

**Saturn Education Trust  
Annual General Meeting  
Wednesday, 13 December 2017 @ 16:30  
Wareham St Mary Primary School**

**Present:** Brendan Mullany (BM), Nigel Beckett (NB), Dai Hounsell (DE), Lara Manningham-Buller (LMB), Annette Hansford (AH), Louis Bonay (LB), Ian Jackson (IJ), Stephen Turnock (ST), Marion Marchant (MM), Keith Clover (KC) representing Joy Tubbs, SDBE

**Apologies:** Keith Sutton (KS), John Mann (JM)

**In Attendance:** Jane Ramsden (Clerk), Malcolm Sevenoaks (MS), Ian Rodd and Amelia Atkins (Ward Goodman)

**The minutes were agreed as a true record.**

**Signed:** .....

**Date:** .....

Item		Action	Responsible	Date
1.0	<b>Welcome &amp; Apologies</b>			
1.1	The Chair warmly welcomed everyone to the second Annual General Meeting of the Saturn Education Trust and invited brief introductions.			
1.2	<b>Apologies received from Keith Sutton (who sent his proxy vote to the Clerk) and Tim Evans. Agreed</b>			
2.0	<b>SET Trust Annual Statement and Statement of Accounts to August 2017</b> The Chair advised everyone that he, along with Tim Evans and Annette Hansford, had reviewed the documents two weeks ago and are now substantially all correct. There are four key messages.			
2.1	<ol style="list-style-type: none"> <li>1. There has been a significant and substantial change regarding property valuations/church assets and the way in which they are presented in the accounts. What previously was £7M in assets in the balance sheet has now had to be removed.</li> <li>2. Pension deficit: there is differential handling of teacher and non teacher pension schemes. The non teacher scheme, LGPS, and decisions over what the contributions are, are not made by the Trust but driven by review of the pension scheme itself. There is a commitment, should academies fold, to transfer liability to the government.</li> <li>3. Operational in year deficit of £100K: this is down to low funding, especially at St Marks due to unfunded pupils. There has been an increase of 29 pupils whose funding (£80K) will not show until September 2018. This year's deficit also includes building works at Corfe Castle (CCP) and Wareham St Mary (WSM). The National Funding Formula will not impact this much. The action will be to look at the five year forecast in Spring 2018. Pupil numbers need to increase at St Mark's (SSM) and</li> </ol>	Review 5 year forecast	MS	Spring 18

Item		Action	Responsible	Date
	<p>Wareham St Mary whereas at Corfe Castle the challenge will be to maintain its pupil numbers of 108.</p> <p>4. Impact of the Trust and its Schools: to all show improvement of outcomes.</p> <ul style="list-style-type: none"> <li>• CCP are a Category 1 school and present no concerns to the local authority. They are in line with national and are further investing in maths and growth mindset.</li> <li>• SSM are a Category 3 school and causing concern. They are not in line with national for attainment or progress and the Board wrote to the Regional Schools Commission in February 2017 to commit to improve by June 2018.</li> </ul> <p>WSM are also a Category 3 school and causing concern. They are in line with national for attainment in KS1 and KS2. For progress KS1 is in line with national, however, KS2 is below.</p> <p>BM invited questions.</p> <p><b>Regarding attainment and progress – does that mean we could do better?</b> It could be because the pupil starting points were higher and although they exceeded national attainment they fell short in their potential progress. It could be asked was the start measure accurate, however, it is important to look at maximising progress since the inception of the Trust.</p> <p>DH shared concerns over LA inspections which seemingly go well but then are followed up with contradictory letters/categorisation. This has a detrimental knock on effect to motivation and potentially recruitment.</p> <p>With 47% of schools in the South West being rated by Ofsted as RI in 2017 and the potential that all three Trust schools could be inspected next year, KC stated that Members need to be convinced that things are in place to make improvements. <b>What are the schools own assessment judgements?</b> CCP Good in all four areas. WSM and SSM good in the first three areas and requires improvement in the fourth area (outcomes). There is no complacency in any of the schools. At SSM alone there has been three visits from Annetta Minard, two from DCC and a number from John Cavill and the NLE from Thornhill, all stating the school is doing all it can to turn results around. Looking at the Y6 targets it would turn round from the poorest performing in the county to being at the top decile.</p> <p><b>A member asked if there is an external risk from the RSC?</b> No specific risk of RSC action has been declared at this stage. But the risk associated with an OFSTED inspection was recognised.</p> <p>A Director added that it is reassuring to see the enormous amount of work at all levels but acknowledged that there is an element that falls outside of our control. The Trust has developed a robust set of evidence and data which demonstrates non-complacency.</p>			

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	<p><b>Regarding the Accounts, KC said it was pleasing to see funding for governor training and asked what the 'Other costs' (P31) relate to.</b> This is most likely the sum of DCC governor services across the three schools.</p> <p>There are a small number of typographical amendments which will be amended by the end of the week ready for submission to ESFA and subsequently publication to the website and Companies House.</p> <p><b>Approval of accounts – MM proposed and ST seconded.</b></p> <p><b>All members accepted the SET Trust Annual Statement and Statement of Accounts to August 2017.</b></p>	Confirm 'Other costs' within governance	MS	Spring 1
<p><b>4.0</b></p> <p>4.1</p> <p>4.2</p> <p>4.3</p>	<p><b>Changes to Members and Directors/Trustees</b></p> <p>Proposals for the changes to Members and Directors were circulated prior to the meeting.</p> <p>Member Appointment: Following a long service to the St Mark's governing body (until July 2017) and two years as a Member, Marion Marchant would like to step down. It is proposed that the Very Reverend John Mann be appointed to fill this vacancy. He took position as the Team Minister for Swanage and Studland in September 2017.</p> <p>There was some debate and a differing interpretation by KC (SDBE) as to the correct make up of Membership for the Trust with BM asking the SDBE representative to review the SET Articles of Association (AofA). BM referenced Board's understanding as follows:</p> <ul style="list-style-type: none"> <li>SDBE Corporate Member – Joy Tubbs (as Director of SDBE)</li> <li>SDBE nominated Member – Marion Marchant</li> <li>Individual Members (x2) – Stephen Turnock, Keith Sutton</li> <li>Chair Member – Brendan Mullany</li> </ul> <p>KC to meet with Sarah Taylor (who was involved in the setting up of the Trust/writing of the AofA) to review the SET Articles of Association.</p> <p>It was added that Joy Tubbs has been included and informed of, and approved, each appointment .</p> <p><b>The appointment of John Mann to be postponed whilst the process is being clarified. Marion Marchant happy to continue in the role in the meantime.</b></p> <p>Director Appointment: It is proposed that two local Head Teachers from The Purbeck School and The Swanage School be appointed. BM asked whether the SDBE would approve or not. KC said that they would not want to stand in the way of these appointments and supports the proposal.</p> <p><b>Appointment of Adam Darley – all in agreement</b></p> <p><b>Appointment of Tristram Hobson – all in agreement</b></p>	Meet with Sarah Taylor and review interpretation of SET Articles of Association and the Members make up	Keith Clover	

Item		Action	Responsible	Date
	It was noted that the proxy votes were in favour of the appointments.			
5.0 5.1	<b>Appointment of Auditors</b> Ward Goodman are in the second year of a three year term of appointment. BM advised that at the end of this term the Trust will probably re-tender but asked if everyone content for them to continue for a third year. <b>Ward Goodman to continue as Auditors - Members agreed</b>			
	<b>BM and NB signed the final accounts – with some small typographical amendments to be made</b>	Ensure final amendments are made to the final accounts ready for submission	MS	15/12/17
	Meeting closed at 5.25pm			
	Date of next Board Meeting: <ul style="list-style-type: none"> <li>• Wednesday, 31 January 2018</li> <li>• Wednesday, 21 March 2018</li> <li>• Wednesday, 16 May 2018</li> <li>• Wednesday, 27 June 2018</li> </ul> Cross Trust Governance <ul style="list-style-type: none"> <li>• Monday, 9 July 2018</li> </ul>			