

CAMBRIDGE PRIMARY EDUCATION TRUST

Meeting	Board of Trustees
Date / Time	6 th June 2017 at 6.30pm
Venue	CPET – Hatton Park at Northstowe
Present	John Frost (Chair - JF); Lesley Birch (Executive Principal - LB); Robert Plumbly (RP); Penny Todman (PT); Karen Monk (KM); Mark Woods (MW)(CMAT) – from 7pm;
In Attendance	Jonathan Newman (JN – until 7.30pm); Helen Lorimer (HL – until 7.30pm); Anthony Aguda (AA); Stephen Ravenscroft (Adviser from Stone King); Amy Lorimer (Camclerk)
Apologies	Kieran Reynolds (KR); Paul Larbey (PL)

Action Items

ITEM NO	ACTION OWNER	TOPIC	ACTION	STATUS
<i>Actions outstanding from July 2016</i>				
Trust 102 <i>modified</i>	PL/Clerk	Training records	CPET portal to be used for training records. Circulate Portal access details. Establish secure email addresses for Trustees. Provide Portal training to Trustees.	Ongoing
<i>Actions outstanding from September 2016</i>				
Trust 111	SR/Clerk	Trustee Induction	Circulate Trustee Induction Materials.	Ongoing
<i>Actions from the meeting of 6th December 2016</i>				
Trust 113	LB, SLT, Heads	CPET Values model	Develop text for behaviours / key tasks.	
Trust 117	LB/AL	CPET Website	Athene to ensure CPET website conveys message that we welcome new schools.	
<i>Actions from the meeting of 8th March 2017</i>				
Trust 120	Clerk	Link Trustees	Link Trustee role to be discussed and link trustees appointed - at next away day	
Trust 121	LB	Joint meeting	Arrange joint meeting of Trustees and SABs.	
Trust 122	LB/Head s/Clerk	Minutes publicly available	Approved and non-confidential minutes, from Trustees and SAB meetings, shall be made available via the school and Trust websites	
Trust 123	KM/Clerk	SAB annual planner	Refine SAB annual planner and bring to Trustees for review.	

Chair's signature: _____ Date _____

Minutes

Item	<u>Action Raised?</u>
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 Paul Larbey and Kieran Reynolds.	
2. Declarations of Interest relating to items on this agenda	
No declarations of interest were received.	
3. Approval of Minutes from the Meeting of the Cambridge Primary Education Trust held 8th March 2017	
The Minutes of the meeting of the Board of Trustees dated 8 th March 2017 and the AGM minutes of the 8 th March 2017 were both received as a correct record and signed by the Chair.	
4. Matters Arising from the Meeting of the Cambridge Primary Education Trust held 8th March 2017	
<p>Updates were received, as follows, on the four items outstanding –</p> <ul style="list-style-type: none"> • Trust 102 –See agenda item 11 below. Portal work ONGOING. Provision of CPET email addresses to Trustees and SABs ONGOING (with CMAT IT). • Trust 111 – Clerk circulated updated induction pack contents list – revise and re-circulate for focus day meeting. ONGOING. • Trust 113 – LB and SLT continue to develop text for behaviours / key tasks in the CPET Values Model – review at focus day - ONGOING. • Trust 117 – Clerk confirmed some edits have been made to CPET website but work remains ONGOING. • Trust 118 – Athene have drafted a Trust newsletter – awaiting approved images from Kier Construction to finalise newsletter. ONGOING. • Trust 119 – Policy committee established. Close. • Trust 122 – Approved CPET Board of Trustees minutes are on CPET website. Schools are placing approved SAB minutes on websites. ONGOING. 	<p>PL/Clerk</p> <p>Clerk</p> <p>LB</p> <p>Clerk/LB</p> <p>LB</p> <p>Heads</p>
5. Executive Principal progress report	
<p>A verbal progress report was provided, to follow the previously circulated notes and project summary report.</p> <p><u>Pupil Numbers for September 2017</u> Incoming pupil numbers for September are good across CPET schools.</p> <p><u>Hatton Park extension & Northstowe</u> Building works at Hatton Park remain on schedule. The school will start to move back into the Hatton Park school site during the first week of the summer holidays.</p> <p><u>Trumpington Park Primary School</u> It has been suggested that a Tenancy of Will is given to CPET by the LA from September 2017. The reason for this is that only part of the building will be ready for the Autumn term. CPET is in discussions with solicitors.</p>	

Chair's signature: _____ Date _____

Item	<u>Action Raised?</u>
<p>There will be an OFSTED pre-opening inspection in the next few weeks.</p> <p><u>Histon & Impington Junior School rebuild</u> Plans for the re-build are under development and it is hoped these will be shared this term. New access routes are being negotiated with the Parish Council – Trustees noted that a planning permission application needs to be submitted by 1st July to avoid project delays.</p> <p><u>Histon & Impington Infant School</u> JN and LB are meeting Hazel Belchamber (Cambs County Council) on 12th June to discuss the plans for the Buxhall Farm site.</p> <p>Trustees also noted work will take place this term to realign mobiles at the Junior School site for Year 2 pupils for September 2017.</p> <p><u>External Safeguarding Audit</u> This was verbally reported in the March meeting of the Board of Trustees – checklist reports have been received but the trust awaits an overview report. Overall the audit was extremely positive.</p> <p><u>Staffing/Recruitment</u> Staffing for September 2017 has been completed. TA provision is under review.</p> <p>CMAT and CPET have been jointly recruiting for a Primary Senior Leader to work across both Trusts – recruitment is ongoing.</p> <p><u>HIIS Teaching School Bid</u> Awaiting decision.</p> <p><u>HIIS Teaching School Update</u> SCITT recruitment for September 2017 was discussed – this remains a concern. Housing costs in Cambridgeshire appear to be a significant concern for potential recruits.</p> <p>Ongoing research projects were discussed, including the phonics project and Bridging the Gap project. A brief update was provided from the Teaching Schools conference. Ongoing school to school support was discussed.</p> <p><u>Growth Plan</u> Conversations continue with various local schools.</p>	
8. Head Teachers Reports (brought forward to allow HL and JN to participate in discussion)	
<p>Summary data reports had been circulated today for the Infant School and for Hatton Park; a report was tabled at the meeting for the Junior School. Trustees commended the report format, but asked that additional Pupil Premium information be added, as well as Early Years Foundation Stage data when available.</p> <p>Predicted attainment was reviewed for Key Stage 1 and Key Stage 2 SATs at each school. Moderation of assessment across the Trust was highlighted as a strength.</p>	

Chair's signature: _____ Date _____

Item	<u>Action Raised?</u>
6. Safeguarding	
<p>The external safeguarding audit was discussed in agenda item 5 above.</p> <p>An updated Safeguarding and Child Protection Policy (May 2017) had been circulated – minor edits were suggested, including the signature page at the back to include the Chair of the Board of Trustees.</p> <p>Trustees ratified the Safeguarding and Child Protection Policy.</p> <p>Trustees were assured that office staff across the Trust are ensuring that Section 128 checks are in place for all CPET Trustees, members and school advisors.</p>	
7. Public relations	
The Trust newsletter was discussed under agenda item 4 above.	
9. Verbal Reports From Trust Committees and SABs	
<p>Minutes from recent personnel and finance & premises committee meetings had been circulated.</p> <p><u>Personnel</u></p> <p>It was confirmed that appropriate training is in place and updated regularly for those conducting staff performance management.</p> <p><u>Finance & Premises</u></p> <p>RP provided a verbal overview of the F&P Committee meeting two weeks ago, including the following:</p> <ul style="list-style-type: none"> • Confusion over the role of SABs in budget monitoring – the ‘roles and responsibilities’ document requires clarification. <p><u>SAB meetings</u></p> <p>A verbal update was provided from the Histon & Impington Infant School SAB meeting in May 2017, including:</p> <ul style="list-style-type: none"> • Update on provision of primary education in the villages • Communications with parents, especially around future plans and around Year 2 transition • Health and Safety • Governor visits – pupil premium, science week, multiculturalism (in response to OFTSED recommendations). • SCR audit • Queries over insurance for staff sick leave (confirmed that this is decided during the Trust budget setting process, and that staff insurance has been determined to not be cost effective) <p>The Histon & Impington Junior School SAB will meet in June 2017, and will focus upon plans for September, when building work will be underway with pupils on site. One new SAB member has been recruited and two additional potential candidates have come forward.</p>	

Chair's signature: _____ Date _____

Item	<u>Action Raised?</u>
this could become a CPET-wide tool for SABs. Action Trust 123: Clerk and KM to refine SAB annual planner and bring to Trustees for review.	KM/Clerk
Dates for Future Meetings	
Focus Meeting - Growth – 20 th June 2017, 12.30-4.30pm at Northstowe Budget Meeting – 10 th July 2017, 6.30pm at Northstowe	

There being no further business the meeting closed at 8.40pm.

Chair's signature: _____ Date _____