

Meeting minutes

Full Trustees Meeting

Monday 21st May 2018, 7.30 pm

Held at Park Street School



Present: Keith Carne (Chair), Andrew MacLellan (Treasurer), Marguerite Roberts, Andrew Read, Cheryl Lowe, Rachel Nicholls, Ruth Adams, Joshua Ross, Matthew Pettifer, Isobel Rawlinson (Director), Deborah Bick (Admin)

The meeting opened with a prayer led by RN.

Apologies: Stewart Taylor, Janet Bunker, David Farrer, Michael Beckett, Tricia Pritchard, Gill Ambrose

4. Minutes of previous meetings

The minutes of the Full Trustees Meeting of 22nd January, the Executive Committee Meetings of 27th February and 2nd May, and the Finance Committee of 19th March were all approved.

5. Trustee appointments and data update

IR noted that there is a DBE representative vacancy. **Action: AR and IR**

New government requirements come into force in August and a new 'Fit for Purpose' form will be circulated to Trustees to sign before the end of the summer term. A new form combining the new eligibility criteria with the current declaration of interests form will be signed by Trustees at the end of this year, and annually thereafter. It was agreed that Trustees would complete a DBS check directly through CSOC. **Action: IR and DB**

6. Foundation Governors

St Philip's: The applications deadline is 27 May, after which time IR will hand over all applications received to KC and AR. AM reminded Trustees of the need to appoint FGovs in rotation. The point was also raised that there would be some sensitivity around reappointing anyone who had been on the Board before, and IR confirmed that one previous governor has applied.

3. Presentation of Accounts by Price Bailey

Hannah? presented the 2017 draft accounts to Trustees. Points noted/raised requiring action were:

A copy of official ID (e.g. passport) needs to be on file for all CSoC employees. **Action: IR/SH**

Bank statements: Bank reconciliation need recording in formal notes. (????)

Jesus Lane Trust: This fund was transferred into the CSoC's main endowment portfolio but should have remained separate. CCLA will set up separate accounts. Grants are paid out of the Trust's current account. When grants are paid there should be a transfer of investments into our account. This transfer will be made by CCLA once the separate accounts are set up. (See also item 9).

Funds analysis: AM advised that the St Andrew the Great Fund should not be listed as it was previously amalgamated to enable investment in St Bede's. A resolution to amalgamate the Alice Bradwell Fund was taken at the meeting (see item 10).

7. Report from Head of Park Street (NJ)

NJ gave a verbal report on the school's progress and priorities:

The school is making good progress in teaching and learning outcomes, but there remains a need to improve writing. In response, Trustees discussed whether CSOC might offer to fund CPD training for Trust school staff in areas of identified weakness.

NJ thanked Trustees for providing leadership support. She has found this very beneficial and particularly also working closely with SA at St Philip's.

LCVAP funding: NJ confirmed that fire and safety works have been completed: an intruder alarm fitted, emergency lighting installed, the roof void filled and Maglocks fitted on all doors. £76K has been allocated to fund major work on a new school entrance; this work needs to be completed by next March, so issues will be planning approval timing and ensuring work can be done in school holiday time. NJ thanked the Trustees for funding the Feasibility Plan, conducted by Spire, and presented Option 5 of the five alternative plans prepared. It was agreed Rachel from Spire will continue to support NJ in delivering the project. NJ explained her wish to link two separate areas of the school with a corridor where the covered walkway currently is, but at cost of a further £76K. AM suggested for now modifying the plans to include a door that would allow flow along the walkway.

The Trustees thanked NJ for her report and congratulated her on the exciting plans and progress of the school.

8. Director's report

IR presented her report, which was welcomed by Trustees. Key points raised were

GDPR changes: IR thanked CL for her support and advice. IR has developed an action plan and a data audit is in progress, which she will circulate (to the Exec initially) when completed.

Safeguarding: IR has had input from the Diocese and will work on the safeguarding policy update over the summer.

School activity:

Park Street: (see item 7)

St Philip's: There were no specific items to report. FG appointments were discussed in item 6.

St Luke's: No specific items to report. The school is awaiting the result of its Ofsted inspection

St Paul's: Following JC's resignation as Head, the school now has interim Head cover. It also has a new Chair of Governors and is expecting an Ofsted visit. IR and the Exec have been considering how the Trust can most effectively support the school at this challenging time and a meeting between the Trust, the Diocese and Jonathon Lewis (County Council) is needed urgently. **Action: IR and the Exec**

IR proposed that at next FT meeting she would present an update from all 4 Trust schools on the impact of investment.

The LA has responsibility for teaching and learning but limited resources to support schools. KC stressed that all the interested parties need to work together, not in isolation, to support all Trust schools effectively. The Trust needs to engage more closely with the LA and Diocese, and also with FGOs, who have a responsibility to report back to CSOC.

NJ reflected that part of the challenge when introducing new initiatives and practices is engaging the members of staff, and some parents too, who are resistant to change.

RA asked whether FGOvs from all schools meet and whether they come to Trustee meetings. NJ said there had been some joint training recently, but it had highlighted differences in how boards are operating and made clear more training and mutual support is needed. AM confirmed they don't come to meetings but suggested it would be beneficial if Trustees were also FGOvs, as previously.

KC recommended that there is an urgency to the Trust's engagement. The Exec need to think through the issues in the next few weeks and an extra meeting of Trustees may be needed before the end of the summer term. **Action: IR and the Exec**

9 Jesus Lane Sunday School Endowment Fund

This is a separate charity, passed by the Diocese to CSoC, which is now Trustee. The Trustees agreed the resolution that AM should explore incorporating the Jesus Lane Trust as a restricted fund of CSoC, but keeping the principles of the charity intact. There is sufficient overlap in purposes between JLT and CSoC that the Charity Commission should approve a merge. AM noted that the Jesus Lane Trust scheme currently only covers the ancient parish of Barnwell: historically the Diocese distributed half of the funds to churches within the old parish boundary and half was given to CSoC to distribute to other churches. **ACTION:** AM to circulate a more detailed proposal.

IR confirmed that this year's grants were paid on the May pay-run. Messages of thanks from many recipients have been circulated by DB to the Exec.

10. Finance

AM confirmed the figures circulated to Trustees and reported that the Finance Committee have agreed to go forward with the budget as set and there were no decisions to be made.

Alice Bradwell Fund: A resolution to amalgamate the Fund was approved by the Trustees.

Linda Eraut Fund: The Fund was established to provide a book to Trust school libraries each year, but interest returns on the Fund are now too low to sustain this. The Trustees agreed to amalgamate the Fund and divide the amount remaining (£1100) between the four Trust schools for a purpose that would enable Linda's name to be preserved, and also Alice's and Alan Heywood's it was suggested.

ACTION: IR to invite schools to submit ideas.

11. Trust Away Day

IR confirmed that this would be held on Saturday 22 Sept, 10 am to 3 pm. Since the meeting, the venue has been confirmed as the Saltmarsh Rooms in King's College. The main focus of the day will be on the Trust's future work, its purpose and its structure.

12 AOB

Daniel Zeichner, MP for Cambridge, is to meet IR and KC. It was confirmed no Trustees have a connection with the MP.

The meeting concluded with the Grace at 10 pm.

Date of next meeting: Monday 29th October, 7.30 pm