

CBAT BOARD MEETING

Minutes of the Trustees' meeting held on 3rd December 2018 at 6:00pm at Marling School

Present: Nigel Riglar (Chair), Debbie Bird, Helen Cerullo, Ben Eagle, John Gilbert, Emma Gray (Finance Director), Stuart Wilson (Chief Executive Officer).

In Attendance: Wendy D'Arcy and Glen Balmer (for item 7), David Dale (Clerk).

1. **Welcome:** Wendy D'Arcy and Glen Balmer were welcomed, to present school performance data.

2. **Apologies:** Graham Ayre, Nathan Wolstenholme.

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

4. **Minutes of the meeting of 30th October 2018**

These were approved and signed, to be published on the Trust's website.

5. **Action point checklist**

All actions ongoing or completed. Finance training to be offered on 4th February 2019 immediately before the next Board meeting. **Action: Clerk to canvass Trustees for availability.**

6. **Matters arising**

None.

7. **Interpreting school performance data**

This training session for Trustees was led by Wendy D'Arcy (Lead Primary Headteacher) and Glen Balmer (Associate Headteacher, Marling School) covering primary and secondary school performance data respectively. Their presentations are available on MarVLE for Trustees.

They explained the various forms of internal (teacher) assessments and external assessments (tests and exams) from early years through to A level, and how progress is measured between the Key Stages. They outlined the types of questions that Trustees and Governors should be asking Headteachers in order to challenge and understand how schools compare to county and national averages, how different groups of pupils perform, and differences between subjects.

Trustees asked questions including:

- How is early learning data used to identify gaps in the performance of boys and girls?
- What is the typical distribution of assessed performance at the end of Reception?
- What is the distinction between Free School Meals and Disadvantaged?
- How is individual pupil progress monitored during Years 1 and 2?
- How can the Trust's primary schools learn from best practice and work towards a consistent approach?
- How best to secure good transition from primary to secondary school?

- How is Progress 8 calculated?
- How does Marling measure personal development (in addition to academic achievement)?
- How can the Trust maximise the benefits of joint working to provide the best way forward for the most disadvantaged pupils?

Trustees thanked Wendy and Glen for their valuable presentations and discussion. The training session ended at 7.20pm.

8. Growth opportunities

The CEO updated Trustees on the various growth opportunities for the Trust that were currently being explored. These had been described in detail at the last meeting. He had since emailed Trustees to inform them of the outcome of his initial discussion with the Diocese of Gloucester Academy Trust, and explained that he is awaiting clarification around the number and recruitment of Members that would be required to put the Trust in a position where it would be eligible to sponsor Voluntary Controlled schools.

The CEO said that he was continuing to identify schools that might potentially fit with the Trust's growth strategy and to hold exploratory discussions with some Headteachers. He is also monitoring proposals for major housing developments in the county, such as at Uckington and Sharpness, in order to identify future demand for new schools.

The Chair commented that the Trust has an ambitious but balanced portfolio of growth aspirations, and would continue to explore these and bring any specific proposals back to Trustees for consideration.

9. Schools updates

The CEO presented Headteachers' reports from the three academy schools. He explained that these were now providing the same types of information in a more consistent format, and that the same reports were now being provided for Local Governing Bodies.

Summer 2018 academic outcomes had been reported at the last Board meeting. Marling school had had a very successful year and is in a strong, stable position. Cam Woodfield Junior School is developing quickly after a challenging period and significant recruitment. Berkeley Primary School is also undergoing a significant transition under the new Headteacher with many new staff. Both schools are working with the Primary Lead Headteacher who is supporting and providing challenge.

10. School Resource Management Advisers update

The Finance Director (FD) updated Trustees on the recruitment, accreditation and deployment of SRMAs. Two have now been accredited (including the FD herself) and a further five have been recruited and put forward for accreditation. This will lead to seven of the 10 SMRAs required, with an advertisement still live to attract candidates for the three vacancies.

Trustees asked questions about the capacity of the FD and administrative support for the scheme, the FD reported that it is still at an early stage and active deployment has not started so there are no significant pressures on staff capacity.

The Chair asked that the Trust write to congratulate the successful candidates and to thank the schools who have agreed to contribute some of their Business Manager's time to the project. He also asked that once individual SRMAs had been deployed and completed their assignments they be asked to report back to Trustees on lessons learnt and the value to the Trust. **Action: FD**

to contact SMRAs and schools.

11. Health and safety

The FD informed Trustees that health and safety reports of individual incidents and accidents are contained in the Headteachers' reports (item 9). She will report directly on significant incidents, trends, and premises issues including improvement funding bids. She outlined current SIF bids from the three schools. The CEO reported that the funding bid for a new sixth form centre had been unsuccessful as a SSEF bid but would be resubmitted as a CIF bid.

A Trustee asked questions about measures to mitigate rugby injuries, the FD reported that risks have been reassessed particularly for House rugby, that there is a concussion protocol in place, and that First Aiders are present at events.

Another Trustee volunteered to contribute to future reporting on health and safety to fit in with the Board's business cycle, including developing a checklist of necessary actions and a list of questions that Trustees should be asking. The FD thanked him for this and said that she is investigating a software system to help manage health and safety information and shared premises.

12. Finance

The FD reported on income and expenditure to the end of October. She indicated that the report now has some metrics added at the bottom, to show how the Trust compares with average MAT budgets locally and nationally. She noted that the surplus carried forward at Cam Woodfield Junior School was £57k less than previously reported due to the local authority having missed a month's payroll expenditure. Also that the in-year forecast deficit at Marling has reduced. There remains concern about the reduction of income next year if the local authority were to top-slice schools funding to cover the high needs budget deficit.

13. LGB Reports – update on issues and actions

None to report.

14. LGB recommendations in line with Scheme of Delegation

None to report.

15. Trustees' decisions under Scheme of Delegation taken since last meeting

None to report.

16. Correspondence

The CEO drew attention to the f40 letter to the Chancellor of the Exchequer about inadequate funding for schools and the continued failure to deliver minimum funding per pupil.

17. Any other business

The CEO reported on ongoing work at Berkeley Primary School, supported by the Lead Primary Headteacher, to clarify queries about assessment and test data and to improve systems for tracking pupil progress accurately. With the additional work involved, the total cost of LPH support is estimated to be in the order of £10-12k for the period to the end of Term 3 with further but less intensive support expected for the remainder of the year. The CEO proposes to ask the Local Governing Body to fund this 50:50 with the Trust. He noted that the Scheme of

Delegation may need some clarification of this point, this will be picked up in the wider discussion about the Scheme of Delegation due to be held with Headteachers and LGB Chairs soon. The CEO shared an example of a Scheme of Delegation from another Trust which aims to set out responsibilities and accountabilities in a clear manner.

18. Risk register

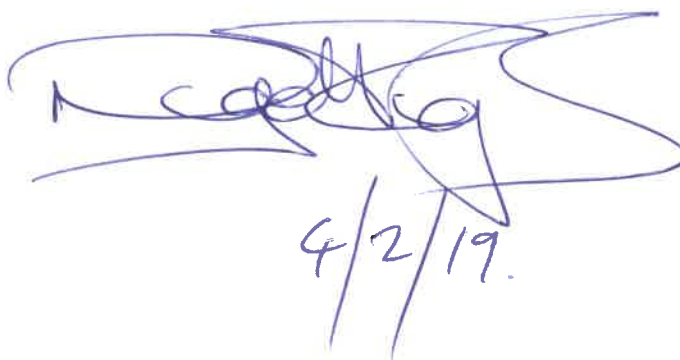
The FD ran through the latest risk register, updated to include risk 1.3 Strategy as proposed at the last Board meeting. Trustees commented that this should have a likelihood rating of 3, the same as risks 1.1 and 1.2.

The Chair mentioned quality assurance of data across the Trust under risk 3.2, Trustees agreed to leave this on the risk register.

The CEO noted that a complaint to the Trust, having been through all stages of the school's complaints process, had now been investigated by a Trustee, not upheld, and was now closed.

The meeting closed at 8.35pm

Date of the next meeting: Monday 4th February 2019 at 6.00pm.



4/2/19.