

**Coppice Primary Partnership  
Meeting of the Trustee Board  
Wednesday 3<sup>rd</sup> April 2019 at 5.30 pm at Coxheath Primary School**

**Present:** Darren Webb, Carole Hardy (chair of Trustee Board), Peggy Murphy, Andrew Maitland, 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.</p>	
<p><b>2 Apologies for absence</b> Apologies received and accepted from Charlotte Long (childcare problems) and Pip McKerrow (unwell). CC sent apologies for late arrival (arrived during item 5).</p>	
<p><b>3 Declaration of business interests</b> 3.1 No new interests were declared. 3.2 Trustees signed the CPP Acceptable Use and Wi-Fi policies.</p>	
<p><b>4 Minutes of the last meeting (18<sup>th</sup> December 2018 and 13<sup>th</sup> February 2019) and any matters arising</b> 4.1 Minutes of both meetings were signed as an accurate record of discussions. 4.2 There were no matters arising.</p>	
<p><b>5 Executive HT report and recommendations</b> <i>Leadership Matters</i> 5.1 Discussion in confidential annex for trustees.</p> <p><i>Staffing Matters</i> 5.2 Discussion in confidential annex for trustees.</p> <p><i>MAT and Governance Matters</i> 5.3 Governance discussed at item 10 below. 5.4 Compliance with some audit requirements needed further development, eg circulation of management accounts where Finance and Audit Committee (FAC) chair and TB chair would in future receive monthly management accounts. 5.5 Trustees recognised that the FAC was not constituted in such a way that it could hold delegated authority for decision making (see 8.4 below) and agreed its composition should be reviewed going forwards, including to add more strength in finance matters. 5.6 Following discussion at the FAC, DW and AL had drafted 10 Key Performance Indicators (KPIs) against which the trust's performance would be measured and reported in management accounts. 5.7 Trustees noted this would be an evolving document and discussed:</p> <ul style="list-style-type: none"> <li>• Moving curriculum and T&amp;L focused KPIs to the top of the list</li> <li>• Considering including a measure of pupil and parent satisfaction eg numbers on roll (staff satisfaction measured through retention rate)</li> <li>• Extending the measure of staff retention from teachers only to classroom based staff or all staff</li> </ul> <p>5.8 DW would review the list in light of discussion tonight and bring back to next meeting.</p> <p><b>Q. What was the position on admissions to YR in September?</b> DW – YR would be full at both schools.</p>	<b>DW</b>

<p><b>Q. What wellbeing support was offered to staff now that the teacher absence insurance policy (which had included a wellbeing package) had ceased?</b></p> <p>DW – it was part of the ethos of the trust that all staff had the opportunity to access support packages. Access was offered during appraisals and line management and the trust would continue to buy in support as and when needed.</p> <p><i>School improvement/strategic development</i></p> <p>5.9 Trustees had no questions to raise on updated impact statements for both schools.</p> <p>5.10 DW confirmed the trust strategic document had not changed but would be updated in light of KPIs and brought to the next meeting.</p>	<p>Next agenda</p>
<p><b>6 LGB Chairs of Governors’ reports (verbal reports)</b></p> <p>6.1 Trustees had no questions on latest LGB minutes.</p> <p>6.2 There was no verbal update from CoGs (PM not at latest FGB meeting, CL absent tonight) but EHT confirmed that all monitoring visits had been carried out as scheduled.</p> <p>6.3 Item in annex for trustees.</p>	
<p><b>7 Future direction of the trust</b></p> <p><i>Core offer</i></p> <p>7.1 DW had prepared a document (“Partnership and Development”) to use as a basis for any future discussions with other schools. He explained that this was deliberately not written as a “sales pitch”. It emphasised the non financial benefits of other schools joining the trust as the key factor was that other schools had to sign up to the vision, ethos and commitment of the trust. The document gave an insight into the emphasis on continued professional development throughout the trust, the trust’s school improvement model and the structure of governance as these would be areas of particular interest to HTs and governors.</p> <p>7.2 Trustees agreed that with some rewording on page 8 (additional costs should not be more than the current LA top slice/efficiencies possible) and the addition of a date, the document was <b>APPROVED</b> as the basis for any future discussions the EHT held with other schools.</p> <p><i>Growth</i></p> <p>7.3 Main discussion in annex for trustees.</p> <p>7.4 Trustees <b>unanimously AGREED that St Katherine’s should be admitted to the trust</b>, subject to:</p> <ol style="list-style-type: none"> <li>1. Confirmation of St Kath’s current budget position; and</li> <li>2. Agreement of a MoU covering the period leading up to conversion to ensure CPP, working with the school, had some control over the budget.</li> </ol>	<p><b>DW Decision</b></p> <p><b>Decision</b></p>
<p><b>8 Business Matters</b></p> <p>8.1 Trustees had received the BM’s written report.</p> <p><i>Sports premium</i></p> <p>8.2 EHT advised:</p> <ul style="list-style-type: none"> <li>• LPS held £20,420 Sports Premium and proposed spending on new outdoor equipment. Three quotes had been obtained: Fauns (£19,798), Sovereign (£18,700) and Pentagon (£23,045) and the LGB had approved the proposal from Fauns. Trustees <b>APPROVED</b> this expenditure.</li> <li>• CPS held £26,696 Sports premium and proposed spending on a new trim trail and other outside improvements. Three quotes had originally been obtained: Playspace (£24k), Cubes (£28k) and Creative Play (£24k), and an enhanced quote had later been obtained to add surfacing in several areas. This totalled £30,134 but a discount of £2,000 had been negotiated bringing total spend to £28,134. The LGB</li> </ul>	<p><b>Decision</b></p>

<p>had approved this proposal and EHT advised the shortfall would be met from the capital fund. Trustees <b>APPROVED</b> this expenditure.</p> <p><i>Finance and Audit Committee Chair's report</i>  8.3 Trustees had no questions to raise.  8.4 Trustees confirmed that the FAC could not have delegated decision making authority as it did not comprise a majority of trustees. The FAC would therefore make recommendations which would be circulated by email to trustees for formal decision. This would include the budget return forecast due for submission to the ESFA on 21<sup>st</sup> May.</p> <p><i>Budget monitoring</i>  8.5 Trustees received monitoring data (at 28<sup>th</sup> Feb) and had no questions to raise.</p> <p><i>Contracts and insurance</i>  8.6 Item in annex for trustees.</p> <p><i>Land Registry</i>  8.7 AL advised the Land Registry had reported that a small strip of land at Coxheath was not included in the lease and EHT confirmed this had no impact on the running of the school.</p>	<b>Decision</b>
<p><b>9 Policies and key documents</b>  Trustees received and approved the following trust policy:</p> <ul style="list-style-type: none"> <li>• Education for Children in Care</li> </ul>	
<p><b>10 Governance</b>  <i>Audit report</i>  10.1 Trustees had received the governance audit report from Kreston Reeves and agreed this was a very positive report.</p> <p><i>LGB membership</i>  10.2 Trustees discussed proposals to fill vacancies on CPS LGB – in annex for trustees.</p>	
<p><b>11 Safeguarding matters including Health &amp; Safety and Disability matters</b>  Nothing urgent to report.</p>	
<p><b>12 Chair's Actions/ Correspondence and any other business</b>  Chair had no further actions or correspondence to report. No other matters raised.</p>	
<p><b>13 Confidentiality &amp; Publication of minutes</b>  13.1 Several items included in confidential annex for trustees. Main minutes to be circulated to LGBs and be publically available once approved at the next meeting.  13.2 School impact statements, EHT report and due diligence report to remain confidential to trustees.</p>	
<p><b>14 Next meeting date</b>  Wednesday 22<sup>nd</sup> May 2019 at 5.30 pm at Loose Primary School.</p>	

Signed.....

Date.....