

Directors	
Isabel Cherrett	Roy Gillard
Peter Bethel	Simon Niles
Tony Callcut	Charlotte Power
Nicola Dunford	
In Attendance:	
Clerk – Sue Howard	
Trust Business Manager – Matt Matthew	

Minutes

Welcome: Chair IJC welcomed all Trustees and Officers to the meeting

Apologies: Apologies were accepted from Iain Grafton, Cheryl Mathieson and Fiona Walters

Declaration of Business Interests: There were no interests declared at this point

The Chair formally welcomed the Woodleigh Federation, Cheriton Bishop, Tedburn St Mary and Yeoford primary schools to the Link Academy Trust, with effect 1 March 2018

1	<p>Minutes of previous meeting The Minutes of meeting held on 5 February 2018, (2/2018) were approved and signed by the Chair, Isabel Cherrett. Part I had been made available to the Board prior to the meeting.</p>
2	<p>Matters Arising</p> <p>2.1 D2.18.2 It was confirmed to the Board that the security fencing at Harbertonford School has now been installed.</p> <p>2.2 D2.18.1 The EP advised he received correspondence from the Diocese that TEC, the contractors for the new build at Diptford, will return just prior to the end of the defects period to make good the fascia boards where necessary. Remedial work will be completed without additional cost to the Trust. The Directors requested the EP to obtain a quote to replace the wooden fascia with plastic to avoid regular repairs and associated costs in the future. Action EP</p> <p>2.3 D2.18 The Local Governing Board (LGB) bespoke training, deferred from 28 February would take place on 28 March 2018 at Bearnas School with Debbie Clapshaw of Babcock.</p> <p>2.4 D2.18 The Chair and Finance Director reported a positive meeting with the LGB Chairs, held on 6 February 2018. Summary notes of the discussion had been circulated to the Board and LGBs. Further meeting dates will be arranged to ensure a continued flow of communication.</p> <p>2.5 D10.18 The Trust's Local Government Pension Scheme (LGPS) Discretions Policy was further reviewed by the Finance Director and is now in place.</p>
3	<p>Audit Committee</p> <p>3.1 The Board noted the minutes of the Audit Committee held on 19 February 2018. The Chair CP, highlighted some of the items and described the monitoring visits to schools which she and Mr Bethel were undertaking. CP had attended the Head of School (HoS) meeting held on 21 March 2018 to discuss the Trust Risk Register being adapted for school level risks.</p> <p>3.2 In relation to the Internal Audit proposal for mobile phones to be included in school emergency grab bags, Minute A3.18.3., the Board approved the Audit Committee's recommendation to reject the</p>

	<p>proposal, noting a number of phones on site were likely to be available. The Board agreed that staff phones should only be used for emergencies and that any photographs taken on or off site should always be taken with a Trust owned device.</p> <p>3.3 The Board was advised that a Trust Safeguarding Action Plan has been produced following a meeting held to review the individual school Safeguarding Audit reports. This plan has been forwarded to all HoS. The Audit Committee will monitor the timely implementation of recommendations.</p> <p>3.4 External Audit Service – The Chair advised the Committee will review the provision of the External Audit Service for 2018-19. IJC had prepared a protocol for the appointment and terms of reference were being drawn up; the Committee would obtain three quotations. The firm’s experience in the MAT sector, training provision and continuity of staff as well as cost would be taken into account. A recommendation would be made to the Board in July and then the Annual General Meeting (AGM).</p>
4	<p><u>Finance & General Purposes Committee</u></p> <p>4.1 The Chair of the F&GP Committee, RG, presented the Minutes and summarised the key points from the last meeting, held on 1 February 2018, including:</p> <ul style="list-style-type: none"> • National Fairer Funding figures • Abbreviated Accounts Return (AAR) submission • C/F figures • New Payroll provider coming into effect 1 April 2018 <p>The next meeting would be held on 28 March 2018.</p> <p>4.2 The Board noted the letter received from the Education and Skills Funding Agency (ESFA) detailing the financial returns requirements for 2018. This included a new three year budget forecast return by 30 July 2018.</p> <p>4.3 The Trust Business Manager (TBM) advised the Board that Cheriton Bishop School, following the recent adverse weather, experienced a leak in their roof, which damaged the school photocopier. A claim is being processed with the school’s RPA insurance scheme.</p> <p>4.4 A discussion was held in relation to future severe weather. All Link schools are located on untreated roads. The Board agreed that future AMBER warnings from the MET Office would trigger school closure. Heads of School should be mindful that pupils must be able to get home/be collected. The Board thanked all the Trust staff for their prompt decision making and actions during that period. <i>Action Clerk to add text in relation to this to school websites severe weather page</i></p>
5	<p><u>Standards & Curriculum Committee</u></p> <p>5.1 In the absence of the Chair of the Standards & Curriculum Committee, members CP and SN summarised the meeting held on 7 February 2018. This included:</p> <ul style="list-style-type: none"> • The mezzanine floor at Bearnes to be a priority for the Trust (see item 8) • A representative from the Woodleigh LGB Hub to sit on the Committee <p>The Board agreed that, across the Trust, progress is the key priority. Noting the data below, at or above age related expectations (ARE) is dependent on the timing of the delivery of the curriculum, periodic data may be misleading. Directors agreed it would be helpful to have predicted year end outcomes, including KS1 and KS2.</p> <p>5.2 The minutes of the Totnes LGB meeting held 31 January 2018 were noted.</p> <p>5.3 The Board noted the EP’s suggestion that the S&C Committee meet more frequently, which would also increase communication with the respective LGBs. <i>Action Clerk for Stds & Curr agenda</i></p>
6	<p><u>Safeguarding</u></p> <p>Part II The EP updated the Board</p>

	Return to Part I
7	<p><u>Governance</u></p> <p>The Board agreed to establish a working party to review the roles and responsibilities of the Local Governing Boards in terms of teaching and learning, as well as the day-to-day contacts with, and therefore, knowledge of the individual schools. The working party will be chaired by RG and include the CEO, EP, Mr Grafton and a representative of each of the three LGBs. Proposals should be submitted to the Board by the Summer half term to allow full consultation before a final decision on 9 July 2018. The new arrangements would come into effect in September 2018.</p>
8	<p><u>Chief Executive Officer's Report</u></p> <p>8.1 & 8.2 The CEO tabled her report to the Board and drew attention in particular to:</p> <ul style="list-style-type: none"> • Woodleigh schools update following them joining the Trust • Growth including the Improvement and Inclusion Hub • Individual Academies update • Business • School Improvement <p>8.3 The inadequacy of the hall at Bearnas for use as a classroom had been discussed widely by the Board, the F&GP and S&C Committees and the Newton & Teign LGB. The Link had submitted a Condition Improvement Fund (CIF) bid in 2017 without success and again in 2018; the outcome was awaited. The most recent quote to provide a mezzanine floor to provide a classroom was £300,000. This would mean the Year 3&4 would not have to vacate their classroom for other classes to do P.E.</p> <p>All agreed that a Plan B was urgently needed if the CIF bid was unsuccessful again. The project had been broken down into sections. £100,000 was held using a Section 106 funding. Fund-raising activities were targeting all possible funds; Mrs Short, the LGB Chair, had invited the Newton Abbot MP, Anne Marie Morris, to visit before Easter. The Directors noted that small primary schools were unfairly treated in terms of capital improvement funding. The poor learning environment did not support raising aspirations of the large proportion of disadvantaged children at the town centre primary school.</p> <p>8.4 The Board were in agreement for the CEO to investigate further in relation to becoming a registered Support Academy.</p>
9	<p><u>Executive Principal's Report</u></p> <p>EP had provided his report prior to the meeting and summarised the key points:</p> <ul style="list-style-type: none"> • Numbers on Roll • Quality of Teaching, including Continual Professional Development (CPD) • Staffing • Attendance, including the review of the Trust Attendance Policy • School Improvement and Standards. TC is meeting with each HoS to review their School Improvement Plans, their key issues and actions necessary • Schools headline data, noted as half termly data • PE coordinator for the Trust <p>The Board was advised that the results from the recent Parent Survey had been analysed at the HoS meeting and HoS are writing to parents to thank them. The Board asked the EP to prepare an Action Plan so that actions could be costed and addressed as funds became available.</p>
10	<p><u>Directors Away Day</u></p> <p>Notes to follow from Clerk <i>Action Clerk</i></p>
11	<p><u>Policies</u></p> <p>The following policies were recommended for approval by the Audit Committee:</p>

	Risk Management Strategy – Approved with suggested amendments from IJC Risk Management Policy – Approved with slight amendment
12	<u>Dates of future meetings</u> Dates of future meetings were confirmed as: 14/2018 – 14 May 2018 15/2018 – 9 July 2018 16 July 2018 (AGM)

Meeting Closed 6.55pm

Signed as approved copy by Chair, Isabel Cherrett

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Date 14 May 2018