

Board of Trustees

Minutes

Date Of Meeting	Wednesday 17 May 2017
Venue	ACE Schools, Bretonside Training Room
Time	18:00 – 20:00

Attendance:

Trustees

Dr Tim Searle
Mr Peter McDonnell
Mrs Sarah Gillett

tim.searle@acemat.uk
peter.mcdonnell@acemat.uk
sarah.gillett@aceschools.net

Mrs Sue Bickle

sue.bickle@acemat.uk

Chair
Vice Chair
CEO & Head Teacher ACE Schools
Plymouth
Trustee & Chair of Governors Courtlands

Present

Mr Paul Turner
Mrs Cheryl Reuben

paul.turner@aceschools.net
cheryl.reuben@aceschools.net

CFO
Clerk



1. **Chairman's introduction**
TS proceeded to welcome the Board. The Chair acknowledged the questions sent to all Trustees by AW with regards to the financial papers circulated and the subsequent email response from PT. TS advised the Board that these items would arise later in the agenda.
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2. **Apologies.**
Joan Watkins
Accepted
Alastair Wright
Accepted
Annette Benny
Accepted
3. **Verbal declarations of interest.**
None
4. **Approve minutes of the previous meeting**
Approved and Signed
5. **Matters & Actions arising from previous meeting.**
Actions brought forward:
Action 1: TS to be registered as a member with IOD.
Ongoing
Action 2: AB & JW ICT Acceptable Use Policies to be signed and returned.
Ongoing
Action 3: PT to bring structure of ACE Family to the next meeting.
SG will provide a full update at next meeting.
Action 4: PT to bring the Financial Process Manual to be signed off.
Complete
6. **Update from the Head of Finance.**
PT summarised the financial reports for ACE Schools Plymouth.
<commercially sensitive information has been removed>
The Board accepted the Financial Reports for ACE Schools Plymouth.

PT summarised the Courtlands Financial Reports.
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The Board accepted the Financial Reports for Courtlands.
7. **SEN & AP Funding Report.**
PT summarised the content of the SEN and AP funding report.

The Board accepted the recommendation to accept the outcome for the SEN/AP top up funding.
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8. **Financial Procedure Manual**
PT presented the Finance Procedure Manual to the Board for acceptance as identified in the recent audit and in preparation for the internal audit.
PT advised that the manual would be further scrutinised and evolve during the internal audit process.

The Board accepted the Financial Procedure Manual.

9. **Policy Review June 2017.**
 All MAT policies are due to be reviewed by June 2017. TS will review all policies himself but requested each Board member receive a number of the policies (pertaining to their area of expertise where possible) to review and feedback on allowing for a double checking of the policies.
- Action 4:** The Clerk will distribute electronic copies of the existing policies to each member of the Board (except to AB as per item 1) to review prior to the next meeting.
- PM enquired as to whether the policies should also be reviewed by ACE Schools Plymouth LGB to which SG confirmed they should.
10. **CEO Update.**
 SG distributed copies of the brand identity for Courtlands and ACE MAT as created by LGF Marketing.
- The Board accepted both Brands and agreed the use of them with immediate effect.**
- <commercially sensitive information has been removed>
11. **LGB Reports**
 The Board received both reports. SB advised the Courtlands LGB met once a term so this monthly report had been drafted between herself and Lee Earnshaw. TS requested that this was detailed as an interim report and the date of the previous Board meeting was included.
- The Board acknowledged receipts of both reports.**
12. AOB.
*(Items should be generally lodged with the clerk at least **48 hours before** the meeting).*
- The Board accepted the proposed meetings dates for 2017/2018.**
- TS suggested that the June meeting was to be a shorter meeting followed by a meal. The Board agreed for this to be booked.
13. Reserved Business

Actions Arising:

- Action 1:** PM & SB IT issues to be reported to Karen Felix.
- Action 2:** PT or one of his finance team will attend every other Courtlands LGB meeting to field any questions.
- Action 3:** SB and PT will arrange to meet in the next few weeks to ensure SB is clear on the finance reporting.
- Action 4:** The Clerk will distribute electronic copies of the existing policies to each member of the Board (except to AB as per item 1) to review prior to the next 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 21st June 2017- 18.00-20.00
Wednesday 19th July 2017- 18.00-20.00

Board of Trustees:

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