



Full Board Meeting Minutes

Monday 5th February 2020

Present:

Vic Millard (VM)– Chair of Directors
 Katy Quinn (KQ)– CEO/Principal, ML
 Jon Newman (JN)– CFO
 Scott Deeming (SD)– Trust Clerk/COO
 Sam Trevorrow (ST)

Jan Caig (JC) Chair of LGB KK – Co
 Opted)
 Pat Henchie (PH) Director
 Val Jeffries (VJ) Director
 Nick Tallamy (NT) Chair of Cockwood –
 Co Opted
 Paul Lilley (PL) – Guest

Apologies: Chantelle Mashiter (CM)

Meeting opened at 10.01

<p>05.02.01 - Welcome from VM. Apologies. CM noted as absent.</p>	<p>SDe</p>
<p>05.02.02 – Previous Minutes. Maggie York - agreed will pursue role at TCS LGB, as skills more appropriate there. Chairs meeting taken place with NT/VM/JC and KQ. Portal training – challenge complete from KQ. Step forward is that everyone accessed the documents effectively beforehand. VM – automatic notification? Web developers to consider this. Executive team to provide a note email to Board in the interim. Amend KK line for LGB appointments. Audit completion report to be placed onto the portal. Minutes approved, pending above amendment.</p>	<p>VM/SDe SDe SDe JN</p>
<p>05.02.03 – New Director. VM introduced potential new director Paul Lilley. Trust board and staff introduced themselves. PL’s pen portrait and details shared prior to the meeting. PL commented further on his background and interests. KQ-challenging times ahead and experience in PL career will help support that. VM – request proposing and vote on PL joining board. PH – proposed, Seconded by NT. All in favour. AGREED. Passed to members for written resolution to formally appoint PL.</p>	<p>SDe</p>
<p>05.02.04 – Trust Vision and Values. VM – discussion around need to agree a consolidation and agreement of these and align those of the individual trust schools. Full meeting of Directors and LGB governors on the 25th February – this intended to start process of potential for consolidation and how the individual school visions values and strategic intentions will feed into the overarching vision/objectives/values of the Trust. KQ – advise Directors that copy of Trust vision, objectives and values is in today’s board pack. VM – the session on 25th will be a start for the Trust vision to be coherent and understood/agreed, but also allow each school to retain their own identify. Suggest</p>	

<p>would be helpful to issue copies of all Trust and individual school 'vision' documents to attendees in advance- and this may help keep us all on task. KQ – will action.</p> <p>NT - What is the ideal outcome from the session? KQ - Trust and schools to have visible and meaningful links that give agreed and clear understanding of vision/objectives and values. Need to agree the overarching objectives of the Trust - as a body of Directors. Will need regular reviewing and keeping them at the forefront of our minds. There is already a consistency between the schools within the Trust. JC - LGB 'Vision and Values' are expanded parts of the overarching Trust direction and the contextual is the '<i>meat on the bones</i>'. VJ - Core trust values and then expand, I agree. JC - Shared Babcock governance review - what will it look like for schools? Vision needs measurable outcomes and be owned by the board and develop with school heads. Not thought of a vision being a three-year plan. KQ– agree, that would be your SIP's. JC- Distinction between values and ethos. NT - Trust improvement plan is separate to the Vison and values. KQ - It needs to be developed and owned by the Board, and Leaders demonstrate this in the schools, then it has been successful. ST- Key for governors and Directors to understand them. PL - Strategy s/m/l goals. Key performers on how you will do this. Board to set the 3-5-year plan working with the Trust Executive. NT - Visions have been intangible but driven by the plan. Does it deliver? KQ - terminology is a discussion point, but the meeting on the 25th needs to be an event where are looking at the current information as a group of people. Are we happy that this is a working document to be owned by the Directors of the Osprey Learning Trust? Three Cs have already been agreed as a group of governors/directors pre-Osprey . (PH) at the end of meeting on 25th, believe we aim for a common understanding that we all work towards the same outcomes.</p>	<p>KQ</p> <p>All</p>
<p>05.02.05 – Trust and LGB Event. KQ - From previous item, clear as to the objective of the meeting on 25th and helpful to keep away from conversations regarding terminology. Focus on the content. Meeting to be held at the Kenn Centre, 6-8pm, refreshments from 5.30 onwards.</p>	<p>All</p>
<p>05.02.06 – Performance Report. KQ - Collaboration day held recently with the Heads/Central Team on 'how we are working together and what are the positives of our partnership?' SIP's were shared and common themes agreed. All schools have a common focus, but key to remember support for the Secondary school. KS3 curriculum more so. Team projects agreed. Keen as heads to work on a Peer Review model. Review in September to see what we have achieved and how progressing. VM - driven by the principals and heads of Trust schools. Are other leadership team members at ER involved? KQ - due to people's skills sets, key individuals identified and support their development as staff. Same approach in the primaries.</p> <p>KQ – mid -term performance reviews taking place. LGB's will review heads/principals and VM/KQ will review Trust team. KQ to advise/agree dates.</p> <p>KK age range extension reported to finance committee. Still awaiting DfE/RSC approval.</p>	<p>VM/KQ/JC/NT</p> <p>KQ</p>
<p>05.02.07 – Operations Report. Survey monkey results to be shared in the next Operations Report.</p> <p>VM -LGB Comms? Are we yet satisfied that this is working efficiently? SDe to consider/review.</p> <p>Catering offer – SDe outlined review of catering provision across the Trust and for other school contracts. Discussion on the potential for this. VM – Discussion would indicate that the Board are supportive of exploring the potential of this offer in more detail.</p>	<p>SDe</p> <p>SDe</p> <p>SDe/JN</p>
<p>05.02.08 – Finance Report. JN shared the key financial priorities and latest management accounts for the Trust. Discussed the teachers' pay award and the</p>	

<p>proportion that is funded as extra from the DfE. Cost pressures have been made clear to Principals/Heads. 2020/21 budget meetings planned in with heads. Income figures for these will be available from the EFSA in early March. Balance sheet now being produced monthly and shared with the Trust. Internal audit review visits to Trust schools from Thompson Jenner this week. Outcome to be shared at next board. Due to lack of quoracy at last finance committee, board need to approve the payment rate for the Local government pension scheme. Contribution figure is £43k. Monthly DD set up for this – board asked to approve monthly payment rather than one lump sum. NT - No addition on the £43k? JN - No. ST - Discount is on the cash amount not the contribution. JN - Made up of two different amounts. Ensure that admin teams are happy with the process. VM proposed payment made monthly. KQ seconded. AGREED. JN -Risk Register, draft document for Trust now complete. VM – have agreed that, in light of the discussion and agreement needed as to where the different risk responsibility should lie, a separate meeting is needed. This to include NT and JC to represent the views of the LGBs. JN Important that all are clear as to where the risks sit. Ensure that all understand the associated risks. JC - just financial risk? JN- no, all risk. Land/pupil numbers/curriculum etc. LH to arrange the meeting ASAP.</p>	<p>JN JN JN LH</p>
<p>05.02.09 – Policies for Review. VM – need to be robust, not only as to the timeliness of how we are approving policies, but also being thorough and diligent as to approving policy content. Discussion as to best approach for achieving this. Agreed set up of a working group to ensure the above is achieved, along with monitoring and checking the changes to the policies. JC - Do we need a policy for Policies? Where does this responsibility lie? Should it be delegated to Operational leads? KQ - Trust policies need to be set and approved by the board. PH – recommend setting a small working party to provide policy assurance. JN - review process will then be easier to adopt.</p> <p>Agreed a working group...PH/VJ/VM/KQ/JN to meet and review ASAP.</p> <p>Lettings Policy – reviewed by Board. Accepted need to add the 3G pricing appendix for chartered and non-chartered clubs. VM – believe it vital that it is clearly understood by operational management that no deviation/discount is offered on any letting arrangement without explicit approval of Trust finance committee/board. Subject to above: KQ proposed, NT seconded. AGREED.</p>	<p>KQ SDe</p>
<p>05.02.10 – LGB Comms and Matters Arising.</p> <p>TCS feedback to LGB: Cost savings question – savings analysis on contracts and others. KQ to consider. Vision meeting 25th Feb. – KQ to provide Trust and ‘All schools’ vision/objectives/values summary to directors/governors in advance of meeting.</p> <p>TCS Info required: Action plan for Sixth form. Needs to be shared with Board. Separation of ML/ER – board require clarity/oversight of how is this going to operate from a governance perspective? Separate LGB?</p> <p>Kenn and Kenton feedback to LGB: - New parent LGB member. JC happy to recommend the appointment of Mr Gilchrest. VM proposed, PH seconded. AGREED.</p>	<p>KQ KQ SDe JC/SDe</p>
<p>05.02.11 – Dates and times of next Trust meetings. KQ requests Board meeting to be held on Tuesdays rather than Mondays. Board agreed this by majority present. Date of next meeting: Tue 24th March.</p>	

Meeting closed – 11:52