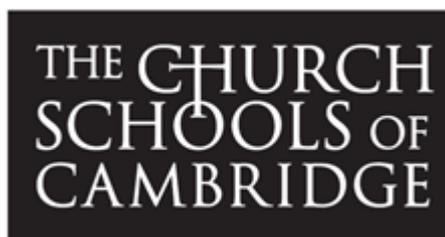


## Meeting minutes

Full Trustees Meeting, 29<sup>th</sup> October 2018

Held at St Pauls School, 7.30 pm



**Present:** Keith Carne (Chair), Andrew MacLellan (Treasurer), Marguerite Roberts, Andrew Read, Cheryl Lowe, Rachel Nicholls, Ruth Adams, Joshua Ross, Matthew Pettifer, Isobel Rawlinson (Director), Deborah Bick (Admin)

The meeting opened with a prayer led by RN.

**Apologies:** Stewart Taylor, Janet Bunker, David Farrer, Michael Beckett, Tricia Pritchard, Gill Ambrose

### 3. Presentation of 2017 draft Accounts by Price Bailey

Helena presented these and flagged up the following key points:

- A copy of official ID (e.g. passport) of all CSoC employees needs to be on file. **Action: IR/SH**
- Ensure correct recording of Bank reconciliation
- Jesus Lane Trust (see also item 9): This fund was transferred into the CSoC's main endowment portfolio but should have remained separate; we are now requesting CCLA to set up a separate account. Grants were paid out of the Trust's current account but there should then have been a transfer of investments into our account. This transfer will be made by CCLA once the separate accounts are set up
- Some errors in the accounts were noted. These included the listing of St Andrew the Great Fund as a separate fund as it was previously amalgamated (by Alan Heywood – spelling correct?) to enable investment in St Bede's. A resolution to amalgamate the Alice Bradwell Fund was taken at the meeting (see item 10). Price Bailey will make corrections and submit corrected accounts to AM for approval (see also item 10)

### 4. Minutes of previous meetings

The minutes of the Full Trustees Meeting of 22<sup>nd</sup> January, the Executive Committee Meetings of 27<sup>th</sup> February and 2<sup>nd</sup> May, and the Finance Committee of 19<sup>th</sup> March were all approved.

### 5. Trustee appointments and data update

Under appointments there is still a DBE representative vacancy. **Action: AR and IR**

New government requirements come into force in August and a new 'Fit for Purpose' form will need to be signed by all Trustees, along with Charity Commission requirements, we are currently reviewing whether to combine these into the existing Trustee declaration one or create separate ones. **Action DB & IR**

It was agreed that Trustees should have DBS checks. **Action: IR and DB**

### 6. Foundation Governors

Trustees noted the circulated report. For St Philip's the application deadline is the 27<sup>th</sup> May, IR will send all applications to KC and AR. AM reminded Trustees of the need to appoint FGovs in rotation.

## 7. Report from Head of Park Street (NJ)

NJ gave a verbal report on the school's progress and priorities key points were;

- The school is making good progress in teaching and learning outcomes but needs to improve writing. Trustees discussed whether it could support CPD training for Trust school staff in areas of identified weakness **Action: IR/NJ**
- NJ thanked Trustees for providing leadership support, which has been very beneficial. She has also found working closely with SA at St Philip's of great benefit
- LCVAP funding: NJ confirmed that the 2017/18 works were completed (fire and safety works, intruder alarm, emergency lighting and Maglocks fitted on some doors). For 2018/19, £76K has been allocated to fund school entrance/reception/ general flow works. A feasibility study on this (funded by the Trust and carried out by Spire) has been completed and was circulated. NJ preference is option 5, Trustees supported the idea of Rachel from Spire continuing to support NJ in delivering the project. NJ explained her wish to link two separate areas of the school with a corridor where the covered walkway currently is, but at cost of a further £76K. AM suggested for now modifying the plans to include a door that would allow flow along the walkway.

The Trustees thanked NJ for her report and congratulated her on the exciting plans and progress of the school.

## 8. Director's report

IR presented her report, which was welcomed by Trustees. Key points raised were:

- Staff reviews/annual appraisals in progress (**IR to action**)
- Outstanding action on updating our safeguarding policy (**IR to action**)
- GDPR – Trust action plan and data audit being develop (**IR to action with Executive**)
- Awaiting St Lukes Ofsted report (inspection took place in the first week of May)
- Decision on Trust support to St Pauls to be agreed following a discussion with the County Council (**IR and Exec to action**)
- Supporting Foundation Governors was raised (following a question from RA about whether Foundation Governors across all 4 schools met) and the potential for the Trust to support joint training as well as Foundation Governor links with the Trust. (**IR to follow up with Heads**)

There was a general discussion about the vulnerability of schools and the challenges facing the four Trust schools and how the Trust should engage more closely with the LA, the Diocese and with Foundation Governors to create better feedback. KC stressed that all the interested parties - the Trust, the LA and the Diocese need to work together and he recommended that the Exec urgently think through the issues and advised an extra meeting of Trustees may need to be arranged before the end of the summer term. **Action: KC/IR/AR to meet the County Council**

At the next FT meeting, IR was asked to prepare a summary of the Trust support for all 4 schools.

## 9 Jesus Lane Sunday School Endowment Fund

This is a separate charity, passed by the Diocese to CSoc, which is now the Trustee, the Charity Commission need to be notified. To enable this to happen, Trustees agreed the resolution that AM should explore incorporating the Jesus Lane Trust as a restricted fund of CSoc. This should ensure

that the principles of the charity remain intact. AM noted that the current Jesus Lane Trust scheme only covers the ancient parish of Barnwell and we should look to amend to ensure the same area of benefit as CSOC. **Action: AM to investigate and circulate proposal.**

A report on the 2018 grants was circulated with Trustee papers, IR updated the meeting to say that the grants had been paid on the May pay run and a number of messages of thanks had been received.

#### **10. Finance**

AM confirmed the circulated 2018 figures and Trustees noted the progress on spend versus income. Notes have been provided to explain changes regarding the end of year income and spend position and ongoing monitoring would be carried about by the Finance Cttee and Exec. **Action: IR/SH**

For the 2017 Audit, Trustees agreed that AM would sign the accounts when he was satisfied Price Bailey had made all necessary amendments. **Action: AM**

The meeting discussed the **Alice Bradwell Fund** and a resolution to amalgamate the Fund was approved by the Trustees.

The meeting reviewed the **Linda Eraut Fund**. This Fund was established to provide a book to Trust school libraries each year, but current interest returns on the Fund are now too low to sustain this. The Trustees agreed to amalgamate the Fund and divide the amount remaining (£1100) between the four Trust schools for a purpose that would enable Linda's name to be preserved, and also Alice's and Alan Heywood's it was suggested. **Action: IR to follow up with the schools**

#### **11. Trust Away Day**

IR confirmed this will be held on **Saturday 22 Sept, 10 am to 3 pm**. Since the meeting, the venue has been confirmed as **the Saltmarsh Rooms in King's College**. More details to follow.

#### **12 AOB**

Daniel Zeichner, MP for Cambridge, is to meet IR and KC. It was confirmed no Trustees have a connection with the MP.

The meeting concluded with the Grace at 10 pm.

**Date of next meeting: Monday 29<sup>th</sup> October, 7.30 pm**