

PT: There is another ACE MAT based in Cornwall which is causing some confusion (we have had invoices for them!).

They are Atlantic Centre of Excellent Multi Academy Trust (based in Newquay) and cover 7 schools in the corridor from Newquay to St Austell.

See link below:

<http://www.aceacademies.co.uk/web>

During the meeting, PT clarified that there appeared to be an increase in income compared to the budget. This was due to very cautious budgeting specifically regarding pupil numbers and changes in Banding at Band C.

TS: With regards to the imposed change in the Year End to 31st August 2016, will you manage to complete the necessary work to this deadline?

PT: Yes, we have no choice! Compromises will be made on the 'Nice to do' tasks and forecasting but all the required information will be prepared.

Documents

6 (i) Finance Report

Accepted

6 (ii) Management Accounts

Accepted ACTION 2 Logistics to consider with regards to moving the February 2017 Trustee meeting, adding an additional meeting in February 2017 and arranging for Members to be present at this meeting.

AW arrived

6 (iii) Forecast

Accepted

6 (iv) Finance Update

Accepted

6 (v) EFA Audit Letter

Accepted

7. Standing Items

i. Scheme of delegation.

ii. Risk register.

AB: All risks appear to be under control, does PT have any reactions of risks which he has a 'gut feeling' about?

PT: No

IT Strategy
Accepted

8. AOB

CEO Business

AB: Is it anticipated the Trust Leadership Position Paper 2016 is to be agreed at this meeting?

SG: If the Board agrees with the proposal in principle, I will then liaise with PT on the position specification and any associated risks. This will then be presented to the Board for approval and semi-formal interviews between the candidates and Trustees will take place. **The Board were happy to proceed on this basis.**

Trustees Development Plan:

SG circulated 2 additional documents: Crunch Branding & ACE MAT Motive Force Documents 8 (vi) and 8 (vii)

CH & PW joined the meeting and presented on their coaching session with Murray from IOD on items relating to ACE MAT core values and mission statement. Discussions took place amongst the Board as to what they felt the key items of the Trustee work plan would be. **ACTION 3** From the input collated, SG, CH & PW will write up a draft Development Plan which will be circulated. The Board will need to RAG rate the items and agree short/mid-term goals. The plan will be signed off in the December Meeting where tasks will need to be assigned and the work stream implemented

9. Reserved Business. NONE.

Actions – Summary:

ACTION 1

JW would submit first LGB report in Decembers Trustee meeting

ACTION 2

Logistics to consider with regards to moving the February 2017 Trustee meeting, adding an additional meeting in February 2017 and arranging for Members to be present at this meeting.

ACTION 3

From the input collated, SG, CH & PW will write up a draft Development Plan which will be circulated. The Board will need to RAG rate the items and agree short/mid-term goals. The plan will be signed off in the December Meeting where tasks will need to be assigned and the work stream implemented

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 14th December 2016 – 18:00 – 20:00

Wednesday 11th January 2017 – 18.00-20.00 Meal to be arranged after meeting

Wednesday 22nd February 2017- 18.00-20.00

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Mr Peter McDonnell	peter.mcdonnell@puic.plymouth.ac.uk	Vice Chair
Mr Alastair Wright	alastair.wright@kpmg.co.uk	Vice Chair Designate
Mrs Annette Benny	annette.benny@nhs.net	Trustee
Mrs Isabelle Morgan	isabelle.morgan@plymouth.gov.uk	Trustee
Mrs Joan Watkins	lavenderjmw@gmail.com	Trustee & Chair of Governors – ACE