

## Meeting Minutes of Full Trustee meeting

21<sup>st</sup> January 2020 7pm – St Pauls Primary School

**Present:** Keith Carne, Andrew Maclellan, Ruth Adams, Andrew Day, Cheryl Lowe, Alistair Mack, Joshua Ross, Isobel Rawlinson (Director), Sarah Helme (Finance Officer & Admin), Victoria Goodman (Projects officer)

**Guest observers:** Helen Darrell (St Pauls head)

- 1) **Opening Prayer** led by CL
- 2) **Apologies:** Andrian Daffern, Janet Bunker, David Farrer, Stewart Taylor, Tricia Pritchard, Matthew Pettifer  
**Also, not present** Gill Ambrose, Marguerite Roberts, Andrew Read, Rachel Nicholls
- 3) **Declaration of Interest** – None specific to agenda items
- 4) **AOB** – none
- 5) **Minutes of last meetings (14<sup>th</sup> October 2019) / Outstanding actions**

The minutes of the Full Trustees Meeting of 14<sup>th</sup> October were approved, AM raised a question that the list of documents referred to on page 4 are missing, he would like to revisit the Trustee handbook and potentially extend this and combine with other documents to make a useful, broader, guide for trustees. He will feedback the revision to a later meeting of Trustees.

***Action: AM and SH to look at Trustee handbook and report back any amends***

There were no comments or questions about the Executive Committee Meeting of 9<sup>th</sup> December. There were no outstanding actions as all either agenda items, ongoing or completed.

### 6) Items for discussion

#### a) Host School update (St Pauls – Helen Darrell)

Helen has been in role a year and feels the school has reached a stable place with staffing, which is enabling the school to focus on the work required to embed procedures and move towards a good rating, a recent HMI visit and parent feedback was positive. The school is focusing on reading and writing and making use of the city for curriculum enriching trips. Helen circulated a guide with the school's vision, values and 5 year plan. Reception numbers are low this year and there are lots of high needs children which impacts funds and staffing. There are still governor vacancies to fill.

#### Trustee and staff name abbreviations

Adrian Daffern – AD, Alistair Mack – AMack, Andrew Day – ADay, Andrew MacLellan – AM, Andrew Read – AR, Cheryl Lowe – CL, David Farrer – DF, Gill Ambrose – GA, Janet Bunker – JB, Joshua Ross - JR, Keith Carne – KC, Marguerite Roberts – MR, Matthew Pettifer – MP, Rachel Nicholls – RN, Ruth Adams – RA, Stewart Taylor – ST, Tricia Pritchard – TP, Isobel Rawlinson – IR, Sarah Helme – SH, Victoria Goodman – VG, Helen Darrell - HD

## **b) Trustees**

### **i) Appointments/Reappointments & committee membership & link schools**

- Chair election – KC agreed to stand. JS nominated and CL seconded this appointment
- Treasurer – AM agreed to stand. CL nominated and RA seconded this appointment.

As both have been in these posts for a number of years KC commented that other Trustees need to think about taking on one of these roles in the coming year/years.

Trustees were asked if they would like to join any of the committees along with KC and AM.

- Executive – CL agreed to join
- Finance and Premises – DF and MP have agreed to stay

***Action – SH to email all Trustees about committee roles to capture those not here or needing time to think about it.***

There are Trustee positions due for reappointment in 2020. The Trust will contact the nominating bodies about these roles, as well as asking Trustees if they wish to stand again. JR informed the meeting that he will not be standing again as he is moving from the area. KC thanked him for his time as a Trustee.

***Action: IR/SH to contact Trustees whose role is up for re-election and follow up with nominating bodies***

### **ii) 2020 declarations & promise**

Trustees present at the meeting agreed to abide by the Promise by reciting it and signing a declaration.

***Action: SH to contact all not present for their signature to the promise and missing declaration forms.***

## **c) Spirituality update**

CL explained that the group have met several times and had very productive meetings to review what we do and what we could do. An update on the work of this group was circulated with Trustee papers, Cheryl reminded the meeting that the charity was formed by Whiston to educate the children of Cambridge.

VG explained what an Exhibition involves, and the supporting information provided to schools. Church and community schools (local to host church) attend the events and sessions have been run for the host church toddler groups. The Spirituality Group are proposing to run a session for all Trustees on Sat 14<sup>th</sup> March (at the end of the exhibition week) or invite Trustees to attend during the week.

***Action: VG to provide dates and times of sessions for SH to circulate to Trustees***

KC thanked the group for their work and asked them to continue this. Any proposals for new work should be brought back to future meetings. Little expenditure is expected this year, but CL had a request for some bibles for Chesterton primary school. It was suggested that the funds could be provided to St Georges church to make a gift of the bibles.

***Action: SH to liaise with St Georges to provide bibles to the church***

## **d) 2020 budget (update with grants)**

AM explained the document. There were no questions and Trustees were happy with this initial budget.

## 7) Operational standing items

### a) School updates – link Trustees

- i) **St Pauls** – already covered by head in item 6a
- ii) **St Philips** – AM explained that there is now a stable staffing and governing bodies in the school, all of whom are working towards a potential Ofsted inspection in near future. Budgets are challenging, which is not helped by the number of children with high needs requiring a ‘one to one’ TA support. He explained that the council no longer have plans to develop the school to 2 form entry but the school hopes to be able to obtain some of the Section 106 funds (£1.3 million) that was set aside for this work.

Discussions followed about the fact that all the schools have budget issues. Questions were asked about whether the Trust could support the schools with this. This is a topic that has been discussed before and the consensus is that all schools are facing the same challenges and the Trust does not have the funds to support the shortfalls in budgets created by government funding reductions. Where the charity can help is with the provision of ‘extras’ to budgets such as through the annual grant. The work to explore collaborative working may provide areas for costs savings and work with our partners is being focused on our schools.

- iii) **Park Street** – ADay explained that Sarah Hawker is doing a good job as the new head and putting procedures in place to make the improvements required. They are focusing on improving writing and also rebuilding relationships with the local community. There have been some staff changes, but Sarah held a positive meeting with staff on the 6<sup>th</sup> Jan to look at the school vision. IR also explained the school feasibility study which will look at how to maximise the space within the existing site
- iv) **St Lukes** – there was no link Trustee or info sent ahead of the meeting. IR visited the school on the 7<sup>th</sup> Jan to look at the overall site and meet a structural engineer who is looking at the barn, a survey will be produced that CSoC is paying for, DEMAT are looking into options for future use. The phase 2 grant focuses on art therapy, library development and SEN support. They are also looking for new governors following the move to DEMAT.

### b) Directors vision – update

IR explained that the vision is based on her annual objectives and sets out the work for the Trust and staff for the year. TP will review these with IR and agree focus and amendments to this vision for 2020. The circulated vision paper provides an update on the priority areas of schools, trust activities, partners and charity.

There has been good progress on CSoC schools working together, the The Spirituality group are developing an overall vision and workplan, key partner works includes the Diocese wellbeing pilot (Network CSoC) Other work being developed and continuing this year is the review of the Trust Structure, all agreed that IR should follow up with the Executive

**Action: TP to carry out IR appraisal and agree 2020 priorities**

**Action: IR to discuss structure changes with the Exec**

### c) Directors operations report

Due to the time, the circulated report was not discussed and there were no questions asked.

## **8) Matters to report**

### **a) Budget 2019 (spend vs budget) – update**

AM explained that this is currently underspent but waiting on an invoice for St Lukes support grant phase 2. Once final costs are processed the additional funds available (Capital Gains form last 5 years) figure for 2020 can be confirmed.

### **b) Risk Register**

AM explained that he has worked on simplifying the Charity Commission template. IR and SH will continue to review this. If anyone has any comments, please let SH know.

***Action: IR and SH to review further simplifications of text (Risk register)***

### **c) Safeguarding – update**

SH explained that there is training to complete but this is all booked. DBS for new Trustees are underway. There is nothing else to report as routines are now established and policies and procedures in place.

It was agreed that this should be an item on FT meetings with a report by exception only.

### **d) 2019 Sunday school grant – update**

KC explained the background of the JLSSEF charity being under CSoC control and the merger work last year. The use of these funds will develop within the Spirituality review work. Funds were given to traditional Sunday Schools this year but there was an increasing move towards children workers outreach programmes.

### **e) Trustee attendance 2019**

KC explained that a register of attendance at meetings is kept and will be circulated once a year.

**Next meeting** Wed 20<sup>th</sup> May St Lukes Primary school

Meeting finished with prayer provided by CL at 9.20

**Appendix 1 - actions from this and previous meetings (can you amend from above changes)**

Meeting date	Action	Update
21.1.20	AM and SH to look at Trustee handbook and report back any amends	
21.1.20	SH to email all Trustees about committee roles to capture those not here or needing time to think about it.	
21.1.20	IR /SH to contact Trustees whose role is up for re-election and follow up with nominating bodies	
21.1.20		
21.1.20	SH to contact all not present for their signature to the promise and missing declaration forms.	
21.1.20	VG to provide dates and times of sessions for SH to circulate to Trustees	
21.1.20	TP to carry out IR appraisal and agree 2020 priorities	
21.1.20	IR to discuss structure changes I to Exec	
21.1.20	IR and SH to review further simplifications of text (Risk register)	