

CBAT BOARD MEETING

Minutes of the Trustees' meeting held on 3rd July 2019 at 6:30pm at Marling School

Present: Nigel Riglar (from 7.30pm), Graham Ayre (by phone, from 7.30pm until 8.45pm), Debbie Bird, Helen Cerullo (Chair), John Gilbert (from 8.00pm), Emma Gray (Finance Director), Stuart Wilson (Chief Executive Officer, from 7.10pm).

In Attendance: Nicola Evered, Emma Irvine and Nicola Everhard (for item 16), David Dale (Clerk).

1. Appointment of Chair

The Clerk reported that NR, JG and SW would be late joining the meeting, being unavoidably delayed in a hearing that was running late. Trustees agreed that with a quorum present the meeting should commence, and HC was appointed as Chair for the meeting. It was agreed to take items out of the order shown on the agenda so that NR, JG and SW could be present for consideration of Trust growth opportunities, budget, the proposed new scheme of delegation, and Trust policies.

2. Welcome and introductions

The Chair welcomed the Co-Chairs of Governors from Berkeley Primary School and Cam Woodfield Junior School to be present for the discussion about the proposed new scheme of delegation (item 16).

3. Apologies received and accepted: Ben Eagle, Nathan Wostenholme.

4. Declarations of Interest: HC reported that she is now Co-Chair of Governors at Berkeley Primary School, but her attendance at today's Board meeting is in her role as a Trustee.

5. Minutes of the meeting of 13th May 2019

It was proposed by DB, seconded by HC, that these be approved and signed, to be published on the Trust's website. This was **agreed** unanimously.

6. Action point checklist

All actions ongoing or completed.

7. Matters arising

None.

8. School Resource Management Advisers update

The FD updated Trustees on the recruitment, accreditation and deployment of SRMAs. There are currently 4 accredited SRMAs, with a further candidate to be assessed next week. It was noted that the growth of SRMA capacity and deployments was a good opportunity to publicise the Trust's achievement in this respect.

9. Health, safety and wellbeing

The FD reported that a member of staff at BPS had had a fall but had not been seriously injured and was now fully recovered.

10. Audit and Risk Committee

It was agreed to defer this item to the next meeting.

11. Trustees' skills/competencies audit

It was agreed to defer this item to the next meeting.

SW joined the meeting at 7.10pm.

12. Premises – Berkeley Educational Swimming Trust (BEST)

The FD briefed Trustees on CBAT's landlord responsibilities in respect of the Berkeley Community Swimming Pool. She noted that the management agreement document supplied by BEST failed to mention CBAT's role, referring just to the county council as landlord. Having obtained legal advice, the FD has confirmed that the CBAT has a role as intermediate landlord and that this brings with it duties in respect of landlord visits to check fire alarms, chemicals, electricals, insurance, etc., and that the county council considers CBAT to be liable and responsible for doing this. Trustees asked questions about the frequency of landlord visits, how they would be done, the level of expertise needed, and whether the inspection could be contracted out to a third party. **Action:** FD to discuss with LGB members and report back.

13. LGBs – minutes of last meetings

The minutes of the following meetings were received and noted:

- Berkeley Primary School LGB 26th June 2019
- Cam Woodfield Junior School LGB 24th June 2019
- Marling School LGB 18th March 2019.

14. LGB recommendations for consideration in line with Scheme of Delegation

Trustees considered a recommendation from the Co-Chairs and Headteacher at Cam Woodfield Junior School that Mr Daniel Holmes be appointed to the LGB. This was proposed by DB, seconded by HC, and **agreed** unanimously.

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

The Clerk reported on the Trustees' decisions of 14th June in respect of the salary range for the current combined role of CBAT CEO and Marling Headteacher; the salary point from September 2019 for the current postholder (subject to successful performance appraisal); and the proposed salary range for the CEO and Headteacher if in future the roles were to be separated. These were noted.

NR, JG and GA joined the meeting at 7.30pm.

16. Scheme of Delegation

The CEO briefed Trustees on his report setting out the results of consultation with LGBs on proposed changes to the Scheme of Delegation, change of name of LGB to School Development Board (SDB), and the removal of the requirement for SDBs to have committees. Having considered the consultation feedback at length, listened to the views of the Co-Chairs present,

and reflected again on the rationale for the changes, Trustees decided as follows:

It was proposed by JG and seconded by DB that the Trust adopt the revised Scheme of Delegation and Terms of Reference using the RASCI matrix (responsible, accountable, support, consulted, informed), as set out in the document now considered, to be implemented on 1st September 2019 and reviewed annually thereafter. This was **agreed** unanimously.

It was proposed by JG and seconded by HC to change the name of LGBs to School Development Boards, with members of SDBs to be known as Local Governors (while acknowledging that they are not actually governors in law and that legal liability remains with the Board of Trustees), with effect from 1st September 2019. This was **agreed** unanimously.

It was proposed by JG and seconded by DB to remove the requirement for SDBs to have committees, and for all business to go through the main bodies, with effect from 1st September 2019. This was **agreed** unanimously.

Action: Clerk to circulate revised SoD/TOR to Chairs, Co-Chairs and Clerks of SDBs, and to Headteachers of the academy schools.

17. Trust policies

The following updated policies were considered by Trustees:

- Bullying and Harassment
- Capability
- Code of Conduct for All Adults
- Disciplinary procedure
- Disciplinary rules
- Grievance
- Whistle-blowing.

It was noted that staff and trade unions had been consulted on these policies, and that the changes and additions now recommended were minor. The Clerk drew Trustees' attention to the more significant of those proposed changes. Trustees commented that in future there could be a standard introduction to all Trust policies to give greater consistency to the language used.

It was proposed by DB and seconded by JG that the updated policies now presented be approved, and implemented in all the Trust's academies with effect from 1st September 2019. This was **agreed** unanimously.

Trustees considered the proposed new Staff Probation Policy. It was noted that trade unions had been consulted on this but not existing staff as the policy would not apply to them (only to new employees starting after 1st September 2019). The policy reflects the existing probation policy for support staff but extends it to all teaching and support staff regardless of their permanent, fixed-term, full or part-time status. It was noted that paragraph 4.9 of the policy had been amended in the light of consultation to specify that any extension of the probationary period "will be no longer than three school months."

It was proposed by DB and seconded by JG that the Staff Probation Policy now presented be approved, and implemented in all the Trust's academies with effect from 1st September 2019, for new employees only. This was **agreed** unanimously.

The meeting adjourned at 7.45pm due to the fire alarm sounding. The meeting re-convened at 8.00pm.

18. Growth opportunities

The CEO updated Trustees on the various growth opportunities for the Trust that were currently being explored. He reported that, in respect of possible opportunities to sponsor Church of England Schools, now that CBAT membership meets the Diocesan requirement for sponsoring Voluntary Controlled schools an application will be considered by the Diocesan Board in September. If successful, this will require the Trust to consider amending its Articles of Association.

In respect of the Trust's bid to sponsor a new primary school ('free school presumption') in Stonehouse, to be built as part of the major new housing development on land west of the town, the CEO reported that the recent interview with the county council's selection panel had been positive. At least one competing bid was being considered by the panel, which is expected to announce its decision in September. If successful, the Trust would propose opening the school in a new building in 2021. Trustees asked for the bid to be made available to them. **Action: Clerk to upload the bid to MarVLE.**

In respect of secondary school need in Gloucester, the CEO showed Trustees a map of current secondary schools and forecasts of pupil number up to 2025/26 based on potential housing development numbers. There may be opportunities to bid to sponsor a new school in the south of the city under the DfE's wave 14 programme, although Gloucester is not a priority area. Trustees agreed that the CEO should continue to work with the New Schools Network to explore this opportunity with a view to preparing a possible bid once the bidding round opens on 30th September.

Trustees asked about progress with informal discussions with various primary Headteachers in Stroud, the CEO reported that he was still awaiting a response from them.

19. School reports

The CEO presented Headteachers' summer term (full) reports from the three academy schools. Trustees commented favourably on the consistent format of the reports across the three schools, the CEO said that he would in future try to reduce the volume of information provided and move towards a reporting by exception approach.

Trustees raised the following issues and questions:

- Comparative performance data locally and nationally – the CEO said that this would be available after the end of the school year.
- Cam Woodfield Junior School – achievement outcomes – it was noted that these are currently based on predicted KS2 results, SATs results will be available on 9th July. The CEO noted that the county council has been positive about the improvements made to date. Trustees praised the standards of pastoral care at CWJS and remarked that the school could be a centre of excellence for this.
- Promotion of the Trust's ethos, narrative and key messages – Trustees discussed ambassadors and potential marketing opportunities.
- Sharing of best practice between the three schools – the CEO said that this was happening e.g. approaches to reading at BPS and CWJS.

20. Finance

(i) 2018/19 budget monitoring month 9

The FD circulated a report on revenue forecasts and actual expenditure to the end of May 2019. Overall actual expenditure is at 76% of the full year forecast, in line with the budget

profile. Trustees asked about the higher than forecast spending on supply staff at both the primary schools, the FD responded that it is difficult to anticipate these costs accurately but that strategies are being developed. Trustees asked about insurance income, it was reported that this is minimal and in some areas the cost of insurance means that it is preferable to carry the risk locally. Trustees noted the current financial position as reported and the actions being taken to monitor and manage it, and agreed that no further action is required at present.

(ii) 3 year budgets 2019/20 – 2021/22

The FD presented the proposed 3 year budget summary, based on detailed budget forecast work with the Headteachers, and latest information on pay and pension increases. She explained that while the Primary schools' budgets were balanced, Marling School would have a deficit in 2019/20 due to the lag in funding for the sixth form, and that this would mean a £20k deficit for the Trust overall, The CEO noted that the Trust would contribute 50% of the cost of the Voice 21 initiative at CWJS.

It was proposed by JG that the 3 year budget summary be approved and submitted to the ESFA by 31st July, accepting that there would be a small deficit in 2019/20 due to the lag funding for Marling School sixth form. This was **agreed** unanimously by Trustees.

(iii) Support staff pay structure

The FD circulated a report on feedback from consultation with support staff on the proposed new pay structure. The report included all the questions raised, and the responses given to them. She explained that the most common question had been the personal issue about which point on the scale an individual would transfer onto, and that this had been clarified by email to all support staff. She also explained that a job evaluation process would start in September, to be implemented in April 2020, which would affect teaching assistants and midday supervisors.

GA left the meeting at 8.45pm.

Trustees asked whether the CEO and FD were satisfied with the consultation process that had taken place, they stated that they were satisfied and that no major concerns had been raised. Trustees asked whether the impact of the new pay structure had been taken into account in the planning assumptions for the 3 year budget summary, the FD stated that yes this was reflected in the agreed budget.

It was proposed by DB and seconded by NR that the proposed new pay structure for support staff be approved, with staff assimilated onto the new pay points as set out, and implemented from 1st September 2019, with a job evaluation process to start thereafter. This was **agreed** unanimously.

(iv) Finance Manager

The FD reported that the Trust's Finance Manager has resigned in order to take up a new post elsewhere, although she will continue to support the Trust for a day per week until the annual audit is completed in late September. Interviews for her replacement are to be held soon. Trustees asked about the field of candidates applying for the post, the FD said that there were 6 applicants including a number of internal candidates. **Action:** FD to inform Trustees of the outcome of the recruitment process.

21. Any other business

The Clerk informed Trustees of two recent changes to the Trust's Members – Andy King has resigned, and Dr Christina Bhargava has been appointed.

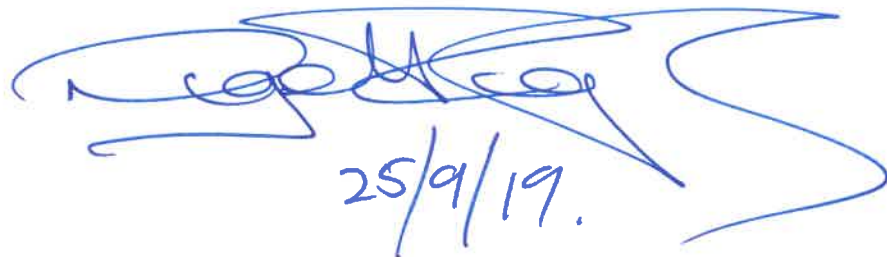
22. Risk register

It was agreed to defer this item to the next meeting.

23. Dates of future meetings

Trustees agreed to meet 6 times in the new academic year, once per term, to be scheduled for the middle or latter part of each term to allow meetings of the individual School Development Boards to be arranged earlier in the term. **Action: Clerk** to circulate proposed dates for Trustees to indicate their availability and preferences.

The meeting closed at 9.00pm.

A handwritten signature in blue ink, which appears to be 'Neil D. Co.', is written above the date '25/9/19.'. The signature is stylized and somewhat illegible. The date is written in a clear, simple font.