

CBAT BOARD MEETING

Minutes of the Trustees' meeting held on 3rd July 2018 at 4:00pm at Marling School

Present: Graham Ayre (via telephone, from 4.50pm), Helen Cerullo, John Gilbert (Chair for this meeting), Emma Gray (Finance Director), Nigel Riglar (from 4.30pm), Stuart Wilson (CEO).

In Attendance: David Dale (Clerk)

1. **Apologies:** Nathan Wolstenholme

2. **Declarations of Interest:** There were no declarations of interest.

3. **Chair:** As NR was not present at the start of the meeting, JG was asked to act as Chair for the meeting.

4. **Minutes of the Meeting dated 15th May 2018**

These were proposed for approval by HC, seconded by JG, **agreed** unanimously and signed as correct.

5. **Action Point Checklist**

CBAT 022: Ongoing. Possible dates for training have been circulated.

CBAT 026: Ongoing (as above).

CBAT 039: Completed. The strategic planning meeting had been held on 25th June.

CBAT 055: Ongoing. It is understood that there are no restrictions on the use of canal bridge funds, and that these could be spent as capital in the 2018/19 school year.

CBAT 056: Ongoing (as above).

CBAT 063: Completed. The HR post for the Trust has now been advertised.

CBAT 070: Completed. The Auditor's report is on the agenda today.

CBAT 072: Completed. The Trust's budget is on the agenda today.

CBAT 073: Completed. A meeting has been held with Swindon BC (item 7 below).

CBAT 074: Ongoing. DD to seek updated declarations of interest from any Trustees outstanding.

CBAT 075: Completed. Dates for 2018/19 are on the agenda today.

6. **Matters Arising**

Trustees discussed a proposal to publish the minutes of their meetings in future, in the interests of greater transparency. It was proposed by JG and seconded by SW that future Board minutes would be published (with the exception of any confidential information) on the Trust website once they have been agreed, starting with the minutes of this meeting. This was **agreed** unanimously. **Action: DD**

7. **Cheltenham new school**

The Trust had been informed last month that its bid for a new free school in Cheltenham had been unsuccessful. SW briefed Trustees on feedback from the GCC panel that had considered the bids – CBAT's bid had been received well and had challenged the successful bid in every respect. SW was disappointed that some of the feedback on weaknesses to the bid were vague or might have been misinterpreted, and that the criteria for evaluating the bids had not been set out clearly. Having met with the Head of Education recently, SW felt that GCC would welcome future bids from local Multi-Academy Trusts and that he would inform Trustees when further opportunities arose.

SW and EG had also met recently with Swindon BC to discuss potential opportunities there. There are a number of opportunities in Swindon but based on the criteria for Wave 13 of the free school programme SW currently believes that any bid would be unsuccessful as Swindon does not meet the

priority criteria of high deprivation AND high basic need. However, should Swindon move to a presumption solution SW believes CBAT should show an interest. SW recommends that CBAT does not express an interest in Wave 13 unless the New Schools Network advise that the data coming from Swindon presents a strong case. Trustees would be informed should the NSN provide positive feedback.

8. Health & Safety

EG advised that there were no specific incidents to report, but that the Trust's academy schools had been taking appropriate steps during the current heatwave to risk assess activities such as school trips and sports days, and to make operational changes to these where necessary.

9. Schools' Update – KPI Tracker

An update on key performance indicators was given from each school, there are no major areas of concern. SW noted that these reports are currently presented in differing formats, the intention is to standardise these in future. The report from Berkeley Primary School (BPS) was positive but with amber flags to alert Trustees to issues around teacher recruitment and retention, and Key Stage 1 data. It was noted that BPS could expect its next OFSTED inspection in 2018/19 or subsequently.

Cam Woodfield Junior School (CWJS) also reported a high turnover of teaching staff, with some new teachers having started and three NQTs starting in September.

For Marling School (MS), it was noted that post-16 grades are looking positive, a new Safeguarding Lead is in post, and work continues to prepare for the separate 6th form.

10. Risk Register

The updated Risk Register was noted. EG drew the Board's attention to updates on finance training for Trustees and Governors (1.2 and 1.3), centralised finance procedures (2.4), and recruitment for the HR post (4.4).

11. Finance

11.1 CBAT 3 year budget summary 2018-2021: EG briefed Trustees on the 3 year budget summaries for the three academy schools and for the Trust itself. It was noted that the individual school budgets had been approved by LGBs and were now recommended to Trustees for approval. She highlighted figures that had been amended since draft budgets had been reported to previous meetings, including contributions to CBAT, staffing percentages, and student numbers. HC reported that BPS had acquired free of charge a double-decker bus that had been converted for use as a classroom and library. It was noted that BPS and CWJS were both showing a small surplus in 2018/19 but that MS would be running an in-year deficit. HC proposed and NR seconded that Trustees approve the three academy budgets as recommended by their LGBs, this was **agreed** unanimously. HC proposed and NR seconded that Trustees approve the CBAT budget as set out in the summary, this was **agreed** unanimously. **Action:** EG to submit approved budget information to the Education & Skills Funding Agency by the 31st July deadline.

11.2 Report of audit of accounts payable and payroll: EG briefed Trustees on the satisfactory outcome of the audit which gave substantial assurance for the processes reviewed, although it was noted that BPS had been unable to release their records at the time and therefore tests of payments made and personnel records had been limited to MS. The only medium priority recommendation for management was to review processes for employees' right to work in the UK to ensure they align with Home Office guidance, this will be done by the new HR Administrator when in post. Trustees noted the audit opinions and recommendations.

11.3 Academies Financial Handbook 2018: EG had sent the link to this document to Trustees on 15th June, highlighting the Top 10 'musts' (Annex C). Trustees considered each of these in turn and identified that CBAT currently complies with nine of these, the only exception being 'ensure

management accounts are shared with the Chair of Trustees monthly'. **Action: EG** to implement this in future.

12. Trust policies

Adoption Policy: it was noted that consultation was now complete, and that section 10.3 had been amended at the request of trade unions to include the words 'under normal circumstances' in relation to time off for appointments.

Charges and Remissions Policy: the LGB at CWJS had requested that section 4 be updated to include reference to the new Universal Credit, and an amended version had been circulated.

It was proposed by NR and seconded by HC that the Adoption Policy and the amended Charges and Remissions Policy be approved, this was **agreed** unanimously.

13. LGB reports

A report from the LGB at CWJS was circulated and noted.

For BPS, it was reported that a Stage 3 complaint hearing had been completed, and a report on the administration of Key Stage 2 tests was awaited.

For MS, NR reported that new Governors are being recruited, and that once the LGB is up to full strength and new governors have settled in he intends to stand down at the end of 2018/19 as Chair in order to further emphasise the distinction between CBAT and MS.

14. Scheme of Delegation

No recommendations had been received from LGBs.

SW briefed Trustees on the latest version of the Scheme of Delegation incorporating a number of amendments as highlighted, some of which had previously been agreed by the Board. It was proposed by HC and seconded by NR that the Scheme of Delegation version 13 be approved as amended, this was **agreed** unanimously.

SW also briefed Trustees on the need for separate sections 5 and 6 of the Scheme of Delegation for CWJS to reflect changes to their financial autonomy, this to be subject to annual review. It was proposed by HC and seconded by NR that the Scheme of Delegation version 13 with separate sections 5 and 6 for CWJS be approved as amended, this was **agreed** unanimously. **Action: SW** to write to the LGB at CWJS to inform them.

15. Trustee recruitment update

NR briefed Trustees on progress, with four shortlisted candidates to be interviewed on 9th July.. It is hoped that both Trustee vacancies will be filled.

16. CBAT strategic planning

SW briefed Trustees on the successful planning meeting held with Heads and representatives of LGBs and the Trust on 25th June. He talked through the notes of the SWOT exercise and the areas for improvement/new ideas that had been identified. He circulated an updated version of the one page CBAT Strategic Plan, with amendments highlighted in red. **Action: SW** to work up action plans with Headteachers and EG and bring back to Trustees for consideration.

17. Other business

17.1 GDPR breach: Trustees were informed of a breach due to human error when a student's attendance record had inadvertently been attached to an email sent to some parents at MS.

Immediate action had been taken to limit the sharing of this data, the Information Commissioner's Office had been informed and their response is awaited. **Action: EG** to investigate, and advise Trustees on measures taken to reduce the likelihood of any recurrence.

17.2 BEST document: An updated pool management procedure had been received from Berkeley Educational Swimming Trust on 28th June, CBAT staff had not yet had the opportunity to go through it in detail. **Action: SW** to check that previous issues had been addressed in this latest version.

17.3 Board meeting dates for 2018/19 academic year: DD proposed meetings on the following dates, one per term in line with the pattern that had been established in the current year – 16th October and 4th December 2018; 5th February, 26th March, 14th May and 2nd July 2019 – and these dates were **agreed. Action: DD** to send Outlook calendar invitations for these meetings. Trustees will review the need for all six meetings during the course of the year, and have the option of using some dates for focussed discussions of particular issues if they so wish.

It was noted that the LGB at CWJS had suggested that the final date be postponed until later in July once SATs results had been published, however Trustees felt that the need to finalise and submit academy and Trust budgets before the end of July necessitated a Board meeting early in the month. Trustees could review SATs results at their October meeting. **Action: DD** to inform the Clerk at CWJS.

It was suggested that the Clerk share the meeting dates with the three LGBs via their Clerks, to allow LGBs to align their meetings with the Trust's where possible. **Action: DD** to send dates to Clerks of LGBs.

The meeting closed at 5.41pm

Date of the next meeting: Tuesday 16th October 2018 at 6.00pm.