



**MINUTES of the BOARD MEETING**

**19 May 2016, 4.00 at St Austell Printing Works**

**Part A Public**

<b>Item</b>	<b>Subject</b>	<b>Action</b>
	<p><b>Present:</b> Jeremy Barnard(JB) Michael Cooper (MC) - Chair Emma Knowles (JEK) Shaun Netherton (SN) Kevin Pearce (KP) Mark Rudge (MR) Julie Seyler (JS) Ramon van de Velde (RV)</p> <p><i>Also in attendance:</i> Jeremy Alder (JA) – Trust Secretary Richard Baker (RB) – Principal Penrice Ellie Willcocks (EW) – Chief Financial Officer <i>items 1 - 7.1 only</i></p>	
	<p><b>Apologies</b> David Parker (DP) – CEO, Kevin Johns (KJ), Chris Price (CP)</p>	
<b>1</b>	<p><b>Conflicts of Interest:</b> no additional interests declared.</p>	
<b>2</b>	<p><b>Previous minutes</b> of the 28 April 2016 were accepted as an accurate record of the meeting.</p>	
<b>3</b>	<p><b>Matters arising</b></p>	
3.1	<p>9.1 Luxulyan staffing. MC reported that Paul Towe had been appointed as Executive Head for two years commencing September 2016. The existing deputy head has been appointed as Head of School.</p>	
<b>4</b>	<p><b>Chair's Actions</b></p>	
4.1	<p>MC explained this would become a standing item for future meetings so he could report formally on any actions taken between meetings. MC met with KP and EK to discuss EW's proposals for maternity cover arrangements. It was agreed to recruit a Financial Controller on a fixed term 12 month contract, post has been <a href="#">advertised</a> with a closing date of 6 June. EK and KP will be involved in the appointment.</p>	
4.2	<p>MC reported he has met with Linda Pettitt from the RSC's office in London for 90 minutes. He highlighted that she does not feel there are any / many MATs who are as developed as we are. They also discussed the issue of primary school places in St Austell. He is aiming to maintain this dialogue on a regular basis.</p>	

4.3	Catering contract arrangements for 3 schools (Penrice, Mevagissey, Lostwithiel). Agreed EW to liaise with KP on awarding the contract.	
<b>5</b>	<b>Finance update</b>	
5.1	AY15.16 budget monitoring. KP commented it is very reassuring the rigour EW has brought to our financial management and budget setting. He highlighted the Penrice 'overspend' which he felt should rather be treated as a risk-based 'strategic investment'.	
5.2	AY15.16 Use of Reserves. MC reported that some Heads have raised concerns that the reserves brought into the Trust on conversion may not remain available to them. EW confirmed that the current policy is both the reserves which transfer and any in year surplus they generate is retained. EW went through the requests received for using reserves. Explained this was a delegated Finance Committee decision but as their last meeting had been changed to a Board meeting it was on today's agenda. Directors approved these decisions.	
5.3	Five Year Financial Plan. EW explained this is an updated paper which now includes the 2015.16 outturn figures.	
5.4	MC reported that he has asked for both a finance and the CEO's report to be standing items, to reduce the reliance on verbal reporting. He highlighted the need to have more data and standards information provided to the Board.	
<b>6</b>	<b>Risk Management</b>	
6.1	EW reported that the Audit Committee had highlighted the need to progress this as a matter of urgency. EK reminded Directors that a Risk Register was the missing element of our previously approved strategy. She explained that this first version is biased towards non-teaching elements, and needs further input from management to address this imbalance. She also stressed that it is normal practice to start by looking at the Trust's strategic objectives and then identifying the risks to achieving them. EK highlighted the need for school operational Risk Registers too as some risks might be escalated to a strategic risk. She reminded Directors that we are required to report on risk management arrangements as part of our audited annual accounts, and we need to show improvements from last year. EK would like to present a Risk Register to the July Board meeting.	<b>EW/EK</b>
6.2	Our internal audit providers are delivering training for all Heads on operational risk management on the 15 June. JA will also attend to help understand how this can be integrated into Local Governing Body agendas and monitoring, and identify any training requirements. EK clarified what our strategy says about the frequency of monitoring risk. She stressed that it is not the Audit Committee's role to compile the register but to ensure that it is in place. Directors requested the register includes more explanatory information, and if practical a more consistent approach is taken to the description of risks.	<b>EW</b>

	<p>JS asked who is ultimately responsible for compiling the register? EK and EM explained it is the CEO.</p> <p>EK suggested that the Risk Register should be driving all Board agenda's and KP agreed. He added that getting it embedded is the challenge. RB commented that school's do much of this already but do not use the risk terminology.</p>	
<b>7</b>	<b>CEO's update</b>	
7.1	<p>MC stressed having more on standards is really helpful. He highlighted the proposal to introduce regular briefing information sessions from staff members eg SCITT.</p> <p>DP has confirmed he is developing a common format for reporting across the Trust.</p>	
7.2/3	Confidential items.	
8	Confidential item	
<b>9</b>	<b>Audit Committee 21 April 2016</b>	
9.1	<p>EK highlighted the following two items:</p> <ul style="list-style-type: none"> <li>• New auditors have been appointed for 2016.17 – Bishop Fleming.</li> <li>• Cornwall Council have been appointed to provide internal audit services to the Trust.</li> </ul>	
<b>10</b>	<b>Governance</b>	
10.1	<p>Meeting dates 2016-17.</p> <p>JA explained he was asking committee chairs and EW for any proposals to change the scheduling of meetings from the current year (eg Audit Committee meet later in the autumn term to have more time to consider draft audited accounts). Following this he would draw up a proposed schedule to be circulated in advance of the July meeting.</p> <p>Directors briefly discussed arranging an 'all governors' event and agreed the autumn term appeared to be the ideal time. Agreed MC and JA to begin work on identifying date, time, venue, draft agenda.</p> <p>Current committee arrangements were discussed including the need for a standards committee and the case for no committees apart from Audit.</p>	<p><b>JA</b></p> <p><b>MC/JA</b></p>
10.2	Training programme update was noted.	
10.3	Information Portal update was noted. JA confirmed he anticipated this being available before the next Board meeting.	<b>JA</b>
	<p>Dates of next meetings:</p> <p><b>Audit – 14 June 5.00pm</b></p> <p><b>Finance – 30 June 5.00pm</b></p> <p><b>Board – 14 July 5.00pm</b></p>	
	Meeting finished at 5.45	

<b>Signed</b>	<b>Date</b>
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