

PENINSULA LEARNING TRUST
MINUTES of the BOARD MEETING
15 January 2015, 5.00 at Mevagissey

| Item | Subject | Action |
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| | <p>Present: Jeremy Barnard (JB) Claire Bunting (CB) Kevin Johns (KJ) Peter Marshall (PM) – Chair Shaun Netherton (SN) David Parker (DP) - CEO Kevin Pearce (KP) Simon Pollard (SP) Mark Rudge (MR) Julie Seyler (JS) Paul Towe (PT)</p> <p><i>Also in attendance:</i> Jeremy Alder (JA) – Trust Secretary</p> | |
| 1 | <p>Welcome PM welcomed everyone to the first Board meeting.</p> | |
| 2 | <p>Apologies and preliminaries</p> | |
| 2.1 | <p>Apologies: Emma Knowles (EK).</p> | |
| 2.2 | <p>It was noted that with effect from 1 February 2015 the Company now maintained the following academy schools: Penrice Academy, St Mewan School, Mevagissey Community Primary School and Carclaze Community Primary School, under the Academies Act 2010.</p> | |
| 3 | <p>Appoint Chair</p> | |
| 3.1 | <p>JA confirmed PM had received multiple nominations and no other candidates had been put forward. PM was unanimously appointed as the first Chair of the Board.</p> | |
| 4 | <p>Conflicts of Interest</p> | |
| 4.1 | <p>Directors completed Declaration of Interests forms.</p> | |
| 4.2 | <p>JA reminded the directors that these forms would be compiled into a Register of Interests which we are required to publish on the website. A future decision would be required as to whether to include any connected persons' interests as well. JA proposed that a draft Conflicts of Interest policy be considered by the Audit Committee – agreed.</p> | JAEK |
| 5 | <p>Incorporation and appointments</p> | |
| 5.1 | <p>The Board noted the final Articles of Association; the Members of the Trust; the continuing and newly-appointed Directors; together with those who had resigned.</p> | |
| 5.2 | <p>The Board formally approved the recommendations of the MAT Strategy group to appoint DP as CEO and Ellie Willcocks as Financial Director (<i>see minutes of MAT Strategy group meetings of 18 December 2014 (item 15.2) and 20 November 2014 (item 8.2) respectively</i>).</p> | |

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| 5.3 | The Board noted the Accounting Officer and the Trust's bankers, and acknowledged receipt of the Governors' Handbook and the Academy Financial Handbook. PM invited any comments on the two handbooks to be brought to the next meeting. JA explained that it is good practice to include details of the Trust / Company in your email signature when communicating with third parties. | ALL |
| 6 | Terms of Reference / Revised Scheme of Delegation | |
| 6.1 | DP explained the revised Scheme of Delegation included changes and greater detail which had been requested by governing bodies and discussed previously. Following were briefly discussed: <ul style="list-style-type: none"> • LGB involvement with appointments • CEO Performance Management – Chair of Penrice plus two directors • Admissions – will be discussed in more detail by the HTs • Requests from other schools to join the trust • Appeals for places - DP explained this is part of Admissions | |
| 6.2 | Both documents were approved. KP clarified that new Financial Director will have a wider remit than currently shown on the scheme. | |
| 7 | Committees | |
| 7.1 | Membership was confirmed as follows: Finance & Operations: PM, KP - Chair, MR, JS, CB, SP, PT, DP Audit: JB, KJ, EK - Chair, SN (DP attends) | |
| 7.2 | Appoint Vice Chairs. Meeting confirmed the two committee chairs take on the role of joint Vice Chairs as well (KP and EK). | |
| 7.3 | Confirm creation of LGBs. Agreed to delegate to the 4 x HTs to approve their LGB composition at individual meetings. | |
| 8 | Minutes of the MAT Strategy group of 18 December 2014 were accepted as an accurate record subject to the following amendment: Add JB to apologies. | JA |
| 9 | Matters arising | |
| 9.1 | 11.1 Banks – new arrangements have been set up. | |
| 9.2 | 12. Draft Code of Conduct to be considered by Audit. | EK/JA |
| 9.3 | 13. Auditors. DP confirmed we have received three quotes but he would prefer involving EW in final decision. Agreed. | DP |
| 10 | Meeting schedule 2015.16 | |
| 10.1 | The meeting agreed the proposed schedule for Board and Committee meetings. Carclaze and Mevagissey need to set budgets for April to August. Agreed EW will work with HTs to produce these, share with KP, then ask directors to approve via email. Venues. Audit – Mevagissey, Finance – Penrice. Both committees choose subsequent venues. Boards rotate through the schools – to be discussed by HTs. | ALL 4x HTs |

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| 10.2 | Vision Day. 3-4 hrs afternoon to evening. DP to find a date – probably in May. How big? Board plus Members. How many local governors? Following discussion agreed to invite two – schools to let us know if they want to send more. | |
| 10.3 | DP gave a brief update on creating a Trust website – probably not ready till March or April. SN suggested it would be better to have even a single page temporary website from February – DP to action. | DP |
| 11 | Revised Strategy Paper | |
| 11.1 | DP summarised the changes in this latest version – including defining our area (Bay and Clay), emphasis on local delegation, goals now linked to 6 intents. PT confirmed we will be sharing this with primary staffs on 23/2. KP and JS both commented they liked the changes. | |
| 11.2 | Various amendments were proposed: 2 – ‘grows to a sustainable size’ – could be interpreted as we aren’t there at this point? 3.1 remove ‘possible’ 3.4 remove ‘to’ Harmonise full stops! Strategic intent no.6 – replace ‘system’ with ‘trust’? | |
| 12 | CEO JD / Pay | |
| 12.1 | Board agreed to ratify previous strategy group decision. KP to confirm with Graeme Beattie. | KP |
| 13 | Items for next agenda | |
| 13.1 | DP proposed future agendas combine a mix of business and a discussion topic? Agreed. CEO liaise with Chair to finalise agenda – to be issued at least one week in advance. 48 hrs notice for any AOB items – send to either Chair or Secretary. | DP/PM/ JA ALL |
| 14 | AOB | |
| 14.1 | Lostwithiel Chair of Governors has confirmed they wish to join PLT – with a preferred date of September 2015. PT and DP meeting with their HT next week, with a proposal to come to the Board’s March meeting. Two main risks – buildings and standards. Very recent Ofsted was judged as Good. JA reported he is their Clerk to Governors. MR asked DP if he has looked at other schools and worked out who you want? DP explained his thinking – and who he has spoken to. He confirmed that Lostwithiel has invited us to be involved in recruiting their new HT (current HT retiring). Board asked DP to progress this on their behalf. JB asked about implications for Board membership? PM’s view was that there is no automatic ‘right’ for any school to have Board representation and we need to make this clear. CB felt that neither do we want to be too restrictive. Meeting agreed this needs further discussion. DP proposed that Lostwithiel GB be invited to send someone to attend our Board meetings. | PM/JA |

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| 14.2 | Joint INSET day – should some directors be present?? 8.00am 23/2 at Carclaze. | |
| 14.3 | <p>JB asked if there are any plans for publicising the new Trust? DP has written to Penrice parents and there is an item in this week's St Austell Voice. PM commented this will be important in the future – attracting pupils from competitors. PT stressed we will want to encourage parents to send their children to a PLT school.</p> <p>JB asked if any branding plans? Apart from a logo – not much planned. Schools will need to mention 'member of the PLT' on websites, stationery etc.</p> | |
| | Date of next meeting: Thursday 5 March, 5.00 at Penrice. | |
| | Meeting finished at 6.40 | |

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| Signed | Date |
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