



# Link Academy Trust

## Meeting of Directors

No.1  
25.4.2016  
Landscape  
House

<b>Directors</b>	
Tony Callcut	Isabel Cherrett – Absent, apology received
Nicky Dunford	Fiona Walters
Charlotte Powers	Iain Grafton
Simon Niles	Diane Hockin
Clerk – Sue Howard	

### Agenda

D1.16	Welcome
D2.16	Chairman for the meeting
D3.16	Declarations of interest
D4.16	Clarification of current Directors
D5.16	Discussion and clarification on Academy Membership
D6.16	Discussion and appointment Chairman
D7.16	Discussion and appointment of Vice Chair
D8.16	Appointment of Clerk to the Directors
D9.16	Bearnes Educational Foundation – proposal and appointment by Members
D10.16	Academy Vision and future growth
D11.16	Academy Structure – roles and responsibilities
D12.16	Scheme of Delegation
D13.16	The role of the Local Governing Board
D14.16	Academy Logo
D15.16	Dates of next meetings

### Minutes

D1.16	Welcome by Clerk Sue Howard
D2.16	Sue Howard proposed Tony Callcut as chair for this meeting, all in favour
D3.16	Declarations of interest explained by TC to all present. Directors must declare any conflicts and leave the meeting when the appropriate item is dealt with. Some conflicts that are not obvious at the start of the meeting may become so as it progresses. Directors must declare these as soon as they are aware of them and leave at the appropriate point.

D4.16	TC explained the requirement to have on the Board of Director's, the majority must foundation directors who will represent the church schools. This has been difficult to do, can't appoint non foundation directors, until foundation directors have all been appointed. We have 4 directors appointed at the moment, 3 of which have been approved foundation by the Diocese. Fiona Walters and Simon Niles foundation application papers are with the Diocese at the moment for approval. Not all directors have been found, there will be 12 in total that will include Nicola Dunford and Diane Hockin, who will be appointed as non foundation. TC said to all present, the importance to appoint a finance director within the board, incase anyone present knows of anyone that has the skills to take on this role.
D5.16	TC said that 3 members of the Multi Academy Trust have already been appointed, they are EDEN, Deanery Synod of Totnes and University of St Mark & St John. ND explained the non denominational Bearnas family Trust that was set up to those present. Yvonne Short, previous N&T chair of governors, as volunteered to go into that role on the members board.
D6.16	TC explained that Isabel Cherrett has put her name forward to stand as chair via email to the clerk. No other names were put forward, TC proposed and CP seconded.
D7.16	IG explained the role of the chair and vice chair to the other directors. Vice Chair is basically a back up to the chair in their absence and a support person for them. ND and TC would require the support of both roles in an emergency. Charlotte Power put her name forward for vice chair, no other names put forward, TC proposed and DH seconded.
D8.16	ND explained what the role will involve and their preference to have one clerk across the whole Academy, Members, Directors and LGB's. Directors all agreed with this. IG stated the importance of the role having the right remuneration. IG asked who is taking on the role of Company secretary, TC & ND explained that the Trust have bought into Michelmores for this service and they will work closely with the clerk throughout. TC proposed and IG seconded.
D9.16	TC explained that the members will have to appoint the representative from the Bearnas Trust to sit on the member's board, but the Directors could recommend. Those present were all in favour of proposing Yvonne Short to the members. IG proposed, CP seconded.
D10.16	TC and ND showed a power point presentation, questions were asked by the Directors on various points throughout, including future schools joining the MAT and limitations set on this.
D11.16	<p>TC explained the suggested structure and that the main board of directors would maybe meet 3 times a year and would each have a specific role within that, they would also sit on 2 committees.</p> <ul style="list-style-type: none"> <li>• Fiona Walters put herself forward for Diocesan Director and Property &amp; Maintenance</li> <li>• Simon Niles put himself forward for Teaching &amp; Standards</li> <li>• Charlotte Powers for Health &amp; Wellbeing</li> <li>• Iain Grafton for Inclusion, SEND &amp; Safeguarding</li> <li>• Diane Hockin happy to go onto Finance &amp; Personnel Committee, but not Finance Director</li> </ul> <p>IG suggested the 4 proposed committees be collapsed into 2, Standards, Curriculum and Teaching and then have the main business one i.e. Personnel, Buildings and Finance etc. Then a 3rd be made for a Remuneration Committee, which is a statutory requirement (maybe a Member to chair, HR director or Finance director and then a chair of the LGB's) be formed that meet as and when required but certainly once a year to review.</p>
D12.16	TC & ND showed those present the Scheme of Delegation that has been written and approved by the Diocese and Governors. IG suggested that he has seen this made into an Annual Cycle type of document split through the 3 terms with delegations. IG also said that the budget items within the Finance section for LGB's be taken away as this will be Directors responsibility. IG to forward template to SH and ND.
D13.16	TC and ND would like to keep the governing bodies as LGB's. IG and directors completely agree. The LGB's will report to directors through their Committee meetings



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D14.16	TC and ND showed the Directors Logo suggestions for the Academy. Directors happy to leave this decision to them.
D15.16	Next Directors Meeting set for Monday 6 <sup>th</sup> June 2016, 6pm at Landscape House. Clerk will email out agenda 14 days before.

**Meeting Closed 8pm**

**Signed as approved copy by Chair – Isabel Cherrett**

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**Date 6.6.16**