

Meeting minutes Full Trustee Meeting, 20th May 2019

Held at St Philips School

Present: Keith Carne (Chair), Andrew MacLellan (Treasurer), Stewart Taylor, Matthew Pettifer, Ruth Adams, Cheryl Lowe, Ruth Adams, Janet Bunker, Marguerite Roberts, Tricia Pritchard, Andrew Read, Isobel Rawlinson (Director), Sarah Helme (Finance Officer and administrator), Sally Allan (St Philips headteacher)

Sally Allan the head of St Philips took the Trustees to visit the new KS1 outdoor area that was previous underused, this was created with use of recent DFC funds as well as CSoC 10% and PTA funds. It also allowed Trustees to see allotments that are referred to in AOB agenda item from AM.

- 1) ST led an **opening prayer**.
- 2) **Apologies** – David F, Adrian D, Gill A, Andrew R, Tricia P, Rachell N

Sally Allan provided an overview to St Philips at this point - see section 9 for details. SA then left the meeting.

- 3) **Declarations of Interest** – KC role within DEMAT
- 4) The **minutes** of the Full Trustee meeting (21st Jan) were accepted as a true account. There were no questions about the minutes from the other meetings, Exec (26th Feb & 7th May) Finance & Property (19th March).

Outstanding actions were reviewed and updated. Actions tables in appendix 1

5) **Trustees- appointments, forms and DBS**

IR explained her ongoing discussion with MB (who has not attended for several years) about an Ex-Officio replacement for St Pauls , which should be Sophie Young once she is ordained in June. CL said she could take up the DBE Trustee vacancy instead of being a Co-Opted Trustee and IR was asked to investigate

Action: IR to follow up

6) **2018 Annual accounts and audit**

AM presented the initial set of 2018 accounts and provided an update on the following: .

- Jesus Lane Trust – funds for this were moved to separate CCLA accounts during 2018. It was also agreed that the charity would merge with the CSoC charity last year and the Charity Commission have been notified and we are waiting for completion and it will be combined in 2019 accounts.
- Linda Eraut fund – the decision to close this fund was made in 2018. Money was paid to schools to buy books and the CCLA fund is being closed. This will disappear as a line in the 2019 accounts.

- Alice Bradwell – this is a fund of £150 and there is no history about it. It was agreed that this will be merged into main accounts and it will not show as a separate line in the 2019 accounts.

There were no questions on the figures within the accounts and all Trustees agreed that AM should sign off the finalised accounts on behalf of the CSoC Trustees along with the letter of representation.

Action: AM to agree final accounts with Prentis and Co. and sign on behalf of CSoC Trustees.

Action: AM to sign Letter of representation on behalf of CSoC Trustees.

7) CSoC Safeguarding policy / action plan

SH summarised the circulated action plan including work to date and outstanding actions which was acknowledged by Trustees. SH explained that CL had agreed to be the Safeguarding lead Trustee (as well as herself as the Safeguarding staff lead). All outstanding actions are highlighted in the plan.

Action: CL to send SH the Safeguarding policy used at her charity to act as a point of reference to creating an updated version for CSoC.

Action: S/IR to implement actions within the plan and review at the July Executive meeting

8) Deed of Retirement

An explanation was given about the fund held by the Diocese by AM, which contains approx. £60k. KC asked the Trustees if they were happy to agree that this be transferred to CSoC and for KC and AM to sign this on behalf of the Trustees. All agreed.

Action: SH to obtain signatures from KC and AM at the end of the meeting and send form to JS at the Diocese.

9) Schools update

a. Directors update

IR provided background information on the work that has previously taken place to look at school improvement. The lack of head teachers with interim heads in schools has made it difficult to develop a working group and form a collective approach. IR visited all 4 schools and the resulting proposals were considered by the Exec earlier this month. Although grants were given, the Exec were not happy with the proposals as they felt it addressed short term budget issues rather than providing long term improvement. The Exec would like schools to think about producing a collective plan based on existing priorities to help long term sustainability. RA asked what a good proposal would look like to which KC said one that engages other schools I.E. they all struggle with SENCO so a proposal for joint working and training across the four schools. A discussion followed on the lack of information from schools following the December meeting with the lack of consistent heads. KC felt that the lack of knowledge about our schools makes it difficult to know how best to support them. JR asked if we should be hiring someone on behalf of the Trust to go into schools and help identify the issue and build the collective approach. Discussions followed on the inability of a new head to work on issues outside the school as well as focusing on the school and whether it would be good to get the 4 Chairs together to help strategic thinking It was agreed that with all schools having fixed heads from September it may be possible to start collective work in the next 12 months. Action: IR to meet the CSOC Heads to progress

b. St Philips update

SA explained the plans for the school to increase the PAN from 45 to 60 creating a 2-form entry school. This will improve the appeal to many parents who feel children will benefit from being

taught in discrete year groups. There have been a lot of staffing changes for a variety of reasons. Alex Hughes has conducted exit interviews which have been predominantly positive. The school is now working with the new team towards the school vision. The school expects an Ofsted visit within the next year to check on progress. KC asked about LA support for the school. SA confirmed that the school has received good support to help address issues identified at last Ofsted inspection. The school staffing structure is a little top heavy to help implement the changes required to improve the school. AM explained the budgets are very tight and the school expect to end the year on a 30k deficit which was a 50k deficit at the beginning of the year. Expansion of the school will boost the budget and support the current staffing structure. Another factor in costs this year has been the supply cover needed for 1:1 TAs due to sickness.

c. St Pauls update

Resource management continues to be a challenge and without the generous support of CSoC they would not have been able to accelerate the changes as planned during the year. Further support from CSoC has been submitted. Two new governors have been recruited and a full compliment should be in place for 2019-20. The numbers of children choosing St Pauls for the next academic year has fallen, which the school expected following the last Ofsted inspection. The school expect to be able to maintain overall numbers with new arrivals to the city and visiting academics. However, work needs to continue to make improvements and build the reputation of the school. The school appreciates all help from CSoC to confirm improvements made and support further school improvement.

d. Park Street update

No info

e. St Lukes update

JB reminded Trustees that it is the schools 50th Anniversary (on that site) on 6th July. There will be an event to mark the occasion.

Action: JB to inform Trustees of details of event.

10) Directors reports

a. Future vision

IR summarised the circulated report and key discussion points were:

- IR explained that collective property work is developing and she is talking to Rachael Lamb about her input with her new Diocese/DEMAT property role
The Spirituality Group met today for the first time. CL said the meeting was productive and herself and RA would like to provide an update at the July Exec meeting which was agreed.

Action: CL and RA to report to July Exec

- Ongoing discussions continue with DEMAT following St Lukes move
- Potential new governance structure and a review of the Charity's scheme will be discussed with Trustees in the Autumn with initial thoughts to the July Exec meeting

Action: IR to present to July Exec

b. Operations

IR asked Trustees if they had any questions about the reports. Various questions and discussions followed.

- **School governors** - KC discussed the need for strong leadership in schools from within the governor teams. He reminded Trustees to let him and Isobel know about any potential candidates. JB explained that they are carrying out a skills audit for St Lukes to

identify the skills for a new governor team. RA explained about the potential to approach businesses, as many require their staff to do voluntary work.

Action: All Trustees to pass on names of potential governors to KC and IR
Action: RA to feedback to IR on her business organisation contacts s.

- **Lay Chaplaincy** – JB asked about what had happened to this following the successful CSoC pilot. It was suggested that IR should forward the pilot report to Sue Marting at the Diocese.

Action: IR

- **Thirst** – JB asked about Thirst and whether there was any support from the Diocese for the work she is doing as her work does not fit into the traditional model but is highly effective. IR updated to say the Exec had agreed a transitional grant of £5,000 had to be made to Sue Butler for Thirst work during 2019.
- **Sunday School grant** – MR asked about the 2019 grants as Sunday schools have not heard anything to date. It was explained that we are waiting for the merger to be complete before agreeing the award this year, but a paper has been prepared.

Action: SH to contact each church to find the correct contact and update them of timings for 2019.

- **RE support** – ST asked about the support for RE across schools. IR explained that the 4 CSoC schools RE Coordinators met with Victoria and Anna (GSM Officer) in December 2018 with another meeting planned for June and the wider 7 schools are being invited. IR also explained that an increasing number of non-church schools attend the exhibitions held by CSoC.

11) Finance

a. Grants summary

No comments or questions were raised.

b. 2019 spend

AM explained there was nothing to say about the spending at this point in the year. No comments or concerns were raised from Trustees.

The insurance on school buildings was raised as a question. This is not something that CSoC deal with as the LA insure our schools. Trustees said they would like to see the insurance on each school on an annual basis to check it is in place.

Action: IR to ask heads about insurance ting.

12) Autumn event

KC explained that the Trust is looking at hosting an event in the autumn term to showcase the work of the Trust with the aim of inviting Trustees, school staff and governors, volunteers and partners to be invited to the event. More details about this event would follow.

Action: IR/SH to progress

13) AOB

a. St Philips expansion

There have been discussions about expanding the St Philips school site to a 2-form entry school. AM explained that expanding the PAN at St Philips to move from 1.5 to 2 form entry would support help manage the budget providing additional funds needed for the staffing structure. The LA have presented information supporting the need to expand the school. The governors are in support of the expansion. The build is a relatively cheap one for the LA as it combines the previous Community rooms into the school site with internal restructure and minimal new build. There are section 106 funds available.

There are two concerns with the LA plans which are:

- Outdoor space

Since it opened on the site the school's playground has been significantly reduced by the build of additional classrooms and the use of Romsey Recreation Ground for sport has effectively been discontinued due to the need for the council's need for notice to 'cleans' (of needles and dog mess) the site before use. The parents, staff and governors have concerns over the lack of amount of outdoor space for over 400 pupils after the school is expanded. The issue has been raised with the LA who were initially dismissive saying that the existing space met their current formula. The suggestion has been made to acquire some adjacent allotment land from the City Council for a 2- pitch multi-use games facility. As this could be accessed from outside the school site it could be offered for use by the wider community as well as the school. AM circulated a google image to show the proposed site.

- Staff parking

There is not enough car parking for staff and an expansion in the school will worsen the issue. Local roads are planned to become resident parking only and there is no easy way for many staff to get to the school by public transport. This is expected to become an increasingly important issue in recruitment of staff. The school have a proposal to ask for the purchase of some spare land behind an adjacent shop (but not belonging to the shop) which could add a few cars space to the school car park. AM circulated a google image to show the proposed site.

AM explained that school governors and parents will lobby for this land as part of the expansion and wanted to know if the Full Trustees were happy for him to pursue these matters on behalf of the Trust, insisting that they should be addressed as part of the expansion plans. He explained that this was a once only opportunity to persuade the authorities to increase the site and it is only the CSoC that has the power to insist that the issue is addressed, and it is likely to require a robust approach to succeed.

Trustees had a few questions about the building expansion discussed.

CL asked how this school envisage the management of the multi-use courts. This was not known at this stage. It was explained that Bar Hill have a similar situation so the way this is managed there could be investigated if these are agreed.

JR asked if the school would loose break out space as part of the internal redesign to expand the school. AM explained that break out space was included in the building plans.

KC asked if the Trustees were happy for AM to pursue the issue of acquiring additional land for the school on behalf of the Trust. Full Trustees were in agreement with this.

Action: AM to represent CSoC with school proposal to LA for purchase of land as part of school expansion plans.

b. CCLA Mandate

The Mandate for the CCLA funds as agreed at the Finance a& Property meeting needs updating. Mr Andrew MacLellan (Treasurer) and Dr Keith Carne (Chair), Matthew Pettifer, and David Farrer would be the signatories for the account.

Action: SH to send signed forms off with copy of minutes approving this.

Meeting closed with Grace at 9.15pm

Next meeting date: Tuesday 14th October, 7.30 pm at Park Street school

CSoC Full Trustee meetings – next steps

Meeting date	Action	Update
20/5/19	IR to follow up on Trustee vacancies (St Pauls Ex Officio and DBE)	
20/5/19	AM to agree final accounts with Prentis and Co. and sign on behalf of CSoC Trustees.	
20/5/19	AM to sign Letter of representation for Prentis on behalf of CSoC Trustees.	
20/5/19	CL to send SH the Safeguarding policy used at her charity to act as a point of reference to creating an updated version for CSoC.	
20/5/19	SH to implement actions on Safeguarding plan for review at next meeting	
20/5/19	SH to obtain signatures from KC and AM at the end of the meeting for the Deed of Retirement form and send form to JS at the Diocese.	
20/5/19	JB to inform Trustees of details of event at St Lukes (50 years on site)	
20/5/19	CL and RA to report to July Exec on Spirituality proposal	
20/5/19	IR to present to July Exec on future structures	
20/5/19	All Trustees to pass on names of potential governors to KC and IR	
20/5/19	RA to feedback to IR on how to approach these groups about potential governors.	
20/5/19	IR to speak to Sue Martin at the Diocese about Lay Chaplaincy programme	
20/5/19	IR to ask heads about insurance docs as part of next meeting.	
20/5/19	IR to investigate an autumn event and feedback to Trustees	
20/5/19	AM to represent CSoC with school proposal to LA for purchase of land as part of school expansion plans.	
20/5/19	SH to send signed CCLA Mandate forms off with copy of minutes approving this.	