

CAMBRIDGE PRIMARY EDUCATION TRUST

Meeting	Board of Trustees
Date / Time	8 th March 2017 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 – from 7pm); Anthony Aguda (AA – from 7pm); Linda Doyle (LD); Stephen Ravenscroft (Adviser from Stone King – SR – from 7pm); Amy Lorimer (Camclerk)
Apologies	Jonathan Newman (JN)

Action Items

ITEM NO	ACTION OWNER	TOPIC	ACTION	STATUS
<i>Actions outstanding from July 2016</i>				
Trust 102 <i>modified</i>	LD/Clerk	Training records	CPET portal 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	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 118	LB	CPET Newsletter	LB to oversee publication of termly CPET newsletter	
Trust 119	LB	Policies	Establish Executive Committee	
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	

Chair's signature: _____ Date _____

Minutes

Item	Action Raised?
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	
<p>KM has been employed as a teaching assistant (TA) at Hatton Park Primary School. The trustees are required to ratify this appointment and confirm KM's continued role on the Board of Trustees.</p> <p>No other declarations of interest were received.</p>	
<i>KM left the meeting.</i>	
<p>The Personnel Committee confirmed that KM was employed as a TA through a clear and transparent process, and was the best candidate for the role. Trustees confirmed that remuneration is appropriate to the role (this had been confirmed to Personnel committee by EPM). Noted that the TA role is not a leadership role.</p> <p>The Trustees were satisfied that it is in the best interests of the company to employ KM as a teaching assistant, and to maintain her role as a Director. Noted, KM will in future be required to withdraw from potential discussions around Hatton Park and around staff salary review.</p> <p>Trustees ratified the appointment of KM as a teaching assistant at Hatton Park Primary School.</p>	
<i>KM re-joined the meeting.</i> The Clerk confirmed that KM has completed a new Declaration of Pecuniary Interests form.	
3. Re-structuring of Trust – delayed until later in the meeting – awaiting SR.	
4. Approval of Minutes from the Meeting of the Cambridge Primary Education Trust held 6th December 2017	
The Minutes of the meeting of the Board of Trustees dated 6 th December 2016 were received as a correct record and signed by the Chair.	
5. Matters Arising from the Meeting of the Cambridge Primary Education Trust held 6th December 2017	
<p>Updates were received, as follows, on the four items outstanding –</p> <ul style="list-style-type: none"> Trust 102 – PL and Clerk reported recent meeting with CMAT IT – new portal to be online by Easter 2017 using Office 365/OneNote. PL will draft user guides and provide overview training for trustees at next Board of Trustees meeting. Also confirmed guest wi-fi will be provided at CPET schools for trustee use. Portal work ONGOING. Provision of CPET email addresses to Trustees and SABs ONGOING. <p>Modified Action 102 to include – Provide portal training and user guides to all trustees.</p>	PL/Clerk

Chair's signature: _____ Date _____

Item	<u>Action Raised?</u>
<ul style="list-style-type: none"> • Trust 108 – JF confirmed that the Scheme of Delegation is in its final form and only requires the date to be updated to March 2017. Close action. • Trust 110 – PL DBS process has been completed. Close. • Trust 111 – SR has provided Trustee Induction Pack to Clerk today – Clerk to update and then circulate. ONGOING. • Trust 113 – LB and SLT continue to develop text for behaviours / key tasks in the CPET Values Model – ONGOING. • Trust 116 – LB confirmed she has drafted a letter for local schools – to be discussed under agenda item 8. Close action. • Trust 117 – LB confirmed some edits have been made to CPET website but work remains ONGOING. 	<p>Clerk</p> <p>LB</p> <p>LB</p>
6. Approval of Minutes from the Meeting of the Cambridge Primary Education Trust held 19th December 2017	
The Minutes of the extraordinary meeting of the Board of Trustees dated 19 th December 2016 were received as a correct record, subject to a minor typographical error, and were signed by the Chair.	
7. Matters Arising from the Meeting of the Cambridge Primary Education Trust held 19th December 2017	
Matters arising were reviewed and none remain outstanding.	
8. Executive Principal progress report	
<p>LB provided a verbal progress report, to follow the previously circulated project summary report. Trustees requested that in future the project summary report include key risks and next milestones.</p> <p><u>School Performance</u></p> <p>LB briefly referred to the Headteachers’ reports circulated, and confirmed that attainment appears on track at all schools. Although this is a stressful time, with Year 6 SATs on the horizon, support is in place across the schools. Teaching staff are targeting the right sort of learning. LB particularly noted the creative use of Teaching Assistants to offer a variety of learning approaches. Also noted that moderation across the schools is in progress.</p> <p><u>Finance</u></p> <p>2017-18 budgets are in place for each school and have been submitted to DfE.</p> <p><u>Hatton Park extension & Northstowe</u></p> <p>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></p> <p>Works for the new school at Trumpington remain ahead of schedule. Access to the school should be available from the start of the summer holidays.</p> <p>The temporary Trumpington Park SAB met yesterday. Staff appointed so far include</p>	

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Item	<u>Action Raised?</u>
<p>an Assistant Head, two teachers and admin staff. Additional recruitment is underway for teaching assistants and additional admin support.</p> <p>There will be an open evening on 2nd November, which was agreed to be a press opportunity. LB will ask Dr Tim Coulson to attend.</p> <p>A provider has been selected through a tender process for early years education for 2-4 year olds, and provision of wraparound care (breakfast/after school club, holiday clubs). See agenda item 18.</p>	
<p><u>Histon & Impington Junior School rebuild</u></p> <p>Plans for the re-build are under development, and will include a two-phase approach such that new accommodation is built first, and can be used by the school during re-build of the current buildings. Staff will have the opportunity to input to the design process.</p> <p>An open session to discuss the plans is being offered at HIJS by the local authority, on 21st March 3.30-7pm. Kier will be leading the session and LA officers will be in attendance.</p>	
<p>7.00pm SR, MW, HL, AA joined the meeting</p>	
<p><u>Safeguarding Audit</u></p> <p>Chris Meddle from the LA completed a safeguarding audit across the three schools this afternoon. Awaiting written report, but verbal feedback was very positive, especially around the consistency of approach seen between CPET schools. Chris was positive about CPET's use of skilled staff to manage safeguarding across the Trust and noted that in many areas we are going 'above and beyond' basic safeguarding requirements. The crossover between health and safety, and safeguarding, was highlighted.</p> <p><u>Special Needs Audit</u></p> <p>A special needs audit has been completed.</p> <p><u>Publicity</u></p> <p>Trustees agreed that this was a great time to put out a Trust newsletter, to publicise all the exciting changes and opportunities within CPET. LB has discussed potential newsletter with Athene.</p> <p>Action Trust 118: LB to oversee issue of a termly CPET newsletter.</p> <p><u>Staffing/Recruitment</u></p> <p>LB highlighted possible concerns over staffing and recruitment, which is a focus at the moment. Teaching staff are needed to backfill for staff who are moving, but also for new classes due to school growth. Adverts are out for various teaching and support positions. Trustees acknowledged recruitment issues, particularly around the high cost of living in this area.</p>	LB

Chair's signature: _____ Date _____

Item	<u>Action Raised?</u>
<p><u>HIIS Teaching School Bid</u></p> <p>Awaiting decision.</p> <p><u>HIIS Teaching School Update</u></p> <p>CPD courses are going well, and staff are developing new CPD courses. We have developed a CPD offer in collaboration with other local teaching schools - so that we work together instead of competing.</p> <p>The contract for NVQ training is up for renewal – we are part of the Cambridge Teaching School Network, which is applying for this through CMAT.</p> <p>SCITT recruitment for September 2017 was discussed –last year, we had 29 spaces which had all been filled by this time; this year we have 19 spaces to fill an only 8 filled to date. This is not unique to us, but is part of a wider recruitment issue. Noted that we have turned down applicants who we feel are not of high enough quality or sufficiently committed. Discussed the University of Cambridge program which is an alternative to our SCITT – they also have spaces currently available for September 2017.</p> <p>HIIS Teaching school have applied, with Cambridge Teaching Schools Network, for a research project (Education Endowment Fund).</p> <p>Research projects:</p> <ul style="list-style-type: none"> • Phonics Project in conjunction with Cambridgeshire School Improvement Board (CSIB) • CSIB commissioned Michelle Larbey to train up groups on children on phonics. This has been used to provide support into Over and another local primary school. • Pupil Premium Project - CSIB commenced a project into use of Pupil Premium. We will showcase the results once SATs results are available. • STEP4SEAS – in conjunction with CSIB - This project attempts to improve educational outcomes for disadvantaged pupils. EU funding is provided for this project which will run until end 2019. HL provided a verbal update after a 2 –day project meeting at the University of Barcelona. 	
<p><u>Local school support and possible growth</u></p> <p>We continue to provide intensive school-to school support for Over Primary School. Over is part of the ‘Octagon Cluster’ (comprising the eight primary schools feeding Swavesey Village College). LB continues to engage in dialogue with Over Primary about the possibility of joining CPET.</p> <p>CPET has been approached by the DfE and invited to consider taking on Earith Primary School. This small village primary has approximately 80 students. LB replied on behalf of CPET indicating that we would only consider taking on Earith if it were part of a cluster. Trustees discussed potential financial implications of taking on schools that are small and already in financial difficulty.</p>	

Chair’s signature: _____ Date _____

Item	<u>Action Raised?</u>
<p>CPET will continue to provide school-to-school support where necessary. Noted that school-to-school support will be operated on a regional basis going forward – there are changes to the funding provision for this.</p>	
<p><u>Sir David Carter visit to HIJS</u></p> <p>Sir David Carter – the National Schools Commissioner – spent a lot of time with the pupils during a recent visit to HIJS. He also met with the Teaching School Council. It was a very positive visit. Children and staff were praised.</p> <p><u>Teaching Schools Conference</u></p> <p>LB invited Trustees to the annual conference of the Teaching Schools Council on 21st April.</p>	
<p><u>Facebook Incident</u></p> <p>It was reported that there was a posting on local Facebook pages (OverBay and LongstantonBay) where an individual posted negative material about CPET. CPET reported the post to Facebook and it has since been taken down. This incident was also reported to the local authority and liaised with SR. AA noted that parents have been very supportive.</p>	
3. Re-structuring of Trust	
<p><u>AGM</u></p> <p>Due to time constraints, the members present convened an Annual General Meeting (AGM) at short notice. See separate AGM minute.</p> <p><u>Revised Articles of Association</u></p> <p>SR briefly reminded Trustees of the key points of the revised draft articles of association and thanked Trustees for their detailed input. A resolution to adopt the revised articles was circulated in advance of the meeting.</p> <p>Trustees discussed the activities of the Teaching School, and asked SR whether these activities are in breach of the articles - do they comprise a substantial trading activity? SR explained that as the work is consistent with the objectives of the Trust – that is, educating pupils – these activities are consistent with the articles.</p> <p>Trustees resolved to ADOPT the new articles of association. All Trustees signed the resolution to adopt.</p> <p>The following Trustees surrendered their status as Members of the Trust: PT, KM, MW, LB, KR.</p> <p>The following Trustees remain Members of the Trust: JF, RP.</p> <p>New Members of the Trust appointed today: James Blandford-Baker, Ann Shaw.</p>	
9. Public Relations and Community Liaison - Update from Athene	
<p>An update report from Athene had been circulated prior to the meeting.</p> <p>Trustees agreed that the CPET website needs further material available for any schools potentially interested in joining the trust – materials could include</p>	

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Item	<u>Action Raised?</u>
downloadable presentations. LB confirmed that Athene currently manage the websites and Trustees discussed options for website management.	
10. Head Teachers Reports	
<p>Head Teacher reports had been circulated.</p> <p>Trustees discussed the format of Heads Reports and requested that these be modified. A particular concern was noted over the reporting of data without contextual information such as targets. Trustees requested red-amber-green rating in Heads Reports.</p> <p>Trustees discussed the need for the Board to maintain an interest in and focus upon the attainment and progress of pupils, while keeping a balance with the work of the individual School Advisory Boards.</p>	
8.25pm MW left the meeting.	
12. Verbal Reports From Trust Committees and SABs	
<p><u>Personnel</u> PT provided a verbal overview of last night's personnel committee meeting, which focused on policies and on teacher recruitment.</p> <p><u>Finance & Premises</u> RP provided a verbal overview of the F&P Committee meeting two weeks ago, including the following:</p> <ul style="list-style-type: none"> • The Financial Audit Summary Action Plan was updated. • Financial reports were reviewed – all appear on track. • Timing of financial reporting remains a concern. Considering introducing a new system – PSF - for finance across the Trust (assessing potential use of capital funds for this). • Noted that the finance reporting structure is much improved. <p>KM provided a verbal update from the Histon & Impington Infant School SAB meeting of 23rd February 2017, including:</p> <ul style="list-style-type: none"> • Update on provision of primary education in the villages • Encouraged SAB members to attend consultation evening on 28th February. • Revised SAB aims, ethos and strategy. • Head's report including impact of Fairer Funding Formula. • HIIS teaching school bid. • Pupil attainment – focus on core topics and SPAG, and closing the gap. • Governor visit next week (science week) to include book scrutiny. • Health and safety – parking issues. • SCR audit • Revised critical incident plan. • Potential new governor (would be Trust-appointed). <p>PT explained that the Histon & Impington Junior School SAB meets next week. There are ongoing problems recruiting parent governors. All agreed that there is a need for</p>	

Chair's signature: _____ Date _____

Item	<u>Action Raised?</u>
<p>parental involvement given the planned works at the school.</p> <p>JF explained that Hatton Park SAB meets in a few weeks. New SAB appointments include two parent governors and three Trust-appointed (see Section 14 of this meeting). JF reported that there have been two positive governor visits, and also Ann Shaw (new CPET Member) visited the school.</p> <p>Trustees noted that the members of school advisory boards are termed SCHOOL ADVISORS, not governors.</p>	
12. Policies	
<p>LB proposed that an Executive Committee, comprising the school Heads and CPET SLT, oversee CPET-wide policies. This committee can delegate work on policies to others – staff or SABs for example.</p> <p>Action Trust 119: Establish Executive Committee for Policies</p> <p>LB proposed that CPET policies should be standardised, with school-specific appendices. Trustees agreed.</p> <p>Noted that risk assessments are separate and will be school-specific.</p>	LB
13. Training	
<p>Trustees confirmed receipt of the New Governance Handbook and Competency Framework for Governance.</p> <p>Noted that members of the Personnel Committee have completed Safer Recruitment training.</p> <p>Opportunities for Trustee training were discussed, and SR offered to provide a one-hour training session around the role and duties of Trustees. Agreed to include this training session in the next ‘away day’ for Trustees.</p>	
15. Recruitment of Trustees and SAB Governors	
<p>Trustees appointed new Trustee-appointed governors for Hatton Park SAB:</p> <ul style="list-style-type: none"> • Debbie Lienua • Sarah Cheung Johnson • Martyn Gilbert <p>Trustees appointed new Trustee-appointed governors for Trumpington Park SAB:</p> <ul style="list-style-type: none"> • Randall Evans • Barbara Ashwood • Sarah Cain 	
15. Link Trustees	
<p>LB proposed that the Board appoint from its Trustees, a link trustee for each school. This will help maintain links with individual SABs as we move away from SAB Chairs sitting on the Board. Trustees agreed the idea of link Trustees, and agreed that each link Trustee should be an individual who has not previously sat on that school’s SAB. Agreed that a link trustee would attend at least one SAB meeting per year, and visit the school – being a visible link for members of the SAB. Noted that LB attends many</p>	

Chair’s signature: _____ Date _____

Item	<u>Action Raised?</u>
<p>SAB meetings – but a link trustee would allow a separate and independent route for SAB concerns and suggestions to come to the Board of Trustees.</p> <p>Action Trust 120: Link Trustee role to be discussed – and link trustees appointed - at next away day.</p>	Clerk
16. Joint meeting of CPET Trustees and SABs	
<p>Trustees agreed that a joint meeting of the Trustees and SABs would be appropriate in the summer term. Agreed that this meeting could cover current and future projects, and could involve Kier Construction.</p> <p>Action Trust 121: LB to arrange joint meeting of Trustees and SABs.</p>	LB
17. Next CPET Focus Day	
<p>Trustees agreed that a focus day / away day, on the theme of Growth, would be held on 20th June – lunch at 12.30, finishing by 4.30pm – venue: Hatton Park at Northstowe.</p>	
18. Other Matters Appropriate to the Trust	
<p><u>Minutes</u> JF asked Trustees to consider the public availability of Trust and SAB minutes. There has been a request for copies of approved minutes.</p> <p>Action Trust 122: Approved and non-confidential minutes, from Trustees and SAB meetings, shall be made available via the school and Trust websites.</p> <p><u>Trumpington Park Pre-School Provision</u> LB and PL reported that the Preschool Learning Alliance (a large charity across Cambridgeshire and Peterborough) has been awarded the contract for preschool provision and provision of wraparound care at Trumpington Park, as a result of the tender process. This is a 5-year contract with a 2-year in depth review; we can terminate at any time if there are performance issues. It was suggested that CPET consider in-house pre-school provision in future.</p>	
19. Report from Salary Review Committee	
<p>PT reported that the Salary Review Committee met at the end of Autumn Term 2016, and heard the outcomes of performance management from the school Heads. The committee approved salary revisions in line with the performance management outcomes, including for the Executive Principal. Noted that one decision of the committee was later revised due to evidence presented.</p>	
Dates for Future Meetings	
<p>Board of Trustees Meeting – 6th June 2017, 6.30pm at Northstowe Focus Meeting - Growth – 20th June 2017, 12.30-4.30pm at Northstowe Budget Meeting – 10th July 2017, 6.30pm at Northstowe</p>	

There being no further business the meeting closed at 9.06pm.

Chair's signature: _____ Date _____