

Meeting Minutes of Full Trustee meeting

14^h October 2019 7pm – Park Street Primary School

Present: Keith Carne, Andrew Maclellan, Stewart Taylor, Tricia Pritchard, Gill Ambrose, Matthew Pettifer, Ruth Adams, Cheryl Lowe, Marguerite Roberts, Isobel Rawlinson (Director), Sarah Helme (Finance Officer & Admin). **Guest observers:** Andrew Day & Sarah Hawker (Park St head)

- 1) **Opening Prayer** led by CL
- 2) **Apologies:** Andrian Daffern, Janet Bunker, David Farrer, Joshua Ross, Rachel Nicholls, Andrew Read. **Declaration of Interest** – None specific to agenda items
- 3) **Minutes of last meetings (20th May 2019) / Outstanding actions**
The minutes of the Full Trustees Meeting of 20th May, the Executive Committee Meetings of 9th July & 17th September and the Finance and Premises Committee 25th June were all approved.
There were no outstanding actions as all either agenda items, ongoing or completed.
- 4) **Any items for discussion under AOB** – Trustee interest in joining two working groups

5) Items for discussion

a) Spirituality review

The Spirituality Group are reviewing all the spirituality work the Trust currently carries runs or grant aids. They are looking at what we currently do, what we could do and identify what resources would be needed for future activities. The group are examining if the work carried out meets the original aims of the charity by asking if 'Whiston' would approve. A paper outlining the findings and a future proposal will be presented to the Exec meeting on 3rd December.

b) Discussion of prayers

Meetings normally start with a prayer led by a Trustee and close with the Grace. Cheryl suggested we should consider a more formalised structure and circulated a suggested structure (attached with these minutes) which was trialled at the meeting.

Action: Trustees to feedback their thoughts of whether they prefer this new suggested format vs the normal practise to RA and CL

c) Trustee promise

KC explained that new trustees to CSoC used to recite a promise on joining the Trust and sign in a book, which recorded the promise date. We have not been able to locate this book so the process has been reviewed with the following approved promise:

As a Trustee of the Church Schools of Cambridge I undertake to support the Trust in delivering its agreed Charitable aims, in providing support for staff, volunteers and fellow Trustees and to use my Christian faith to ensure that

[Type here]

Christian values underpin all that we do. I confirm that I am a member of a Church in communion with the Church of England.

AM pointed out that the Scheme rules mention Trustees signing to agree to the promise. Therefore, it was agreed that new Trustees would recite the promise at their first Trustee meeting and sign a copy. This would be added to the other declaration documents completed by new Trustees and stored electronically on SharePoint.

All Trustees (from Jan 2020 Full Trustee meeting) would annually agree to this new promise and sign a copy along with all the other declaration forms they complete.

6) Charity Operational standing items

a) Trustee update

IR explained that Andrew Day has been nominated to fill the 2nd Diocesan Board of Education (DBE) Trustee position. This nomination will be formally confirmed at the next DBE meeting in November. Andrew was welcomed to the meeting as an observer.

IR is working with DF to find a representative in place of Michal Beckett for the St Pauls Ex Officio role. IR also reminded the meeting that we have 3 vacant co-opted Trustee positions

Action: *An updated Trustee list with appointment dates will be circulated at the next Trustee meeting in January*

b) Director vision update

IR explained the vision paper to the trustees which outlines the key areas of Trust work for 2019: In reply RA asked IR what her vision for the Trust was. A discussion followed on the way the trust works with the schools has changed due to the diminished role of the LA. IR said she spends more time with schools to support them and outlined plans for a facilitated meeting with Trust school heads to look at developing a collaborative approach. All agreed this was needed, they asked that sufficient time was given for this and that Head cover time was paid for by the Trust. Trustees discussed possible pairing of schools based on locations with Park St & St Lukes along with St Pauls and St Philips. Other Trustees discussed shared priorities such as a focus on writing.

Trustees also flagged up how the spirituality work could link and support Trust schools, they asked IR to consider this within the process.

Action: *IR to arrange facilitation session for Trust school Heads and update the Exec*

c) Directors Operation report

IR explained that the report provides an overview on all aspects of the Charity including; organisation, Trust schools and wider grants and initiatives. No specific questions were asked on the report; the section on Trust schools is separately picked up in section d).

d) School updates – IR report and linked Trustee update

St Philips – AM explained that the current governing body have only been in place for one year and still have a lot of work to do. They are expecting an Ofsted inspection this year and there is a positive atmosphere amongst staff that substantial progress is being made. Budgets are hard this year and they currently forecast a deficit of 100k in the 2020 budget. Any expansion to two form entry will increase numbers on role but not impact the budget for 2-3 years. They have recently had a governance review undertaken by the LA.

St Pauls – IR explained that Bev Jones (previous Vice Chair) is now the chair at St Pauls. She had shared an email with the school's vision, values & strategy and previous Ofsted findings.

[Type here]

The school will probably have to reduce class numbers from 7 to 6 due to a decline in the number of pupils choosing the school and wanted to know what the Trust felt about this.

Action: KC to feedback to Bev that decisions on numbers of classes is a decision for the school governors.

The school received 10 children the day after census day and the head needs to appeal to DFE about the funding. IR explained that St Pauls are linking in with St Albans school around before and after school provision.

A discussion followed about potential links with Park St who can share its experience of managing mixed year group classes and also has similar priorities to focus on such as writing and mental health.

Park Street – Sarah Hawker talked about her priorities to develop the staff team so they can best support and develop the children. The intake into reception is lower this year and the school needs to attract 9 more children to help with budget issues going forward.

St Lukes – GA had shared the heads report this morning. She reported that the new staff body in place this term is a happier one that can work together. They have a new non-teaching deputy head who is carrying out PPA cover. The new governing body feel positive about the staff team and their ability to move forward and implement change. GA had been asked to express thanks for the Mosaic funded by CSoC which is in the new entrance foyer to the school. The previous Pre-School closed and the school hope to open inhouse provision next autumn. Work is to be carried out the website to make it compliant and then revamp the look.

7) Matters to report

a) Sunday school fund 2019

The grant application forms have been sent out to the churches in the Cambridge North and South Deaneries. Applications will be reviewed, and recommendations submitted to the Exec meeting on 3rd Dec for approval.

b) Budget 2019 (spend vs budget)

AM explained that spend is expected to exceed budget this year. This has been planned with some unknown additional expenditure commitments this year and will eat into the Capital Gains available in the 2020 budget.

c) Budget 2020 building

The budget building is in progress. Some shaded areas represent projects and expenditure yet to be finalised. A final budget will be submitted for approval to the Exec meeting on 3rd Dec and then shared at the FT meeting in Jan.

d) Grants

IR explained that Phase 2 of the **St Lukes support grant** has not been approved, she has had initial conversations with Andy Lucas and she is waiting on an updated proposal.

Action: IR/AL to progress

St Lukes barn costs have not yet been defined. DEMAT are investigating repairs/maintenance work as well as costs involved in making the building fit for a different use. One suggested idea is to use it for a nurture centre for children struggling to fit into mainstream schools. How this could operate requires research. Scoping out what the barn might be used for might be the costs agreed for 2020.

Action: IR to feedback after reports from RL received on repair costs

e) Policy/handbook – new docs for sign off

[Type here]

SH explained that the Safeguarding audit identified the need to create a new Safeguarding Policy and to review the information given to staff, volunteers and trustees. A new Safeguarding policy has been written along with a complete set of HR policies (most of this material was previously within the handbook) and handbooks and guides revamped/written for Staff, Trustees and volunteers.

SH has undertaken safeguarding training to fulfil the role of the Designated person for the Trust and CL has agreed to be the Safeguarding link Trustee. She has been working with SH to review the documentation for sign off. All agreed they were happy to sign off these documents (list circulated as item 7e and shown at back of minutes.).

Action: SH to electronically store and share these documents.

Action: SH to send Volunteers guide to Sarah Hawker

IR informed Trustees that SH has also been working on a School guide explaining the services provided to CSoC schools by the Trust including capital expenditure, this guide would be tested with Park St and St Pauls. **Action:** SH to implement

f) 2018 Annual accounts

AM explained that these are the final signed accounts that have been submitted in the Annual return to the Charity Commission.

g) Risk register

AM explained that work has been carried out using the Charity Commission template which has created a first draft document. This will now be simplified to remove areas not applicable to the Trust for circulation at the next FT meeting in Jan.

Action: Risk register to be circulated at next FT meeting in Jan

h) Financial Procedures

AM explained these have been agreed at F&P

Action: Any comments to AM

i) 2020 meeting dates

There was discussion about having FT meetings on different days as not everyone can attend on a Monday. It was suggested to rotate from Mon-Weds.

Action: SH to circulate an updated version to all trustees for comment

8) AOB & Next meeting date –

AOB - KC explained that a Pay Committee is being set up to review the timescales and process for staff pay decisions and asked if anyone was interested in joining along with AM and TP.

SH reminded everyone that a 'structure working group' is being formed to review the way we meet and work. If anyone is interested in joining this along with KC, TP, CL and IR, please let SH know.

Action: Trustees to let SH know if they are interested in joining any of the new sub groups

Next meeting TBC

Meeting finished with prayer provided by CL at 9.05

[Type here]

Appendix 1 - actions from this and previous meetings

Meeting date	Action	Update
14/10/19	Trustees to feedback their thoughts on the circulated trail prayer structure versus the normal practise to RA and CL	
	Add one on the Trustee promise	
14/10/19	An updated Trustee list with appointment dates will be circulated at the next Trustee meeting in January.	
14/10/19	KC to feedback to Bev that decisions on numbers of classes is a decision for the school governors.	
14/10/19	IR to work with AL on getting a St Lukes support grant - phase 2 agreed and approved	
14/10/19	IR to progress St Lukes barn costs and reports with RL and the Diocese/DEMAT.	
14/10/19	SH to store and share all new polices and guides	
14/10/19	Send Volunteers guide to Sarah Hawker	
14/10/19	SH to share School guide with finance at Park St and St Pauls	
14/10/19	Finalised Risk register to be circulated at next FT meeting in Jan	
14/10/19	Trustees to provide any comments on Financial Procedures to AM	
14/10/19	SH to circulate an updated version to all trustees for comment – which document can you list	
14/10/19	Trustees to let SH know if they are interested in joining any of the new sub groups	
20/5/19	IR to follow up on Trustee vacancies (St Pauls Ex Officio and DBE)	Ongoing
20/5/19	IR to present to July Exec on future structures	Working group being formed to review this
20/5/19	All Trustees to pass on names of potential governors to KC and IR	Ongoing
20/5/19	RA to feedback to IR on organisations who could provide potential governors.	Not progressed, RA/IR to follow up
20/5/19	IR to ask heads about insurance docs as part of next meeting.	Review insurance and ask schools as appropriate
20/5/19	IR to investigate an autumn event and feedback to Trustees	Summer 2020 event at GSM being planned
20/5/19	AM to represent CSoC with school proposal to LA for purchase of land as part of school expansion plans.	Ongoing

[Type here]

Preparation

The Lord be with you

And also with you

We are gathered to seek the mind of Christ, to work well together, to take action for the future and to serve God's kingdom. Let us prepare ourselves for all that we need to do during this meeting.

A period of quiet to reflect on the day so far, and the meeting ahead.

Confession

We come to our forgiving God, saying together:

**Most merciful God, we confess to you,
before the whole company of heaven and one another,
that we have sinned in thought, word and deed
and in what we have failed to do.**

**Forgive us our sins, heal us by your Spirit
and raise us to new life in Christ. Amen.**

O God, make speed to save us.

O Lord, make haste to help us.

**Glory to the Father and to the Son and to the Holy Spirit;
as it was in the beginning is now and shall be for ever. Amen.**

Optional reflection linked to agenda

Prayer for the meeting

This may include some space for open prayer.

Either:

Almighty God

**you have given us your Holy Spirit to lead us into all truth:
bless with the Spirit's grace and presence the members of this Trust;
keep us steadfast in faith and united in love,
that through the activities we support we may prepare the way of your kingdom;
through Jesus Christ your Son our Lord. Amen.**

Or

**God of mission, this Trust is part of your Church, Christ's body on earth,
your holy people for your needy world.
In our thinking, give us wisdom, in our planning, give us faith to move mountains,
in our action, give us the power of your Spirit,
that all we do and think and say may be for your glory
and for the growth of the kingdom of your Son, our Saviour, Jesus Christ.
Amen.**

[Type here]

Now to him who is able to do immeasurably more than all we can ask or conceive, by the power which is at work among us, to him be glory in Christ Jesus throughout all ages.

Amen.

Agenda items

Concluding prayer at the end of the meeting

We join together in the prayer that Jesus taught us:

Our Father in heaven

hallowed be your name,

your kingdom come,

your will be done,

on earth as in heaven.

Give us today our daily bread.

Forgive us our sins

as we forgive those who sin against us.

Do not lead us into temptation

but deliver us from evil.

For the kingdom, the power

and the glory are yours,

now and for ever. Amen.

In peace we will lie down and sleep;

for you alone, Lord, make us dwell in safety.

Abide with us, Lord Jesus,

for the night is at hand and the day is now past.

As the night watch looks for the morning,

so do we look for you, O Christ.

The Lord bless us and watch over us;

the Lord make his face shine upon us and be gracious to us;

the Lord look kindly on us and give us peace.

May the grace of the Lord Jesus Christ

and the love of God

and the fellowship of the Holy Spirit

be with us all evermore

Amen.

(Adapted from prayers for PCC written by Rev Jane Keiller for the Ely Diocese 900th year anniversary).

[Type here]

Agenda Item 7e – New polices and handbook

<u>New Policies</u>	<u>New Handbooks</u>
Adoption leave and pay	Staff handbook – <i>updated version</i>
Anti-harassment and bullying	Volunteers handbook – <i>for current and future volunteers</i>
Capability	Volunteers guide – <i>for anyone working with us at an event</i>
Compassionate leave	Trustee handbook – <i>for all current and future trustees</i>
Disciplinary procedure	
Emergency/Dependants leave	
Equal opportunities	
Flexible working	
Grievance procedure	
Health and safety policy and risk assessment	
Maternity leave and pay	
Paternity leave and pay	
Pay	
Redundancy	
Retirement	
Safeguarding	
Shared parental	
Sickness absence	
Stress	
Time off for public duties	
Whistleblowing	