

Meeting of the Board of Trustees

16th July 2018, 5.30 – 7.55pm

Present

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

In attendance

Marion Hallsworth (MH) Company Secretary

1. **Apologies** were accepted from Nathan Waites Chief Financial Officer (NW) and Sharon Brueton (SB).

2. **Quoracy** was confirmed.

AOB: The De Curci Trust logo to be discussed at item 14

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 14th May 2018 were agreed as a true record and signed by the Chair.

Matters arising: none. Action point to check if planning permission would be needed for any temporary structure was carried over to the next meeting as NW was unable to attend this meeting.

4. Budgets for September 2018 to August 2019

Trustees examined 'The De Curci Trust – Final Consolidated Budget 2018-2021, with Current Year (2017-18) expected outturn'.

This has been discussed and approved by the LGBs at Solent and Springfield schools. The De Curci Trust's Finance and Audit committee examined it in detail on 9th July 2018 and recommended its approval unanimously.

Trustees agreed that, unfortunately, there was no alternative to cuts unless more income was brought into schools. Deficit Reduction Plans have been updated and continue to be monitored regularly.

Lucy Sinnott proposed approval of the budget and was seconded by Derek Good.

The board voted unanimously to approve the De Curci Trust – Final Consolidated Budget 2018-2021, with Current Year (2017-18) expected outturn.

5. Strategy update

The PESTLE paper has been updated to include environmental factors.

SS led Trustees through the paper 'Trust Strategy 2018/20 – Expectations for Growth' which links emerging research with recent Trust discussions.

Trustees noted the content of the paper and SS drew attention to the fact that, 'Before embarking upon further growth, the Trust must assure itself that academies within the Trust

(existing and 'joining') can achieve pupil outcomes that are stronger than if the academies were working individually.'

Growth would require alignment across all schools in the Trust in a number of areas. Consideration would also have to be given to how the Trust's Board should develop.

Trustees discussed the 'Breakpoints' listed on page 6 and the expectations of the Regional Schools' Commissioner.

Trustees agreed the Trust's capacity, vision and core operating models should be reviewed.

DG then led Trustees through the action points from the Strategy meeting held on 22nd May.

SS and LW reported on the 4th June meeting with Caroline Corcoran which included PCC's Primary Placement plans.

ACTION: If PCC's Primary Placement plan has not appeared by the end of September then SS and LW should ask when it will be published.

Trustees discussed the suitability of using a CIF bid to extend the physical capacity of the Trust. Various options were discussed, including that of a campus model in place of three separate sites. Trustees remained mindful of balancing educational provision with costs imperatives, but stated a belief that if capacity was increased the extra places would be filled.

The latest information on Free Schools was discussed.

ACTION: Investigate if Admission policy criteria can be updated in favour of Trust members.

Question: is PCC going to review school catchment areas?

Answer: No plans to do this at present.

Due to the extensive and detailed nature of a CIF bid, the Trust would probably not be in a position to submit one including additional classrooms until December 2019. SS and NW have researched and met with companies to assist with a CIF application and recommend Will Court from Phillips Surveyors. Springfield has used this company successfully before and they conducted condition improvement surveys for the three schools prior to conversion. After discussion, **the Board unanimously agreed for Will Court to be employed to assist with a CIF application for 2018 – this would cover key elements e.g. roofs, windows and security (Solent entrance) for the three schools.**

6. Policy approval/ratification

Contingency & Business Continuity Plan

This item was deferred to the next meeting as NW was unable to attend this meeting.

7. Schools' Self –Evaluation performance summaries

Solent Infant School

School Performance / Ofsted Criteria	Grade
Effectiveness of Leadership and Management	1
Quality of Teaching, Learning and Assessment	2
Personal Development, Behaviour and Welfare	1
Outcomes for Pupils	2
Overall Effectiveness	2

There is an upward trend in all areas.

Solent Junior School

School Performance / Ofsted Criteria	Grade
Effectiveness of Leadership and Management	2
Quality of Teaching, Learning and Assessment	2
Personal Development, Behaviour and Welfare	2
Outcomes for Pupils	3
Overall Effectiveness	2

The above school performance summaries had been written before Key Stage 2 results came out.

LW informed Trustees of the recently received results.

Solent Infant School

	2016				2017				2018			
	SIS		National		SIS		National		SIS		National	
	EXS	GDS	EXS	GDS	EXS	GDS	EXS	GDS	EXS	GDS	EXS	GDS
Reading	71%	28%	74%	24%	78%	32%	76%	25%	79%	32%	-	-
Writing	66%	10%	65%	13%	66%	14%	68%	16%	66%	14%	-	-
Maths	71%	11%	73%	18%	73%	22%	75%	21%	75%	21%	-	-
Combined	64%	7%	-	-	63%	10%	-	-	64%	10%	-	-

Solent Junior School

TEST RESULTS							
		Percentage at outcome					
		B	Not Achieved Standard	Achieved Standard	Exceeded Standard	U	A
Grammar Punctuation & Spelling*	School	2	12	86	38	0	0
	National	3	20	77	31	0	0
Reading	School	2	17	81	32	0	0
	National	3	25	72	25	0	0
Mathematics	School	1	18	81	13	0	0
	National	3	22	75	23	0	0

BLW Below the standard of the pre-key stage
 PKF Foundations for the expected standard
 PKE Early development of the expected standard
 PKG Growing development of the expected standard
 WTS Working towards the expected standard
 HNM Has not met the standard
 EXS Working at the expected standard
 A represents pupils who were absent.
 B represents pupils who were working below the level of the test.
 D represents pupils who have been disapplied from the national curriculum.
 U represents pupils working at the level of the assessment but unable to access the test.

Trustees congratulated Solent Infant school on achieving results well above the national levels.

Springfield school

School Performance / Ofsted Criteria	Grade
Effectiveness of Leadership and Management	2
Quality of Teaching, Learning and Assessment	2
Personal Development, Behaviour and Welfare	2
Outcomes for Pupils	2
Overall Effectiveness	2

The trend in all areas is static. A number of new staff will start in September. Recruitment and retention of specialist staff in key areas remains a challenge. There are issues around the new GCSEs and staff are revising their schemes of work to make them more engaging to pupils.

Question: do you have progression planning for teaching staff.

Answer: yes. SS outlined some of the measures employed.

8. Committee reports

Human Resources 18/06/18

The following programme of training for the Trust was agreed:

- Autumn Term – Due diligence, compliance and expansion processes.
- Spring Term – Risk management and Health and Safety statutory compliance.
- Summer Term – The curriculum and how accountability works.

Trustees wishing to undertake training on an individual basis should apply to the Trust via the Company Secretary.

Finance & Audit 09/07/18

The FMGS review has been completed and submitted. The Budget and deficit reduction plans were examined and approved. The committee discussed the ESFA Investigation reports 2016 and 2017.

9. Trustee vacancy

An advertisement has been placed with Academy Ambassadors with a deadline of 1st October but also stating the vacancy is current and we are keen to fill it as soon as possible. The vacancy will also appear on the Trust's and schools' websites.

A Member of the De Curci Trust has expressed an interest, as has a Solent school governor.

The skills audit results have been used to compile a skills profile.

Essential core competencies: Corporate Governance

Desirable core competencies:

- Change Management
- CFO/ Finance
- HR
- Legal/ Compliance

Applicants will have to complete an application form. A selection committee of Trustees will be formed to consider applications and interview candidates. They will make a recommendation to Members for appointment.

10. Summary reports from LGBs

Minutes of the Solent schools' FLGB meeting 15th May 2018

The Infant school is full and has a waiting list. Governors worked through further tranche of the '20 Questions for Governors' document. TW outlined personnel changes in the LGB.

Minutes of Springfield School's FLGB meeting 24th May 2018

There are still snagging issues with the Sports hall floor and replacement may be needed. It was agreed that the NOR should not be increased until the floor issues have been resolved to the school's satisfaction. Springfield school will ban the use of mobile phones on the school site from September 2018.

11 Arrangements for 2018/19

Frequency of meetings

Two in the Autumn term, one in the Spring and one in the Summer terms.

Committee membership

This remains the same as last year.

Election of committee chairs

The current procedure will continue with elections taking place at the first meeting of the new academic year.

Corporate calendar

An E-meeting will take place on 13 May 2019 for consideration and approval of the Budget Forecast return Outturn (BFRO). Prior to this the CEO, CFOO and Chair of the Finance and Audit committee will meet to examine the BFRO and make recommendations to the Board.

ACTION: MH to circulate the Corporate Calendar after checking the dates of Springfield's Resources and Steering meetings.

12. Academies Financial handbook update

This has been updated and the new version will come into effect in September 2018. All Trustees have received the new document and their attention drawn to the main changes.

13. Asbestos Management Assurance Process (AMAP)

Trustees noted the content of the ESFA circular and SS confirmed the Trust had completed the AMAP return on time.

14. AOB

Trust Logo

Trustees unanimously selected the top logo of Option 2.

Items for the next meeting:

MAT Self Evaluation

MAT focused Inspections

School accountability outcomes (GCSE, KS2 etc.)

Budgets update (Standing item)

Contingency & Business Continuity Plan

ACTION POINT SUMMARY

Action	Person responsible	completed by
If PCC's Primary Placement plan has not appeared by the end of September then ask when it will be published.	LW and SS	Next meeting
Invite someone from a recently expanded MAT to deliver a session on 'Where next for your Trust'	SB (or SS)	Next meeting
Check if planning permission would be needed for any temporary structure.	NW	Next meeting
Investigate if Admission policy criteria can be updated in favour of Trust members.	SS	Next meeting
Circulate the Corporate Calendar after checking the dates of Springfield's Resources and Steering meetings.	MH	End of term

There was no other business and the meeting closed.

Signature of Chair:

Date:

The De Curci Trust, a charitable company limited by guarantee registered in England and Wales with company number 10646541. Registered office address: Springfield School Central Road, Drayton, Portsmouth, Hampshire, United Kingdom, PO6 1QY.