

**BOARD OF TRUSTEES**

**Minutes of the virtual extraordinary Trustee Board meeting held on 23 April 2021 at 2pm**

**Present:** A Maltpress  
C Ridgeon  
D Wildridge  
K Points  
M Whittingham  
S Healey Pearce

**In Attendance:** J Raffel, Group Finance Director  
M Ward, MAT Governance Adviser  
S Graham, Group HR and Shared Services Director  
S Gales, Board Secretary  
S Jones, CFO  
T Elkin, Clerk

**Apologies:** R Inman  
R Murray

CRidgeon summarised that this meeting acts as a continuation of the Board meeting on 26 March 2021, with a quorate majority of non-conflicted Trustees to review the SLAs / Related Party Transactions.

**Action**

- 1 **Election of Chair**  
The Board **unanimously approved** for CRidgeon to act as Chair for this meeting.
- 2 **Declaration of Interests**  
Trustees who are also Governors of the sponsor (West Suffolk College) were excused from the meeting. No other interests were declared in relation to the items on the agenda.
- 3 **Apologies for Absence**  
Trustees who are also Governors of the sponsor (West Suffolk College) were excused from the meeting. Apologies for absence were received from RInman and RMurray.
- 4 **SLAs in Progress – to approve**  
The Board received and reviewed a paper summarising the related party transactions (SLAs with its sponsor, West Suffolk College) including those ongoing, rejected and for the next academic year.

JRaffel summarised the SLAs for shared services with West Suffolk College for 2020/21:

1. Curriculum
2. CEO & AO and CFO
3. Shared Support Services
4. OSFC Principal
5. General Recharges

JRaffel advised that for SLA 2, 3, 4 and 5 (as above) need re-approval for the period effective from the Board re-approval date until the end of the 2020/21 academic year. The Board considered and reviewed SLAs (as above) and, **unanimously approved** SLAs proposals 2 - 5.

JRaffel summarised the proposed SLAs for shared services with West Suffolk College for 2021/22:

1. Curriculum
2. General Recharges
3. Support Services
4. CEO & AO and CFO

JRaffel noted that sections 1.26 and 1.36 of the latest version of the AFH sets out the requirement for prior approval (from the ESFA) where the Accounting Officer and Chief Financial Officer are not employees of the Trust; so the Trust is submitting a business case along with the RPT to request that the pre-existing arrangement can be allowed to continue.

SJones noted that we are continuing to pursue opportunities with Stone King and other MAT/GFE College Groups to work with the DfE to establish a pilot to facilitate closer working between MATs and GFE Colleges and lessen the regulatory restrictions.

JRaffel advised that for SLA 1-4 (as above) need re-approval for the period effective from 1 September 2021 until the end of the 2021/22 academic year. The Board considered and reviewed SLAs 1-4 (as above) and **unanimously approved** the SLAs proposals.

The Board received and considered an Annual Value for Money and Benchmarking Review report, considering the current services provided at-cost by West Suffolk College to the Trust and compared these to external benchmarks, to assess the degree of value for money provided. Trustees commended the quality of the report and noted the extremely favourable Value for Money the Trust receives from its shared services with West Suffolk College.

Meeting closed at 2.30pm