

**Saturn Education Trust
Trust Board Meeting
Wednesday, 10 October 2017 @ 16:30
Wareham St Mary Primary School**

Present: Brendan Mullany (BM), Nigel Beckett (NB), Tim Evans (TE), Lara Manningham-Buller (LMB)

Dai Hounsell (DH), Annette Hansford (AH)

Apologies: Louis Bonay (LB), Ian Jackson (IJ)

In Attendance: Jane Ramsden (Clerk)

The minutes were agreed as a true record.

Signed:

Date:

Item		Action	Responsible	Date
1.0	Welcome & Apologies			
1.1	Apologies received from Louis Bonay and Ian Jackson. Agreed			
1.2	BM advised Directors that following discussions at the last meeting he had written to the Members who have approved Keith Sutton's appointment as a Member. Clerk to check if any further processes or paperwork is required. The Director recruitment is ongoing. A senior educational manager would be the ideal fit for this vacancy. The Diocesan representative, Rev John Mann has indicated that he is willing to become a member of the Trust in due course. BM to progress this	Check Member appointment processes Progress Director recruitment Progress with Rev John Mann	Clerk BM BM	Autumn 2 Autumn 2 Autumn 2
2.0	Declaration of Business Interests			
2.1	No new business interests to declare. Directors present checked and initialled the business interests register.			
3.0	Election of Chair and Vice Chair			
3.1	A letter with a nomination form had been circulated to Directors. No nominations were received so the Clerk invited nominations from those present.			
3.2	Chair – Brendan Mullany nominated himself. Proposed by DH and seconded by LMB			
3.3	Vice Chair – no nominations given. BM to discuss position with Rev Ian Jackson.	Discuss Vice Chair role with IJ	BM	Autumn 2

Item		Action	Responsible	Date
4.0	Minutes of last meeting, actions and matters arising			
4.1	The minutes of the last meeting dated 17/05/17 were agreed and signed by the Chair.			
4.2	3.8 Include SEN breakdown in HoS reports.	Closed		
4.3	3.10 Finance – AH to support control review	Closed		
4.4	3.14 DH Re 6.3, “Survey findings on TAs How could this finding about TAs feeling undervalued be most fruitfully followed up by the Board? Perhaps ask Hds to explore further with TAs and feed back to Board at our next meeting?” Further discussion on the survey outcome raised the following points: <ul style="list-style-type: none"> Given the disparity of positive response, Heads should discuss with TAs their feedback to see if anything needs addressing. A poor response in relation to TAs working across the Trust is not necessarily a concern as for most it is not an expectation of their role. ‘Feel part of a team’ shows a 20% difference at Wareham. TAs are not paid to attend after hours meetings – it was suggested paying for one meeting per half term if possible. Directors also requested that ideally all papers should be sent to the Clerk to circulate prior to the meeting and that tabled papers be added to central storage (inc Dropbox) after meetings 	Heads to discuss with TAs the survey results and provide feedback in Spring HT reports	NB/HTs	Spring 1
4.5	Item 4.0 actions – to cover on H&S report	Clerk to ensure all papers on Dropbox	Clerk	Autumn 2
4.6	Policies on dropbox – the system needs tightening. Clerk to pick up the policies inventory and develop a central index and review schedule. All masters will be held on Trust servers and PDFs will be available to view on Dropbox and websites. The intention is to move to a new Dropbox and make available to Governors and Directors. Are there policies stored locally? NB here are lots of electronic copies and paper files which may be different to the Dropbox versions and this needs to cease as part of the work of the clerk and Heads	Closed		
4.7	5.9 Increase to Malcolm Sevenoaks hours to source grants/funding streams. It was asked if this will be monitored. Yes The key goal is for this extra day to be self funded. The extension to his role is only agreed for one year and will be reviewed to gauge effectiveness.			
4.8	8.4 Risk Management - Update Report to provide basis of 2017/18 Action Plan – No progress as yet, ongoing. To complete ready for Annual Report.	Progress risk management report to feed 17/18 Action Plan	TE/NB	Autumn 2

Item		Action	Responsible	Date
4.9	10.2 Recruitment - Clarify retrospective checking following overseas work/trips. The policy is correct and consistent with Keeping Children Safe in Education.	Closed		
4.10	10.3 Recruitment Policy update.	Closed		
5.0	<p>SCHEME OF DELEGATION</p> <p>5.1 It has become evident that there are differences in the Scheme of Delegation (SCoD) with role titles and HoS job descriptions. The perceived expectation in job descriptions is that an Executive Head leads more than outlined in the SCoD. What is the practical problem with this? There could be confusion with respective roles and responsibilities and pay scales. The job descriptions infer leadership by CEO and supported by HoS. It is clear in the Scheme of Delegation that many responsibilities are delegated to the Head of School. Despite this, the contracts of employment for SC and EM vary and NBs is generally the same as the SCoD with minor differences.</p> <p>After discussion it was agreed that urgent discussions should take place separately with the Board Chair, respective LGB Chairs and Heads to find a resolution.</p> <p>5.2 Following a query that Malcolm Sevenoaks responsibility as Finance and Admin Lead was a new addition to the SCoD. BM explained that this role has been in place for 2.5 years and that MS was on the SCoD in this role last year 2016/17. He further clarified that this document is circulated annually to agree for the coming year.</p> <p>It was noted that the Academic Board has no delegated powers in SCoD and hence has no formal reporting line back to the Board (whereas the Finance Committee report back formally appears on the Board agenda.</p> <p>NB said that the John Cavill summary came from discussions at the Academic Board and generally the CEO report would include key points covered.</p> <p>The following changes to SCoD were suggested</p> <ul style="list-style-type: none"> • FP&AC – add bullet point to say reports feed to main Board • Academic Board – To include a section in CEO report • Remove ‘prior organisation’ paragraph in the SCoD 	Meet with HoS to seek resolution regarding wording in job descriptions and Scheme of Delegation	BM DH LMB	Autumn 2

Item		Action	Responsible	Date
	The Scheme of Delegation was approved as the working version but the Board recognised that it may need revision following discussions between Heads and Chairs.	Review wording in Scheme of Delegation	BM	Autumn 2
<p>6.0</p> <p>6.1</p> <p>6.2</p> <p>6.3</p>	<p>CEO REPORT INCLUDING HEAD OF SCHOOL REPORTS</p> <p>NB has visited Corfe Castle Primary (CCP) to see recent building work to create more teaching spaces. This is largely complete and will make a huge difference to staff and pupils. As yet NB has not visited St Mark's. CCP has had an H&S audit which has resulted in a number of actions. WSM H&S audit took place today and the report will be available in two weeks.</p> <p>As Head of WSM, NB said that he would like to draw down approx £7K from Devolved Formula Capital for outdoor improvements. The expected cost will be in the region of £15K so any funding shortfall will come from matched funding.</p> <p>When available the Board could view the project in principle for referral (including costings) to the Finance Board</p> <p>It was explained that Devolved Formula Capital comes from a central DfE fund and is provided on a school by school basis depending on pupil numbers. It appears as a separate capital line item. The Board has authority to spend and it can be accrued year on year. Last year it all went on IT</p> <p>Malcolm Sevenoaks to come with DFC plan to accompany bid.</p> <p><u>Academic Outcomes for 2016/17</u> (summary tables included in CEO report)</p> <p>LB had sent the comment that schools are not providing a high level précis and that Heads should give governors an analysis to discuss. There is currently no clear summary to show strengths and weaknesses and at times targets are too vague to measure eg 'to improve maths'.</p> <p>This raised the following questions: What analysis is reasonable? How do we create a structure? Should we have target analysis at each meeting? At the beginning of the year should we discuss what worked/didn't work?</p> <p>It was noted that initial SATs data comes out at the end of the summer term which is analysed by Heads. The work is being done but maybe not shared as fully as possible with LGBs. All Heads have data packs</p>	<p>Present overall DFC plan to FA&P as well as detailed proposal for WSM external works</p>	<p>NB/MS</p>	<p>Autumn 2</p>

Item		Action	Responsible	Date
6.4	and Chairs need to be clear what they want provided. Furthermore it should show more about performance analysis not data. Moving forward there needs to be an effective way of Governors accessing the information. It was proposed that the Chairs of the Board and LGBs discuss further a useful format for reports which reduces volume and increases impact.	Discuss formats for presenting performance analysis for governors and directors	BM LMB DH	Autumn 2
6.5	Further points highlighted in CEO report: <ul style="list-style-type: none"> Funding application in progress for middle leadership development at SSM and WSM Trust Development Plan – NB working on this week H&S – a number of actions being worked on. At CCP there is nothing glaringly bad but will be looking at what is mandatory/advisory. 			
7.0	SUMMARY OF SCHOOL AND OVERALL TRUST DEVELOPMENT PLANS			
7.1	Covered in previous items			
8.0	PRELIMINARY FINANCIAL OUTTURN FOR 2016-17			
8.1	Tabled report but figures are not included. Initial figures will be circulated as soon as available and further reviewed at FA&P.			
8.2	TA hours at CCP - CCP Head has asked for increased funding for additional TA hours as there are a lot of SEN pupils, and a 10% growth in pupil numbers. This would be a temporary arrangement for one year and will show as a single line budget increase.			
8.3	BM recommended approval to adjustment to Teaching Support budget line. All Directors in agreement. Revisit the three year forecast because pupil numbers are changing, the National Funding Formula has been announced and there have been changes to SEN funding.	Revisit 3 year forecasts	NB/MS	Autumn 2
9.0	POLICIES			
9.1	<u>Admissions Policy</u> : BM pointed out that is practically identical to the previous policy apart from dates. <ul style="list-style-type: none"> Some dates Directors to send changes to BM if any. 	Finalise Admissions Policy 2019/20	BM	Autumn 2

Item		Action	Responsible	Date
9.2	<u>Pay Policies</u> : No guidance has been received from DCC regarding revised pay scales. Approved by Directors unless any substantive changes to body of policy. NB to advise if this happens.	Progress any pay scale changes to include in Pay Policies	NB	Autumn 1
9.3	<u>Finance Policy</u> : NB to ensure MS has drafted up to date Finance Policy (including investment and reserves policies) and seek necessary approvals.	MS to update Finance Policy and circulate	NB	End Autumn 1
9.4	<u>Child Protection Policy</u> : There is a requirement to approve this annually. Approved subject to any required changes. DH to check if any changes need to be incorporated into the Child Protection Policy.	Check for updates to Child Protection Policy	DH	End Autumn 1
9.5	<u>Minibus Policy</u> : This needs further action. Not approved.	Revisit the content of the Minibus Policy	NB	Autumn 2
9.5	<u>General Data Protection Regulations (GDPR)</u> : The new data protection law comes into force across all of European countries on the 25 May 2018 and a requirement of this is to make the Board aware. Effort at Director, School and Finance/Admin level is required and so BM asked Directors who would be willing to provide support in this area. AH happy to liaise with MS. TE to also take a role.	Contact Malcolm Sevenoaks about GDPR working group	AH/TE	Autumn 2
10.0	AOB			
10.1	None			
	Meeting closed at 7pm			
	Date of next Board Meeting: <ul style="list-style-type: none"> Wednesday, 13 December 2017 (incorporating AGM) Wednesday, 31 January 2018 Wednesday, 21 March 2018 Wednesday, 16 May 2018 Wednesday, 27 June 2018 Cross Trust Governance <ul style="list-style-type: none"> Monday, 9 July 2018 			