

**BOARD OF TRUSTEES**

**Minutes of the meeting held at 5.00pm on 11 July 2016**

**Present:**

<b>I Morgan (Chair)</b>	<b>E D'Souza</b>
<b>M Humphreys</b>	<b>C Higgins</b>
<b>A Whatley</b>	<b>C Gibson</b>
<b>A Whittaker (Principal)</b>	<b>N Savvas (Chief Executive)</b>

**In Attendance:** **S Jones, Chief Financial Officer**  
**J Bridges, Clerk**

**1 Declaration of Interests**

Trustees confirmed that they had no conflicts of interest to declare in relation to the items of the agenda.

**2 Apologies for Absence/Notice and Quorum Requirements**

Apologies for absence were received from M Wagner and H Lay.

**3 Minutes of the meeting held on 21 March 2016**

The minutes of the meeting (minute book pages A655-A659) were agreed as a correct record. **Proposed** by M Humphreys and **seconded** by C Gibson.

**4 Matters Arising from the meeting held on 21 March 2016**

The matters arising from the meeting were summarised in the report (minute book page A660) and all actions reported had either been completed or, where appropriate an update had been provided on progress elsewhere on the agenda.

**5 Principal's Briefing**

Trustees received and considered the summary report (minute book pages A661-A665).

The Principal provided an electronic presentation to the Board of a new format KPI report developed for the purpose of monitoring attainment % grades, value added scores, average points per entry, percentage students retained, attainment % top grades, value added ALPs, plus GCSE and Functional Skills English and Maths. It is proposed that the 16-19 KPI dashboard format is used for reporting performance data to the Board of Trustees. The Local Governing Body of the Academy will continue to receive and monitor the progress review summary report among others for their review and monitoring purposes. The CEO suggested that the Trustee Board also receives student attendance and retention KPIs in order that the Board can be assured that all curriculum related measures are kept within scope and are performing at the expected levels. Trustees recognised the importance of receiving balanced reports and were mindful that as a consequence they were not overloaded by data tables so they asked the Principal to consider what KPIs and how they are to be reported to the Board in future reports.

**Action**

AWhittaker

**6 Financial Overview – May 2016**

Trustees received and considered the report (minute book pages A666-A668).

The report provided an overview of the finances of SAT for the ninth month period ending May 2016.

*Confidential item under Article 125(c) of the Articles of Association*

At the end of period nine the figures for the current year end and operational forecast is a surplus of £149K which is £148K better than budget. Costs have been controlled and the EFA proportion of the £80K repayment (with effect from 1 April 2016) has produced a flattering effect on the operational position. This does not represent a reduction in the overall amount payable to the EFA but a delay in the commencement of the repayment.

**7 Budget 2016/17**

Trustees received and considered the budget (minute book pages A669-A674).

The Trust Finance Committee has reviewed and discussed the draft budget for 2016/17 and recommends the budget to the Board of Trustees for approval. The Local Governing Body of the Academy has verified the positive position and accepts the assumptions made.

The Board of Trustees thanked those who have been responsible for such effective financial management of the Academy in the year and recognised that the detailed planning work, collegiate approach and challenge of the Senior Leadership Team have been contributory factors to a positive budget position.

The Trust Board of Trustees **approved** the 2016/17 budget. **Proposed** by C Higgins and **seconded** by M Humphreys with all in favour.

**8 External Audit Plan 2016**

Trustees received and considered the External Audit Plan (minute book pages A675-A685).

The external audit plan for the financial statements and annual accounts for the year ending 31 August 2016 has been received from Larking Gowen, considered and approved by the Audit Committee, and is subject to the approval of the Board of Trustees. A robust and supportive audit is expected and no additional cost incurred for unanticipated work. Appointments of auditors, internal and external, will be brought to the Board of Trustees at the meeting to be held in September 2016 as contracts were only awarded for a term of one year. The Board of Trustees **approved** the External Audit Plan with all in favour.

**9 Staff Pay and Appraisal Policies**

Trustees received and considered the Policies (minute book pages A686-A757).

In accordance with the scheme of delegation approved by the Board of Trustees at the meeting held in September 2015 the responsibility to agree staff pay policies and undertake an annual review of the staff appraisal policy lies with the Trust Board. In summary these policies have been reviewed and updated with due regard to Suffolk One's current policy, the updated Model Policy by Schools Choice at Suffolk County Council, examples of best practice within the education environment and recent changes in legislation.

JBridges

The Local Governing Body of the Academy has been very involved in the management and development of the pay and appraisal policies. Changes have been met positively by staff and with the agreement of the Union.

Making a Cost of Living Award has been considered as part of the work to finalise the 2016/17 budget by the Trust Finance Committee and the pay policy provides the freedom not to make an award if budgetary constraints determine that doing so would destabilise the budget.

The Pay Policy of the Academy for Teachers will follow the School Teachers' Pay and Conditions Document ('the Document') and the Conditions of Service for School Teachers in England and Wales (commonly known as the 'Burgundy Book'). For support staff the Academy will follow the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book) and Suffolk County Council's Single Status Agreement and local pay and grading arrangements as they apply to schools and where not already amended as described in the Academy's Pay Policy. The percentage cost of living award therefore is derived from these sources. The Board of Trustees questioned if the Cost of Living Award was linked to performance. The Principal confirmed that poor staff retention and low morale could cost more than making a cost of living award; it is more appropriate that the Progression Policy of the Academy therefore is linked to performance and pay.

The Board of Trustees were comfortable with the appraisal policy and proposed amendments tracked in the document. It was agreed that any new entity joining the Trust would assume the same performance management policy. The Clerk confirmed that the Trust resolved to adopt all of the policies of the Academy at first Board meeting of the Trust held in September 2015. The Staff Pay and Appraisals Policies were **approved** by the Board of Trustees with all in favour.

## **10 Committee Chairs Summary Reports**

Trustees received and considered the reports (minute book pages A758-A763).

The report provided a summary of the Committee and Local Governing Body meetings held since the last Board of Trustee's meeting in March 2016. It was noted that the minutes of the 4 July 2016 Finance Committee meeting had been circulated today. The Chair commented that the Local Governing Body of the Academy has spent time agreeing their Terms of Reference for the year and considering the focus and purpose of the LGB meetings and frequency of such. The HR Director was commended for her involvement throughout the year to overcome challenging times, significant changes in staffing structures and this work had been favourably expressed in the results of the staff survey.

## **11 2016/17 Calendar of Meetings**

Trustees received and considered the calendar of meetings (minute book pages A764-A765)

As reported above the Local Governing Body has considered its focus and purpose for the year and as a consequence has disbanded a number of its sub-committees. The whole LGB will now undertake oversight of staff and student performance plus some monitoring of spend. A number of Working Party Groups will be formed in the autumn term to look at results, student outcomes and staff performance. LGB meetings will be held twice each term. The proposal paper of the Principal will be circulated to the Board of Trustees as this details the elements that the LGB propose to focus upon at which meeting and the calendar

of meetings is to be recirculated as the 18 October LGB meeting has been moved to 19 October 2016 and the 18 May meeting to 16 May 2017 to accommodate the Clerk of the Trust to Clerk the meetings of the LGB.

JBridges

**12 Risk Management Update**

Trustees received and considered the update report (minute book pages A766-A770)

The risk registers of both the Trust and the Academy were shared with the Board of Trustees and have been subject to scrutiny and amendment by the Trust Audit Committee. A number of risks on the register of the Academy have been downgraded as risks at the beginning of the year are now not as high due to effective leadership, management, governance and financial oversight that has enabled better monitoring and control. Trustees commented that the presentation of both registers at Board level provided great assurance that the operational and strategic risks to the Trust and the Academy were being appropriately monitored and managed. The Chair of the Audit Committee was asked by the Board of Trustees to be mindful to bring local level high risks of the Academy to the attention of the Trust Board. The Chief Executive suggested that the Board also receives risk related KPIs in a report such as Health and Safety.

AWhittaker

**13 Any other business**

**Admissions Policy**

The Local Governing Body has determined the admissions policy of the Academy. The Board of Trustees were asked to consider and approve the document. No issues were raised by the Board other than amending all references to '16 – 19' to read '16-19', changing the full stop in the opening sentence under Course Requirements to a semicolon after the word course so that the sentence reads 'An admission to Suffolk One will not guarantee a place on any particular course; courses may require particular GCSE or other suitable qualifications at a specific level of attainment', and amending the colon dash (: -) in the Admission Oversubscription Criteria section to ':-' . Subject to these amendments the Board **approved** the policy with all in favour.

**Updates for the Trust Website**

The Clerk asked all Trustees to provide a photo for use on the Trust website. The Clerk will contact Trustees as appropriate.

JBridges

**14 Date of next meeting**

Thursday 29 September 2016 at 5.00pm Suffolk One Board Room

The meeting closed at 6.30pm