

PENINSULA LEARNING TRUST
MINUTES of the BOARD MEETING
23 April 2015, 5.00 at Carclaze School

Part A Public

Item	Subject	Action
	<p>Present: Jeremy Barnard (JB) Claire Bunting (CB) Emma Knowles (EK) Peter Marshall (PM) – Chair Shaun Netherton (SN) David Parker (DP) - CEO Kevin Pearce (KP) Simon Pollard (SP) Mark Rudge (MR) <i>item 6 onwards</i> Paul Towe (PT)</p> <p><i>Also in attendance:</i> Jeremy Alder (JA) – Trust Secretary</p>	
1	<p>Apologies Kevin Johns (KJ); Julie Seyler(JS); Ellie Willcocks (EW)</p>	
2	<p>Conflicts of Interest</p>	
2.1	<p>Directors discussed the options outlined in the briefing paper and debated the amount of non-mandatory information to put on websites given the small number of connected people's interests recorded and very few pecuniary and business interests for directors.</p>	
2.2	<p>Following was agreed:</p> <ul style="list-style-type: none"> • LGB and senior staff registers to be maintained as separate documents and available to the board via webportal (once it is available) • Trust Register of Interest only to include directors' interests and the only register to be published • LGB websites to show a link to the Register on the Trust website • Senior staff' defined as all non-director members of ELT • Future decision required as to who has access to all registers held on webportal • JA to monitor returns and amendments 	<p style="text-align: center;">JA</p> <p style="text-align: center;">JA JA</p> <p style="text-align: center;">JA/DP</p>
3	<p>Previous minutes of 5 March 2015 were accepted as an accurate record.</p>	
4	<p>Matters arising</p>	
4.1	<p>9.1 Audit committee. EK confirmed she has identified a potential additional member for the Audit committee who has agreed to join – they are awaiting confirmation from their employer.</p>	
4.2	<p>9.3 Col policy. JA confirmed this is being issued to LGBs via their meeting agenda and new declaration forms are being completed.</p>	
4.3	<p>10.1 LGB ToR. JA confirmed the amendment has been made.</p>	

5	Budget	
5.1	<p>Finance and Operations Committee Minutes of 16 April 2015.</p> <p>KP summarised the first committee meeting as a very positive one with plenty of debate taking place.</p> <p>He highlighted items 3.2 and 4.2 – practical experience of running the new MAT has identified some aspects of the Terms of Reference and Scheme of Delegation need to be revisited / reviewed and directors had delegated this to EW to progress.</p>	
5.2	<p>Budget position for next year looks very tight and this was discussed at length. Tough decisions will be required and it may need a 2 year approach to balance budgets – but he stressed the willingness of directors to support HTs and their senior staff.</p> <p>He also reminded the board we will need to manage how we publicise and talk about any reductions within the trust.</p> <p>DP made the point it will be a harder process to build the MAT in this time of limited growth budgets than if we had started even a couple of years earlier.</p>	
5.3	<p>JB asked who appointed the Premises Manager? DW and EW, and PT confirmed the other HTs were involved at the initial stage.</p> <p>JB suggested in the future we might want to consider if any directors need to be involved? Directors discussed this – noting that there is no central HR resource in the MAT at present.</p> <p>DP conceded it is difficult at this early stage of our development and in future it would be planned ahead and therefore easier to see who might need to be involved.</p> <p>PM asked if there is any appetite for board members to be involved in appointments? Consensus was no but it was agreed that they at least needed to be aware of the process for all senior MAT posts.</p>	
5.4	<p>DP explained the pressure on costs as well as the need to create MAT-wide posts before we achieve the desired economies of scale. He outlined the challenge of looking at changing roles of existing staff – for example the vision for finance is a single central team doing far more of the day to day work electronically.</p> <p>He confirmed he would like to base the central team together but currently there is no obvious location. He does not want to consider renting external space, and there is no budget available to expand so it remains a vision.</p>	
6	Distribution of minutes (<i>agenda item 11</i>)	
6.1	<p>PM thanked JA for his paper and recommended that all four proposals are implemented. Agreed.</p> <p>Agreed JA will also send agendas to Members.</p>	JA
7	Tour of the school <i>SP took directors on a tour of the school.</i>	
8	Vision Day Planning	
8.1	<p>DP confirmed Invite and agenda have been sent out and the session will be facilitated by Claire Emory who has worked with us previously.</p> <p>Session will focus on risks and creating a strategic plan to meet them; but will also be an opportunity for team building as the first time all levels of the Trust will meet each other.</p>	
9	CONFIDENTIAL ITEM	

10	Future agendas / reports	
10.1	<p>DP proposed he works on this and brings a proposal back to the board – and it will be part of the Vision Day too.</p> <p>JB asked if we have done any benchmarking about what other MATs are doing, how they are organised?</p> <p>DP agreed this would make sense and the meeting discussed where to look.</p> <p>SP suggested we ask Clare Emory as she had previously indicated she had worked with other MATs. Agreed.</p> <p>JA raised the need to confirm the meeting schedule for the next academic year so the LGBs could schedule their own meetings. Agreed he would work with EW and KP to progress this.</p>	<p>DP</p> <p>DP</p> <p>JA</p>
11	LGB Governor Code of Conduct	
11.1	<p>EK requested one amendment – that the undertaking statement should include a clear commitment to abide by the Code of Conduct.</p> <p>Code was approved subject to this one amendment.</p>	JA
11.2	<p>The recent legislation regarding staff / volunteers who live with someone with a conviction was raised. HTs explained this to other directors and outlined the approach taken at their own school. It became apparent that this differed and PM suggested a common approach across all schools was best for the trust?</p> <p>Agreed all primaries to take an identical approach.</p>	DP
12	Items for next agenda	
12.1	<p>1. How are children doing – are we heading in the right direction for improvement?</p> <p>2. Budget monitoring.</p>	
13	AOB	
13.1	<p>PM mentioned the trust brochure issued for information.</p> <p>JB made the point that it includes statements about which he is still unclear on how we will achieve / deliver them? How will we measure ourselves? Where is the plan?</p> <p>DP confirmed this is part of the agenda on the 14th. We need to learn what is different between being a single school governor and a strategic board director and this will take us a little time.</p> <p>EK noted that it seems 'quieter' since shadow board stopped meeting fortnightly and CB added it was similar for the LGBs too.</p> <p>PM commented it will take longer if we try and achieve all of this by consensus and asked 'how hands on do we want to be?' One option is growing the board and having more work delegated to committees.</p>	
13.2	<p>PM suggested having external speakers was helpful and allowed a break within the agenda. Meeting discussed potential topics / speakers including:</p> <ul style="list-style-type: none"> • Working as a Board (PM can get his CEO to come and talk about this) • Life without levels • How is transition from Y6>Y7 working? 	DP/PM
	<p>Dates of next meetings:</p> <p>14 May 2-6pm, Visioning Day at St. Austell Printing Company</p> <p>16 July 5pm, Board – St Mewan.</p>	

Signed	Date
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