



## TRUST BOARD

Minutes of a Meeting of the Trust Board of South East Cornwall Multi Academy Regional Trust held at Liskeard School and Community College on Tuesday 2<sup>nd</sup> October 2018 at 5.30pm

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**Present:**  
**Dr S Brownlow**  
**Mr D Buckley, CEO**  
**Mr B Cook**  
**Mr K George**  
**Mr K Johnson**  
**Mr R Newton Chance, Chair**  
**Mrs K Waghorn**

**Absent:** **Mr J Kitson**

**In Attendance:** **Mrs D Stoneman, Company Secretary and Clerk**  
**Mrs K Williams, prospective Clerk**

To provide evidence of challenge, these questions are highlighted in the minutes.

1. **Welcome**

Mr Newton-Chance welcomed everyone to the meeting and thanked them for attending. Everyone introduced themselves for the benefit of the prospective clerk, Kate Williams.

2. **Evacuation Procedure**

The route for leaving the building in an emergency was explained.

3. **Scheme of Delegation 2018-19**

Mr Newton Chance advised that this document includes suggested changes to the previous version and the purpose of the meeting is to consider these and see how they could influence the way the SMART Board works. He circulated a diagram setting out how he feels the MAT should operate. He emphasised that the purpose of this is for development. From this:

- a) A Director with responsibility for SEND should be added to the constitution. It was suggested that this also includes Disadvantaged Students. This was unanimously agreed.
- b) After discussion, it was agreed to use the term HR rather than Personnel.
- c) From the diagram, it was noted that each specialism has an indication of the tasks and responsibilities required.
- d) There was a discussion as to whether Effectiveness of Teaching and Learning should be taken from Learning and moved to HR. It was agreed that it should be retained in Learning.
- e) Premises H&S – following discussion at the earlier Admissions Committee meeting, it was agreed that provision for additional places generated by local development should be included in this remit.
- f) The proposal to introduce a committee structure was unanimously agreed. This would include a Finance Committee, a Learning Committee and a People Committee.
- g) The suggestion by Mr Newton Chance about the sequence of meetings was circulated and agreed. It was noted that there will be an AGM at the beginning of the Autumn Term to

- include the Members. The Clerk suggested that the term of AGM was not used as this could cause confusion as the Articles do not require an AGM to be held. It was agreed that this meeting would be referred to as an Annual Review Meeting.
- h) It was noted that the revised Headteacher's Report at the beginning of the term means these can be considered by the link groups and committees at their subsequent meetings.
  - i) A Director asked if the committees were being given delegated authority. It was agreed that this needs to be very clear. After discussion, it was agreed that the committees would make recommendations for ratification by the SMART Board. Mr Newton Chance offered to produce Terms of Reference for the two additional committees. It was noted that policy review can be done by a committee. Admissions may not need a separate committee but Remuneration does need to be separate.
  - j) At the HR link meeting, it had been highlighted that it would be useful for the Link Meetings to be held before the LGC meeting so they can scrutinise the data beforehand. It was agreed that this would be difficult to diarise.
  - k) A Director asked what the purpose of the Link meetings are. This was discussed and felt to be paramount to links between governors and the Trust Board. They will also be used for training governors so they feel confident to scrutinise the data they are given.
  - l) A Director asked if there would also be a director linked to each school. This was discussed at length and agreed that they should be retained. Directors linked to schools would be asked to visit their school at least once a year during the school day.
  - m) A Director felt it would be useful if the Link Director only had one report to look at. It was agreed that these Link Governor and Director groups are crucial to making governors feel part of the MAT.
  - n) The proposed committee structure was discussed. It was suggested that the Finance and Audit Committees can be amalgamated. A Director expressed concern that this was contrary to the statutory requirements. The Clerk would check this. It was agreed that at LGC level, the Link Governor for Audit and Finance can be the same governor. Audit Link Governors would be invited to attend the Finance link meetings; the diarised Audit Link meetings would be deleted. It was agreed that the title of the Audit portfolio would be changed to Compliance.
  - o) It was noted that the appointment of auditors is the responsibility of the Members and has to be done at the start of the Spring Term.
  - p) Members Responsibilities – the section that had been added was considered in detail. It was noted that the NGA guidance which has just been issued is different to the section added. It was agreed that item 3 should be 'are there significant reputation risks...'. It was suggested that there is a Members meeting to consider the NGA guidance which includes the new Members.
  - q) Directors were advised that any formatting issues in the draft document should be sent to Rachael Yelland.
  - r) It was noted that 'Committee Chairperson' should be deleted from the membership of the Finance Committee and that roles will be specified in the membership of committees.
  - s) There was a discussion about whether Local Governors should be considered for membership of committees. After discussion it was agreed that this should not be the case.

- t) It was agreed that the KPIs need to mirror the Headteacher’s Report format. Indicators will be on whether support is needed.
- u) The Scheme of Delegation will be checked to make sure that the ticks in the boxes correspond with the policies.

Subject to the changes documented above, the Scheme of Delegation was unanimously approved.

**4. Director Appointment**

It was unanimously agreed that Mrs Casson should be co-opted as the SEND and Disadvantaged Students Director on the basis of her current application and previous interview. A Director asked if there is a conflict of interest with her current role. Mr Buckley advised that this had been discussed in detail at the interview; there are a number of students who are double registered and this is likely to always be the case.

It was unanimously agreed to increase the number of co-opted directors by one.

The Members would interview the remaining two candidates for one director position. It was noted that the unsuccessful candidate could be encouraged to become a Local Governor.

**5. Any Other Business**

a) Mr Buckley advised that Landulph Primary School have been considering whether there should be nursery provision on the school site. The current provider has agreed that they will cease providing this if Landulph Primary School take this on. There needs to be a feasibility study and the Trust Board need to agree to this. A Director asked what the cost of this would be. Mr Buckley advised that the intention is for the CBU to undertake this. A Director asked if this has been agreed by the LGC. This will be discussed by the LGC at their meeting next week. Directors unanimously agreed in principle that a feasibility study should be undertaken by the CBU subject to agreement by the Landulph LGC.

b) Mrs Waghorn advised that she would not be accepting a nomination for Vice Chair at the next meeting. The Clerk was asked to request nominations prior to that meeting.

*Subsequent to the meeting and as the election of the current chair had taken place at the first meeting in the Spring Term and new director appointments are taking place, the election of chair and vice chair would take place at the next meeting.*

c) Mr Buckley advised that the Pay Policy for teaching staff has now been finalised and agreement as soon as possible would enable increases to be paid in the next salary payment. This will be circulated to directors for agreement.

**ACTION: D BUCKLEY/D STONEMAN**

The meeting closed at 7.20.

<p><b>M5 Any Other Business</b> - Mr Buckley advised that the Pay Policy for teaching staff has now been finalised and agreement as soon as possible would enable increases to be paid in the next salary payment. This will be circulated to directors for agreement.</p>	<p><b>D BUCKLEY/ D STONEMAN</b></p>
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