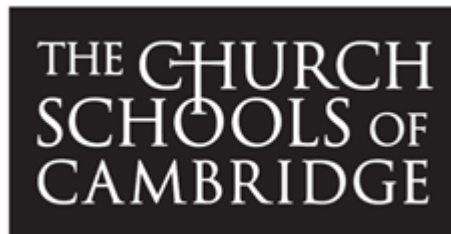


Meeting minutes

Full Trustees Meeting, 21st January 2019

Held at St Lukes School, 7.30 pm



Present: Keith Carne (Chair), Andrew MacLellan (Treasurer), Joshua Ross, Matthew Pettifer, Stewart Taylor, Rachel Nicholls, Janet Bunker, Gill Ambrose, Adrian Daffern, Marguerite Roberts, Isobel Rawlinson (Director), Sarah Helme (Admin), Joe McCrossan (St Lukes interim Head), Dan Woodford (Chair of Governors).

1. Prayer

The meeting opened with a prayer led by ST.

2. Apologies:

Andrew Read, Ruth Adams, Tricia Pritchard, Cheryl Lowe, David Farrer, Michael Beckett

The meeting commenced with a welcome to Adrian and each person present introduced themselves and their role. Joe provided a Head's update with Dan's input, details of this are contained in School update section. JM and DW then left the meeting.

3. Election of 2019 roles

- Chair – KC indicated he was happy to stand again. ST nominated, and AD seconded. All voted in favour.
- Vice Chair – AM indicated he was happy to stand again. KC nominated, and all voted in favour.
- Treasurer - AM indicated he was happy to stand again, but it was noted that it was not ideal for the Vice chair to also be the treasurer. MP was asked if he would consider the role, which he said he would but not at present. All voted in favour of AM continuing in the role.
- Executive Committee – Members are KC, AM, TP, MR and AR. IR attends all meetings as the Director and SH to take minutes. No new members came forward.
- Finance & Property Committee - Members are KC, AM, MP and DF. IR attends all meetings as the Director and SH as the Finance Officer. No new members came forward.

Action: All Trustees were asked to think about joining either the Exec or Finance & Property Committees, if interested please contact KC/IR or SH-a request will be circulated with the minutes

4. Trustees

a. 2019 Register of interests

KC asked all Trustees to pass completed forms to SH. ***Action: SH to follow up***

b. Appointments

A summary of appointments sheet was circulated. IR updated the meeting on the current vacancies and replacement for St Pauls Ex Officio post. ***Action: IR to follow up***

c. DBS update

Under the latest Charity Commission guidelines, all Trustees should have a DBS check and the Executive agreed this. SH explained that CSOC have been set up an account with APCS linked to Diocese to carry out these checks, this means after the initial online data entry by the Trustee, either IR or SH can verify the personal documents rather than this having to be carried out by

the Diocese safeguarding team in Ely. SH completed her submission which was verified by IR and the DBS certificate was received in a week. **Action: SH to follow up with those Trustees who do not currently hold a Diocese DBS and update Exec on progress**

5. Minutes of previous meetings

The minutes of the Full Trustees Meeting of 29th October, the Executive Committee Meeting of 4th December, and the Schools Heads/Chairs meeting 11th December were all approved.

KC and IR provided an overview to the 11th December meeting, the schools were happy with the idea of working together and creating a CSoC Church School brand. IR has circulated KC proposal and meeting notes to the Heads/Chairs and is awaiting feedback.

6. Trust Schools update

St Lukes – Joe M summarised the schools journey from the Ofsted inspection until now through which he praised the team, parent body and Governing body. The school is now looking forward to moving in DMAT and has recently passed a Safeguarding inspection (which was an area of concern in the Ofsted inspection). This has been reported in the press and was a ‘good news’ story for the school. Joe thanked the Trust for its support for the school through its grants and its staff.

Dan W agreed and thanked JM and the other interim heads for all their hard work to help the school. He also told the trust that they planned to hold a 50-year celebration (of school on that site), combined with welcoming a new head and the move into DMAT.

KC and IR both thanked JM (and the other interim heads), DW and the governing team, as well as the staff team for all their hard work during a difficult time for the school.

Other school updates are reported under the Directors report

St Lukes Barn

KC asked JM and DW about their views on the Barn as this is being offered to the Trust as part of the conversion of the site from the LA to DMAT control as he wanted to understand the benefits to the school as well as the issues. JM said it is a great space that the school can use for lots of activities (PE, meetings and events). DW talked about the concern of lots of traffic on the school site and lack of parking for lots of visitors although it’s been easy to hire out at night and weekends and this does not interfere with the school.

A discussion followed on the lifespan of the building (built 30 years ago with 25-year lifespan) and maintenance costs. Previous site reports and an inspection by Rachel Lamb indicate a minimum of £100k to fix safety issues and £250k to bring the building to a good modern state.

Discussions followed on how the building could be used to provide an income. GA talked about the needs of Breakfast and After school clubs and this could be one use of the building along with the Pre-School. DW talked about the need for provision for children that do not fit into mainstream education but do not meet the criteria of a special school.

IR asked trustees what direction she should take in the short timescales before conversion. KC said the Trust was interested but wanted to understand if the LA would provide costs to either demolish or for remedial issues with the building.

JR asked about getting rebuild costs and suggested that the decision making be delegated to the Exec to allow discussions to take place before conversion.

7a. Directors report – vision

IR explained the vision paper to the trustees which outlines the key areas of work for 2019:

Trustees agreed these key areas of work but stressed the need to be flexible as the world we operate in changes as well as the needs of our beneficiaries.

7b. Directors report – Operations

IR asked trustees if they had any questions about the report or actions raised.

GA asked who Clare Joghee is. IR explained she provides coaching to our headteachers. This has been well received by heads and is also being offered to St Philips deputy head during 2019.

St Pauls- Helen Darrell (new headteacher) is now in post and IR has met with her along with RL to discuss property DFC/LCVAP.

Park Street - MR explained that she volunteers in the school knitting with children. Recent events have had an impact on morale in the school. JR asked about the entrance/reception area project at the school which IR explained has been delayed. IR informed trustees that Exec had approved the reappointment of Paul Nicholson for Park Street, which is due later this year.

St Lukes – The morale and school on improving and the environment is calm and organised. The Safeguarding article in the paper was a positive bit of news for the school and data shows pupil attainment is improving.

Action: Trustees to pass names of any potential foundation governors to either SH or IR.

8a. 2018 Spend

AM explained we were underspent at the year end. He explained the figures after the audit in the end of year financial reports may differ slightly to these figures. This is due to the way that committed grants are treated, with costs being assigned to the year of agreement rather than the year they are given out. For example, the money agreed for ST Lukes support package is for several years but may be costed against one year.

8b. 2019 Budget

AM explained that the current budget is for all the areas of spend we know about and is subject to change as the costs associated with the 'schools improvement' proposals are identified.

Trustees asked if notes could be added to the document for the grants explaining the phase in the grant. For example, for 2019 and GSM there would be a note to 'year 4 – final payment of a 4 year grant'. **Action: SH to add notes to Budget document.**

8c. Auditors update

AM explained that AM and SH met Prentis and Co before Christmas and agreed to move our audit to them. AM has communicated this to Prentis and Price Bailey. **Action: AM to sign letter of engagement**

9. AOB

None

The meeting concluded with the Grace at 9.30 pm.

Date of next meeting: Monday 20th May 2019, 7.30 pm