

Coppice Primary Partnership
Meeting of the Trustee Board
Tuesday 18th December 2018 at 5.30 pm

Present: Darren Webb, Carole Hardy (chair of Trustee Board), Andrew Maitland, Charlotte Long, Pip McKerrow, Carina Cuddington

In attendance: Andrew Lacey (Business Manager)

Clerk: Clare Nursey

| Agenda item and discussion | Action/ decision |
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| <p>1 Welcome and any introductions CH welcomed all to this meeting.</p> | |
| <p>2 Apologies for absence Received and accepted from Peggy Murphy (unwell).</p> | |
| <p>3 Declaration of business interests Members were reminded that any directorships or trusteeships held now or in the past year had to be declared as interests in case these later become relevant as related party transactions. Members declared various interests at the meeting - forms would be amended at the next meeting.</p> | |
| <p>4 Minutes of the last meeting (17th October 2018) and any matters arising 4.1 Minutes were agreed to be accurate and signed by the chair. <i>Matters arising</i> 4.2 Procurement cards would be investigated after Christmas – AL to follow up. 4.3 AL advised that the LA had deducted their charge for academy conversion work (£7000 per school) from the balances due to the schools. There was little the schools could do about this now but CH and DW would write to the LA (Matt Dunkley, cc Ana Rowley) after Christmas to express disappointment with this and problems experienced during the conversion process. 4.4 AL confirmed that conversion funding had finally been received from the ESFA last week, after continual reminders since September - the ESFA had changed their process for payment since the schools had converted. 4.5 AL confirmed that a temporary caretaker had been appointed at LPS from 7 January 2019 until August, which should relieve pressure on SLT. The situation would be reviewed as part of the review of the cleaning contract as there was still no capacity to cover leave.</p> | <p style="color: red;">Action – AL</p> <p style="color: red;">Action – CH/DW</p> |
| <p>5 Executive HT report and recommendations (written report filed with minutes) <i>Leadership matters</i> 5.1 EHT had circulated further details of the leadership proposal, and he reminded trustees this involved a reorganisation not a restructure. He advised that HR had confirmed the proposed timetable and he was meeting current SLT members on 7 January to discuss options. Depending on how leaders expressed interest in the roles (all were suitable or equivalent roles bearing in mind current substantive grades) or if interviews were required, the outcome would be known by mid January. EHT confirmed that he believed the new structure was right for the schools, particularly in terms of adding significant capacity to leadership at CPS. Q. Would new Headteachers receive support? EHT would continue to provide support as now. 5.2 Some discussion in annex for governors.</p> <p><i>Staffing Matters</i></p> | |

5.3 EHT asked trustees to review the scheme of delegation for pay decisions for leaders and for staff on UPS. The current pay policy suggested the TB had to approve the EHT's recommendations on both leaders' pay and for staff on UPS but these might be better decided another way, eg by a pay panel rather than the whole TB.

5.4 Trustees agreed the **EHT would be responsible for all decisions for UPS staff** (ie movement onto UPS and once on UPS).

5.5 Trustees agreed that the EHT's recommendations on leaders' pay should in principle be scrutinised by a committee of the TB, ie the Finance and Audit Committee, as leaders would now be working across the trust. However, the FAC was currently not quorate as trustees were not in the majority (2 trustees, 1 Member, 1 local governor) and until the FAC grew and membership was reviewed (eg when another school joined the trust) **the FAC would scrutinise the EHT's decisions at the October meeting and make a recommendation to the next full TB meeting for decision.** LGB CoG's and the TB chair would be involved with the EHT in discussion of HT performance but the EHT alone would be responsible for decisions on other leaders and would report these to the TB.

5.6 Responsibility for deciding the **EHT's pay would remain with the full TB.** The TB chair would lead on discussion and decisions on EHT performance management.

5.7 The **EHT would consult with the TB chair** on the Business Manager's appraisal but any pay progression would be decided by the EHT.

5.8 The **EHT would consult with the TB chair** on any matters concerning underperformance of leaders.

5.9 EHT advised he was recommending pay progression for 2 leaders at CPS. Subject to the TB CoG scrutinising paperwork which supported these decisions, the **TB approved** the EHT's decisions.

MAT and Governance matters

5.10 Governance - discussion in confidential annex.

5.11 Admissions - EHT updated trustees on the LA'S consultation on proposed changes to the Admissions policy. There had been negative feedback on the proposal regarding children adopted from outside the UK (LA did not have resources to check overseas paperwork etc), and the LA was now unlikely to include this among oversubscription criteria. Trustees **AGREED** that CPP would follow the LA lead on this matter once the final version of the revised policy was published.

School improvement and Strategic Development

5.12 Trustees had received latest impact statements and school review reports and had no questions to ask.

Trust financial overview

5.13 Following the FAC's recommendation on the trust reserves limit (formally approved by the TB at para 9.2 below) the EHT provided a list, in rough priority order, of spending needed to meet strategic priorities. These amounted to around £50k per year.

5.14 Trustees discussed the different categories of spend (those directly linked to raising standards eg additional speech and language therapy support, those related to curriculum development to respond to the new Ofsted framework, and those related to trust admin) and possible scope to share costs eg through existing collaborations with other schools. Some discussion in confidential annex.

5.15 Trustees agreed with the EHT that spending on raising standards was the priority. They also **agreed** that, while the EHT should tell the TB of his plans and seek a view where appropriate, actual decisions on spending priorities should be made by the EHT. Trustees

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| <p>were confident they could trust his judgement and the impact of decisions could be reported and discussed once implemented. This included decisions on Schools Direct trainees.</p> <p>5.16 Trustees discussed how the decision at 5.15 above, which represented a significant shift in working, affected the level of information the TB needed to receive from the EHT. Trustees agreed that:</p> <ul style="list-style-type: none"> Information on spending specific to each school did not need to be reported to or discussed at TB level, eg plans to convert the ICT suite at CPS into an additional meeting space. LGBs would discuss these matters and trustees would be informed via LGB minutes (n.b. LGB and TB meeting schedule might need amendment in future to ensure information was current). Trustees did not need to receive both impact statements and school review reports. In future, trustees would receive the impact statements alone, annotated by the EHT to show actions agreed following the school reviews. <p>5.17 EHT asked trustees to approve a proposal for overstaffing from spring onwards as by recruiting early there was a better chance of recruiting the highest calibre teachers and NQTs. Discussion in confidential annex.</p> <p>5.18 Governors had no comments on budget plans circulated for this meeting.</p> <p><i>Other matters</i></p> <p>5.19 EHT and CH confirmed they would have a telephone conversation next term (with Phoebe Clapham, Regional Schools Commission) and this would form the trust self evaluation. Any outcome would be circulated by email.</p> | |
| <p>6 LGB Chairs of Governors' reports (verbal reports) Discussed at para 5.10 above.</p> | |
| <p>7 Conversion feedback AL confirmed that the funding problems had been resolved as funding had been received.</p> | |
| <p>8 Future direction of the trust Discussion in confidential annex.</p> | |
| <p>9 Business Matters</p> <p><i>Budget monitoring</i></p> <p>9.1 AL confirmed that he, DW and CC had met over half term, following the FAC meeting (summary report circulated to trustees), to discuss budgets and finalise submission to the ESFA. Necessary returns had now been submitted and the TB and LGBs could now start monitoring the approved budget (amendments would be made to reflect what had been agreed at this meeting).</p> <p><i>Reserves limit</i></p> <p>9.2 Trustees APPROVED the FAC's recommendation that trust reserves should be 2% with a further £15k contingency for any necessary unbudgeted expenditure.</p> <p><i>Financial management and governance self assessment (FMGS)</i></p> <p>9.3 Trustees APPROVED the FMGS return for submission to the ESFA.</p> | <p>Decision</p> <p>Decision</p> |
| <p>10 Policies and key documents Trustees received and approved the following trust policies:</p> <ul style="list-style-type: none"> H&S policy (date for review to be amended) 4 Staff policies (Discipline and conduct including flowchart, Bullying and harassment, Grievance, Capability) | <p>Decision</p> |

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| <p>11 Governance <i>TB vice chair</i> 11.1 The vice chair could not be a member of staff nor realistically could it be a chair of a local GB. Remaining trustees were asked to consider whether they might take on the role. To review at next meeting. <i>LGB vice chair role</i> 11.2 Trustees agreed this role was not necessary in the new governance structure. LGBs would be advised of the decision at their next meetings. <i>Performance management (Dec 18)</i> 11.3 Trustees had agreed arrangements to apply from December 2018 at item 5 above.</p> | |
| <p>12 Safeguarding matters including Health & Safety and Disability matters Nothing urgent to report.</p> | |
| <p>13 Chair's Actions/ Correspondence and any other business Chair had no further actions or correspondence to report. No other matters raised. EHT Performance management to be discussed at end of this meeting.</p> | |
| <p>14 Confidentiality & Publication of minutes 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. 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>15 Next meeting date Wednesday 13th February 2019 at 5.30 pm</p> | |
| <p>16 EHT Performance management Discussion in annex 2 for trustees only.</p> | |

Signed.....

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