

Aspire Learning Partnership – A Co-operative Trust

Trust Board Forward Planning Meeting on Tuesday 29<sup>th</sup> November 2016 at 4pm at Overfields Primary School,

Minutes

Attendance

Mal Fitzgerald, (MF) Chair of the Board.

Patsy Petrie – (PP) Head Teacher, Bankfields Primary School

Steve McLean, (SMcL) Head Teacher, Caedmon Primary School

David Brede - Vice Chair of Governors, Caedmon Primary School

Jason Murgatroyd, (JM) Head Teacher, Grangetown Primary School.

Joy Sinclair, (JS) Chair of Governors, Grangetown Primary School.

Tracy Watson, Head Teacher, Overfields Primary School

Helen Hall, (HH) Head Teacher, South Bank Primary School

Karen McGarrity, (KMcG) Chair of Governors, South Bank Primary School

Sandra Marsden (SM)- Co-Head teacher, Whale Hill Primary School

Katie Tattersall – Governor, Whale Hill Primary School

Alison Hill – (AH) Head Teacher, Wilton Primary School – Strategic Lead Head Teacher

Sue Cochrane, (SC) Company Secretary

Apologies

Susan Beevers, Principal Manager for Services to Schools, RCBC

Ed Evans, (EE) Governor, Wilton Primary School

Angela McBride (AMcB) – Chair of Governors, Overfields Primary School.

Chris Colegate, (CC) Head Teacher, Teesville Primary School

Andrew Stogdale, Centre Manager, Inspire 2 Learn

1. Welcome/Apologies for Absence

Apologies had been submitted as noted above. 2 new Trustees appointed by schools were welcomed to the Board – these were Dave Brede, Vice Chair at Caedmon Primary School, and Katie Tattersall, Parent Governor at Whale Hill Primary School.

2. Declarations of Interest

None

3. Minutes of the previous meeting and matters arising.

The minutes were agreed as a true record of the previous meeting with the following amendments:

Page 1 -Lucas Ainsworth and Charlotte Mott of Grangetown Primary School had attended the meeting, but were not noted as attendees.

Page 4 – PP advised that the Trust Council were to produce either a newspaper or a video, not both.

**Matters arising not on the main agenda.**

Item 4 – some Trustees had still not completed the Register of Business interests form. Those present completed and returned it to SC.

Item 6 – Some schools had not notified SC of their decisions on the Staffing proposal sent after the last meeting. Some schools had not had their GB meetings yet, Grangetown had omitted to discuss it at their recent meeting, but JM confirmed he would speak to Governors and confirm the decision as soon as possible.

**Action: - Schools to notify SC of decisions of GB on future Trust staffing as soon as possible.**

Item 6 – The strategic Planning away day had been organized for the 24<sup>th</sup> January at I2L and all Trustees had been invited apart from the new Trustees.

**Action: SC to send an invitation to the new Trustees.**

Item 8 – the 2 new Foundation Governors had been allocated to Bankfields and South Bank Primary Schools. SM stated that she had received an expression of interest from Geoff Mitchell to become a Governor at Whale Hill.

#### 4. Changes to Trust Board Membership

Since the last meeting, Steven Goldswain (Caedmon) and Alec Smithson (Teesville) had resigned as Trustees. Katie Tattersall (Whale Hill) and Dave Brede (Caedmon) had been appointed by their schools.

MF invited Trustees to stand for the vacant position of Vice Chair to the Board. Karen McGarrity nominated herself.

**Karen McGarrity was elected as Vice Chair**

#### 5. Reports from Committees and Working Parties

##### **Membership Working Party**

At the last Board meeting in September, the continuation of the membership Working Party had been discussed. This group had only met once last year and had mainly talked about Governors. As a Co-operative Trust, ALP is meant to have members from different constituency groups. This had not changed following the revision of the Memorandum and Articles. It was decided that a meeting should be arranged in the New Year to look at the M&A and decide how best to take this forward.

**Action: SC to send a Doodle poll to the membership WP to arrange a meeting in the new year.**

##### **Enterprise Lead Teachers network**

The ELT network had met twice and a report on progress had been circulated. There were no questions or comments from Trustees.

##### **HTs School Improvement Group**

This Group had met twice and a report had been circulated.

Comments and Questions were invited. SMc commented that the Growth Mindsets PD day which had taken place earlier that week and involved 7 schools had been useful, and staff at Caedmon want to do more work to roll out this training. This is being discussed within the Head Teacher School Improvement Group.

## Operational group

The Operational Group had met and a report had been circulated. There were no comments or questions from Trustees.

### 6. Secondary School transition

TW had tried 3 times to contact Lyn Stabler about a further meeting concerning transition which had been promised. No further date has been arranged. All HTs had received the minutes of the first meeting, which were a summary of the feedback to the survey run by the LA. Trustees felt it was unsatisfactory that nothing has been done with the information, and at a cluster meeting the previous week, provisional dates for 2017 transition were issued and once again, there was no consistency between the secondary schools. Doug Elliott, Principal at Hillsview Academy, was to be invited to the next cluster meeting.

Following the September Board meeting, KMc had contacted David Major to express concern from Trustees. David Major and David Baldwin responded with the survey outcomes. KMc felt that the summary painted an over “rosy” picture, and she had asked for a breakdown of results between the East and West clusters. She had not received anything further. KMc will follow this up. TW informed Trustees that the new SIP, Andy Brown, is also considering this issue. AH reminded Trustees that it is not just the timing of transition that is a problem, but also the quality of the experience of the children, which varies between schools.

**Action : TW and KMc to continue to seek progress and report back to the next Board meeting.**

### 7. Outcomes from Governor Conference 10<sup>th</sup> October 2016

The Governor conference had been well attended and good feedback was received from Governors. 2 areas for development had emerged from the evaluations

**Governor Health Checks** – all 8 schools had elected to have a Governor Health Check carried out following the conference. One school had commissioned this from RCBC Governor support. One school was already working with an NLG and would receive their Health Check from them. 2 NLGs had come forward to carry out the other 6 checks – these were Terry Cane and Eleanor Nicholls. SC circulated an overview of what the Health Check involves.

**Action: As schools did not have any particular preference for who carried out the check, SC will allocate schools to the 2 NLGs and will pass on Heads and Chairs contact details for the NLGs to make the necessary arrangements.**

**Networking** – Governors were keen to work together with Governors from other schools to share good practice and had a variety of ideas as to what the network could look like. SC was trying to arrange a meeting for Chairs of Governors to take this forward, but it was proving difficult to find a date that was convenient for everyone.

**Action: SC will continue to try to arrange this meeting for the New Year.**

### 8. Trust Admissions Policy

SC had circulated a draft Admissions policy to be considered by GBs earlier in the year. Most schools confirmed that their GBs had adopted the policy for 2018-2019 admissions. 2 schools had still to deal with this matter at GB meetings

**Action: Remaining schools to notify SC of GB decisions on admissions policy. SC to notify School Admissions of the adoption of the Policy.**

## 9. Finance – request for approval to commit funds.

The Operational group had discussed committing funding of £6,000 from Trust reserves to retain the services of a bid writer, Mark Craddock, to try to generate funding for some of the Trust's projects. They had been unable to come to a decision and had referred this to the full Board for a decision. SC had attempted to secure funding, completing several bids, but had only been partially successful. To engage the bid writer would use more than half the Trust reserves which currently stand at around £11,450. Trustees held a full and detailed discussion on the merits of using a bid writer. Some schools had already used the same person and had achieved a measure of success with raising funds. KMc advised that there had been changes to the way funding was allocated from the Lottery – only very strong bids were successful. There was a suggestion that a lower level of retainer could be taken initially, to lower the risk of committing such a high proportion of reserves.

Following discussion, the matter was put to a vote. **The motion to commit £2,000 of Trust reserves to retain the services of the bid writer, Mark Craddock, was carried.**

**Action: SC to take this forward with Mark Craddock.**

## 10. Strategic Planning Away Day – 24<sup>th</sup> January

Trustees were reminded that this would take place at 12.00 noon at Inspire 2 Learn on 24<sup>th</sup> January 2017. The aim of the day will be to determine the strategic direction of the Trust over the next 3-5 years and establish the key objectives of the next 3-year business plan.

## 11. Any Other Business

Minutes produced by Pauline Jackson of the EYFS lead teachers network were circulated by TW.

AH advised Trustees of a request made from the Head of Governor support for clarification around what Trust information is being shared with GBs. Governors are stating that they are unaware of what the Trust is doing. They have asked whether the minutes of the Board meetings could go to GB meetings as well. Some questions have been asked about the revision of the M&A, and what procedures are being followed. AH asked whether Trustees felt that enough was being done to keep GBs informed of the Trust's work.

Head teachers advised that the work of the Trust is a standing item on agendas, and most Heads said they give a verbal update. TW includes it in her HT's report. SC has produced a termly summary for the last 2 terms and will be producing another for the autumn term. It was agreed that as the minutes are a public document, these could be placed on the ALP website. MF felt that if Heads and Chairs are receiving regular information, it is up to them to decide what level of information is fed back to Governors.

AH suggested that Foundation Governors could perhaps receive the updates and play more of a role in communication between the Trust and GBs. MF suggested that Communication and Marketing should be looked at when carrying out future planning at the Planning away day in January.

SC asked whether the GB meeting schedule for each school could be shared with her, so that she can make sure that any requests for decisions or information can be shared with GBs in a timely manner. All schools present were happy to share their meeting schedules.

**Action: SC to redact any confidential information from Board meeting minutes (as determined by Trustees), and place these on the ALP website. Annual reports and termly updates will also be placed on the ALP website.**

**Each school will share their GB meeting schedule for 2016-2017 with SC.**

**Communication and Marketing strategy will be discussed at the planning meeting on 24<sup>th</sup> January 2017.**

12. Date and Time of next Board meeting:

Tuesday 28<sup>th</sup> March 2017 at 4pm at Caedmon Primary School.

