

Board of Trustees

Minutes

Date Of Meeting	Wednesday 11 January 2017
Venue	ACE Schools, Bretonside Training Room
Time	18.00-20.00

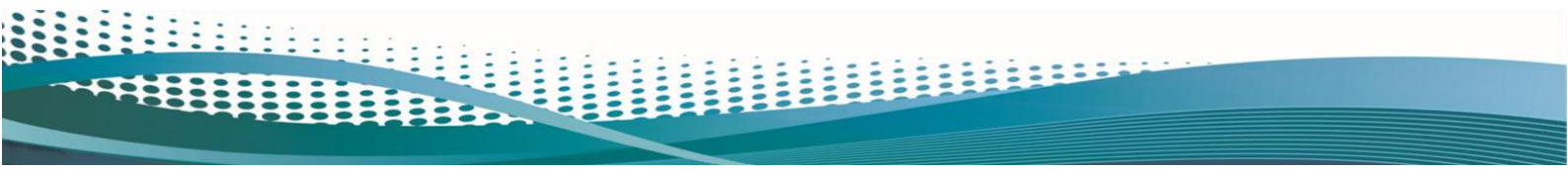
In Attendance:

Trustees

Dr Tim Searle	tim.searle@mac.com	Chair
Mrs Sarah Gillett	sarah.gillett@aceschools.net	CEO & Head Teacher – ACE Vice Chair
Mr Peter McDonnell	peter@mcdonnellonline.com	Vice Chair Designate
Mr Alastair Wright	alastair.wright@kpmg.co.uk	Trustee
Mrs Annette Benny	annette.benny@nhs.net	Trustee & Chair of Governors – ACE
Mrs Joan Watkins	lavenderimw@gmail.com	
Present		
Sue Bickle	s.herity@btopenworld.com	Trustee Designate
Mr Paul Turner	paul.turner@aceschools.net	Head Of Finance
Mrs Cheryl Reuben	clerk@aceschools.net	Clerk
Mr Gavin Beart	Gavin.Beart@reedglobal.com	Reed- Regional Director
Mr Dan McKenna	Dan.Mckenna@reedglobal.com	Reed- Area Manager South West
Mr Ben Baillie	Ben.Baillie@reedglobal.com	Reed- Team Manager

Signed: *Dr Tim Searle*

Date: Wednesday 15th February 2017



1. **Chairman's introduction.**
TS welcomed the Board to the meeting. Gavin, Dan & Ben from Reed Global were introduced and the Board were advised that they would be delivering a presentation regarding recruitment.
2. **Apologies.**
Isabelle Morgan
Accepted
Annette Benny advised she would be approximately 20 mins late
Joan Watkins advised she would be late due to an accident on the motorway.
3. **Verbal declarations of interest.**
None
4. **Approve minutes of the previous meeting.**
Minutes Trustees Meeting Minutes 14th December 2016
Approved
Board of Trustees - Meeting Minutes Reserved Business - 14th December 2016
Approved
5. **Matters & Actions arising from previous meeting.**
Action 1: It was agreed that SG would create 5 sub-plans, allocate leads and circulate.
Completed- All Trustees were requested to look at the plans and by next meeting have spoken with the CEO and feedback any additional strands.
Action 2: TS, PM, AW & SG to submit available dates to Clerk to arrange meeting
Completed
6. **Presentation from Reed Global Recruitment** by Gavin Beart, Daniel McKenna & Ben Baillie
Anette Benny & Joan Watkins arrived during the presentation.
7. **Update from the Head of Finance.**
PT advised that whilst the reports will appear as they always have, November 17 is the first month that all of the input and report has been done through PS Financials. There may be some changes going forward following the audit (23rd January 2017). Some oddities may also arise so please challenge these if noted. Primarily these may relate to the value given to the assets ownership was transferred from Plymouth City Council to ACE MAT.

We are still close to the budget forecast for this month and to date. Although the budget was to a deficit, the fact that there have been a number of unbudgeted expenditures around staff restructure, MAT conversion & training.

The Board were advised with the growth of work in Cornwall, the reports will split out income from Plymouth & Cornwall whereas they are currently combined.

Premises costs are up following property external repairs at Dover Road, internal decoration in our areas of Seymour House and the overhaul of the ladies toilets/shower room at Bretonside. There is also a requirement for works on the DT Room windows.

Questions:

AW: Would it be wise to capitalise & depreciate building improvements.

PT: It could be although it would raise the question as to what would be determined a repair and what would be considered an improvement as we wish to ensure transparency. The

Board would need to decide whether they want these types of expense capitalised or put through PNL as once the decision is made it needs to be consistently maintained.

JW: Does the DFE fund any repairs?

PT: No, everything comes out of our budget.

The Forecast does include the PR & Marketing agreed which was not in the original budget.

Risks are similar to previous months.

Questions:

AB: With regards to IT equipment, is there a risk in not planning the replacement of equipment?

PT: It is not a case of it not being planned. It just falls under a different heading.

AB: Would a reduced income from PCC pose a high level of risk?

PT: The risk would be fairly minimal.

AB: Does anything exist in writing from the EFA agreeing to the deficit budgeted for this year?

PT: Not as such however, the EFA will not allow you to submit anything which is not permissible. No query has been raised. The loss is for the year however, the EFA will also look at the amount brought forward which presents a balance which is not a deficit.

Accepted

8. **Standing items.**

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

No update required.

9. **Trustee development plan update**

See Item 5: Action 1

10. **CEO update.**

SG is meeting with PCC tomorrow. Will feedback the outcome to the Board.

Contractual obligations have been agreed for 2 provisions in Cornwall. This will expand and be replicated in Devon.

With regards to the PRU in Devon, SG will be attending a meeting in 2 weeks to ascertain exactly what their needs are. Regarding the PRU in Poole, SG will discuss further to ensure an alignment of morals and purpose as ACE MAT is not a financial sponsor.

The Remuneration Committee are meeting at the end of next week to determine positive succession planning. The Remuneration Committee will sign off the plan following which a consultation period with ACE Plymouth Staff. The Board will ratify any decisions made by the Remuneration Committee following the feedback at the next meeting.

Courtlands are still due to stand up as of 1st February 2017

11. **LGB report.**

The Board unanimously agreed that they were happy with the template and information contained within the LGB report. This template will be trialled for a 6 month period and then reviewed. SB has provided a copy of the Courtlands Heads Report to be circulated around the Board for informational purposes. SB also advised that PCC had reversed their decision to increase the number of places at Courtlands back to 75 from the next academic year.

Accepted

12. **AOB.**
(Items should be generally lodged with the clerk at least **48 hours before** the meeting).
13. Reserved Business

Actions Arising:

Action 1: All Trustees were requested to look at the plans and by next meeting have spoken with the CEO and feedback any additional strands.

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 22nd February 2017 – 18.00-20.00~~

Wednesday 15th February 2017 – 18.00-20.00 Members to attend and Finances to be signed and adopted

Wednesday 22nd March 2017- 18.00-20.00

Wednesday 19th April 2017- 18.00-20.00

Wednesday 17th May 2017- 18.00-20.00

Wednesday 21st June 2017- 18.00-20.00

Wednesday 19th July 2017- 18.00-20.00

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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