



never give up.

Trustee Meeting Minutes

Wednesday 13th December 2017
6pm-8pm

ACE Schools MAT, Bretonside

Trustees:

Dr Tim Searle

Mr Alastair Wright

Mrs Sarah Gillett

Mrs Joan Watkins
(By Phone)

Chair

Vice Chair Elect

Trustee, CEO & Head Teacher of ACE Schools Plymouth

Trustee & Chair of Governors ACE Schools Plymouth

In Attendance

Mr Adrian King

Mrs Annie Singer

Mr Paul Turner

Mr Chris Humphries

Mr Paul Winterton

Mrs Cheryl Reuben

Mr Duncan Leslie

Member

Member

Director of Finance ACE MAT

Director of School Performance ACE MAT

Director of School Improvement ACE MAT

Clerk

Francis Clark

1. **Chairman's introduction**

TS welcomed the Trustees, Members and attendees. TS requested for the purposes of clarity, that the Members identified themselves by a show of hands. The Trustees then did the same. TS reminded all those present that during the Trustee meeting, only vote carrying Trust Board members would be able to vote on any recommendation. During the AGM, only the Members would be able to vote on any AGM business. Everyone present confirmed that they understood the roles all those present undertook.

TS asked if there was any A.O.B?

The Board confirmed there were none.

TS took the opportunity to express to the members the hard work undertaken by all the staff within the Trust during the year. He expressed his thanks to all of the staff.

JW joined the meeting via conference call.

2. **Apologies.**

Anette Benny

Accepted

Peter McDonnell

Accepted

Sue Bickle

Accepted

3. **Verbal declarations of interest.**

None.

4. **Approve minutes of the previous meeting.**

Approved

5. Matters & Actions arising from previous meeting (TS 5 mins).

ACTION 1: SG will provide timings for the various Christmas Fairs.

ACTION 2: CR to create a Policy Index

ACTION 3: Remuneration Committee to visit Derrys Cross and feedback to the Board (TS/PM/AW)

ACTION 4: The terms of reference to be amended and circulated (PW)

ACTION 5: CR to circulate the revised meeting dates for Trustee/ Finance & Audit Committee

ACTION 6: AB will circulate information on learning from governance of Trading Subsidiaries

TS confirmed that all actions arising from the previous meeting had been completed.

6. **CEO Update.**

Beaufort Care Group: SG had a conference call with Lord Agnew (Under Secretary of State for Education) who agreed with the DFE for ACE to undertake work with Beaufort Care Group and also AP in the wider area. However, they felt that to establish this as a Trading Subsidiary was not the appropriate vehicle and that the service should be a satellite base of ACE Schools Plymouth. This would ensure that the service was aligned with the Trust, that this would provide transparency and accountability. Lord Agnew requested that communication continued

throughout this venture as it was a new endeavour which had not been previously attempted. A Policy Statement which they will be sending over. This will also be sent to the RSC in the South East and South West for them to have sight of and agree the proposal. This should occur around January 2018. Work will also be undertaken on a significant change plan form, detailing what we are intending to do and how we intend to make it happen so as everyone has a clear understanding. If all goes to plan, recruiting and sourcing new premises will begin in January 2018. Both will need to allow for quick growth. Other Commissioners (Poole/Dorset) are also interested in purchasing AP from ACE.

Today SG had been in Cornwall meeting with the LA to review the work ACE has undertaken. They are very pleased and have given us a further 4x commissions for high needs students. They feel ACE is now established in AP within Cornwall. The LA are undertaking an external review of the AP in Cornwall. They have asked ACE to participate which SG has agreed. **<Commercially Sensitive Information has been removed>**

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SG, PT CH & PW are visiting Bath to tender via Pro Contract. ACE Schools Plymouth have done very well with their application so far but are using this more as a learning exercise. This is for AP work in Bath & Somerset although, if won, would not be immediate. They are looking for a provider who can cover all aspects of AP including hospital. Currently ACE are the only tender who already conduct this service. If successful, work would start September 2018.

Following the meeting and agreement of the Remuneration Committee, the job description for the Head teacher position of ACE Schools Plymouth will be put straight to external advertisement in January 2018. This will allow both internal and external candidates to apply for the role, with an aim for the successful candidate being in a position to stand up from September 2018. This will also allow time to consider Senior Managers of the bespoke provisions, similar to that of a Head of Sixth Form in mainstream. They will be able to provide support to the new Head Teacher. SG will provide a further update in the next meeting.

The S19 review has taken place. A business case will be presented to the Remuneration Committee and then presented to the Trust Board.

Questions

JW: Who will be responsible for the Governance for the provisions in Bournemouth, Bath, Somerset and Dorset?

SG: It will come under ACE Schools Plymouth although the DFE have suggested setting up Local Governing Body Committees local to each base which includes local community members and colleagues.

JW: Where will the head Teacher position be advertised?

SG: We will do at least 1 months advertising nationally via the web, TES and the Guardian. We may also approach a Head Hunting agency specialising in SLT Recruitment.

7. Update from the Director of Finance

TS confirmed with the Board that they had all read and were familiar with the finance papers, which they had confirmed they had. PT summarised the report for ACE Schools Plymouth

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TS asked in the Board were happy to accept the finance papers?

The Board confirmed they accepted these reports.

8. **Financial Statement 31st August 2017**

PT introduced Duncan Leslie from Francis Clark. PT directed the Board to the financial statements in particular;

Page 6- Trustee and strategic report summarising the year with regards to growth and restructure.

Page 8- The financial review gives a narrative of what's happened in the year from a financial perspective.

Page 23- GAG funding/unrestricted interest funds trading performance in the year i.e. the management accounts.

DL confirmed that the letters were all taken from generic templates. **<Commercially Sensitive Information has been removed>**

The internal control findings and responses. These 2 items are perfectly normal.

The Board accepted the financial statement and letters from Francis Clark.

TS signed the financial statement.

DL signed the financial statement.

Part One of Trustee Meeting- Concludes.

ACE MAT Annual General Meeting- See separate minutes.

Part Two of Trustee Meeting- Resumes.

9. **PCC Funding Update**

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10. **Latest DFE/ EFSA Governance Documents**

Circulated as per ESFA suggestion.

The Board acknowledged receipt of them

11. **Update of Governance Review**

The Board agreed the updated terms of reference. They discussed the vacancies within governance which totalled 1 new member (this would need to be agreed with the DFE). The recommended number is 5. At least 1 new Trustee, the recommended number is 10 and larger numbers will be required to support any further committees. Skill gaps will also need to be considered, for example HR/Finance. Both ACE Schools Plymouth and Courtlands are in need of more community members. It was agreed that as it was unlikely that any governance changes would take effect until September 18, that the LGBs were able to take on new members.

The Board discussed an external governance review which is considered best practice to undertake annually. This is normally conducted Trust to Trust but there is no fixed protocol. PW will investigate this further.

12. **Trust Key Performance Indicators (KPIs) Report**

PW summarised the KPI report. The data will be cumulative. PW explained the introduction of the reflection unit in St Budeaux to assist in reducing the number of fixed term exclusions. ACE Schools Plymouth will be liaising with Courtlands as their SEN exclusion are much lower.

13. **Trust Briefing Paper of Policies**

CH summarised the policies with regards to branding for the MAT and individual schools. He confirmed that the policies do not need to be reviewed annually but as required, with an update log being added inside.

The Board agreed to the updates of the policies for ACE Schools Plymouth, Courtlands and the MAT.

14. **LGB Report**
The Board acknowledged receipt of the LGB report for ACE Schools Plymouth.
15. AOB.
*(Items should be generally lodged with the clerk at least **48 hours before** the meeting).*
16. Reserved Business

Pending Items:

Item	Date Added (meeting date)	Review Date
Terms of Office – length of service		
Policy review		
Trustees meeting dates		
Trustee Work plan		

Dates of Future Meetings:

Wednesday 17 th January 2018	18.00-20.00
Wednesday 21 st February 2018	18.00-20.00
Wednesday 21 st March 2018	18.00-20.00
Wednesday 25 th April 2018	18.00-20.00
Wednesday 23 rd May 2018	18.00-20.00
Wednesday 20 th June 2018	18.00-20.00
Wednesday 18 th July 2018	18.00-20.00

Board of Trustees:

Dr Tim Searle	tim.searle@acemat.uk	Chair
Mr Peter McDonnell	peter.mcdonnell@acemat.uk	Vice Chair
Mr Alastair Wright	alastair.wright@acemat.uk	Vice Chair Elect
Mrs Annette Benny	annette.benny@acemat.uk	Trustee
Mrs Joan Watkins	joan.watkins@acemat.uk	Trustee & Chair of ACE Schools Plymouth LGB
Mrs Sue Bickle	sue.bickle@acemat.uk	Trustee & Chair of Courtlands LGB
Sarah Gillett	sarah.gillett@aceschools.net	CEO of ACE Schools Trust