

Title:	West End Schools' Trust		
Date:	6 July 2015 at 4:30pm	Location:	Bridgewater
In attendance:	<p>Sam Robson – Headteacher, Bridgewater  Lynn Stephenson – Chair of Governors, Bridgewater  Tracey Caffrey – Headteacher, St John's  John Carr – Vice-Chair of Governors, St John's (joined the meeting at 4:50pm)  Judy Cowgill – Headteacher, Hawthorn  Heather Campbell – Headteacher, Canning Street  Peter Thomson - Governor, Canning Street  Jane Mullarkey – Headteacher, Wingrove  Sarah Fearon – Governor, Wingrove  Keith Morrison – Headteacher, Broadwood  Cath McIntyre - Chair of Governors, Broadwood  Susan Brooks-Tyremen – Acting Deputy Head, Broadwood  Judith Sword – Headteacher, St Paul's  Cathey Rooney – Trust Officer, WEST  Sheila Kingsland – Newcastle City Council (Partner)  Liz Todd – Newcastle University (Partner)</p> <p>Adam Beechey - Business Manager, Bridgewater</p>		
Apologies:	<p>David Drew – Governor, Hawthorn  Deb Tyler – Newcastle City Council  George Curry – Chair of Governors, St Paul's</p>		

	Item	Comments	Action
1	Welcome & Apologies	See above	
2	Declaration of Interests	No interests declared.	
3	Election of Chair and Vice Chair	Prior to the meeting the only Director who had put themselves forward for the role of Chair was Lynn Stephenson. CR asked if there were any further nominations. No further nominations received. At	

		<p>this point LS left the room. The Board voted unanimously in favour of LS becoming Chair.</p> <p>Prior to the meeting the only Director who had put themselves forward for the role of Vice Chair was Tracey Caffrey. CR asked if there were any further nominations. No further nominations received. At this point TC left the room. The Board voted unanimously in favour of TC becoming Vice Chair.</p>	
4	Foundation Trust Governors	<p>CR explained that there were two decisions which had to be made under this agenda item:</p> <ol style="list-style-type: none"> <li>1. Ratify the Trust Governor nominations previously circulated.</li> <li>2. Agree how Trust Governors are appointed in future.</li> </ol> <p>KM informed the Board that one of Broadwood's Foundation Trust Governors has resigned from there Board of Governors and hence is no longer a Trust Governor.</p> <ol style="list-style-type: none"> <li>1. The Board unanimously agreed to ratify the Trust Governors listed and circulated (by email) by Nick Sanders. One vacancy exists at Wingrove and one at Broadwood.</li> <li>2. SR proposed that each individual schools' Governing Body continue to recommend their school's Foundation Trust Governor. PT presented a counter-argument that the Trust should have more involvement in the decision process now that the Trust exists in its own right. The Board voted unanimously in favour of the proposal tabbed by SR. However, this will be revisited in one year when the Trust will have had the time to determine the strengths that exist amongst the board members and the areas which could be strengthened. At this point JS identified that the Memorandum and Articles of Association that had been circulated prior to the Board meeting were incorrect. An updated version exists and it was this that was agreed and signed. CR to obtain a copy of the correct version.</li> </ol>	<p>Wingrove &amp; Broadwood</p> <p>CR</p>
5	Trust Structure, Governance and Operations	<p><u>Proposal 1</u> See circulated paper – '<i>Structure of West End Schools' Trust – Proposal 1</i>'</p>	

		<p>This is how the group unofficially operates at present.</p> <p><u>Proposal 2</u> See circulated paper – ‘Structure of West End Schools’ Trust – Proposal 2’ Operated by other Trusts. Very similar to our existing model.</p> <p><u>Proposal 3</u> See circulated paper – ‘Structure of West End Schools’ Trust – Proposal 3’ Operated by other Trusts. JC joined the meeting at this stage (4:50pm). CR took the group through the 3 proposals. A discussion then followed around which working groups were required and who would be part of these groups. Particular discussions took place in relation to the Trust Executive Group. Some of the key points made were as follows:</p> <ul style="list-style-type: none"> <li>• Regardless of the decision taken all Board members were in agreement that there is a definite need for a system to be in place to ensure effective communication exists at all times.</li> <li>• A suggestion was made that Working Parties will feed back to the Executive Group who will in turn feed back to the full board.</li> <li>• SK made the observation that in other Trust’s, one Head sits on each working party.</li> <li>• Terms of Reference for each working group to be drafted by CR and circulated for comment.</li> <li>• CR to attend all working parties.</li> <li>• PT suggested that the Executive Group should be made up of Governors, instead of Headteachers.</li> <li>• KM put forward the suggestion that a representative from each working party could make up the Executive Group.</li> </ul> <p>Discussion then took place around what is the most practical way forward. The Board concluded that the Trust needs an Executive (Operational) Group with an open invite to all who would like to attend, including Trust Governors who are not on the board. These meetings will run concurrently with the Headteacher meetings. As a</p>	<p>CR</p> <p>CR</p>
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		<p>minimum the 7 Headteachers, Chair of the Trust (Governor representation) and the Trust Officer will be in attendance. A vote took place with 9 Directors, a majority, in favour of Proposal 2 and hence the motion was passed.</p> <p>Delegation of Authority to be drafted by CR and circulated to the Directors for formal agreement.</p>	CR
6	Trust Partners – Newcastle University	<p>The Board had to decide whether to ratify Newcastle University as a partner and to appoint Professor Liz Todd as a Director of the Trust Board.</p> <p>Liz Todd introduced herself, explained her main fields of work and highlighted projects and organisation in which she has an involvement.</p> <p>Extended Schools and community orientated learning are her main areas of work; particularly focusing on children and families.</p> <p>LT highlighted clearly that if she was to become a Partner, partnership work would not be limited to her alone but would develop access to and links with the University as a whole.</p> <p>LT involvement:</p> <ul style="list-style-type: none"> <li>• Deputy Director of SOLE Central</li> <li>• Institute of Social Renewal</li> <li>• Science Central</li> </ul> <p>At this point LT left the room. The Board then voted unanimously in favour of Newcastle University becoming a Partner of WEST and LT becoming a Director.</p>	
7	Role of the Trust	<p>The Trust Officer is currently working to the Business Plan agreed by the Steering Group.</p> <p>This had been circulated prior to the meeting.</p> <p>The Board formally agreed the current Business Plan with alterations to be suggested by the Executive Group.</p> <p>LT proposed that we involve the children and our community to obtain their views, which will inform the direction we take.</p> <p>SR highlighted an idea previously discussed regarding a Trust Council for the children. The Board are very keen on implementing this.</p> <p>JC highlighted the need to ensure that a cross-section of parent views is obtained, not just from the most vocal / Parent Governors.</p> <p>The Executive Group will compile a draft 3-year Business Plan, to</p>	Executive Group

		<p>commence April 2016.</p> <p>An away day for all Directors will be held so that they can contribute to the draft plan.</p> <p>The Board voted on the above points and all were in agreement.</p>	CR
8	Land and Assets	<p>Please refer to the document entitled, '<i>Process for Decisions Relating to Land</i>'.</p> <p>CR reiterated that the Trust is the freeholder of all land and assets, belonging to all Partner School except St Pauls.</p> <p>A process needs to be agreed on how decisions will be made regarding changes to land.</p> <p>A detailed discussion took place around what changes will need to be brought to the Board and what changes will not – considerations included internal / external; what has an impact on other schools; liability.</p> <p>The Board voted unanimously that anything that required planning permission would also have to be brought to the Board.</p> <p>The circulated process was agreed subject to an alteration being made to Step One so that agreement can be reached by email and therefore does not have to be brought to a Board meeting.</p>	CR
9	AOB	None	
10	Date of Next Meeting	Second Board Meeting - TBC	CR
		The meeting closed at 6pm	