



Full Board Meeting Minutes

Monday 16th December 2019

Present:

Vic Millard (VM)– Chair
 Katy Quinn (KQ)– CEO/Principal, ML
 Jon Newman (JN)– CFO
 Scott Deeming (SDe)– Trust Clerk/COO
 Sam Trevorrow (ST)
 Maggie York (MY - Guest)

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

Apologies:

Chantelle Mashiter (CM)

Meeting opened at 10:02am

<p>16.12.01 – Welcome: (VM) CM sent apologies. Welcome MY as guest to the Board meeting. KQ and VM are discussing with MY potential for joining the board. (MY) gave a summary of background/relevant employment.</p>	
<p>16.12.02 – Minutes of Previous Directors’ Meeting: (VM) Concern as to viability of current meeting cycle (KQ) Chairs of the LGBs and KQ to meet and review cycle of meetings in January 2020. (VM) The current timings of Committees/LGB’s and Trust Board meetings are not yet in a shape appropriate for effective review. Look at timescale for LGB vs. Trust meetings between JC/NT/VM/KQ KQ to circulate a meeting date ASAP. Process for appointment of new Director’s (flow chart) agreed. (KQ) Training for the portal for Directors (SDe). Directors feel this is not yet adequate. (VM) Also that the process of portal updates is not yet robust. LGB appointments - Pen portraits to be sent to Board for approval. (JC/NT) Minutes approved.</p>	<p>KQ. SDe</p>
<p>16.12.03 – Approval of 2018/19 Accounts: (VM) Accounts documents are lengthy and detailed. Have been considered and reviewed by finance committee. Board need to consider key lines only and audit completion report. (JN) Finance Committee have considered all documents and reviewed with Francis Clark. JN presented the highlights of the report and discussed risk areas and key matters. Pupil numbers vs. staff costs are an important factor for the Trust. Pension schemes remain a medium risk, as for all schools in the country – but a government led factor and beyond the control of individual schools/Trusts (JC) What period does this audit cover? (JN) The full academic/financial year. At conversion the three joining schools had their proportion of the full year finances</p>	

<p>allocated. (VM) Contribution rate is more relevant to the Trust – with the agreed contribution from each school into the MAT.</p> <p>(JN) Presented Audit Completion Report. Outlined the ‘high’ risks areas identified by Francis Clarke. Trial Balance Reconciliation, Fund Analysis, The Finance Procedures Manual, Supplier Bank Details, Alcohol Purchases, and use of Credit Card. (VM) Alcohol purchases have, rightly, become a priority issue. This was a one- off matter (circa £40) at the outgoing CEO leaving function a year ago. (JN) Credit cards at Trust schools? Audit Completion Report – JN to add to the portal for reference. (JN) Financial highlights from the report shared with Directors. Year-end surplus (reserves) outlined. Exeter Road £15k, Mill Lane, £45k, Cockwood, £62k, K/K, £48k – giving a total trust reserve of £170k. MAT costs balance is kept at £0. (KQ) Reserves target figure agreed previously of £350k for the Trust. This remains the objective and all schools need to remain aware and consider their plans for achieving their contribution. (JN)Capital carry forward is a further £60k but this must be spent on the estate. Non-school based services (catering/Alive etc) will be shown separately in this financial year. (VM). Would seem the board have sufficiently scrutinised? Agreed. (VM) Propose these accounts are agreed and accepted by the Board. (ST) seconded. ALL AGREED. (Accounts subsequently signed by KQ/VM).</p>	<p>JN</p>
<p>16.12.04 – Appraisal Feedback Headteachers/Principals : KQ presented the appraisal summary. Discussion on each. At primaries concentrating on progress scores for KS2 and developing their individual curriculums. At ER, curriculum, new leadership structure and 6th form development. (VM) Important that we keep these objectives ‘live’ for the Board and how heads are performing within them. (KQ)Mid-terms reviews are fully scheduled – will update Board regularly. (JC) Dual role for KQ ? (KQ) Split appraisal was carried out for two roles. (VM) Add KQ’s appraisal summary to this document.</p>	<p>KQ KQ</p>
<p>16.12.05 – Kenton application to extend age range: JC presented the changes to the age range of Kenton. Preschool closure – operated in the Village Hall. Beneficial to run the preschool out of the school. With it closing – not linked to numbers – opportunity sought to bring the Nursery into the school from January 2020. Age range changes application has been made to the DfE. Kenton will run the preschool for the 3-4-year olds in the current early years building on site. Staffing, building all in place, awaiting the application to be accepted. It is a small number of children 6-8. Separate funding from DCC, staff training from other Nursery Managers within the (KQ)Trust to look at the funding/headcount. (VM) From figures discussed would seem a potential income approx. £20,000. (KQ) Lag on the funding until the headcount in Easter where the funding will be backdated. (JC) Additional costs for this have been kept to a minimum. (VM) Financial implications need to be looked at in more detail by the Finance Committee. (KQ)Need to extend the age range to allow the legal DfE process to happen in the first instance. (VJ) Move quickly to keep the numbers for a Nursery in the Village of Kenton. (PH) Playbox in Kennford – agreement in place? Extend the age range to cover the gap left in the community (PH) Figures to be reported at next Finance Committee – Kenton Nursery. (VM) suggest board approve subject to understanding of costings. VM proposed an extension to the age range at Kenton. AGREED. Financial approval on the figures linked to the Nursery to be brought to the next Finance committee meeting.</p>	<p>JN KQ/JN JN JN</p>
<p>16.12.06: Meeting moved to Part Two</p>	
<p>16.12.07 – Performance Report: (KQ) Document circulated. Consistent approach within the document. Compiled from 1:1s with the Heads/Principals. Spring visit by DW to K, K and C, with a summer revisit to ML. A temperature check on the school priorities in the Summer.</p>	

<p>16.12.08 – Operations Report: Document circulated. Consistent approach within the document. (SDe) Advised of Alive/Astro relaunch in January 2020. New equipment has been sourced and new manager appointed. Business aspect needing a whole new approach.</p> <p>(VM) Concern that we are still not seeing a detailed business plan. Vital that, as a matter of urgency, (bearing in mind the imminent relaunch) monthly income targets and costs are seen and approved by the board. This to be in line with net contribution target agreed at last finance committee. Detailed Business Plan for ALIVE Health (including Astro) at next Finance committee meeting on the 5th February. (VM) Would wish to see the draft of work completed on this at earliest possible point.</p>	<p>SDe</p> <p>SDe/JN</p>
<p>16.12.09 – Finance Report: JN presented Trust management accounts, month 2 (October) Budget on full year - £9.2 million, Set slight deficit of £6k. Staffing line in month 1/2 – well controlled. YTD expenditure does not include the pay award or pay progression at this point. When applied could potentially lead to a small overspend on the full year. JN to model the additional costs for next Finance Committee.</p>	<p>JN</p>
<p>16.12.10 – Pupil voice feedback: (PH) Presented summary document. Privilege to visit the schools within the Trust. Nice to see the schools have their own unique environment – a significant factor in the decision to expand the trust, with the Board being determined must be retained. (VM) The tone of feedback from ER is different and more ‘critical’ than the primaries. Is that a factor of being a different age group or is there a broader issue there? (PH) Probably both. (KQ) Noticeable that the students mentioned at ER are all SEND and comments are in the context of their support concerns. Discussion around groups of students that are included in these visits - to be reflective of the whole school community. Diocese need an Ethos rep (KQ) Need to add Kenn to PH report</p>	<p>KQ</p>
<p>16.12.11 – Osprey Learning Trust Finance Policy: JN outlined the proposed updates to the Finance policy – and discussed the key changes surrounding some of the organisational language and changes to the procurement process. (PH) ‘Trips’ changes? (KQ) It has always been in the policy; it is just ensuring people follow the process. Staff training will take place on some of the key changes with the Finance and Admin staff.</p> <p>(VM) Revised policy proposed acceptance. AGREED</p>	<p>JN/SDe</p>
<p>16.12.12 – Policies for Review: Complaints Policy – Discussed in detail. Stage 3? Discussion on the process and value of informal/formal/appeal stages. (ST) Question whether all stages necessary. (JC/VM/KQ) Important within process for complainant to be reassured that there has been independence and separation at all levels of investigation and review. VM Proposed acceptance of revised policy. AGREED.</p> <p>Data Protection/GDPR Policies – Name change from Teignmouth Learning Trust to Osprey Learning Trust. AGREED</p> <p>Capacity/Code of Conduct/Disciplinary/Grievance/Managing Sickness/Whistleblowing – reflection of name changes and organisational structure. Appeals process is specific to our Trust and mirrored across several policies where the appeals process is needed.</p> <p>(VM) Time constraints of the meeting and some Directors not being positioned to inspect documents prior to today gives concern regarding approval. Propose acceptance, subject to feedback in detail from Directors at next meeting. Agreed. Directors to also consider review dates at next meeting. Subject to this VM proposed acceptance of these revised policies. AGREED.</p>	<p>All</p>
<p>16.12.13 – LGB Minutes and Matters Arising: (KQ) Discussed summary document of matters raised by each LGB (document issued to Directors). All items helpful and agreed that KQ will respond in writing to LGBs</p>	<p>KQ</p>

16.12.14 – **Date and time of next meeting:** 10th February 2020 at 10am. (This may be subject to change dependant on outcome of meeting cycle review by CEO and chairs in January)

KQ/SDe.

Meeting closed at: 14:41