

CAMBRIDGE PRIMARY EDUCATION TRUST

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| Meeting | Board of Trustees |
| Date / Time | 6 th December 2016 at 6.30pm |
| Venue | CPET – Histon & Impington Junior School |
| Present | John Frost (Chair - JF); Lesley Birch (Executive Principal - LB); Robert Plumbly (RP); Kieran Reynolds (KR); Paul Larbey (PL); Penny Todman (PT); Karen Monk (KM); Mark Woods (MW)(CMAT) – from 7pm; |
| In Attendance | Helen Lorimer (HL); Anthony Aguda (AA); Linda Doyle (LD); Stephen Ravenscroft (Adviser from Stone King - SR); Amy Lorimer (Camclerk) |
| Apologies | Jonathan Newman (JN) |

Action Items

| ITEM NO | ACTION OWNER | TOPIC | ACTION | STATUS |
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| <i>Actions outstanding from July 2016</i> | | | | |
| Trust 102 | LD/Clerk | Training records | CPET portal be used for training records. Circulate Portal access details. Establish secure email addresses for Trustees. | Ongoing |
| <i>Actions outstanding from September 2016</i> | | | | |
| Trust 106 | SR | Articles of Association | SR/LB to liaise with EFA to finalise revised Articles of Association. | Ongoing |
| Trust 107 | SR / All | Terms of Reference for Committees | SR to circulate – ratified pending 6-day review period. | Ongoing |
| Trust 108 | JF | Scheme of Delegation | Revise and circulate final version. | Ongoing |
| Trust 110 | PL | Safeguarding | Obtain enhanced DBS certificate. | Ongoing |
| Trust 111 | SR | Trustee Induction | Circulate Trustee Induction Materials. | Ongoing |
| <i>Actions from the meeting of 6th December 2016</i> | | | | |
| Trust 112 | LB/LD | Governance Structure | Remove personal email addresses. | |
| Trust 113 | LB, SLT, Heads | CPET Values model | Develop text for behaviours / key tasks. | |
| Trust 114 | LB and PL | Future Provision of Primary Education in Histon & Impington | Draft letter on behalf of CPET Trustees, to the Children and Young People’s Committee, regarding meeting scheduling and commitments made. | |
| Trust 115 | All | Funding to LA for future schools provision | CPET Trustees to make representation to County Councillors and Member of Parliament, regarding funding issues and impact at local level. | |

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| Trust 116 | LB and MW | Growth – approaching local schools | Draft letter to local primaries that we are interested in, inviting them to consider talking to CPET if they are interested in joining a Trust. | |
| Trust 117 | LB | CPET Website | Athene to ensure CPET website conveys message that we welcome new schools. | |

Minutes

| Item | <u>Action Raised?</u> |
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| 1. Welcome to all and apologies for absence | |
| John Frost, the Chair of the Trust, welcomed all to the meeting. Apologies were received and accepted from Jonathan Newman. | |
| 2. Declarations of Interest relating to items on this agenda | |
| No declarations of interest were received. | |
| 3. Pecuniary Interest Forms & DBS checks | |
| Noted that all Trustees have completed Pecuniary Interest Forms for 2016-17. Trustees are aware of DBS requirements. LD is managing the DBS process and tracking DBS information in the SCR. PL's DBS application is in progress. Awaiting MW's DBS – LD to chase up with MW. Clerk to meet with SAB clerks to governors', and LD, to confirm arrangements for storage of paperwork across Trust/schools. | PL LD Clerk |
| 4. Approval of Minutes from the Meeting of the Cambridge Primary Education Trust held 21st September 2016 | |
| The Minutes of the meeting of the Board of Trustees dated 21 st September 2016 were received as a correct record and signed by the Chair. The confidential minute concerns information now in the public domain, so will not be filed confidentially. | |
| 5. Matters Arising from the Meeting of the Cambridge Primary Education Trust held 18th July 2016 | |
| Updates were received, as follows, on the four items outstanding – <ul style="list-style-type: none"> • Trust 100 – Personnel committee has liaised with EPM, potential inequality remains for part-time staff. Transfer this action item to Personnel Committee to revise the policy. Close action. • Trust 102 - Work ONGOING to populate the Portal with training records. LD has circulated a form requesting training details from Trustees. Portal access details to be distributed to Trustees. It was agreed that Trustees will not use personal email accounts for Trust business. Modified Action 102 to include - Establish secure email addresses for Trustees. <ul style="list-style-type: none"> • Trust 105 – Trustees have completed Dol forms. Close. • Trust 106 – 107 – 108 – On agenda below. • Trust 109 – All Trustees signed a declaration confirming that they have read the 'Keeping Children Safe in Education' document dated September 2016. Close. • Trust 110 – PL DBS application in progress. Ongoing. | Personnel committee LD Clerk LB/LD PL/LD |

| Item | <u>Action Raised?</u> |
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| <ul style="list-style-type: none"> Trust 111 – SR has finalised the Trustee Induction Pack – needs to be circulated. | SR |
| 6. Approval of Minutes from the Vision Meeting of the Cambridge Primary Education Trust held 22nd September 2016 | |
| Trustees agreed that these will be kept as a note to file, but do not comprise official minutes. | |
| 7.00pm MW joined the meeting. | |
| 7. Re-structuring of Trust | |
| <p><u>Revised Articles of Association – input from DfE</u></p> <p>SR briefly reminded Trustees of the key points of the revised draft articles of association submitted to the EFA. The EFA has queried the use of our existing rather than a new set of articles of association. Discussions with EFA are ongoing. The Trustees discussed timescales and possible implications with regard to funding for Trumpington Park school.</p> <p>Revised action Trust 106 – SR/LB to liaise with EFA to finalise revised articles of Association.</p> <p><u>Ratification of the Terms of Reference for Committees</u></p> <p>RP has reviewed the revised terms of reference for committees. Other Trustees have not yet received the documents. Agreed a 7-day review period for Trustees.</p> <p>Trustees RATIFIED the Terms of Reference for Committees (including Terms of Reference for SABs) pending a 7-day review period.</p> <p><u>Scheme of Delegation</u></p> <p>The draft scheme of delegation was circulated with the agenda for this meeting (formerly known as the Matrix of Responsibilities). JF took to Hatton Park SAB and received input – scheme of delegation to be revised.</p> <p>Revised Action Trust 108 - JF to revise Scheme of Delegation.</p> <p><u>Governance Structure</u></p> <p>A model depicting the governance structure was circulated with the agenda. Trustees agreed the model was helpful but requested that any personal email addresses be removed from the document before its publication or circulation.</p> <p>Action Trust 112 - Revise Governance Structure to remove personal email addresses.</p> <p>Trustees acknowledged the need for communication both upwards and downwards within the model, and the role of Heads in this was emphasised. In future, as the Trust grows, there will be a link trustee for each SAB.</p> <p><u>Model for CPET Values (True North)</u></p> <p>PL developed a new version of this model following discussions on 22nd September; the new draft was circulated with the agenda. Trustees agreed the revised model. The next step is to develop the next level down - behaviours and key tasks.</p> <p>Action Trust 113 – Develop CPET Values model - behaviours and key tasks.</p> | <p>SR/LB</p> <p>JF</p> <p>LB/LD</p> <p>LB with SLT/Heads</p> |
| 8. Ratification of Trust Appointments for Members of School Advisory Boards | |
| <p>The Trustees RATIFIED the appointments of Chairs of SABs:</p> <ul style="list-style-type: none"> Hatton Park – John Frost HIJS – Penny Todman HIIS – Karen Monk <p>At HIIS, Ron Day has served two terms as a governor – he is willing to continue and</p> | |

| Item | Action Raised? |
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| <p>the SAB wish to keep his expertise in health & safety management. HIIS SAB currently has several vacancies. The Trustees agreed exceptional circumstances, and RESOLVED to appoint Ron Day as Trust-appointed governor to HIIS SAB for an additional four-year term of office.</p> <p>At Hatton Park, Glynn Hughes' term of office as a parent governor has ended, triggering open nominations for parent governors. Lots of nominations have been received so this will go to parent election. JF noted Glynn's contributions to the SAB to date, and Trustees RESOLVED to appoint Glynn Hughes as a trust-appointed governor to Hatton Park SAB - if Glynn so wishes.</p> <p>At HIJS, Natalie Smith's term of office as a parent governor has ended. The only other parent governor, Graham Hastings, has recently resigned. The process for the appointment of new parent governors will take place at the beginning of next term. PT and RP noted Natalie's contributions to the SAB and the CPET Personnel committee to date, and Trustees RESOLVED to appoint Natalie Smith as a trust-appointed governor to HIJS SAB - if Natalie so wishes.</p> <p>Trustees discussed the appointment process for parent governors and SAB Chairs were encouraged to meet with prospective candidates to discuss the role, prior to the election process.</p> | |
| <p>9. Recommendations from Appointment Working Group</p> | |
| <p>This working group has not met - to be utilised when required to appoint new trustees and/or members.</p> | |
| <p>10. Executive Principal progress report</p> | |
| <p>LB provided a verbal progress report, as follows:</p> <p><u>Meeting with RSC (Self evaluation form) / Mike Phipps visit</u></p> <p>Mike Phipps was appointed by Dr Tim Coulson (RSC) to visit the schools across the trust – his reports were circulated with the agenda. These letters are to be shared with staff and SABs, but are not publicly available.</p> <p>Trustees discussed the 'due diligence' aspect of the self-evaluation form, and agreed that this is not a process we have yet gone through. The self-evaluation will be updated every six months, and shared with Trustees when there are substantive changes.</p> <p>LB & JF have completed their annual review, which was very positive.</p> <p><u>Hatton Park extension & Northstowe</u></p> <p>AA gave a verbal overview of works at the Hatton Park site – concrete footings going in next week. Work is on schedule. A Trustee queried communications with parents, and AA confirmed that photographs of site work, for example, are being shared in school newsletters.</p> <p>SR described ongoing liaison with the LA regarding permits/contracts, to ensure that the Trust is protected with regard to warranties, the state the site will be left in, potential delays, etc.</p> | |
| <p><u>Trumpington Park Primary School</u></p> <p>Works for the new school at Trumpington are ahead of schedule. Business and financial planning is ongoing with Lisa Tomlinson (CMAT) and Ray Byford (LA).</p> | |

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| <p>PT described ongoing activities as part of the Southern Fringe Community Forum, which have been very positive, and generated several potential applicants for the temporary SAB. At least two of these are potential parents, and three have substantial experience of governance. On 14th December, PT and LB will meet with potential governors together with representatives from the LA. LB asked PT to join the temporary SAB.</p> <p>LB emphasised the good relationship between CPET and the Northstowe Community College, including discussions of the potential to share staff (including non-teaching staff such as caretaker/out-of-hours).</p> <p>A tender is in development to send out for provision of early years education for 2-4 year olds, and provision of wraparound care (breakfast/after school club, holiday clubs). Trustees discussed whether to set rates, or put out to competitive tender. Trustees noted that this is an important part of our provision, with potential parents already asking whether wraparound care will be available when the school opens next September.</p> | |
| <p><u>Histon & Impington primary education provision</u></p> <p>LB provided a verbal overview of recent developments, including the LA potentially abandoning plans confirmed after the public consultation this summer. Those plans included moving the infant school to Buxhall Farm, and turning it into a primary; and, re-build of the Junior school to create a primary school. These plans have been publicised by the LA including in local press. Discussion of this issue was planned for a January meeting of the LA's Children and Young People's Committee; the Committee propose to delay that discussion until their February meeting.</p> <p>Impington Village College (IVC) have proposed a free school bid for a new primary school, on the IVC site. This is potentially attractive to the LA as free schools draw funds from the EFA, and so could reduce the LA spend on new schools (although there are potential cost implications for temporary provision). Noted that the Chair of the Parish Council is a Trustee of IVC.</p> <p>At a recent meeting with IVC, attended by JF and LB and the CPET Heads, IVC proposed various co-operative approaches to the free school bid; these proposals lack a firm vision or offer. LB will attend an IVC Board meeting shortly, and will encourage IVC to support CPET's role in primary provision.</p> <p>There is potential for other Trusts and bodies to enter free school bids, or grammar school bids. The window and timescale for bids was discussed; if required, CPET will submit a free school bid. It was agreed that we need to have IVC supporting CPET, rather than competing with CPET. LB has discussed with Dr Tim Coulson, RSC, but received no guidance.</p> <p>Action Trust 114 – LB and PL to write letter on behalf of CPET Trustees, to the Children and Young People's Committee, requesting in the strongest terms that the discussion be held in January; based on the duty of care the committee has to the pupils currently in the schools. Also requesting that the LA honour the plans agreed after the consultation period and since publicised. This letter to be copied to Keith Grimwade and Hazel Belchamber.</p> | <p>LB/PL</p> |

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| <p>Action Trust 115 – CPET Trustees to make representation to County Councillors and Member of Parliament, regarding funding issues and impact at local level.</p> <p>Noted that the LA is interviewing contractors in January for the HIJS rebuild (£4-6 million project) – LB will join interviews. Trustees discussed current capacity issues and issues for 2017-18 under rebuild conditions.</p> | ALL |
| <p><u>Growth Plan</u></p> <p>MW gave a verbal overview, referencing the circulated draft growth plan. MW described approaches by local and national trusts, to primary schools – encouraging them to consider joining. CPET is not making it clear, for example on our website, that we would welcome new schools. CMAT is currently drafting letters (to secondary schools) for the same purpose.</p> <p>Action Trust 116 - LB and MW to draft letter to local primaries that we are interested in inviting them to consider talking to CPET if they are interested in joining a Trust.</p> <p>Action Trust 117 – Athene to ensure CPET website conveys the message that we welcome new schools.</p> <p>Priorities for growth were discussed, including Northstowe (CMAT has bid for the next Northstowe Primary, to go on the secondary school site – CPET will bid for the next one). It was agreed that the following will be brought to the January Strategy meeting for discussion:</p> <ul style="list-style-type: none"> • List of potential free school bids CPET might make • List of / geographical remit and numerical limit for possible failing schools CPET might take on • List of possible targets for mergers, and potential merger process • Discussion of possibly expanding into secondary provision. <p>LB also explained that HIIS has put in a Teaching School bid.</p> | <p>LB/MW</p> <p>LB</p> |
| 11. Head Teachers Reports /end of year summaries | |
| <p>Head Teacher reports and end of year data summaries had been circulated.</p> <p>Trustees briefly discussed the challenges faced at Hatton Park Primary School, and were assured by JF that the Hatton Park SAB is closely monitoring the situation.</p> | |
| 12. Reports From Trust Committees and SABs | |
| <p>Draft minutes from committee meetings had been circulated.</p> <p><u>Personnel</u></p> <p>PT provided a verbal overview of personnel committee activities, including extensive policy review. The exit interview process is now established. One outcome of the exit interviews conducted to date, is that an annual questionnaire has been developed for staff relating to staff wellbeing (for both teaching and non-teaching staff). This will complement the annual questionnaires currently conducted with parents and with pupils.</p> <p><u>Finance & Premises</u></p> <p>RP, on behalf of the finance & premises committee, tabled the CPET end of year accounts, following a close-out meeting with the auditors. These accounts were only finalised on Monday, so have not been circulated; the finance & premises committee</p> | |

| Item | <u>Action Raised?</u> |
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| <p>recommend them for approval by Trustees. These accounts need to be submitted by the end of this term.</p> <p>Following some discussion, the Trustees RATIFIED the end of year accounts, pending a 6-day review period. During that review period, Trustees who have not seen the end of year accounts have the opportunity to raise issues/ask questions with RP as Chair of Finance & Premises Committee.</p> <p>Meeting scheduling for 2017-18 to be planned with auditors to ensure that finalised accounts are available for Trustee review prior to ratification.</p> | |
| 13. Governor and trustee details onto Edubase | |
| LB explained Edubase requirements and clarified that LD is updating Edubase with Trustee details. | |
| 14. Training | |
| Deferred to next meeting, due to time constraints. | |
| 15. Recruitment of Trustees and SAB Governors | |
| <p>RP updated the Trustees with regard to succession planning at the HIJS SAB – PT is now chairing the SAB as RP’s term of office as a governor has expired.</p> <p>Discussion of trustee and governor recruitment deferred to next meeting.</p> | |
| 16. Other Matters Appropriate to the Trust | |
| MW informed Trustees that this Thursday there is a meeting in Northstowe to discuss the CMAT secondary school, which will likely open in Northstowe in 2019. | |
| 12. Dates for Future Meetings | |
| <p>Strategy Meeting and AGM – 16th January 2017, 9am-1pm at Northstowe</p> <p>Board of Trustees Meeting – 8th March 2017, 6.30pm at Northstowe</p> <p>Board of Trustees Meeting – 6th June 2017, 6.30pm at Northstowe</p> <p>Budget Meeting – 10th July 2017, 6.30pm at Northstowe</p> | |

There being no further business the meeting closed at 9.15pm.

Signed as a true record..... Date.....

Chair