

**Coppice Primary Partnership  
Meeting of the Trustee Board  
Wednesday 17<sup>th</sup> October 2018 at 5.30 pm**

**Present:** Darren Webb, Carole Hardy (chair of Trustee Board), Andrew Maitland, Peggy Murphy, Charlotte Long, Pip McKerrow

**Present via Skype:** Carina Cuddington

**In attendance:** Andrew Lacey (Business Manager)

**Clerk:** Clare Nursey

Agenda item and discussion	Action/ decision
<p><b>1 Welcome and any introductions</b> CH welcomed all to this meeting, particularly PMcK who was attending her first meeting.</p>	
<p><b>2 Apologies for absence</b> All present (AM arrived during discussion at item 5).</p>	
<p><b>3 Declaration of business interests</b> No interests were declared against items on the agenda or as discussions developed.</p>	
<p><b>4 Minutes of the last meeting (24<sup>th</sup> July) and any matters arising</b> 4.1 Minutes were agreed to be accurate and signed by the chair. <i>Matters arising</i> 4.2 All governance documents had been sent out and the first local governor training sessions had been held. 4.3 Trust insurance had been arranged through the ESFA. 4.4 The final DDA related work would be carried out next week – one item in annex. 4.5 Procurement cards had not yet been investigated due to pressure of other work – AL to follow up.</p>	<p><b>Action – AL</b></p>
<p><b>5 Executive HT report and recommendations (verbal report)</b> <i>Leadership/staff</i> 5.1 Proposals for the leadership structure would be discussed at item 8. EHT reported that all senior leaders had been involved in the latest session with Pete White to reflect on and discuss how leadership should evolve over the next few years. 5.2 The huge amount of staff professional development listed in the SDP had started and this would be evaluated for impact as things moved forwards. EHT was aware this was asking a lot of staff (2 training sessions a week) and the pattern would be reconsidered for next year, perhaps alternating meetings and specific training programmes each week. Branwen Taylor continued as T&amp;L lead working across the trust 2 days pw (and teaching 2 days pw in Year 6 at CPS) and was doing some of the work normally falling to AHTs and DHT in that role. 5.3 Further discussion on staffing in confidential annex for trustees. <span style="float: right;"><i>[AM joined meeting 5.40 pm]</i></span> <i>Governance</i> 5.4 Both LGBs had held their first meetings, and both had gone well. EHT's impression was that LPS had a broader mix of skills which gave more strength in the areas of standards and business. The training had been well received by both LGBs.  <i>MAT</i> 5.5 AL would report on business matters at item 10. 5.6 One item regarding CPS in annex for trustees. 5.7 EHT advised that the statutory annual consultation on Admissions was due between now and February and this was an opportunity for the trust to amend criteria applying</p>	

<p>from 2020. He proposed 2 changes to the policy, one in line with LA proposal (giving priority in over subscription criteria to children previously in care outside of the UK) and one specific to the trust. Trustees <b>agreed</b> that the change in line with the LA proposal should be included in the consultation. The second proposal would not be included at this time – discussion in annex for trustees.</p> <p><i>Standards</i></p> <p>5.8 CPD was being delivered as planned to promote the Ethic of Excellence throughout the trust.</p> <p>5.9 Ofsted’s announcement that their focus would change to the curriculum fitted well with the trust’s plans. Resources would continue to be directed towards developing and facilitating an inspiring curriculum, eg Empiribox would continue (exciting but expensive), specialist services would be bought in as needed, and there were hopes of adding a resident musician to the staff.</p> <p><b>Q. How would the schools ensure this excellent provision was in place?</b></p> <p>EHT – budgets would be managed to enable this although he accepted this might be a challenge in current financial circumstances.</p> <p>5.10 Two action research projects had started, focused on feedback, and findings would be reported to the LGBs and TB when available.</p> <p>5.11 Following a consultation exercise which had evidenced parental demand for provision, CPS LGB had agreed to the establishment of an onsite after school club to begin in January, and this should help growth at the school. Some discussion in annex for trustees.</p> <p><i>School impact statements and School review reports</i></p> <p>5.12 Trustees had received these for both schools and were invited to ask questions – discussion in annex for trustees.</p>	
<p><b>6 LGB Chairs of Governors’ reports (verbal reports)</b></p> <p><i>Coxheath CoG</i></p> <p>6.1 Governors had discussed the land transfer issue and one confidential item (in annex) in addition to routine business.</p> <p><i>Loose CoG</i></p> <p>6.2 Governors had discussed:</p> <ul style="list-style-type: none"> <li>• Staffing issues at length (see annex)</li> <li>• KS2 outcomes – staff had analysed the data forensically and clear priorities had been set for this year</li> <li>• The difficulty of discussing the budget without seeing the monitoring data – it had been agreed that summary data would be available for future LGB meetings.</li> </ul>	
<p><b>7 Conversion feedback</b></p> <p>7.1 AL recommended that the trust challenge the LA if they sought to charge £7000 per school for work on the conversion process. The LA had not been able to deliver on time which had led to additional costs for the trust (staff time, solicitors’ costs etc) and created difficulties as subsequent action, eg on budgets, had been delayed and staff were still playing catch up.</p> <p>7.2 Trustees <b>agreed</b> that the chair should sign a letter to challenge the LA charge if this was needed.</p>	<p><b>Decision &amp; action</b></p>
<p><b>8 Leadership structure</b></p> <p>Discussion in annex for trustees only.</p>	
<p><b>9 Future direction of the trust</b></p> <p>Specific discussion deferred – partly covered in 8 above.</p>	
<p><b>10 Business Matters</b></p> <p>10.1 AL advised that work continued on budget planning and the revised forecasts were</p>	

<p>now due to be submitted to the ESFA by 10 December. The recast budget plans (to be discussed at the Finance and Audit Committee meeting on 29 November) would be circulated to the TB for approval prior to submission.</p> <p>10.2 AL confirmed that the main issues for budgets were the lower than planned roll at CPS (370 not 395) which meant a shortage in funding of £90-100k next year, and uncertainties at LPS due to the teacher pay award (how much top up funding would the school receive?) and treatment of the school's SALIX loan for the LED lighting - AL and CC would discuss the latter point.</p> <p>10.3 AL advised that both schools were still waiting for the conversion grant money (£25k per school).</p>	<p><b>Action AL &amp; CC</b></p>
<p><b>11 Policies and key documents</b></p> <p>11.1 Trustees received the updated policy schedule.</p> <p>11.2 Trustees received and approved the following trust policies/documents:</p> <ul style="list-style-type: none"> <li>➤ Safeguarding (KCSiE Sept 2018)</li> <li>➤ Admissions (one amendment to correct the PAN at Loose to 90 per year)</li> <li>➤ Whistleblowing</li> <li>➤ Complaints</li> <li>➤ GDPR (Inc. Privacy Notices)</li> <li>➤ Finance</li> <li>➤ Pay &amp; Reward – included rates recommended by TUS as this fell under TUPE (agreement to adopt existing T&amp;Cs)</li> <li>➤ Appraisal</li> <li>➤ Freedom of information</li> <li>➤ Pensions – discretions were inbuilt</li> <li>➤ Extended Services</li> </ul>	<p><b>Decision</b></p>
<p><b>12 Governance</b></p> <p>12.1 Trustees approved the updated Scheme of delegation (v2).</p> <p>12.2 Trustees agreed to defer the election of the vice chair of the TB until T2.</p> <p>12.3 Trustees agreed that the EHT's performance management group would comprise Carole Hardy, Steve Knowles and Andrew Maitland.</p> <p>12.4 Trustees agreed to defer nominating a trustee to monitor data protection until the need had been clarified.</p>	<p><b>Decision</b> Next agenda</p> <p><b>Decision</b> Next agenda</p>
<p><b>13 Safeguarding matters including Health &amp; Safety and Disability matters</b></p> <p>Nothing urgent to report.</p>	
<p><b>14 Chair's Actions/ Correspondence and any other business</b></p> <p>Chair had no further actions or correspondence to report. No other matters raised.</p>	
<p><b>15 Confidentiality &amp; Publication of minutes</b></p> <p>15.1 Some discussion at items 4, 5, 6 and 8 included in confidential annex for trustees. Main minutes to be circulated to LGBs and be publically available once approved at the next meeting.</p> <p>15.2 Trustees agreed that the School impact statements and review reports, and papers relating to leadership proposals should remain confidential to trustees.</p>	
<p><b>16 Next meeting date</b></p> <p>Tuesday 18<sup>th</sup> December 2018 at 5.30 pm</p>	

Signed.....

Date.....