

## CAMBRIDGE PRIMARY EDUCATION TRUST

<b>Meeting</b>	Board of Trustees
<b>Date / Time</b>	21 <sup>st</sup> September 2016 at 6.30pm
<b>Venue</b>	CPET – Histon & Impington Junior School
<b>Present</b>	John Frost (Chair - JF); Lesley Birch (Executive Principal - LB); Robert Plumbly (RP); Kieran Reynolds (KR); Paul Larbey (PL); Penny Todman (PT); Karen Monk (KM)
<b>In Attendance</b>	Anthony Aguda (AA) – until 8.30pm; Helen Lorimer (HL); Stephen Ravenscroft (Adviser from Stone King - SR); Amy Lorimer (Camclerk)
<b>Apologies</b>	Mark Woods (MW)(CMAT); Jonathon Newman (JN)

### Action Items

ITEM NO	ACTION OWNER	TOPIC	ACTION	RESOLUTION	STATUS
<i>Actions outstanding from July 2016</i>					
Trust 100	Personnel committee	Discretionary Leave of Absence Policy	Liaise with EPM and revise Discretionary Leave of Absence Policy		Ongoing
Trust 102	RP/JF	Training records	Investigate options for the CPET portal be used for training records.  Circulate Portal access details to all Trustees.		Ongoing – transfer to Linda Doyle / clerking team
<i>Actions from the meeting of 21<sup>st</sup> September 2016</i>					
Trust 105	All	Pecuniary Interests	Complete Declaration of Pecuniary Interest forms.		
Trust 106	SR	Articles of Association	SR to make required changes to existing articles;  to submit revised articles to DfE for input and review;  to report back to Board of Trustees with final draft articles for ratification.		
Trust 107	SR / All	Terms of Reference for Committees	SR to circulate and all to review for approval at next Board meeting.		
Trust 108	SR	Matrix of Responsibilities	Correct and circulate final version.		
Trust 109	All	New Guidance – Keeping Children Safe	All to review; signatures to be provided at next Board		

ITEM NO	ACTION OWNER	TOPIC	ACTION	RESOLUTION	STATUS
		in Education	meeting.		
Trust 110	PL	Safeguarding	Obtain enhanced DBS certificate.		
Trust 111	SR	Trustee Induction	Circulate Trustee Induction Materials to all trustees.		

## Minutes

Item	Action Raised?
<b>1. Welcome to all and apologies for absence</b>	
<p>John Frost, the Chair of the Trust, welcomed all to the meeting.</p> <p>JF reported that Andy Batey has resigned as a Trustee, after more than twelve years of service at school and Board level. JF - on behalf of the Board - to write to AB thanking him for his efforts.</p> <p>Apologies were received and accepted from Mark Woods and Jonathan Newman.</p>	
<b>2. Declarations of Interest relating to items on this agenda</b>	
<p>No declarations of interest were received.</p> <p>The Clerk asked all Trustees to complete new Pecuniary Interest Forms – Clerk to circulate.</p> <p><b>Action Trust 105: All to complete Declaration of Pecuniary Interest forms.</b></p>	<b>Clerk / All</b>
<b>3. Election of the Chair of the Board of Trustees</b>	
<p>John Frost was unanimously elected as Chair of the Board of Trustees for the 2016-17 academic year.</p>	
<b>4. Election of the Vice-Chair of the Board of Trustees</b>	
<p>Robert Plumbly was unanimously elected as Vice-Chair of the Board of Trustees for the 2016-17 academic year.</p>	
<b>5. Re-structuring of Trust</b>	
<p>SR provided a brief verbal summary of restructuring requirements and activities to date.</p> <p><u>Ratification of revised Articles of Association</u></p> <p>Revised draft articles of association were circulated prior to the meeting. The Department for Education (DfE) are requesting our updated articles.</p> <p>SR indicated that the Board must decide whether to generate entirely new articles of association, or revise the existing articles. Existing articles allow for the local authority (LA) to 'flood' the Board of Trustees to effectively control the Trust in the event that the Trust or a school was failing. New articles would not include this option, but would instead allow the LA a greater ability to terminate the funding agreement. If the Trustees generate new articles, the LA will likely require the Trust to join a new</p>	

Item	<u>Action Raised?</u>
<p>funding agreement. The new funding agreements do not allow formal ring-fencing around individual school finances.</p> <p>A Trustee asked whether the new school in Trumpington will have a new-style funding agreement – and if so, should we have a new-style finding agreement for the existing schools as well? SR explained that we could enter new funding agreements for all schools, or, we could have two master funding agreements – one for the existing schools with old-style funding agreements, and one for the new school (and any future schools) under new style funding agreements.</p> <p>Trustees agreed that the formal ringfencing in old-style funding agreements is a benefit, and so agreed to modify the existing articles of association. SR explained some changes in the articles are changes recommended by the DfE (from new model articles). It was noted that the revised articles do not include requirements for the majority of members to be non-Trustees, or skills based appointment of Trustees.</p> <p>Trustees discussed the revised articles including issues around:</p> <ul style="list-style-type: none"> <li>• Article 46 – inclusion of CMAT trustee, potential conflicts of interest, benefits of working together;</li> <li>• Article 57 – Trustees felt strongly that the Executive Principal should be required to be a Trustee;</li> <li>• Parent trustee and parent governor roles;</li> <li>• Potential for a school to not have a school advisory board (SAB), and for a SAB to cover more than one school;</li> <li>• Clarification regarding Trustees conflicts of interest, particularly with regard to potential for Trustees to work for the Trust;</li> <li>• Article 76 – changes to disqualification text;</li> <li>• Prevention of Trustees from resigning if quorum not reached; and,</li> <li>• Potential limit to the number of terms of office a Trustee may serve</li> </ul> <p>The Trustees <b>RESOLVED</b> to proceed as follows:</p> <p><b>Action Trust 106:</b></p> <ul style="list-style-type: none"> <li>• SR to make required changes to existing articles, as per circulated version with minor modifications agreed today;</li> <li>• SR to submit revised articles to DfE for input and review;</li> <li>• SR to report back to Board of Trustees with final draft articles for ratification.</li> </ul> <p><u>Ratification of the Terms of Reference for Committees</u></p> <p>The terms of reference for committees – including SABs – have not yet been circulated.</p> <p><b>Action Trust 107: SR to circulate and all to review for approval at next Board meeting.</b></p>	<p>SR</p> <p>SR / All</p>

Item	Action Raised?
<p><u>Ratification of document defining remit of Advisory Boards (LGBs)</u></p> <p>The <b>Matrix of Responsibilities had been circulated. This document was approved</b> subject to correction of minor typographical edits (required following the red-lining process).</p> <p><b>Action Trust 108: SR to correct and circulate final version of Matrix of Responsibilities.</b></p> <p><u>Approval of Organisation Charts</u></p> <p>Organisation charts require further work – review at next meeting of the Board of Trustees.</p> <p><u>Director Information to be kept on Companies House Central Register</u></p> <p>All present confirmed their permission for director information to be kept on the Companies House central register. Trustees requested that all personal addresses are removed, and school addresses used instead.</p>	SR
<b>5. Ratification of the Chairs of the Committees &amp; Trust Appointments</b>	
<p>RP was elected as Chair of the CPET Finance Committee.</p> <p>PT was elected as Chair of the CPET Personnel Committee.</p> <p>Noted, SAB Chair appointments cannot be ratified until SAB meetings have taken place – add to agenda for next Trustee meeting.</p>	
<b>6. Approval of Minutes from the Meeting of the Cambridge Primary Education Trust held 18th July 2016</b>	
<p>The Minutes of the meeting of the Board of Trustees dated 18<sup>th</sup> July 2016 were received as a correct record and signed by the Chair.</p>	
<b>7. Matters Arising from the Meeting of the Cambridge Primary Education Trust held 18th July 2016</b>	
<p>Updates were received, as follows, on the four items outstanding –</p> <ul style="list-style-type: none"> <li>• Trust 100 - Work ONGOING to clarify respective positions of full and part time staff; (PT)</li> <li>• Trust 102 - Work ONGOING to establish how to populate the Portal with training records. Agreed this may be a task for company secretary – LB to discuss with Linda Doyle with support from clerking team. Portal access details to be distributed to Trustees;</li> </ul> <p><b>Action Trust 102 modified – Portal access details to be distributed to Trustees</b></p> <ul style="list-style-type: none"> <li>• Trust 103 - Update on Clay Farm/Trumpington Park Project to be tabled at this meeting. Closed.</li> <li>• Trust 104 – Circulated with this agenda and ratified above. Closed.</li> </ul>	PT/RP/JF/LB  Clerk
<b>8. Executive Principal Progress Reports</b>	
<p><b>Trumpington Park</b> The Board was updated on latest developments on the proposed new school at Trumpington Park, and LB tabled a ‘Process’ document (attached) listing the work required. This document was put together with the LA representative</p>	

Item	Action Raised?
<p>and is RAG-rated at each meeting with the LA. It was noted that many of these items are in the hands of the LA and Kier the construction company, and not within the control of CPET.</p> <p>Planning permission given with conditions – (had to go to a special committee due to concerns of topsoil contamination. Kier are conducting additional soils testing).</p> <p>Trustees discussed provision of early years education for 2-4 year olds, and agreed to tender this out. Integration, and provision of wraparound care, were noted as priorities.</p> <p>Trustees asked, in respect of the plans over the next 12 months, what are the greatest risks to the Trust? LB identified the school building not being ready as a risk, but clarified that space would be available for our use at the nearby secondary school.</p> <p><b>Future infant/junior school arrangements (Histon &amp; Impington)</b> - Trustees were briefed regarding a recent meeting with representatives of the local authority – this is subject to a confidential minute. (Confidentiality to be removed once the information is in the public domain).</p> <p><b>Hatton Park Extension</b> – Contractors are preparing the site for works at Hatton Park school; projected completion dates have been brought forward. Trustees agreed that the staff and SLT have done a great job moving over to the Northstowe building. Pupils are enjoying the space, and the atmosphere is calm. LB reported that most parents are handling the move very well but there are some complaints, re the construction traffic. Issues noted in the press include the lorry traffic, mud, and access concerns. Unfortunately on the first day there were some teething issues. Parent complaints have included a lack of parking provision – noted that parents can park in the nearby park &amp; ride. It was noted that most of the complaints concern areas outside the remit of CPET, these concerns are being passed onto the relevant party.</p>	
<b>9. Head Teachers Reports</b>	
Head Teacher reports had not been circulated. The Clerk undertook to circulate; all to review and direct questions to the Heads if required.	
8.30pm AA left the meeting.	
<b>10. Reports From Trust Committees and LGBs</b>	
PT confirmed that the Personnel Committee has conducted exit interviews for staff. No other updates – committees have not yet met this term.	
<b>11. Policies</b>	
The following policies remain under review by the Personnel committee: Discretionary Leave of Absence; Continuous Complaints.	
<b>12. Training</b>	
<p><b>New edition of Academies handbook</b>  <a href="https://www.gov.uk/government/publications/academies-financial-handbook">https://www.gov.uk/government/publications/academies-financial-handbook</a>  Trustees were advised of the new handbook and encouraged to review.</p> <p><b>New Guidance – Keeping Children Safe in Education</b>  <a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/526153/Keeping_children_safe_in_education_guidance_from_5_September_2016.pdf">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/526153/Keeping_children_safe_in_education_guidance_from_5_September_2016.pdf</a>  <b>Action Trust 109 – All to review the New Guidance – Keeping Children Safe in Education; signatures to be provided at next Board meeting.</b></p>	All

Item	<u>Action Raised?</u>
<p><b>Governor Termly Briefing</b>            JF attended the governors termly briefing on 20 September 2016 (LB and HL attended for an hour) and gave a verbal summary including:</p> <ul style="list-style-type: none"> <li>• Focus on New Guidance – Keeping Children Safe in Education</li> <li>• New academies handbook</li> <li>• Projection for the number of young children in Cambridgeshire has increased dramatically – the requirement for school places will continue to increase. At the same time, cost savings are still being required.</li> <li>• Standards across the county have improved, but Cambs data is still generally poor compared to national data</li> <li>• All governors are required to hold an enhanced DBS certificate.</li> </ul> <p><b>Action Trust 110: PL to obtain enhanced DBS certificate.</b></p>	<p>PL</p>
<p><b>13. Other Matters Appropriate to the Trust</b></p>	
<p>A trustee requested the circulation of induction materials.  <b>Action Trust 111 - SR to circulate Trustee Induction Materials to all trustees.</b></p>	<p>SR</p>
<p><b>12. Dates for Future Meetings</b></p>	
<p>Vision Meeting – 22nd September 2016, 11.30am at Northstowe            Board of Trustees Meeting – 6<sup>th</sup> December 2016, 6.30pm at the Junior School            Strategy Meeting – 16<sup>th</sup> January 2017, 9am-1pm at Northstowe            Board of Trustees Meeting – 8<sup>th</sup> March 2017, 6.30pm at Northstowe</p>	

There being no further business the meeting closed at 8.45pm.

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

Chair