

Meeting Minutes

Full Trustees Meeting

Monday 22nd January 2018, 7.30 pm

St Philip's Primary School



THE CHURCH
SCHOOLS OF
CAMBRIDGE

Present: Keith Carne (Chair), Andrew MacLellan, Gill Ambrose, Janet Bunker, Marguerite Roberts, Tricia Pritchard, Rachel Nicholls, Stewart Taylor, Joshua Ross, Ruth Adams, Matthew Pettifer, Isobel Rawlinson (Director), Deborah Bick (Admin), Sally Allan (St Philip's School Headteacher)

The meeting opened in prayer, led by ST.

1. Apologies were received from Cheryl Lowe, David Farrer, Michael Beckett, Andrew Read.
2. No conflicts of interest were declared.

3. St Philip's school report As host school, Sally Allan (Head) gave a verbal update, with the key points being: Staffing - Clare Hetherington was appointed permanent deputy head and SENCO lead from January; new Y1 and Y6 teachers have been recruited; the leadership team has expanded and middle leader training is having a positive impact; there has been staff training in art therapy and understanding Christianity. School community & environment – Since her arrival in September, Sally has focused on providing stability, on relationship building and on developing the school site and ensuring its safety. She has developed, with school-wide input, a school vision and classroom charters, along with new policies around behaviour, and set up a weekend working party of staff and parents to clear and tidy areas of the school. Communication – The school has a new prospectus; Sally has introduced a weekly newsletter for parents; winning entries from a school art competition feature on new school postcards; there are new photographs in reception and around the school. Teaching & learning – Sally has focused on establishing consistency in teaching and learning with a new homework and marking policy; a new reading scheme has been introduced and a new library created, with tapestry observation system introduced in the preschool. She has developed a Collective Worship policy and has introduced class-led Collective Worship assemblies, focusing on the school's Christian-based values.

Trustees thanked Sally for her comprehensive update and acknowledged the range of achievements she has undertaken since joining in September; IR thanked her for her positive input and openness in working with other Heads. AM asked about her experience of the recent Ofsted inspection. Sally replied that she had found it an intense but fair process. KC asked about the range of outside support the school had received. Sally said it was sufficient, replying she was receiving support around English, Maths and Early Years with half-termly School Improvement Programme reviews. KC confirmed that both the LA and DEMAT had provided support, DEMAT in Maths, RE and school organisation.

Sally left the meeting after delivering her report.

Trustees discussed the recent letter from St Philip's IEB in relation to its decision that the school would remain with the LA and not go into DEMAT due to timing concerns. The school has received a full academy order, which normally cannot be withdrawn. In conclusion, Trustees agreed that the Trust must be supportive, but cannot influence any outcome.

There was a discussion about the IEB ongoing role and the transition to a governing body. The previous governing body included 8 Foundation Governors, 4 of whom were CSOC appointed with the incumbent of St Philip's Church (ST) having an ex-officio post along with 3 further Diocese appointments. AM recommended identifying people to nominate and it might be helpful if a Trustee served for a couple of years (appointments would probably be staggered). IR raised the issue that 3 FGs should be parents at the school, but JR noted 'should' implies preference rather than requirement. **Action: IR to follow up**

AM raised the question of the Academy legal documents which have been drafted (CSA and Head of Terms). KC suggested asking DEMAT how they wish to proceed. **Action: AM to follow up**

4. Trustees: The meeting welcomed Ruth Adams (RA) and Matthew Pettifer as new Trustees. The revised Register of Interest was circulated, some declaration forms are still outstanding. Trustees also completed and signed a contact details list at the meeting. **Action: DB to follow up with outstanding forms and contact requests.**

IR updated the meeting on appointments. She has contacted MB about his attendance on behalf of St Paul's: as an Ex-Officio he has agreed to nominate a representative, which would require the Bishop's agreement. **Action: IR to follow up with MB and the Archdeacon.** For the Ex-officio St Clement's vacancy: the Exec and Nick Moir have agreed that this appointment will be decided when GSM appoint John Binn's successor. The meeting noted that the Diocese can make two appointments and currently there is a vacancy (previously filled by the Archdeacon), and it was agreed that this should be followed up. **Action: IR to contact Archdeacon**

It was agreed that the Register of Interest, Trustee appointments and the current list of Foundation Governors should be reviewed annually

5. Minutes of previous meeting: The minutes of 18 October FT Meeting and 4 December Exec Meeting were approved, but an error in the former was noted: 'the meeting was not in quorate' should read 'not quorate'.

6. Election of Chair and Treasurer: KC expressed his concern at continuing to be both Chair and Treasurer. He offered to continue as Chair for one more year with AM offering to stand as Treasurer. Both positions were voted and agreed by Trustees. The position of Vice Chair would be reconsidered during the year. It was agreed that Exec Trustees remain the same and the Finance Committee would be made up of AM, KC, DF and MP.

7. Trust School Updates

Park Street: MR reported that the school received a 'Good' rating in their recent Ofsted report. She is in discussion with the school about continuing as a Foundation Governor or as an associate. It was noted in the 18 Oct FT Meeting notes that the Trust would consider funding the Senco training as all agreed that as a requirement for the school it should be a top priority. RA asked whether they might be able to reconfigure their budget. Agreed: **IR to discuss with the Head**

St Luke's: JB reported that Governors are preparing for an imminent Ofsted inspection. There have been new staff appointments, including deputy head, but the staffing budget is still limited and existing staff are over-stretched.

St Paul's: KC reported that the school recently had a SIAMS inspection, which went well but did flag up the need for a better theological underpinning of the school's assembly planning. The Head is working with Governors on this and overall school planning.

8. Director's Report: IR presented her report, which was well received by Trustees. Key points raised were:

- Sarah Helme has joined the Trust as the new Finance Officer.
- Safeguarding and capital project guidance document both need reviewing.
- The website content has been rewritten and will be circulated before its launch.
- St Paul's are carrying out a review of school space and what Trust support is needed.
- Park Street capital project proposals not yet submitted.
- Leadership coaching has begun for all four Heads with a joint meeting in February.
- DFC summaries were discussed and the meeting reminded that the schools have up to 3 years to spend their annual allocations.
- LCVAP projects and project management proposals in progress.
- There are Foundation Governor vacancies at St Paul's and possibly at St Luke's (JB to confirm). JR asked whether governors are required to be Anglican. KC confirmed no but in sympathy with the C of E. AM encouraged Trustees to advertise and/or consider also becoming Governors. **Action: IR and DB to advertise vacancies**
- AM asked if St Andrew's playground is land registered. **Action: IR to check with Astons**
- Jesus Lane Sunday School Endowment Fund – Administration changes being followed up. ST raised the question of St Philip's having missed Jesus Lane funding last year. IR outlined the email/application form that was sent last year, DB to check the process and feedback to ST. **Action: DB**

9. Finance update For 2017, Trustees noted the progress on spend versus income. IR had provided notes to the budget to show potential changes regarding the end of year income and spend position. Due to better than expected investment returns there is likely to be a surplus. **Action: End of year position to be confirmed**

For 2018, RA asked how the extra funding has been created and was being allocated. IR stated that the current 2018 budget shows £58,000 of potential 'new activity' created by refocusing activities and better than expected investment returns. The Exec had agreed that the top priority for this funding was the four Trust schools, who had been asked for proposals; once these were agreed, the remaining budget would then be considered amongst the other listed priorities. **Action: Exec to consider proposals and update Full Trustees**

Trustees noted that the 2018 grant figure for Romsey Mill and Thirst had not yet been agreed, which could impact on remaining available funding. Sarah Helme will be reviewing the overall figures with IR and AM.

JR asked about the Trust position regarding overspending if there were significant funding requests from the schools. KC replied that spending is guided by the proposals that come in and that the Trust did have sufficient reserves to meet these. An updated budget would be presented at the next Full Trustee meeting along with early plans for 2019.

10. Future discussions KC reported that the schools meeting on the 15 December had been constructive, as outlined in the circulated meeting note. Both TP and MR both commented upon the

need to continue encouraging the Heads to work together and support each other. All supported the actions outlined in the meeting note and in having an annual Trust and schools meeting.

KC recommended that during 2018 the Trust should focus on its own structure and on ensuring it has the right people in place on governing and trustee boards. He suggested holding a half-day focus meeting and consider inviting CSOC appointed Foundation Governors. All agreed this would be a good way forward. **Action: IR to work up proposal for Exec to consider**

TP suggested that what has happened at St Philip's might open up opportunities for the way in which the Trust engages with its schools, including the possibility of all four schools academising together. KC agreed that the Trust's roots were about education (for poor children), and that there might be opportunities to engage with educational matters more; this is something that he asked IR to consider when meeting the schools.

The meeting concluded with the Grace at 9.50 pm.

Date of next Full Trustee meeting: Monday 21st May, 7.30pm, at Park Street School.