

CBAT BOARD MEETING

Minutes of the Trustees' extraordinary meeting held on 9th October 2018 at 6:00pm at Marling School

Present: Graham Ayre (via telephone), Debbie Bird, Helen Cerullo (via telephone), Emma Gray (Finance Director), Nigel Riglar (Chair, via telephone), Stuart Wilson (Chief Executive Officer), Nathan Wolstenholme.

In Attendance: David Dale (Clerk).

- 1. Apologies:** Ben Eagle, John Gilbert.
- 2. Welcome:** Debbie Bird was welcomed to her first meeting of the Trustees.
- 3. Declarations of Interest:** There were no declarations of interest.
- 4. School Resource Management Advisers supplier procurement:**

The Chair explained that the purpose of the extraordinary meeting was to determine the contract with the Department for Education (DfE) to operate a local hub of 10 School Resource Management Advisers (SRMAs) from November 2018 to August 2020.

The Finance Director (FD) explained that tender document had previously been shared with Trustees in mid-September, and Trustees had decided via email to submit the tender to the DfE. The Trust's bid to operate a local hub of 10 SMRAs had been successfully confirmed by the Education and Skills Funding Agency (ESFA) on 2nd October. We are now in a standstill period until 12th October where the Trust can review the contract before deciding whether to sign it and become a supplier of SMRAs.

The following documents had been sent to Trustees in advance of today's meeting:

- The contract with the Secretary of State for Education
- The Framework Agreement for the supply of SMRA services
- Queries and risks associated with the proposal.

The Chief Executive Officer (CEO) explained that 10 was the minimum number of SMRAs that a supplier could operate. If Trustees agreed to proceed, the intention would be to recruit five secondary school SRMAs, four primary school SMRAs and one special school SMRA.

The Chair asked the FD to explain the contractual obligations, risks and benefits of proceeding with the contract. In terms of the contractual obligations, Trustees were advised that there would be no penalties if the Trust either could not recruit the full 10 SRMAs or if it wished to terminate the contract before August 2020. There was a detailed discussion of the processes for recruiting, accrediting, deploying, managing and paying the SRMAs. The FD will become accredited personally, and will seek other recruits from Business Managers at other schools through professional networks. If it is necessary to interview prospective SRMAs a Trustee will be invited to sit on the panel.

The FD described possible risks in terms of time commitment, reputation, and the 'troubleshooting' role. In particular, Trustees discussed whether managing the SMRA contract would be the best use of part of the FD's time, given existing high priority demands for supporting the Trust's own academy schools and looking for opportunities to develop the Trust. While there would be a big commitment at the beginning in terms of managing the recruitment and accreditation process, the work would subsequently reduce and be more routine. As the Trust is not currently involved in growth or other major initiatives, it is a good time to

establish and operate a SMRAs hub.

The benefits for the Trust would mainly be reputational and developmental, a good fit with the Trust's strategy and building our reputation as proactive, supportive and outward-looking. By developing a centre of excellence in business management and integrated curriculum and financial planning, the Trust would become more influential and have an opportunity to market itself and perhaps attract other schools.

It was noted that the Trustees who were not present had expressed the following views:

- One Trustee was supportive of the tender being submitted in September, but is currently abroad and has not seen the contract documents.
- One Trustee had emailed to say that he remains in full support of the proposal going ahead if there are no new concerns.

A Trustee at the meeting expressed some reservations but indicated that he was broadly supportive of the proposal.

It was **proposed** by the Chair and **seconded** by Nathan Wolstenholme that the Trust enter into a contract with the DfE to become a supplier of School Resource Management Advisers for the period November 2018 to August 2020. This was **agreed unanimously**.

The meeting closed at 6.45pm

Date of the next meeting: Tuesday 30th October 2018 at 6.00pm.