

**Saturn Education Trust
Trust Board Meeting
Wednesday, 13 December 2017 @ 17:30
Wareham St Mary Primary School**

The minutes were agreed as a true record.

Signed:

Date:

Present: Brendan Mullany (BM), Nigel Beckett (NB), Lara Manningham-Buller (LMB)
Dai Hounsell (DH), Annette Hansford (AH), Louis Bonay (LB), Ian Jackson (IJ) Tim Evans (TE) via telephone

Apologies: None

In Attendance: Jane Ramsden (Clerk), Malcolm Sevenoaks for GDPR Item (left at 5.50pm)

Item		Action	Responsible	Date
1.0 1.1	<p>Welcome & Apologies</p> <p>No apologies. Agreed</p> <p><u>Item 10 - GDPR</u></p> <p>The recommendation is for the Board to recognise the steps which need to be implemented by the 25 May and provide adequate resources to ensure compliance. Before committing and funding Directors would like to see proper guidance which clearly sets out the expectations eg is encryption a requirement. As yet the DfE have not provided categorical advice.</p> <p>Next steps – Decide what falls within statutory requirements and source quotes for new hardware etc where necessary.</p> <p>BM thanked MS for his work to date.</p>	Seek GDPR guidance for statutory requirements and source quotes	MS	Spring 1
2.0 2.1	<p>Declaration of Business Interests</p> <p>No new business interests to declare.</p>			
3.0 3.1 3.2 3.3 3.4	<p>Minutes of last meeting, actions and matters arising</p> <p>The minutes of the last meeting dated 04/10/17 were agreed and signed by the Chair.</p> <p>1.0 Members recruitment</p> <p>3.0 Election of Vice Chair – BM discussed with Ian Jackson who has agreed to become Vice Chair. Agreed</p> <p>4.6 Storage of policies/documents on Dropbox – a new Saturn Dropbox has been set up with documents being transferred and invitations to join following in the new year.</p>	<p>Ongoing</p> <p>Closed</p> <p>Ongoing</p>	<p>BM/Clerk</p> <p>Clerk</p>	<p>Spring 1</p> <p>Spring 1</p>

Item		Action	Responsible	Date
3.5	4.8 Risk Management - Update Report to provide basis of 2017/18 Action Plan – No progress as yet, ongoing.	Ongoing	TE/NB	Spring 1
3.6	5.1 Wording in Scheme of Delegation/Head job descriptions – meet with Heads to resolve. On this agenda.			
3.7	6.2 Malcolm Sevenoaks to come with DFC plan to accompany bid (present overall DFC plan to FA&P as well as detailed proposal for WSM external works) – Not enough time to prepare this so carry over to Spring term.	Ongoing	MS	Spring
3.8	6.4 Discuss formats for presenting performance analysis for governors and directors – on agenda	Closed		
3.9	8.3 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 – this has been looked at.	Closed		
3.10	9.1 Admissions Policy – BM to finalise policy	Closed		
3.11	9.2 Pay Policies – Progress any pay scale changes to include in Pay Policies	Ongoing	NB	Spring 1
3.12	9.3 Finance Policy: 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	Spring 1
3.13	9.4 Child Protection Policy - Approved at the last meeting subject to any required changes. DH has done some work on reviewing including FGM and law updates. Changes will need to be approved by LGBs.	Liaise with LGBs re Child Protection Policy Changes	DH	Spring 1
3.14	9.5 Minibus Policy: This needs further action. Carry over	Revisit the content of the Minibus Policy	NB	Spring 1
3.15	9.6 General Data Protection Regulations (GDPR)- on this agenda (see 1.1 above)			
4.0	UPDATE FROM FINANCE, AUDIT AND PAYROLL COMMITTEE			
4.1	Finance reports have been covered, BM thanked AH and TE for their support.			
4.2	The Management Letter raised similar concerns to last year in particular where invoices from the summer term are processed incorrectly by entering into the wrong period. Actions to rectify this will be in the form of training, reminders before and after summer and proper reconciliation of bank statements with monthly reports to the FA&PC members. It was proposed that staff could potentially come in for two days in August to process the backlog.	Consider two work days in August to process invoice backlog.	NB	Spring 2

Item		Action	Responsible	Date
4.3	Performance Management – there needs to be greater consistency of performance management across the Trust and it was also felt that the process should take place earlier in the Autumn term.	Consider timing and reporting format for performance management Review at FA&P Committee	NB	Summer 2
4.4	Contracts – it was agreed that not enough work had been done in streamlining contracts with providers. Of £300K spent only about £90K has been identified. MS has been asked for a thorough analysis.		BM/MS	Spring 1
5.0 5.1	<p>CEO UPDATE (NON-ACADEMIC) INC SAME FROM SCHOOLS</p> <ul style="list-style-type: none"> • NB has discussed TAs with the Heads and the general feeling is that Heads knowing their staff is the greatest source of gauging satisfaction. • Attendance is being worked on and good practice shared across all three schools. • SSM is drawing a fair amount of interest though there seems to be some assumption that there is a behaviour unit at the school. • The permanent exclusion at WSM has to go to independent review. • John Cavill attends the Academic Board meetings and has been supportive in agreeing the Trust Development Plan. He has also helped with the individual schools SDP/SEFs. • Health and Safety – both WSM and CCP have had LA visits. 			
6.0 6.1	<p>TRUST DEVELOPMENT PLAN</p> <p>If targets set at CCP and WSM are met the results will be astonishingly good. NB suggests recognising the targets as heads believe they are achievable and related back to the individual child.</p> <p>All Heads must ensure that attainment and progress fall inline with the national expectations – in effect all schools must ensure that their data is 'out of the red' on the FFT reports for attainment and progress. A Director said that this must feed back into Leadership/Management and Performance Management to ensure that any issues should not be left unaddressed as the year progresses.</p> <p>NB shared concern for WSM but said additional resources would be ploughed in. It was asked what this meant. WSM has surplus to provide Y6 resources. A Director acknowledged the Y6 effort but felt other year groups should also benefit. It was clarified that the additional Y6 resource would not take away from other year groups.</p>			

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	<p>If this is a working document and if Directors are looking at again it would be useful to colour code progress.</p> <p>Directors to feedback any further comments.</p>	<p>Colour code TDP progress</p> <p>Feedback on TDP</p>	<p>NB</p> <p>Directors</p>	<p>Regualrly</p> <p>Spring 1</p>
7.0	REPORT FROM EXTERNAL ADVISOR TO THE BOARD			
7.1	Covered in Item 5 but it was added that JC is doing a good job in supporting the Trust.			
8.0	DIRECTOR AND GOVERNOR DEVELOPMENT			
8.1	Carry over to next agenda. Continue to progress and feedback to Dai Hounsell.	<p>Continue working on Director/Governor T&D</p>	DH	Spring 1
9.0	CHAIR'S UPDATE			
9.1	<p>Following a review of the Scheme of Delegation (ScOD), DH and LMB had supported BM by meeting with Heads to discuss the wording in the ScOD and job descriptions. The Leadership team is NB, SC, EM and MS. There is some debate about 'What's my job' however work needs to be done and decisions need to be made. The biggest issue is leadership capacity but there are not enough pupils which impacts income and lowers budget. It has been recommended to Heads to delegate some work to the admin team. It was noted that Middle Leadership at SSM is starting to work well.</p> <p>Directors were asked if they are happy with the recommendations. It was asked if Heads had seen this? They've seen a matrix but not the findings/recommendations. DH supports endorsing but the next steps need to be clear.</p> <p>Next steps – Directors to feedback. Arrange meeting with Head/Chairs meeting in New Year to agree next steps.</p>	<p>Directors feedback on Leadership structures</p>	Directors	12/01/18
10.0	GDPR			
10.1	Covered in Item 1.			

Item		Action	Responsible	Date
11.0 11.1	AOB None			
	Meeting closed at 6.50pm			
	Date of next Board Meeting: <ul style="list-style-type: none"> • 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 			