

# THE DE CURCI TRUST

## Meeting of the Board of Trustees

14<sup>th</sup> May 2018, 5.30 – 7.45pm

### Present

**Trustees:** Alan Cufley (AC), Sara Spivey (SS), Tessa Webber (TW), Lucy Wilby (LW), Lucy Sinnott (LS), Derek Good (DG) Chair.

**In attendance:** Nathan Waites Chief Financial Officer (NW)  
Marion Hallsworth (MH) Company Secretary

1. **Apologies** were accepted from Chris Batstone (CB) and Sharon Brueton (SB).

2. **Quoracy** was confirmed.

AOB: An update on senior leadership at the Solent Schools will be taken under item 7.  
HMRC correspondence will be taken under item 12.

**Declarations of Interest:** there were no declarations of interest other than those already registered.

### 3. Minutes of the last meeting.

The minutes of the meeting held on 9<sup>th</sup> March 2018 were agreed as a true record and signed by the Chair.

**Matters arising:** none.

The minutes from 18<sup>th</sup> April 2018 were agreed as a true record and signed by the Chair.

**Matters arising:** none.

### 4. Budget update

Trustees examined the 'Draft Budget Forecast Return Outturn Summary' giving income and expenditure information for Springfield, Solent Junior, Solent Infant, Trust Central and Trust Consolidated. This focuses on accounting period 7.

NW pointed out the impact on the budget of the new NJC pay scales and also an increase in staff costs at Solent Junior School, primarily due to supply teaching costs.

The potential deficit at Springfield has reduced from £300,000 to £58,000 and at Solent Infant school from £36,800 to £25,300. The Trust's budget remains in surplus. NW is meeting with Solent Junior tomorrow to finalise their review.

**Question:** How were savings made at Springfield?

**Answer:** The cost of Legionella work was less than budgeted for. Two staff have left and not been replaced and there are currently two vacancies not yet filled. There was also a reduction in curriculum spend.

**Question:** Have the vacancies that are planned to be filled been accounted for?

**Answer:** A start date of July 1<sup>st</sup> has been allocated and they are included in next year's budget along with any uplift.

There has also been a reduction in staff at the Solent schools through natural wastage.

Governors continue to monitor any effects from staff reductions and it is a standing item linked with work-Life balance. Whilst acknowledging changes to staffing are necessary,

Trustees agreed that their impact on provision and staff should be recognised, monitored and managed.

Health and Safety and repair and maintenance will be closely examined and planned for in next year's budget. This will include the exploration of provision from third parties and SLAs other than those offered by Portsmouth City Council.

The Board discussed the level of contribution from schools to the Trust. Whilst agreeing that it might have to rise in the future, all agreed that 2% was still the right contribution level for now and the coming year.

Schools are working on their budgets and these need to be approved by Resources committees in time for them to go before the Finance and Audit committee on 9<sup>th</sup> July and then to the Board of Trustee meeting on 16<sup>th</sup> July.

## **5. Strategy update**

Trustees discussed the PESTLE paper and this led to a wide ranging discussion.

Areas covered included:

- Local infrastructure plans.
- Demographic changes.
- The current catchment area and anomalies it throws up.
- The latest government thinking on MAT expansion.
- Possible challenges and benefits of expansion.
- The case for the status quo.
- The current operating model and how it might have to change with expansion.
- Possible future arrangement and use of the sites.
- The need to develop a clear offer should expansion be decided upon.
- The importance of financial probity and due diligence.

The catchment area remains an issue for the Trust.

SS distributed a booklet entitled, 'Building Trusts: MAT leadership and coherence of vision, strategy and operations' and drew attention to Key Findings on page 3 and Ambition Perspective on page 10. Nationally MAT expansion has slowed down recently.

Trustees agreed to continue to take local soundings and to actively research and seek contacts.

The next Strategy meeting will be on 22<sup>nd</sup> May at 5pm following which a position paper will be produced, if appropriate, for consideration by the Board.

## **6. Policy approval/ratification**

### **Contingency & Business Continuity Plan**

A lot of work has been done on this and the final version will come to the next meeting for approval by Trustees. Portacabin hold details of the schools and have confirmed that in the event of a catastrophe, they could supply temporary accommodation. Any temporary accommodation and re-build would be funded under the Trust's RPA insurance.

**ACTION:** NW to check if planning permission would be needed for any temporary structure.

### **Data Protection & Freedom of Information**

Trustees examined the revised policy and NW drew attention to section 13 dealing with photographs and videos. Trustees studied a tabled paper showing a mapped overview of how data moved around Springfield School. NW confirmed staff have received training and all three schools are registered with the ICO. NW will register the Trust with the ICO.

DG proposed approval of the Data Protection policy with a review date of Summer 2019 and every three years thereafter. The proposal was seconded by TW and the policy was approved unanimously.

**ACTION:** Send the final document to local governors.

Trustees then studied and endorsed the 'Data Collection –Privacy Notice-Pupils' followed by the 'Guide to Information Available from The De Curci Trust under the Model Publication Scheme of the Freedom of Information Act'.

NW drew the attention of trustees to the IRMS 'Information Management Toolkit for Schools'

### **The Scheme of Delegation and the Scheme of Governance**

The Scheme of Delegation and the Scheme of Governance have been reviewed and Trustees examined both documents. SS proposed approval of both and this was seconded by DG. **Trustees voted unanimously to approve the Scheme of Delegation and the Scheme of Governance.**

### **7. Summary reports from LGBs**

#### **Minutes of the Solent schools' FLGB meeting 20<sup>th</sup> March 2018**

TW reported on the LGB meeting. Referring to the Incident Return on page 4, TW said governors were satisfied all incidents had been dealt with in an effective and positive way. A Head of School at Solent Junior School has left. A working group of Solent governors will consider solutions to the vacancy. LW gave a presentation on potential options for Senior Leadership staffing.

#### **Minutes of Springfield School's FLGB meeting 27<sup>th</sup> March 2018**

AC presented the minutes from the last meeting. Governors had received two lots of training: Google Classroom and Restorative Justice. AC drew attention to the list of emerging site projects on page 4. Staff recruitment remains an on-going issue. An updated Pupil Premium Strategy statement was approved.

### **8. Training**

Trustees thanked Nathan Waites for the training he delivered to Members, Trustees and Governors on the Academies Financial Handbook on 26<sup>th</sup> April. Trustees suggested inviting someone from a recently expanded MAT to deliver the next training session on 'Where next for your Trust'.

### **9. Induction for Trustees**

Trustees approved of the content of the Induction Checklist for new Trustees.

### **10. Trustee vacancy**

A resignation letter from Anders Bohea has been received.

**ACTION:** The HR committee to develop a skills profile and recruitment process for a replacement Trustee.

Lucy Sinnott's current term of office as a Trustee ends on 20<sup>th</sup> May 2018.

MH confirmed that The De Curci Trust Members had unanimously approved Lucy Sinnott's re-election for a further 4 years.

## 11 The De Curci Trust / Portsmouth University Conference - 12th November 2018

SS outline this joint Trust/ University event for classroom based staff. It will be held at the Marriott hotel and will feature the latest research and practice. Trustees welcomed this as excellent staff development as well as networking and profile raising for the Trust.

## 12. AOB

NW had received correspondence from HMRC showing the Trust had been given an incorrect area tax code. NW has sent appropriate application forms to HMRC to rectify this.

Items for the agenda for next meeting (16 July at Solent Infant School)

Budgets update (Standing item)  
Contingency & Business Continuity Plan

There was no other business and the meeting closed.

### ACTION POINT SUMMARY

Action	Person responsible	completed by
Produce a position paper for consideration by the Board.	DG and SS	Next meeting
Invite someone from a recently expanded MAT to deliver a session on 'Where next for your Trust'	SB (or SS)	Autumn term
Check if planning permission would be needed for any temporary structure.	NW	Next meeting
Send the final Data Policy document to governors.	MH to Jean Loy for distribution	ASAP
Develop a skills profile and recruitment process for a replacement Trustee.	HR committee	Next meeting

Signature of Chair:

Date:

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