

Meeting of Full Trustees of the Church Schools of Cambridge

Wednesday 16th June 2021, 7pm

Held via Zoom

Attendees: Gill Ambrose (GA), Janet Bunker (JB), Keith Carne (KC), Andrew Day (AF), Alistair Mack (AM), Andrew MacLellan (AMac), Cheryl Lowe (CL), Matthew Pettifer, Tricia Pritchard (TP), Stewart Taylor, and Isobel Rawlinson (IR- Director), Victoria Goodman (VG- acting Clerk and Projects)

1. **Opening prayer** led by ST
2. **Apologies:** David Farrer, Ruth Adams
3. **Minutes from the previous meeting** (19th January) were approved as a correct record.
Outstanding actions are completed or dealt with later in the agenda.
4. **AOB** – none
5. **Items for discussion**

a) 2020 accounts and audit

The circulated accounts were discussed and questions were taken by AMac. Trustees then unanimously approved the accounts and agreed that AMac could sign a letter of representation on behalf of Trustees, and that Prentice be reappointed as auditors.

ACTIONS: AMac to sign letter of representation, accounts to be submitted to the Charity Commission and Prentice be re-appointed.

b) Trustees update

- **Link Trustee role** – TP briefed the meeting on the circulated role description which Trustees unanimously agreed to approve.
- **CSOC Trustee at St Bede's** – AMac explained the role as CSOC Trustee for St Bede's and Trustees unanimously agreed to reappoint AMac to this role.
- **Trustee register of interests 2021** – a summary sheet of all declarations was circulated, and Trustees were asked to notify IR for any errors.
- **Trustee re-appointments** – a summary sheet was circulated; Trustees were informed that AMac has been reappointed by St Philip's PCC as their CSOC Trustee. Trustees unanimously agreed to reappoint Cheryl Lowe and Marguerite Roberts (subject to her approval) as Co-opted Trustees.

ACTIONS: AMac to confirm his St Bedes appointment to the St Bedes Trustees at their next meeting, Trustees to review declaration sheet, IR to amend Trustee appointments sheet and add HR to the Committee column

c) Charity Management

All committees now have agreed terms of reference which the Executive Committee have reviewed. These are now adopted although they are expected to develop over time.

d) Education committee

TP updated the meeting on the committee's work. Three of the CSoc Heads (St Paul's, St Philip's and Park Street) in April, presented their applications for funding to the committee which leading to creative dialogues. IR and TP separately met Adrian Ball (DEMAT) about St Lukes support which led to agreed funding for a phonics project. KC thanked the committee for their hard work. All schools have grant agreements and the projects are reflected in the 2021 budget.

e) St Philip's section 106 – update

AMac reported the project was moving slowly, Archangel are the appointed school/Trust advisers and discussions have started on agreeing the project priorities.

ACTION: AMac to convey Trustees' desire for the replacement of out the of date temporary mobile classroom with a permanent structure as a project priority.

6. Operational standing items

a) School updates – link Trustees

- **St Luke's** - GA and JB reported that numbers were challenging due to population changes and competition from the University Primary School.
- **St Paul's** - AMack reported that the school is facing funding problems due to decreased roll and will be making some difficult decisions in the near future. However, the school has recently been inspected by Ofsted and are hopeful of a good outcome. The church has given and will continue to give a lot of support to the school.
- **Park Street** - AD reported that things were going well, the school is no longer subject to LAIG, numbers are increasing, and there is a general feel of positivity and wellbeing.
- **St Philip's** - AMac reported that the school is also facing reduced number and a funding deficit alongside high staff turnover. The school is now running the wrap around provision after difficulties with the external provider. SCA funding has been agreed with the diocese for delayed toilet upgrades. The school is waiting an Ofsted inspection, which will hopefully move the school to 'Good'.

b) Director's overview report

IR talked through her report, key updates being:

- **Organisation** – Sarah H has stepped down as administrator (she is still doing the finance role). Recruitment has started on a replacement. VG hours have been increased from one to two days a week (from June). Thank you gifts are being organised for Stewart

Taylor and Michael Beckett as retiring vicars for all their hard work with the schools over the years.

- **Schools** - Thanks to link trustees for their work in developing an understanding of their schools. School letters outlining CSoC support for 2021 have been sent out which link trustees have been copied in, this information has been shared with the Education Committee. The property ownership advice created by Stone King has been very useful, Dan from Bidwells is supporting IR/schools and working with the Diocese on accessing Schools' Condition Allowance (SCA) for the three LA schools.
- **Other activity** - VG is developing a year round programme of work with schools using online resources, Zoom and in school sessions. The Spirituality Committee has overhauled the children grant process, retaining annual core grants of £200 and introducing an innovative grant. Bibles and IYM leaflets have been ordered and being distributed to Y6 leavers.

c) Risk Assessment

IR updated the meeting that good progress was being made on the risk register (reviewed at the January meeting of Full Trustees) an update had been reported to the Executive Committee in February. **ACTION:** Add register to December Full Trustees meeting.

d) Safeguarding

CL (as designated safeguarding lead Trustee), reported that Sarah H/IR are progressing with identified actions within the overall plan. **ACTION:** Add plan to December Full Trustees meeting.

e) Spend vs. budget 2021 – update

The budget update was noted including the agreed CSoC school proposals.

7. Reports (for information)

Circulated reports included project updates (EDRA, Network CSOC, Well-being) and minutes from the other committees (Exec 24th Feb, 7th&29th April, Spirituality 17th March, Education 22nd April, F&P 28th April)

Trustees were encouraged to look at the reports and minutes, and comments were invited. Concern was noted about the quality of the EDRA reports and aims of the wellbeing project which the Education Committee will be looking at.

8. AOB – none

Date for next Full Trustees meeting: **7pm, December 7th 2021**

Dates of other Committees are outlined in the circulated 2021 calendar of meetings

The meeting closed with the Grace at 9pm

