**PICKWICK ACADEMY TRUST**

**TRUSTEES AND MEMBERS MEETING**

**HELD AT ALOERIC PRIMARY SCHOOL ON 2 OCTOBER 2018 AT 7.15pm**

**M I N U T E S**

**PRESENT IN ATTENDANCE**

**TRUSTEES MEMBERS OTHERS**

Fiona Allen (CEO) Paul Dimech James Passmore PLTSA

Rob Ward (Vice Chair) Gail Chilcott Julia Hawkins HT

David Willis Gina Cooke HT

Paul Vincent

Keith Hillman (FD)

Dave Powell

Sheila Copeman

Andrew Hall

Gill Clark Janet Livingstone (clerk)

**WELCOME AND APOLOGIES**

In the Chair’s absence, the Vice Chair opened the meeting at 7.15pm. Apologies were received from Alexandra Bond, Ian Fewtrell (Members), Elspeth Griffiths (Member) and Rob Hayday (Trustee)

*Agenda items were discussed in the following order.*

**9. Audit Figures and Update 2018 – KH**

Currently three auditors from Bishop Fleming are on site in the Pickwick offices and they will be there for four days this week. They have visited Aloeric this afternoon and will visit Queen’s Crescent and Ivy Lane tomorrow. By the end of the week there should be confirmation of the figures and KH will post a paper with the outcome on GovernorHub. KH stated that currently better than predicted outcomes look likely for Corsham Primary School and, to a lesser extent, Ivy Lane. Queen’s Crescent looks as projected and the figures are still being worked through with Aloeric.

The Teaching School has an in year surplus, and PAT Central is overspent by at least £14K (this is £7K extra than initially predicted owing to the refunding of central costs and invoices surrounding work generated by the free school bids).

Overall, the audit seems to be going well to date. The figures then will be subject to a final scrutiny and there will be a meeting on 26 October with the auditors to confirm the final position.

**8. Aloeric Financial Update**

KH confirmed that residential school trips should be fully funded by parents and if the voluntary contributions do not cover the cost, then the trip should be cancelled.

KH stated that Emma Preater had in the last week been handed £8K in cash and cheques which had been stored in cupboards at Aloeric – these were trip payment funds. There is a shortfall of £14,600 on trips/swimming costs at Aloeric.

He confirmed that all income provided had now been banked and the School Fund closed down. As there is no chance of recovering extra money from the parents, due to inadequate record keeping, KH had taken the worst case scenario and written off £14,600 of income. There were no tracking reconciliations available.

*7.30pm FA and JP joined the meeting*

The Financial Procedures Manual which is updated annually will have a procedure on trips included from now on, ensuring the policy at each school is the same.

The number of residential trips offered at each school should be equable, and it should be made clear to the parents that if insufficient parental funding is received by the school, then the trip is cancelled.

Aloeric have their LGB meeting on Friday 5 October (the Chair is aware of the shortfall) and the Finance Governor from Ivy Lane will be helping with the financial situation.

A discussion ensued regarding when the Board should step in and intervene with LGB matters. KH confirmed that on 19 September he had written to Heads regarding the recovery plans that each school should submit by 26 October. On 6 November there will be a strategic PAT meeting and if the recovery plans put forward are inadequate, then KH will intervene and bring the plans up to Board level. The Board meeting on 13 November will have full details of the situation.

There will be regular progress meetings on the recovery plans and intervention will take place if required.

An information document from the auditors had been placed in GovernorHub with the meeting paperwork and the CEO explained that Trustees are required to complete the form in Appendix 3.

**ACTIONS**:

KH to update the Finance Manual to include the management of monies relating to school trips.

Heads and LGBs to submit Recovery Plans to KH by the 26 October 2018

FA and KH to develop an Aloeric Action Plan which will be updated weekly and upload on Governor Hub for information.

Trustees to monitor the Aloeric Action Plan on a weekly basis.

**5. Safeguarding Training**

The CEO introduced Tracey Dodge who currently works at Aloeric and has been appointed as the Trust Designated Safeguarding Officer for two days per month.

The following documents were distributed:

Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges for all school and college staff (September 2018).

Allegations against Adults who work with children – Guidance Flowchart.

A 30 minute Powerpoint presentation followed, updating training for the Trustees and Members. TD also recommended the NSPCC website which had good information on it.

The PAT had produced the Overarching Policy on Safeguarding and had the Schools’ Code of Conduct, Whistleblowing, Behaviour and Child Protection policies.

TD would be the Trust DSL who will be working closely with the CEO. TD planned to report three times a year to the Board, and LGBs would continue to monitor Safeguarding audits.

Subjects discussed were:

- Types of abuse

- Perpetrators

- Reporting abuse

- Missing children

- Bullying definitions

- Peer on peer abuse

- Allegations against school staff.

AH requested that all the information issued during this session be placed on Governor Hub for Trustees information.

**ACTION**:

FA to establish a Safeguarding Folder on Governor Hub uploading safeguarding information as requested.

**1. Appointment of Chair and Vice Chair of the Board**

The CEO had received one nomination for the position of Chair from RH. There were no other declarations at the meeting.

**CEO proposed that RH be the Chair for the next academic year. This was seconded by DP and all the Trustees were in favour. RH was duly elected Chair**

The CEO received one nomination for the position of Vice Chair from RW. There were no other declarations at the meeting.

**CEO proposed that RW be the Vice Chair for the next academic year. This was seconded by PV and all the Trustees were in favour. RW was duly elected Vice Chair.**

**2. Review of Executive Headteacher presence at Board Meetings**

This was an annual review.

**The CEO proposed that Executive Headteachers continue to attend Board Meetings. This was seconded by AH and all Trustees were in agreement.**

**3. Updated Pecuniary Interest Forms**

CEO explained that a register of Business Interests was legally required on the PAT website. Trustees and Members were asked to complete and return the amended form.

**ACTION: Trustees & Members** to complete their form returning to FA.

**4. DECLARATIONS OF INTERESTS**

Members and Trustees were invited to declare any changes in business interests. There were no changes and no conflicts of interest with items on the agenda of the Pickwick Academy Trust.

**6. BOARD MINUTES OF PREVIOUS MEETING**

**The minutes of the meetings held on 24 July 2018 and 18 September 2018 were agreed as a true and accurate record and accepted by all trustees. The minutes were signed by RW at the end of the meeting.**

**7. BOARD MATTERS ARISING**

**7.1 *Email system for Trustees and Members added to Risk Register*** – CEO had completed

**7.2 *CEO and FD salary review*.**

CEO and FD had produced a paper prior to the meeting. CEO explained that a fixed salary would provide certainty for the Board. It was suggested that the cost of £60K for CEO and £45K for FD would equate to three days per week to be worked flexibly. There would be no pension costs. Discussion ensued regarding the use of Executive Headteachers’ time and the CEO explained that although they would concentrate on School Improvement, they would still be involved with the strategic and central PAT through regular meetings.

**Following discussion RW proposed that the Board place the CEO and FD on fixed salaries of £60K and £45K with effect from 1 September 2018 for a fixed period until 31 August 2019. This was seconded by DP and all Trustees agreed (the CEO abstained from the vote).**

It was decided to review the salary in February/March 2019 when the Board will need to make strategic decisions about the future of the Trust which may impact on future work requirements.

**ACTION: AGENDA ITEM FEB/MARCH 2019**

The fact that the Board had not seen a Headteacher Report for six months was brought up and it was explained that the EHT were currently working on ways to make this more useful to the Board. The Headteacher reports will be explored in greater detail in the future by a focussed committee. GC explained that the July reports had been completed but not circulated and they would be shared via GovernorHub.

**ACTION: EHT** to upload July HT Reports onto Governor Hub for Trustees information

**10. Trust Growth and Diocese reminders**

The CEO explained that there was lots going on which was very positive. She reminded Trustees to provide the information required by the Diocese regarding Church School bids.

**: TRUSTEES to complete the church form returning to FA ASAP**

Discussion followed regarding the Church School bids and the Diocese involvement with the PAT. The CEO and JP explained that further exploration was necessary. The CEO would endeavour to obtain greater clarification from the Salisbury Diocese with regard to the Board configuration they require.

**ACTION:** CEO and JP to arrange a visit to meet senior leaders of the diocese.

**11. Update of School Improvement Work undertaken since July 2018 – GC/JH**

GC & JH had met with Geraldine Tidy (CASP). Initially steps include collecting the evidence of the position of each school has achieved with statutory pupil assessments. Strengths and challenges need to be identified and plans put in place to tackle under performance.

Familiarisation visits have taken place to Aloeric and Ivy Lane to support the two new acting Heads of Schools. Currently the EHTs are visiting each school looking at end of year assessment data which they believed to be good practice.

This afternoon all the Heads of School met for the first time together, GC and JH reported that the meeting went well and felt there was a good working atmosphere.

GC and JH meet regularly and currently are undertaking all the visits as a team, where possible, to maximise continuity.

10 days of Geraldine’s time has been booked so that she can undertake book scrutinise with middle leaders across the PAT.

The format for Headteacher reports is also being looked at to make it a more useful document for the Board.

Opportunities for training, highlighting strengths, using the Teaching School to maximise benefits and building on relationships across the PAT were all being developed.

Two documents had been on GovernorHub for the Board to consider:

- PAT Pupil Performance Indicators 2017-2018 and

- PAT Schools Risk Assessment Matrix 2018

It was suggested that using current Year 2 and Year 6 data in the risk assessment matrix would be beneficial. Rag-rating the KPIs would also make it easier to understand.

The scalability of the exercise was raised by DW. GC and JH felt it would be possible to collect and collate the information when the Trust becomes a bigger organisation; the work undertaken at the moment is worthwhile in order to future proof the document for growth.

GC and JH outlined PAT targets for school improvement:

1. Consistency across the schools

2. Disadvantaged Learners

3. Greater depth in KS1 and KS2 in particular with respect to writing

4. Training Heads of School to be more accurate in performance judgements

EHTs hoped to put together a package for the School Improvement to tackle these issues.

**14. Update on the School Improvement Group Initiative**

This item was deferred to the next meeting in view of time constraints.

**ACTION: NEXT AGENDA JP to carry forward his report**

*9.25pm Paul Dimech and David Powell left the meeting*

**15. Teachers’ Pay Settlement 2018-2019**

The Government have now released the annual Teachers’ Pay and Conditions Document 2018-2019 which in essence states:

3.5% uplift for staff on Main Scale

2% for Upper pay ranges

1.5% for Leadership pay ranges

KH had previously advised that the four schools budget for a 2% increase across the board.

Government will provide a grant to help pay the award up to March 2020.

CEO has started to draft the Pay Policy 2018-2019. This should be finalised in time for the Finance focus committee on 13 November 2018 to agree, and then to go out for consultation.

30 October is the deadline to let teachers know their pay.

KH estimated a total exposure of financial risk at £45K across the Trust. The position across the schools would vary. Once a decision has been made, then the budgets would be recalculated.

It is also likely that pension costs would rise in the near future.

**The CEO proposed that the Board implement the recommendations as detailed in her paper. GC seconded and all Trustees were in agreement.** Once the Pay Policy had been finalised and agreed, the document would go out to consultation with school teaching staff. The policy will go back to the Finance Focus Group in November for final ratification.

*9.45pm Sheila Copeman left the meeting*

**16. Focus Group Membership**

It was agreed that all Focus Group Meetings would take place at the Pickwick Offices, Corsham Primary School, starting at 6.30pm.

Please can Trustees let the CEO know which of the Focus Groups they would like to join:

1. Finance & Premises

2. School Improvement **ACTION: Trustees** to inform FA which Focus Group they would like to join

**NEXT BOARD MEETING: TUESDAY 4 DECEMBER 2018 AT 6.30 AT QUEEN’S CRESCENT SCHOOL**

**The meeting closed at 9.50 pm**

**Signed: Date:**

**There was a confidential meeting following on from the Trust Board meeting.**