**PICKWICK ACADEMY TRUST**

**TRUSTEES AND MEMBERS MEETING**

**HELD AT CORSHAM PRIMARY SCHOOL ON 26 March 2019 @ 6.30pm**

**FINAL M I N U T E S**

**PRESENT IN ATTENDANCE**

**TRUSTEES MEMBERS OTHERS**

Fiona Allen (CEO) Gail Chilcott James Passmore

Keith Hillman (FD) Julia Hawkins

Andrew Hall Gina Cooke (GC)

Gill Clark (GCl) Nigel Anstey (Chair of Aloeric)

Dave Powell Janet Livingstone (Clerk)

Rob Hayday (Chair)

Paul Vincent

David Willis

**WELCOME AND APOLOGIES**

The Chair opened the meeting at 6.45pm. Apologies were received from Alexandra Bond, Elspeth Griffiths, Paul Dimech (Members), and Rob Ward (Trustee).

**1. Declarations of Interest.** Members and Trustees were invited to declare any changes in business interests. It was agreed that there were no conflicts of interest with the agenda of the Pickwick Academy Trust and that AH’s declaration at a previous meeting would be sufficient until such time as there was any actual conflict.

**ITEMS FOR APPROVAL**

**2. All minutes of the meeting held on 5 February 2019 were agreed as a true and accurate record and accepted by all trustees. Minutes were signed by RH at the end of the meeting.**

**3. Board Matters arising**

3.1Trust Growth – JP provided a paper on possible future relationship with Church Schools**. Completed.**

3.2Professional expectation of trustees**. Completed.**

3.3GDPR Forms. **Completed**.

3.4 JP provided Governor Training Programme. **Completed.**

3.5 Trust Schools in Challenging Circumstances meeting schedule set up. **Completed.**

The order of the meeting was as follows:

**SAFEGUARDING**

**14. Aloeric LGB – CONFIDENTIAL**

**LEADERSHIP**

**15. CEO Succession Strategy - CONFIDENTIAL**

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**RISK MANAGEMENT**

**4. Risk Management Register**

This had been on GovernorHub.

RH confirmed that the risks had been noted.

RH asked all the committees to review the risks and revisit the scoring. The Risk Management Register would then come back to the Board for further deliberation at its next meeting.

The Register would be discussed at the Chair’s meeting to obtain the LGB input **ACTION**

**FINANCE**

**5. Finance and Premises Feedback and Recommendations**

5.1 Recommendation for removal of delegated responsibility at Aloeric.

5.2 CPS trip cheques written off - £400 - ratified.

5.3 Photocopying lease with Futurform - ratified.

5.4 Move from SchoolPod to RM Intergris agreed

KH’s Finance report was noted and further financial implications will be available at the next meeting.

KH recommended that LGB Chairs plan on an in-year surplus when producing budgets for 2019/2020. More stringent financial controls would help to build up reserves and this position was supported by the Board for conveying to LGB Chairs supported by executive arrangements for implementing tighter controls over spending.

Aloeric Building Improvement costings were discussed. It was recommended that an overall plan was in place, prioritising the outcome requirements to minimise non-essential costs.

*9pm – DW left the meeting*

KH recommended staffing changes should be approved at all schools before any recruitment takes place.

**AH proposed that all new recruitment be approved by the Executive Team prior to adverts being published. This was seconded by RH and all Trustees agreed.**

Further funding sources were currently being explored.

*9.10pm – DP left the meeting*

**6. Aloeric – 3 Year Financial Plan**

The three year financial plan for Aloeric will need to be amended as the intake for Reception will fall short of the expected 60 pupils, as only parents of 32 children have expressed a first choice for Aloeric to date.

**SCHOOL IMPROVEMENT**

**7. SIC Feedback and Recommendations**

7.1 Safeguarding and the role of the Safeguarding Trustee is on the Hub. PV is the Trust’s nominated Safeguarding Trustee. A new electronic system of tracking safeguarding issues in Trust schools will be introduced shortly; HoS will have training on this on Thursday.

7.2 Importance of Trustees having additional roles on committees.

7.3 Pupil Premium Trustee is currently vacant.

7.4 School Data Trustee – DW will take on this role.

7.5 The committee are working on the consistency of tracking data in schools.

7.6 New Ofsted framework and the Trust’s preparation for this change is on-going.

7.7 Importance of Trustees asking a “key question” in each meeting stressed.

**10. The Trust Designated Leaders for Safeguarding**

GC and JH are the new Trust Designated Leaders for Safeguarding.

**9. Schools in Challenging Circumstances**

This had been discussed at length at the committee meeting prior to the Board Meeting.

**Terms of Reference for Schools in Challenging Circumstances Committee - Aloeric**

**The proposed Terms of Reference for this committee had been drafted by FA and were on the Hub. Trustees were requested to make any comments to FA by Friday 5 April 2019. It was agreed that the Terms of Reference would then be agreed and available for use. They would be ratified at the next Board Meeting. ACTION**

These Terms of Reference would form the basis for future schools.

**8. Aloeric**

This item was not discussed at this point as it had been considered in great detail in the Schools in Challenging Circumstances Committee meeting earlier today.

**TEACHING SCHOOL**

**11**. **Proposed Future of Teaching School**

JP had provided an updated document on the future of Teaching Schools. Currently the DfE are reviewing the future of Teaching Schools and proposing a new model which is being piloted in several regions. JP considered a staged approach to bringing all Teaching School services into the control and leadership of the Trust. This is still being explored. RH invited JP to identify when the Teaching School required greater input from the Trust Board at its meetings.

**GOVERNANCE**

**12. Governance Training Package**

Amy Tapscott had provided a paper on Governance Training. This would also be discussed at the Chairs meeting on Monday with a view to upskill LGBs and to gain support for the opportunity below.

The option of requiring Governors to undertake training in their first year, and completing a skills audit was discussed. Existing information on Governorhub generated at the time of Trust establishment required review with regard to any future development

**It was proposed that option 3 was taken up – 2 twilight sessions on 25 April and 14 May with the focus on:**

**“Holding leaders to account – asking questions about evidence” and “Being ready for your Ofsted inspection”.**

**It was also proposed that Option 4 a full day’s “New Governors’ Induction” on 14 May be booked.**

**13. Board Planner**

This was shared for information. It would be discussed further at committee level.

**POLICIES**

**16. Policies for Ratification**

Volunteers and Interns Policy

**All Trustees agreed to ratify the above policy.**

**17. ITEMS TO NOTE**

Gary Webb – Vice Chair of Governors CPS

Julie Rogers – Vice Chair of Governors IL

**NEXT BOARD MEETING: TUESDAY 30 APRIL 2019 FOCUS COMMITTEE MEETINGS AT PICKWICK OFFICES**

 **TUESDAY 14 MAY 2019 BOARD MEETING**

**The meeting closed at 9.40pm**

**Signed: Date:**