

Meeting Minutes of Full Trustee meeting 20th May 2020 7pm – Zoom meeting

Present: Alistair Mack, Andrew Day, Andrew MacLellan, Andrew Read, David Farrer, Gill Ambrose, Janet Bunker, Keith Carne, Marguerite Roberts, Matthew Pettifer, Richard Summers, Stewart Taylor, Tricia Pritchard, Isobel Rawlinson (Director), Sarah Helme (Finance Officer & Admin)

1) Opening Prayer led by JB

2) Apologies: Cheryl Lowe, Rachel Nicholls, Ruth Adams

Declaration of Interest – KC – DEMAT, AD – Park St governor, AM – ST Philips governor, JB & GA – St Lukes governors

3) Minutes of last meetings (21st Jan 2020) / Outstanding actions

There minutes were approved as an accurate account of the meeting. There were no questions about the minutes from other committee meetings. Outstanding actions either ongoing or on the agenda.

4) AOB – Park Street teaching support request from AD. This was discussed in Directors report.

5) Items for discussion

a) Supporting CSoC Schools

IR referred Trustees to the circulated summary on Trust support for laptops and the Acorn pilot, there was a general update and in summary on who is open:

Park Street have used St Albans provision, St Pauls are sharing provision with St Albans, St Philips is open for key workers children and St Lukes running for short sessions for a few children with additional needs

DF asked a question about the Laptops being provided for our schools and how these would be allocated. AM replied that for St Philips it was predominantly Y5 but only to pupil premium children.

TP asked about the percentage of children who are expected to return to schools when they open for certain year groups after the May half term, info provided was as follows:

- St Lukes – 36% yes, 35% no, 28% unsure (from recent survey)
- Park St – 60% to return in Reception, Yr1 and Y6. Due to school space restrictions, Y6 will be hosted at St Johns college.
- St Philips – 60% indicated they will return, only 20 out of 45 staff are able to work, opening for Reception first then Y1 and possibly Y6

The meeting agreed it would be useful for Trustees to have updated information at the Chairs/Heads meeting planned after half term in relation to staff able to work, % of children return and what year groups are running. **Action: IR to ask Heads for this information**

Trustee and staff name abbreviations

Alistair Mack – AMack, Andrew Day – ADay, Andrew MacLellan – AM, Andrew Read – AR, Cheryl Lowe – CL, David Farrer – DF, Gill Ambrose – GA, Janet Bunker – JB, Keith Carne – KC, Marguerite Roberts – MR, Matthew Pettifer – MP, Rachel Nicholls – RN, Richard Summer – RS, Ruth Adams – RA, Stewart Taylor – ST, Tricia Pritchard – TP, Isobel Rawlinson – IR, Sarah Helme – SH

KC asked about staff welfare and IR reminded everyone about the Acorn project.

On a wider support point, IR informed trustees that the Diocese had held a virtual meeting of Heads under the Network CSoC project, we are awaiting a response from Red Hen on support and on a reply from Romsey Mill about how they are managing at present.

b) Spirituality review

There is an impact on the delivery of Spirituality work since Lockdown. VG delivered the exhibition the week before the Lockdown and created an Easter worksheet for schools.

The report provided by CL was discussed, KC commented that it was a good detailed report but there was more work to do to firm up the direction. MR agreed and GA discussed the possibility of virtual meetings to help move this forward.

Action: MR to speak to CL about virtual meetings and using CSoC Zoom licence

c) 2019 Accounts and Audit

AM explained that the accounts have been prepared and audited by Prentis, they have sent the Trust the following three documents.

1. Annual Report and Accounts
2. Management letter (to all trustees)
3. Letter of representation (which trustees need to agree for signing)

DF asked a question about the value of our investments due to the effects of COVID19 on the stock market. AM confirmed they did drop and are now approx. 10% down from peak which was similar to the value this time last year. There may be an impact on the income received over the coming year which he estimated could be down by 20% plus.

The auditors suggested that a sentence could be added to the accounts about the COVID19 risk. It was agreed that this was discussed at this meeting and it would be added to the minutes that

'The trustees have reviewed the impact and risk of the COVID pandemic on the charity's affairs and its beneficiaries and believe the charity has sufficient reserves to ensure its operations will continue in the medium term without disruption.'

A discussion followed about the comment from Prentis about all the investments being with CCLA. AM provided an update to how they operate, and their returns and that the F&P committee regularly review investments and any changes that would be prudent to protect investments and returns on these.

Another issue raised by CL was that it incorrectly states that AMack is the vicar of St Pauls church. JB also raised she is not the rector.

Action: SH to ask Prentis to make corrections to accounts

The Trustees authorised the accounts and documents with the above changes and authorised AM to sign the relevant documents on their behalf.

Action: AM to sign letter of representation and accounts and return to Prentis

6) Operational standing items

a) Trustees update

IR introduced the report and welcomed Richard Summers as the new Trustee as the representative for the Ex officio St Clement's role.

Discussions followed about the difficulties in finding good Foundation Governors, an update on current vacancies was contained in the Directors report. .

b) Directors operations report

IR highlighted the following points from her report:

Staff salary – Cost of living for 2019/20 of 1.4% has been agreed, to take effect from 1st January 2020, and it is planned to use the rise in relevant local government pay scales to determine future increases.

Staff job descriptions- Being reviewed and rewritten for all staff.

Team meetings_– These are weekly via Zoom, all balancing working with Home schooling.

Website_– SH has been working on site and Trustees were asked to look at it .

Action: Trustees to review website and feedback comments to IR/SH

Chairs meeting – Planned for 2nd June, agreed KC, AM, TP and IR to discuss content

Coaching – continuing remotely for heads

Hardship Fund – no requests to date this year, IR to remind Heads

Foundation Governors_– IR updated the meeting that two candidates have now approved by Exec for St Pauls, waiting on approval from Michael Beckett to formally appoint.

DFC – IR updated the meeting that a request has just been circulated to the Exec for St Philips for Whiteboards **Action: Exec to review request**

LCVAP / SCA_– IR following up on allocation and process for 2020/21

Property management_– IR highlighted the recent work on school feasibility studies (reports attached to Trust papers), on a tender specification for property support and on linking CSoC schools in with the Diocese condition survey tender

St Lukes Barn- IR met with Andy Lucas and Rachel Lamb yesterday to review progress on barn plans since emergency works have been completed, there are currently no users due to lockdown. The Barn has been with DEMAT for a year and there has been little progress on future usage, KC proposed that if there is no real desire to drive this then the trust should wait for a proposal which does need to show sustainability. The meeting agreed that the Trust would wait and consider proposals as and when they are developed.

Park Street_– The Trust has received a request to fund additional teaching resource to support the school to address current priorities, following recent interviews a good NQT has been identified and the school would like to employ her in the short term to help with teacher capacity as outlined in the school's Strategic Development Plan. In the longer term, the school could look to employ her to fill any vacant role. A lengthy discussion followed raising questions about:

- Is an NQT the best additional resource for the school, any staff changes could have a big impact on the existing team and Head, support needs to be considered
- How long the funding would be for, how this ties in with employment contracts and what monitoring information would be needed to show impact
- Ensuring working links between the trust and the school, IR to attend the school LAIG meeting (Friday 22nd May – AD to follow up)

It was agreed that the idea was supported in principle and IR would follow up with AD on the details of a grant and obtain the school development plan. The meeting agreed a one year grant with monitoring conditions, the meeting authorised the Exec to approval the grant. The meeting noted that other CSoC school had been given some funding towards staff capacity but Park Street has not as yet, Trustees may need to remind their schools of this fact.

Action: AD to invite IR to LAIG meeting (22nd May), IR/Head/AD to discuss grant details, IR to present final grant proposal for Exec approval

c) 2020 spend vs budget

Figures circulated to the meeting, AM informed the meeting there was nothing to report at present but budgets may change to support the schools based on the current situation. If income dips AM confirmed the charity has enough reserves to cover costs.

7) Matters to report

a) EDRA – spring report

IR updated to meeting to say the Diocese were reviewing summer term activities

Network CSoC (Jan/Feb/April reports)

IR summarised that the circulated reports relate to the initial launch meeting plus one session before lockdown, since then there has been one virtual meeting.

Feasibility studies Park St, St Pauls & St Philips

IR summarised that the surveys have been sent to schools, school are currently reviewing and follow up meetings offered with Andrew Thomas, so far none have taken place.

8) AOB - None

Next meeting Monday 9th November St Philip's or St Luke's, as missed this meeting in rota.

The meeting finished with grace at 8:50

Appendix 1 - actions from this and previous meetings

Meeting date	Action	Update
20.5.20	IR to ask CSoC schools for information on returning pupils	
20.5.20	MR to follow up with CL about virtual Spirituality meets and use of Zoom	
20.5.20	SH to ask Prentis to make corrections to accounts	
20.5.20	AM to sign letter of representation and accounts and return to Prentis	
20.5.20	All trustees to look at website. Is there anything we need to add, what areas work well etc and feedback to IR and SH	
20.5.20	IR to be invited to Park St LAIG meeting (22 nd May), IR/School/AD to discuss grant details, IR to send grant proposal along with school development plan for Exec consideration and approval	
21.1.20	AM and SH to look at Trustee handbook and report back any amends	Ongoing
21.1.20	SH to contact all not present for their signature to the promise and missing declaration forms.	Ongoing – 1 still to complete
21.1.20	IR to discuss structure changes I to Exec	Ongoing
21.1.20	IR and SH to review further simplifications of text (Risk register)	Ongoing