

**Saturn Education Trust
Trust Board Meeting
Wednesday, 21 March 2018 @ 1630
St Mark’s Primary School, Swanage**

The minutes were agreed as a true record.

Signed:

Date:

Present: Brendan Mullany (BM), Lara Manningham-Buller (LMB) Dai Hounsell (DH), Annette Hansford (AH), Tristram Hobson (TH)

Apologies: Louis Bonay (LB), Ian Jackson (IJ), Tim Evans (TE), Adam Darley (AD)

In Attendance: Jane Ramsden (Clerk)

Item		Action	Responsible	Date
1.0	Welcome & Apologies			
1.1	The Chair welcomed all to the meeting. All present signed the attendance register. Apologies received and agreed from Louis Bonay, Tim Evans, Adam Darley and Ian Jackson			
2.0	Declaration of Business Interests			
2.1	No new business interests to declare.			
3.0	Minutes of last meeting, actions and matters arising			
3.1	The minutes of the last meeting dated 31/01/18 were agreed and signed by the Chair.			
3.2	3.2 GDPR – on agenda	Closed		
3.3	3.3 Members recruitment – John Mann to replace Marion Marchant. Clerk to progress with the Diocese	Progress Member appointment	Clerk	Summer 1
3.4	3.5 Risk Management - Update Report to provide basis of 2017/18 Action Plan – On agenda	Closed		
3.7	3.7 Malcolm Sevenoaks to share DFC plan at next FA&PC – This will be included in the next year’s budget plan	Closed		
	3.8 Reiterate format for Head’s reports inc. their next actions/ add item Summary and Matters for Board – New template for heads to use which is working better but will evolve.	Closed		
	3.9 Pay and Finance Policy review – BM/Clerk to liaise with MS to review and finalise ready for approval	Progress Pay and Finance Policy with MS	BM/Clerk	Summer 1

Item		Action	Responsible	Date
3.13	3.13 Child Protection Policy - Approved at Autumn 1 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 - Revised version circulated to Heads/LGBs for approval.	Closed		
3.14	3.14 Minibus Policy: Carry over	Revisit the content of the Minibus Policy	BM/MS	Summer 1
3.15	3.15 The Management Letter raised similar concerns to last year regarding controls and bank reconciliation – on next FA&PC meeting - A monthly report is now produced but nearer the time AH will discuss with MS the need to reiterate processes to staff.	Closed		
3.16	3.16 Performance Management – Consider timing and reporting format for performance management All LGB Chairs to schedule an interim Performance Management review with Heads after Easter. BM offered support if needed but also suggested John Cavill. It was asked whether it would cost to use JC and alternatively could Directors support? Use of JC would have a cost implication if used. Chairs should refer to papers from the Autumn reviews – objectives document and Head Teacher Professional Standards and could draw guidance from the Appraisal Policy, National Guidance on Head Teacher processes.	Performance Management timing	Academic Board	Summer 2
	3.17 Contracts – Review contract consolidation at FA&PC	LGB Chairs to schedule PM review date with Heads	BM LMB DH	Spring 2
	8.1 Director and Governor Development – on agenda	Closed		
	5.1 Seek guidance on interim Accounting Officer – on agenda	Closed		
	6.0 Trust Future/Merger – BM has had a research meeting with Aspirations. Some preliminary talks with other Trusts have not taken place as yet and so the Trust update meeting in April may have to be rescheduled or form part of the next Board meeting.	Update Directors on SET future/merger next steps	BM	Summer 1
4.0	CEO UPDATES			
4.1	<u>CCP Ofsted</u> – The recent Ofsted visit to CCP resulted in retaining a Good rating with a full inspection due within the next two years. BM has asked the CCP Head to do a short term improvement plan by Easter.			
4.2	<u>CCP</u> – class size/structure is an issue and discussions on how to manage this in the future are underway . A large Reception intake of 21 pupils three years ago will cause stress on the current structure particularly as they move through KS2. Consideration is being given to increasing the PAN (Pupil Admissions Number) from 15 to 20 for the September 2018 intake and also whether it is feasible to build a new classroom. A	Provide update following Monday's meeting.	BM	Spring 2

Item		Action	Responsible	Date
5.0 5.1	<p>GDPR UPDATE</p> <p><u>Data Protection Officer</u> – Internally to the Trust no one fully meets all criteria to take on this role and so either the Trust recognises a potential conflict of interest if MS takes on the role, buys in the service or develops a share/swap system between SET, TPS and TSS by utilising each others resources. The latter was considered a good idea and BM will liaise with the two Heads. In the interim MS will continue to progress and the Trust will identify the conflicts of interest and the appropriate controls.</p> <p>It was asked regarding Subject Access Policy who is the individual? It can be anyone and it will be all data whether stored electronically or on paper.</p> <p>The Chair stated that currently recommendations are too abstract to agree and he will discuss with MS.</p> <p>What data is covered by GDPR? All data. You can hold data but you need to identify:</p> <ul style="list-style-type: none"> • What data is held and how it is used • What data is shared/with who/why • How long is data kept and when/how it is disposed of 	<p>Set up DPO share/swap discussions with TPS and TSS Heads</p> <p>Manage conflicts / controls of interim measures</p> <p>Meet with MS to discuss GDPR tracker</p>	<p>BM</p> <p>BM</p> <p>BM</p>	<p>Summer 1</p> <p>Summer 1</p>
7.0 7.1	<p>RISK MANAGEMENT</p> <p>A risk survey was an item on all recent LGB meetings. At CCP overall governors were confident in their responsibilities and identified some areas to work on. At SSM and WSM wider conversations took place on the role of the governors and that sometimes there is a feeling of not having control over the agenda. The Chair identified three areas to consider:</p> <ol style="list-style-type: none"> 1. Understanding of the role – what governors would like to talk about and what governors need to talk about. 2. Agendas – where there is opportunity to have a discussion. Why is this not routed from the Head’s Reports as they are there to prompt challenge and support opportunities? 3. Policies – these should come to meetings once properly worked on and at the final stage. Clerk to send inventory to Heads and Chairs. SET policies are approved at Board. <p>Who should review school policies? It should be Heads with support perhaps from a link governor for example.</p>	<p>Send Policy Inventory to Heads and Chairs</p>	<p>Clerk</p>	<p>Spring 2</p>

Item		Action	Responsible	Date
	<p>A Director added that School Development Plan is core to what is being worked on and a key opportunity for governors to probe and seek evidence. That challenge would then be recorded in the minutes to show that governors are holding the Head to account.</p> <p>TH left at 6.15pm</p> <p>The Board are responsible for the H&S of staff and have policy and procedures which day to day is delegated to the Head Teacher and Directors/Governors do need to trust that it is being done. That said there should be a H&S link governor on each LGB who could do a regular check for example.</p> <p>On the theme of Christian Distinctiveness a Director asked “Where does it say what we should do?” At WSM the RevJW has been tasked with looking into defining this and there is potential then for her to link with IJ and JM at CCP and SSM.</p> <p><u>Learning and Development of Governors</u> - DH has done preliminary work on developing systems for this area. The Chair suggested that there are probably circa eight key topics including Safeguarding, H&S, Attainment and Progress Tracking, Christian Distinctiveness and Finance. Governors could undertake the suggested five plus choose from a selection eg Attendance or Behaviour.</p> <p>It was agreed to take forward the Trust wide approach and consider how to identify 6-8 online training opportunities that could link to the Cross Trust meeting in the Summer term where, it was also suggested, a further item could be ‘Ten things you need to know about X’ – subject to be decided but DH offered to cover Safeguarding.</p> <p>Further areas to work on are (1) Manage the policy process (2) Develop Head’s reporting (3) Rest of agenda up to LGBs.</p>	Develop policy process, Head’s reporting, agendas	BM / Clerk	Summer 1
8.0 8.1	<p>AOB</p> <p>Parent Survey – Add something about the governing body in light of the fact it is often hard to recruit Parent Governors.</p>	Add LGB to parent survey	BM	Summer 1
	<p>Date of next Board Meeting:</p> <ul style="list-style-type: none"> • Wednesday, 16 May 2018 • Wednesday, 27 June 2018 <p>Cross Trust Governance</p> <ul style="list-style-type: none"> • Monday, 9 July 2018 			