



## Meeting minutes

### Full Trustees Meeting, 29<sup>th</sup> October 2018

#### Held at St Pauls School, 7.30 pm

**Present:** Keith Carne (Chair), Andrew MacLellan (Treasurer), Andrew Read, Ruth Adams, Joshua Ross, Matthew Pettifer, Stewart Taylor, Tricia Pritchard, Gill Ambrose, Isobel Rawlinson (Director), Sarah Helme (Admin), Caroline Peet (St Pauls Head)

#### 1. Prayer

The meeting opened with a prayer led by ST.

#### 2. Apologies:

Marguerite Roberts, Cheryl Lowe, Rachel Nicholls, Janet Bunker, David Farrer, Michael Beckett, Adrian Daffern

The meeting commenced with a tour of the school provided by the head Caroline. Details in School update section.

#### 3. Minutes of previous meetings

The minutes of the Full Trustees Meeting of 21<sup>st</sup> May, the Executive Committee Meetings of 10<sup>th</sup> July & 1<sup>st</sup> Oct and the Finance Committee meetings of 20<sup>th</sup> June & 16<sup>th</sup> Oct were all approved.

#### 4. Away Day feedback

RA led a discussion about the Away Day based on her circulated summary. All agreed that the Away Day had been useful, and that further work was needed on defining roles and responsibilities (see Future direction section) which would then help to create an overall vision and strategic plan. There was a suggestion of creating an action plan to help move this work forward with the input of Trustees, IR was asked to look at this and report back to the December Executive meeting.

**Action: IR/Exec**

#### 5. Future direction of the Trust

KC explained that all our schools are experiencing difficulties and require support and expertise to improve standards and ensure they offer the best learning experience for their pupils. LA support is limited and is focused on schools in crisis. Following discussion at the Exec meeting, KC on behalf of the Trust has written to the Diocese and LA offering funds to pay for this support for our four schools and to form a working partnership to create a school improvement plan for our 4 schools. The Trust indicated willingness to invest significant funds into this plan. To date there has been no reply from the LA.

**Action: AR and TP to follow up with JL when they meet this week.**

An issue raised in these discussions is the lack of information the Trust has about potential issues within the schools. Foundation Governors are appointed by the Trust to sit on the school Governing body. A discussion followed where Trustees stated that they would expect Foundation Governors to alert the Trust of issues where the school may need support, vs information coming via an Ofsted report or other official reports.

***Action: IR / SH to identify what guidance and support is need for our Foundation Governors, build relationships with the Foundation Governors and draft a formal agreement about working with the Trust.***

#### **6. Trustees – appointments, forms and DBS**

The Trustees welcomed the appointment of Canon Adrian Daffern (Vicar Great St Mary's) as the Ex-Officio for St Clements.

***Action: SH to liaise with AD ref forms required and those Trustees requiring a DBS.***

#### **7. CSOC Foundation Governors – updates and appointments**

An update report was circulated which shows we have vacancies at St Pauls and St Lukes.

***Action: IR/SH to advertise for St Pauls and check status of St Lukes***

#### **8. Trust School updates**

##### St Pauls

CP provided a verbal update on progress at the school whilst providing a tour of the school. The key points were:

- CP thanked the Trust for the money provided in the Priority and Core funds for school improvement and enrichment. It has been put to good use and helped to decorate and revamp areas of the school as well as partly funding various activities for children and staff. The Trustees had the opportunity to see the new Outdoor space which has been funded with DFC, Trust and PTA funds.
- There have been lots of staff changes and all the changes are moving the school in a positive direction. A new head has been recruited who will continue the team building with staff.
- CP discussed how staff at Queen Edith and Queen Emma primary schools have shared working practices with the team at St Pauls. Trustees felt these types of partnerships were hugely beneficial and discussed how this could be encouraged in all our schools.

##### St Lukes

AR provided a verbal update. The key points were:

- DMAT conversion date not yet confirmed.
- DMAT have appointed a Community Liaison officer to work with parents which is working well.
- Discussions followed about structure and finance. AR explained that any debt should be written off by LA before conversion and DMAT will not accept the debt.
- The 2 interim heads and working well to stabilise the school ahead of conversion. The structure within the school needs to be addressed ahead of conversion.

##### Park Street

There are ongoing difficulties at the school that are not able to be discussed. Trustees should expect an announcement within the next few weeks.

##### St Philips

AM provided an update. The key points were:

- AM working closely with head on finances in his new role of Chair of Finance as a school Governor. There are concerns that a large deficit is being incurred this year (covered by a surplus carried forward) which cannot be repeated in future years.
- AM alerted the Trustees that the LA will not be renewing the central MIS (records) and FAS (finance) software contracts at the end of the year and all schools will need to go out to tender for providers, even to continue with the current systems. A road show is being

arranged of providers and AM is going to help the school. AM in discussions with DMAT about their current providers to see if our four schools could use these suppliers, both saving cost and enabling potential shared financial resource.

- LA would like to increase the school from 1.5 to 2 form entry and has initiated a feasibility study. This would be a low-cost opportunity for them as it can be achieved mostly through reallocation of existing space (Cf. new build capacity). There are concerns that the site needs more space. The site complies with the LA's current formula for the required area, except for the absence of a playing field which they consider optional. However, the school already has significantly less playground than when it was built (due to past building extension) and can no longer use Vinery Park. In addition, greater parking provision for staff is required as local roads will soon be restricted to resident parking. Formal proposals will be made to the Trust for approval next Spring. Trustees generally agreed that approval should not be granted unless there was commitment to adequately address these issues.
- JR asked about who pays for the expansion and the ownership and maintenance of the additional buildings. AM explained that the LA pays for any expansion and the future building would belong to the Trust and be maintained from the school's budget.

#### **9. Director's report**

IR directed all to the info and actions contained within the circulated report which was welcomed by Trustees. IR works closely with heads to build relationships with the Trust and provides updates on support provided and available. Her recent email which offered a free science trip has had no response which highlights the current workload and pressure of the heads.

#### **10. Finance – Audit, 2018 update / 2019 budget, JLSS Fund**

The 2017 Audit is complete and paid for. A process of selecting an auditor for 2018 is being carried out by AM.

For 2019, a proposal budget had been circulated which shows the additional funds that could be drawn on from Capital Gains to support new or additional investment required for Trust work. However, the spending plan cannot be finalised till the school support initiative has been agreed with the diocese and LA. Trustees agreed they were happy for Exec to finalise a budget.

**Action: IR/SH & Exec to finalise**

Following on from the agreement in the last meeting AM spoke to our lawyers about the process to transfer the Jesus Lane Sunday School Endowment Fund (JLSSEF) into CSoC. They advised that a formal resolution needed to be passed by the Trustees as the Trust is the sole trustee of the JLSSEF. AM read the resolution and explained points that were queried (*see Appendix 1*). The Trustees unanimously voted in favour of the resolution. AM explained that the transferred funds will become part of CSoC's permanent endowment.

**Action: AM to follow up with lawyers and Charity Commission to arrange the transfer.**

#### **11. Linda E Fund / Alice Bradwell**

These two funds now contain little money and the interest each year is not sufficient to provide any awards. The Trustees were asked to agree that the funds should be closed, and awards made as appropriate to fund purposes. All Trustees voted in favour.

**Action: IR/SH to arrange for Linda E funds to be given to four schools for books and to provide donation stickers**

## **12. 2019 meeting schedule**

Dates agreed

The meeting concluded with the Grace at 10 pm.

**Date of next meeting: Monday 21<sup>st</sup> January 2019, 7.30 pm**

## **Appendix 1**

### **Jesus Lane Trust resolution**

*The Trustee of Jesus Lane Sunday School Endowment Fund<sup>i</sup> (the “Transferor”) hereby resolves to pass a resolution under section 268 Charities Act 2011 to transfer all of their property to The Church Schools of Cambridge (The Old Schools)<sup>ii</sup> (the “Transferee”).*

*Prior to passing the resolution the Trustees of the Transferor satisfied themselves that the following statutory requirements had been met:*

- 1. that it is expedient in the interests of furthering the purposes for which the property was held to be transferred and*
- 2. that all of the purposes of the Transferee charity are substantially similar to the purpose of the Transferor.*

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<sup>i</sup> Jesus Lane Sunday School Endowment Fund - charity number 311311

<sup>ii</sup> Church Schools of Cambridge (Old Schools) – charity number 311326