

**Meeting of Full Trustees of the Church Schools of Cambridge**  
**Wednesday 10<sup>th</sup> July 2024, 5pm**  
**Michaelhouse**

**Present:** Tricia Pritchard – TP (Chair), Andrew MacLellan – AM, Andrew Day – AD, David Farrer – DF, Imogen Nay – IN, Keith Carne – KC, Ruth Barry – RB, Isobel Rawlinson (Director) - IR Sarah Helme (Finance & Compliance) – SH, Claire Jameson (Administrator) - CJ

**Opening prayer** led by Imogen Nay.

**1. Chair's Opening Remarks**

TP advised the focus of this meeting will be asking questions, and the papers will be taken as read. The shaping of the Education and Spirituality committees is pivotal in the strategy. The networking event after this meeting is important and is being held following positive feedback from last year. CSoC has supported school and partner projects totalling over £400K this year, with a further £77K budgeted for capital and building projects. At the later networking event, TP has asked Adrian Ball to speak about DEMAT projects and Natalie Lealand to speak about her role as Great St Mary's Education Officer.

**2. Apologies:** Gill Ambrose (GA), Matthew Pettifer (MP), Janet Bunker (JB) and Victoria Goodman (VG).

**Declarations of interest:** any interests to be declared at the start of each item.

**3. Minutes of previous meeting (Paper A)** The minutes were approved as an accurate record of the meeting on 13<sup>th</sup> December 2023.

**Outstanding actions** It was agreed to remove the action on bidding for new schools, along with actions from 2020/21 which have been overtaken by other actions. The 2022 risk register action can be removed, and it was agreed to move the skills audit to an outstanding action from this meeting. **Action: CJ to update action list**

**4. Items for Discussion**

**a) 2023 Annual accounts and Audit (Paper B)**

AM advised that the audit had been straightforward, and no issues had been found by the auditors. AM has amended the Letter of Representation to reflect that not all Trustees have seen all the financial information. Trustees thanked SH and AM for their hard work on the audit. Trustees approved the reappointment of Prentis & Co as auditors for 2025 and authorised AM to sign the Letter of Representation on behalf of Trustees.

**b) CSoC Strategy (Paper C)**

IR advised a lot has happened since the last FT meeting in December. We now have the draft CSoC Strategy & Action Plan document (shared for this meeting) along with operational plans either agreed or in progress for the 3 subcommittees which support the overall strategy; these 3 plans will be shared in due course.

AD/TP said the 4 education committee priorities have been shared with and agreed by the CSoC School Heads, the overall aim is for Trust to add value to schools and not support core budgets. The majority of the 2025 education budget has already been committed; Trustees questioned how they can get the 4 CSoC Schools to collaborate. IN asked about the increase in the number of meetings, IR advised that the introduction of sub-committees has meant there are more meetings for the staff team to service. IR will meet with AM/TP as HR Trustees to look at resource and workload once the 2024 appraisals have been completed.

RB felt that better communication with Churches would help the link between CSoC, schools and churches. It was acknowledged that the website needs a redesign which IR said her and CJ were looking into, all agreed it needs to be done. AD offered to send website designer recommendations to IR/CJ.

There was a discussion around what it means to be a CSoC Foundation Governor, would it be useful to run a one-off session for CSoC Foundation Governors to help them understand the Trust so they can act as an ambassador for CSoC at FGB meetings. It was suggested that the CSoC overview document (Trust at a glance document) would look better if it included photos. Others suggested using press releases and creating an annual report/newsletter to promote CSoC work and its support for the 4 schools. IR welcomed any other thoughts and would share and discuss these at the next Exec meeting.

**Actions: IR to meet with AM/TP to discuss resource, AD to send web designer recommendations, IR/CJ to look at website redesign, IR/CJ to review CSoC overview document layout, Exec to review communications.**

### c) Scheme update

KC updated the meeting to say Trustees had agreed to revise the scheme but this needs to be driven by the strategy. The Exec feel the Trust should concentrate on the 4 schools and St Bede's, but with the flexibility to support other schools where it benefits children living in Cambridge without diluting support for the 4 schools, all Trustees agreed this approach and KC confirmed that Church grants operate in the existing CSoC area of benefit.

### d) Director's Report (Paper D)

TP thanked IR for her report and invited questions referring to Appendix 1 where a list of grants is shown. IR said that SH has set up trackers for grants and cash flow which any Trustee can request to see, although the F&P committee monitor these. The annual school support letters are not being circulated to the governing bodies (although we ask them to be), all agreed they should and that CSoC should be a standing item on the FGB meeting after the letter is sent. IR will look into this as well as reviewing the publicity section of the grant award letter.

**Actions: IR to review wording of annual school support and publicity section of grant award letters.**

## 5. Items for Information

### a) St Philip's Building project update (Paper E)

TP thanked AM and KC for their work on this project, which without AM input may not have gone ahead. AM advised over £800K has been spent on the project. There will be a celebratory event in the Autumn once all the works have been completed and AM will inform Trustees once he has the details.

### b) St Luke's Event – 19<sup>th</sup> October 2024 (Paper F)

The event is to celebrate 150 years of the church and the Exec have agreed a budget of £5K for the event, part of this budget has been to fund a school quilt project with VG delivering school storytelling session for this. CJ/IR to follow up with JB and feedback to the Exec. Trustees are welcome to attend any of the events and services over the weekend. The information on these will be circulated to Trustees when it is available.

**Action: IR/CJ to follow up with JB and feedback to the Exec. Event details to be circulated to Trustees.**

### c) Safeguarding & Compliance update (Paper G)

SH confirmed that there is nothing to report. IR, SH and GA met last month. All Trustees, except for GA, will be due a new DBS in 2025 and SH will be in touch nearer the time. TP thanked SH and GA for their work on this.

## 6. Items to Note

- **Link Trustee Reports**

St Paul's (DF) – CSoC support to keep the school at 6 classes means they can now move back to a 7-class structure in September. CSoC support for TAs is an area where help is most needed. EAL is a real issue and the second TA funded by CSoC will help with this.

St Bede's (AD) – The school has had two recent inspections. Firstly, Ofsted which gave the school an outstanding rating in all areas. The report referred to the Christian distinctiveness of the school as a factor in the rating. The school also had a SIAMS inspection, and they are awaiting the final report for this.

Park Street (AD) – SATs results for the school are above the national average.

St Philip's (AM) – 30-40% of children in the school have EAL. CSoC funding for the TA support has had a great impact by reducing disruption and avoiding some pupils being excluded. The last few years of low numbers have been difficult to fund, and the school are hoping to be able to reduce the PAN on a year-by-year basis.

St Luke's – CJ advised that JB had provided a written update for the school, and this has been added to the meeting papers for Trustees to read.

- A list of agreed trustee and staff contact details has been circulated with the meeting papers under item 6.g).

**7. Close** TP summarised that the Trust is outward looking.

**8. Date for next meeting** – Thursday 12<sup>th</sup> December 2024, 7pm

Meeting closed with Grace at 18:28.