

Coppice Primary Partnership
Meeting of the Trustee Board
Wednesday 15th July 2020 at 5.30pm
Via Zoom

Present: Carole Hardy (chair of Trustee Board), Peggy Murphy, Carina Cuddington, John Edgar, Isabelle Linney-Drouet, Andrew Maitland

In attendance: Andrew Lacey (Trust Business Manager)

Clerk: Clare Nurse and Emily Moon

Agenda item and discussion	Action/decision
<p>1 Welcome and Apologies for absence CH welcomed all to this meeting. All present. CH introduced EM to the meeting who will become the Clerk in September 2020.</p> <p>CH thanked everybody for attending and offered congratulations to ILD in her new role as CEO of the Future Schools Trust. CH is thrilled for her appointment and that she will remain a trustee which in turn provides a good link with local schools. CH also congratulated Sam McMahon who chairs LPS LGB who has secured a promotion as Head of School at Cornwallis and is also committed to remaining to chair the LPS LGB.</p>	
<p>2 Declaration of business interests No new interests to declare.</p>	
<p>3 Minutes of the last meeting (20th May 2020), notes of informal meeting (23rd June 2020), and any matters arising 3.1 AL noted at item 5 it stated that the contract with SPS is to be extended to 31 March 2021 but wanted to make clear it is a rolling contract and we need to provide 6 months' notice. Trustees noted this. 3.2. Subject to the above amendment the minutes were agreed as accurate record of discussions and hard copies would be physically signed when circumstances allowed. 3.3 The informal meeting minutes were approved and to be marked confidential.</p>	<p style="text-align: center;">CN/EM</p> <p style="text-align: center;">EM</p>
<p>4 Appointment of Trust Staff <i>Update from chair further to informal meeting on 23rd June 2020</i> 4.1 Discussion of the Appointment of Trust staff in annex.</p>	
<p>5 Discuss Matters Specific to Schools 5.1 PM spent half a day with the 3 HTs and looked at the Trust Strategic Document in terms of the CEO advertisement. It was felt the document didn't highlight what the Trust is and what we stand for and needed amending. PM also met with the DHTs and they agreed that the document was missing SEN and Inclusion which Anita Makey was undertaking. 5.2 In regards to Individual School Development Plans, they are all at different phases at the moment but will have them completed and with PM by 15th August 2020 for review and ready for 1st September 2020. 5.3 Curriculum documents which were previously being completed by Alison Hatch need finishing properly and they discussed development of the middle leaders however it is not any of the documentation, so PM and the HTs decided it to place into their SDP rather than the Trust Plan. 5.4 PM noted the HTs have been doing absolutely brilliantly in their roles, PM has complete faith in all of them, they are fantastic HTs and the DHT work well with them and has no issues with what</p>	<p style="text-align: center;">PM</p>

<p>they are doing. PM emphasised in regards to their SDP's it will be about that challenge and her providing the facilitation and coaching.</p> <p>5.5. As of next term PM has every Tuesday booked out with the CPP and will be working across all 3 schools. PM will have extra days when internal and external reviews will take place. PM also met with Branwen Taylor and is excited about her role within the schools.</p> <p><i>Confirmation of approval of school plans (discussed on 23rd June – transition and summer closure)</i></p> <p>5.6 PM confirmed:</p> <ul style="list-style-type: none"> • LPS are running their holiday club; • CPS will work on setting up their breakfast and after school club; and • SKPS will bring back their breakfast and afterschool club. <p>5.7 HTs have made it clear that their teachers must have a rest over summer and be up and ready for September. CPS HT is closing the school for 2 weeks over summer, so no one is allowed in to give the staff a rest.</p> <p><i>Transition</i></p> <p>5.8 PM reported SKPS will have 3 days next week to speak to parents of children starting in September and LPS and CPS are having staggered entry for their Year R pupils.</p> <p><i>September Arrangements</i></p> <p>5.8 PM confirmed all LGBs have approved the opening for September.</p> <p>5.9. PM advised the schools are having in-year group bubbles with staggered entry. Teaching time is not allowed to be lost in the day which is difficult to achieve with staggered entry. Information that is coming from KCC and the Government is that decisions are to be made by HTs and they all have been reading the Government guidance and doing as they should.</p> <p>5.10. CH stressed the priority must be the safety and wellbeing on the children and staff first and thereafter the education. The Trust must ensure that the expectations of the staff with what to do with the children are reasonable and realistic.</p> <p>5.11 PM assured the trustees the HTs are aware of their demographic and providing the children with extra support when returning to school.</p> <p>5.12 Trustees wanted to express their thanks to all the HTs and all of the school teams their commitment through a really difficult time. The trustees recognise the huge amount of work and willingness they have all shown for the best of children in the schools.</p> <p>5.13. CH advised trustees that she and AL had gone through an action plan document which CST had sent for things to check in term of risk. CH and AL feel they are compliant across the board, and CH advised it was a beneficial tool to use. CH requested this be attached to the minutes so that we would be able to see what reviewed.</p>	<p>Clerk - EM</p>
<p>6 Policies and key documents</p> <p>6.1 Trustees had received and APPROVED the following documents:</p> <ul style="list-style-type: none"> • Appraisal • Pay & Reward • Extended Services • Inclusion and SEND Local Offers • Risk Register <p>6.2 CC informed the trustees that the changes to the Finance Policy were removal of names for credit card authorisation and making it more generic as well as in light of the Academies Handbook changes, DfE now recommend 1 month's salary in reserve at approximately £500k. The Trust</p>	

<p>currently has 2% limit. The FAC at their meeting deemed this too high and not in the interest of the children so suggest a 4% level which would be around £360k. CC commented that further investigation is needed for setting reserves at school and trust level but that is something the FAC will look at in the new year. Trustees APPROVED the reserve policy of 4%.</p> <p>6.3 Subject to the amends above, Trustees APPROVED the Finance Policy.</p> <p>6.4 The Trustees APPROVED Trust Strategic Document 2020/2021 in its form upon distribution of papers and will review again at next meeting once further amendments have been made.</p> <p>6.5 Trustees noted the Charging & Remissions policy will be reviewed next term.</p>	<p>CC & AL</p> <p>PM & CH</p> <p>AL & CH</p>
<p>7 Business Matters</p> <p><i>Report from the FAC Chair</i></p> <p>7.1 The committee had met immediately prior to this meeting and CC reported the verbal update on the June management accounts. It is better than originally projected for the end of year. The trust had budgeted a forecast of £320k but instead it is more £395k. The loss of income from extended services was counterbalanced through recompense of furloughed staff from the Government as well as and a freeze on non-essential spending.</p> <p>7.2 Trustees noted that cash flow was fine and the CIF bids that had been awarded increased this but obviously would be spent.</p> <p>7.3. The 3 year draft budget plans are usually approving at this time of year but due to CV the deadline has been extended to 29 September 2020. Trustees were made aware the final budget therefore would be finalised in September but there is no TB meeting scheduled. Trustees APPROVE delegation of the authorisation of the budget to the FAC at their meeting on 24 September 2020.</p> <p>7.4 CC reviewed the 3 year budget plans to trustees. CPS have a deficit of £22k which is expected based on pupil number funding. CPS will be able to cover this with a £37k being brought forward. They have approximately £80k surplus going forward in year which includes additional investment into capital projects. Trustees noted CPS pupil numbers are down to 48 for Year R and the first time they haven't been full at 60 for a couple of years. Trustees advised that FAC have raised with LGB Chair and will liaise with CPS HT and other LGBs and to find out why and to try and prevent this happening again.</p> <p>7.5 LPS is ending the year with £152k surplus, therefore the FAC looking at capital investment into additional student and teacher laptop and a laptop trolley. CC has received quotations and will circulate to trustees for board approval post meeting. [<i>Post meeting note: approved by email 16th July 2020 - formal approval to be recorded at next meeting</i>]. Trustees noted in year surpluses over next 2 years with deficit for year 3, however CC assured the board it will be fine being only £13k and will be easy to cover.</p> <p>7.6 SKPS looks worse on paper but Ruth Powell has been very prudent with pupil numbers and they should expect more and don't foresee it to be a problem.</p> <p>7.7. Trustees noted that there was concern over the extended services and how this will be facilitated over the coming months with parents still being furloughed or working from home and not needing use of the service. CC informed trustees therefore to be prudent, income from extended services has been taken out until January 2021.</p> <p>7.8. CC also noted it was the first year there had been no crossing funding between schools.</p> <p>7.9 Trustees noted the internal audit report. Kreston Reeves had reported no substantial issues, there was one medium flag but this had already been resolved and overall it was very positive.</p> <p><i>Report from TBM including GDPR matters</i></p> <p>7.10 AL had provided a brief report and advised:</p> <p><i>Catering Contract</i></p> <p>Making good progress with CDC, TUPE meetings have taken place and recruitment was underway where needed. AL advised everyone will be involved in proposals for the £35k capital spend and</p>	<p>CN</p> <p>CC</p>

how best to utilise the funds.

Cleaning Contract

7.11 The staff employed by the Trust will initially be seconded to Ecocleen due to Local Government 'admitted body' status consideration.

Teacher Pension Service

7.12 Return was submitted in May and Kreston Reeves have confirmed the audited return will be submitted by 30th September 2020 deadline.

Condition Improvement Fund (CIF)

7.13 2 schemes to reroof SKPS and CPS have been approved. Site visits have taken place and now need to finalise the project programme so we can go back to EFSA to revise the funding profile to meet the project. Completion of works on site is looking like November, CPS possibly December but obviously it is weather dependent. It was disappointing that it meant 4 out of 6 bids were unsuccessful and the funding partner was also disappointed with this result. Details from EFSA are due out in September which AL will review and if the Trust was narrowly short in their submissions then AL will recommend appealing the decisions.

AL

Internal Audit Service for Academies

7.14 AL advised trustees that due to changes in the Academies Financial Handbook, the Trust cannot instruct the same firm to carry out annual audit of accounts and the internal audit review programme therefore, the Trust are required to appoint another company. This was discussed at the FAC meeting and considered quotes from Kreston Reeves alternative company, Hacker Young and Wilkins Kennedy. With Hacker Young, although more expensive it was the preferred choice following discussions of knowledge and experience of the companies. We could produce the ESFA Summary Report ourselves and would not need anyone to attend FAC as we receive the written report which is self-explanatory. FAC's recommendation therefore would be to appoint Hacker Young, although a reverse from the original recommendation of Wilkins Kennedy, it was discussed heavily at the FAC Hacker Young was the preferred choice. Trustees **APPROVED** the appointment of Hacker Young as internal auditors for 2020/2021.

Conditions of Employment

7.15 This relates to an issue highlighted at previous TB meetings on how support staff annual leave entitlement has been calculated. The LA have agreed to amend the error made and have backdated it to April. AL had provided the trustees financial implications for the Trust in papers. The Trust must adhere to nationally agreed changes therefore must adopt the new methodology for calculating TTO annual leave entitlement. Trustees **APPROVED** adopting the new methodology.

GDPR

7.16 AL reported to the trustees 2 breaches since the last TB meeting, both at LPS. Those breaches being a pupil's EHCP had been sent to the wrong parents and not password protected and the second being a contractor copied in to an email sent regarding a pupil being tested for COVID19. Both matters reported to the DPO and following further investigation, neither needed reporting to the ICO.

7.17 AL advised the trustees there were plans in place to strengthening the Trust's approach to GDPR and will be looked into in September.

AL

New Financial System

7.18 Trustees made aware the system was due to go live on 1st September 2020 and staff training has been scheduled for end of August. Trustees noted EDUFIN are the hosts of the system, and this has been reported to EFSA under the Related Party Transactions as CC is a director of the company.

Estate Management

7.20 Trustees to note the suggested development of an estate management plan which is also part of Academies Financial Handbook. Budgets includes the funding of condition surveys for all 3 schools, and the Trust's funding partner advised it would be helpful for these be done in October as it will help them make the Trust's bids for next year's CIF.

Statutory Return to Companies House

7.21 Trustees noting Annual Return was submitted to Companies House on 2nd July 2020.

Publication of annual spend statements

7.22 Trustees to note that all 3 schools have confirmed both Pupil Premium Funding and PE/Sport grant will be published by the required deadline.

8 Governance

Appointment of Internal Auditor for 2020/2021

8.1 Trustees noted the appointment of the internal auditors being Hacker Young as approved by Trustees during this TB meeting.

Statutory Return to Companies House

8.2 Trustees noted the Statutory Return to Companies House submitted on 2nd July 2020.

Appointment of Chair and Vice Chair of TB 2020/2021

8.3 Trustees **APPROVED** CH as Chair and **APPROVED** AM to remain Vice Chair of TB.

Appointment of Chair of FAC 2020/2021

8.4 Trustees noted that the FAC had approved CC to continue as Chair of FAC.

Appointment of Chairs of LGBs for 2020/2021

8.5 Trustees **APPROVED** Sam McMahon as Chair for LPS LGB, Clare Nursey as Chair for CPS LGB and John Edgar as Chair for SKPS LGB.

Appointment/reappointment of co-opted governors to CPS LGB

8.6 Trustees **APPROVED** Clare Nursery and David Jones.

Appointment of co-opted governor to LPS LGB

8.6 Trustees **APPROVED** Sam McMahon.

Appointment of staff governors to CPS and LPS LGBs

8.7 Trustees **APPROVED** Sophie Grimley as staff governor to CPS LGB and Ben Farley as staff governor to LPS LGB.

Membership of the Confederation of School Trusts

8.8 Trustees **APPROVED** membership to Confederation of School Trusts.

Academies Financial Handbook 2020/2021

8.9 Trustees noted that all trustees have received a copy of the updates in relation to the new Academies Financial Handbook.

8.10 Trustees noted there were 3 vacancies at LPS now. CH has been liaising with Sam McMahon to get something swiftly out at the beginning of next term.	CH
9 Safeguarding matters including Health & Safety and Disability matters Nothing urgent to report.	
10 Chair's Actions/ Correspondence and any other business 10.1 Chair updated trustees that she had been contacted by the DfE requesting a telephone meeting to discuss an update as to where the Trust are and confirmed this would take place over the next couple of weeks. 10.2 CN querying with trustees whether any questions arose from LGB meetings. CH advised their agendas were around approving budget and September opening arrangements. CH did raise that come September whether we are ready for the governors returning to school visits and requested PM input whether it was realistic and appropriate. PM stated she did not feel it was appropriate at this time for Term 1 and would need to see how things progressed with the COVID19 to determine the position for Term 2. 10.3 Trustees feel that it is not appropriate to be undertaking governor's visits in Term 1 but may happen in certain areas in Term 2. For example telephone conversation about addressing the gaps, as well as pupil and staff wellbeing which could be undertaken by telephone or by Zoom. JE said it was important not to 'break the bubbles' by people going into classrooms and therefore challenge the quality of learning.	
11 Confidentiality & Publication of minutes Appointment of Trust Staff included in confidential annex for trustees. Main minutes to be circulated to LGBs and be publicly available once approved at the next meeting.	
14 Next meeting Wednesday 7 th October 2020 – 5:30pm (via Zoom or Trust Office – to be confirmed).	

Signed.....

Date.....

Para	Action	By whom
3.2	Signing of minutes	EM
5.1	PM to follow up SEN and Inclusion into the Trust Strategic Document	PM
5.13	EM to attach action plan document from CST to minutes	EM
6.2	CC & AL to further investigate setting reserves at school and trust level	CC & AL
6.4	To re-review Trust Strategic Document with further amends at next meeting	CH & PM
6.5	To review Charging & Remissions Policy next term	AL & CH
7.4	CN to liaise with CPS HT and other LGBS to find out why pupil numbers are down to 48 for Year R.	CN
7.5	CC to circulate quotations received in regard to additional student and teacher laptops and a laptop trolley	CC
7.13	AL to review details from EFSA in regards to unsuccessful submissions	AL
7.17	AL to look into GDPR strengthening for the Trust	AL
8.10	CH to liaise with Sam McMahon re 3 vacancies at LPS LGB	CH