

Board of Trustees

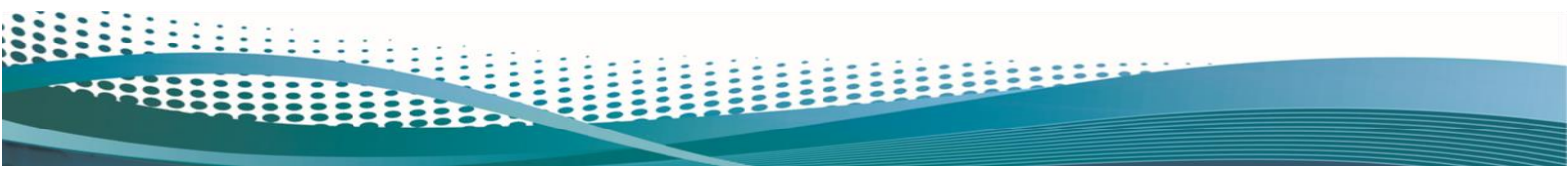
Minutes

Date Of Meeting	Wednesday 14 December 2016
Venue	ACE Schools, Bretonside Training Room

In Attendance:

Trustees

Dr Tim Searle	tim.searle@mac.com	Chair
Mrs Sarah Gillett	sarah.gillett@aceschools.net	CEO & Head Teacher – ACE
Mr Peter McDonnell	peter@mcdonnellonline.com	Vice Chair
Mr Alastair Wright	alastair.wright@kpmg.co.uk	Vice Chair Designate
Mrs Annette Benny	annette.benny@nhs.net	Trustee
Mrs Joan Watkns	lavenderjmw@gmail.com	Trustee & Chair of Governors – ACE
Present		
Mrs Annie Singer	annie.singer@talk21.com	Member
Mr Adrian Kemp MBE	a.kemp@stonehouseplayspace.org	Member
Mrs Wendy Hannon	WHannon@hamoazehouse.org.uk	Member
Mrs Michelle Thomas	michelle.thomas6@nhs.net	Member
Mr Chris Humphries	chris.humphries@aceschools.net	Senior Deputy Head teacher
Mr Paul Winterton	paul.winterton@aceschools.net	Deputy Head Teacher
Mr Paul Turner	paul.turner@aceschools.net	Head Of Finance
Mrs Cheryl Reuben	clerk@aceschools.net	Clerk



1. **Chairman's introduction**

The Trustees were welcomed and a special welcome was extended to the Members. Clarification was provided on the point that the December meeting would be the AGM and would continue to be in future years. However, there is to be an additional meeting in February 2017 where the accounts will be agreed, adopted by the Members and Trustees and an Auditor will be appointed. The CFO advised that usually when you are setting up as a Trust you can choose whether to have a longer or shorter accounting period to fit in with your Year End. The EFA Year End is August and usually a newly formed Trust would opt for an extended accounting period. However, the EFA informed us in November 16 that due to the high volume of conversions to Academies, they were revoking the option to choose the length of the accounting period and would enforce a short accounting year. The EFA have allowed an extension for submission of the accounts until 21st February 2017 which is why the planned meeting for February 2017 has been changed to 15th February 2017 which the Members will be required to attend.

2. Apologies.

Isabelle Morgan (Trustee)

Accepted

Sue Bickle (Guest)

Accepted

3. **Verbal declarations of interest**

Michelle Thomas declared that she sits on the Board of Livewell GP Service

Tim Searle declared that he will be running the London Marathon next year and will be raising money for Oasis (currently the UK's largest MAT). The fundraising is for their Community Charity work

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

Approved subject to clarification on the attendance list at the front of the minutes as to who is a Trustee and who is present at the meeting.

5. **Matters & Actions arising from previous meeting**

ACTION 1 JW would submit first LGB report in Decembers Trustee meeting

Complete

ACTION 2 Logistics to consider with regards to moving the February 2017 Trustee meeting, adding an additional meeting in February 2017 and arranging for Members to be present at this meeting.

Complete

ACTION 3 From the input collated, SG, CH & PW will write up a draft Development Plan which will be circulated. The Board will need to RAG rate the items and agree short/mid-term goals. The plan will be signed off in the December Meeting where tasks will need to be assigned and the work stream implemented.

The document identified 5 key themes. Now the Trustees need to decide how this wish for this to be formatted and allocated as well as whether they are happy to accept the Motive Force, Vision and Mission Statement.

Questions:

AB: To clarify, under IT this is to include Information Governance as well at IT Technology? Also what does the charter actually refer to?

SG: Yes IT does encompass Information Governance. Currently there is no document to formally detail the process of what will happen when a school joins the ACE Trust. The

application by Courtlands was a learning experience as anticipated but this does need to be formalised.

AB: What was meant by 'uncompromising clarity as to identity of each school within the MAT?'

SG: Each school which joins our Trust will retain its own individual identity within the MAT.

With regards to the two actions points within the document provided, Action Point 2 was initially discussed:

It was agreed that a decision would be made before the end of January 2017. This would allow the Motive Force, Vision and Mission Statement to be included as part of the submission to the EFA in February 2017. It will also form the basis of our PR campaign which will begin at the same time. The Board agreed that they agreed to the spirit of the Motive Force, Vision and Mission Statement but there were some suggestions regarding some of the finer details which some Trustees wished to offer. It was agreed that these would be emailed to SG who would then circulate an updated version which would then be presented for acceptance in the January 2017 meeting.

Action Point 1: As some of the items had already been picked up and started by certain Trustees. **Action 1:** It was agreed that SG would create 5 sub-plans, allocate leads and circulate.

Questions:

AS: Courtlands applying to join the ACE Trust developed as a meeting of minds. It is imperative that we have a formal process which will apply to every school application to join ACE MAT

JW: It must be clear that the standards and values which joining schools will be adhering to are ACE's.

PM: Who has taken ownership of collating the lesson learnt from the Courtlands application?

SG: Myself and PT.

6. Update from the Head of Finance

PT summarised the content of the finance reports.

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Financial Accounts Accepted.

7. Standing Items

i. Scheme of delegation.

ii. Risk register.

No update required

8. Members to decide on whether to appoint an additional Member

Clarity was given on the requirement to have 3 appointed Members but 2 to form a quorum. The Members agreed that they were comfortable with having 4 appointed members but would review this in July 2017

Questions:

AK: I am concerned that with such a long period of time between meetings, Members will lose track of what is happening for example with staff?

PT: There must be clear definition between the role of a Member and that of a Trustee. In a traditional business, the Shareholders would be the equivalent of the Members and the Directors would be equivalent to the Trustees who manage the business on an operational level but report up to the Members.

AS: Would it be appropriate for Members to shadow Trustees?

PT: Members are welcome to attend any Trustee meetings but as an attendee. They do not have a vote and cannot actively participate.

MT: With regards to our role as a measure of 'check and balance', who should we be liaising with?

TS: This would be with the Chair of the Trustees, unless the issue was with the Chair in which case it would be directed to either the Vice Chair or CEO.

It was agreed that Members would receive copies of agreed minutes and the CEO update from the same meeting. SG & PW would provide 6-8 weekly general updates. Members are aware they may attend Trustee meetings as and when desired but in a non-participating capacity.

9. CEO Update

Decision regarding Courtlands

Unanimously agreed to accept Courtlands as part of ACE MAT upon formal sign off of their application which has been set as 1st February 2017.

Unanimously agreed to appoint Sue Bickle, Chair of Courtland's Governing Body as a Trustee of ACE MAT. Sue's appointment will be official as of 1st February 2017, she will be designated as a Trustee Designate with immediate effect until 1st February 2017.

Formation of Trust Level Leadership Roles

Remuneration Committee to meet mid-end of January 2017. Remuneration Committee to consist of TS, PM, AW & SG. **Action 2:** TS, PM, AW & SG to submit available dates to Clerk to arrange meeting.

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CEO Update

CH & PW joined the meeting

10. LGB Reports

WH left the meeting.

Content met with Ofsted requirements but were lengthy in content. As revised version will be trialled to report at next LGB meeting and then used for 6 months before being reviewed,

11. AOB.

*(Items should be generally lodged with the clerk at least **48 hours before** the meeting).*

All Trustees to note the dates of upcoming meetings, specifically a meal to be arranged for after the January meeting (venue of Eastern Eye agreed) and change of proposed February 17 meeting to accommodate submission of financial documents.

TS has been liaising with Tim Mockford regarding a video conferencing work which is progressing

JW: We have had 2 parents in for a parental engagement which highlighted work to be done around positive PR.

Attended the whole school meeting regarding attendance and was very impressed on the work being done by all staff.

12. Reserved Business

Actions Arising:

Action 1: It was agreed that SG would create 5 sub-plans, allocate leads and circulate.

Action 2: TS, PM, AW & SG to submit available dates to Clerk to arrange meeting.

Pending Items:

Item	Date Added (meeting date)	Review Date
Terms of Office – length of service	15 June 2016	June 2017
Policy review	June 2016	By June 2017
Trustees meeting dates	July 2016	November 2016
Trustee Work plan	October 2016	

Dates of Future Meetings:

Wednesday 11th January 2017 – 18.00-20.00 Meal to be arranged after meeting

~~Wednesday 22nd February 2017 – 18.00-20.00~~

Wednesday 15th February 2017 – 18.00-20.00 Members to attend and Finances to be signed and adopted

Wednesday 22nd March 2017- 18.00-20.00

Wednesday 19th April 2017- 18.00-20.00

Wednesday 17th May 2017- 18.00-20.00

Wednesday 21st June 2017- 18.00-20.00

Wednesday 19th July 2017- 18.00-20.00

Board of Trustees:

Dr Tim Searle	tim.searle@mac.com	Chair
Mrs Sarah Gillett	sarah.gillett@aceschools.net	CEO & Head Teacher – ACE
Mr Peter McDonnell	peter.mcdonnell@puic.plymouth.ac.uk	Vice Chair
Mr Alastair Wright	alastair.wright@kpmg.co.uk	Vice Chair Designate
Mrs Annette Benny	annette.benny@nhs.net	Trustee
Mrs Isabelle Morgan	isabelle.morgan@plymouth.gov.uk	Trustee
Mrs Joan Watkins	lavenderjmw@gmail.com	Trustee & Chair of Governors – ACE