



never give up.

Trustee Meeting Minutes

Wednesday 21st June 2017
6pm-8pm

ACE Schools Plymouth, Bretonside

Attendance

Trustees

Dr Tim Searle
Mr Peter McDonnell
Mr Alastair Wright
Mrs Joan Watkins
Mrs Sue Bickle
Sarah Gillett

tim.searle@acemat.uk
peter.mcdonnell@acemat.uk
alastair.wright@acemat.uk
joan.watkins@acemat.uk
sue.bickle@acemat.uk
sarah.gillett@aceschools.net

Chair
Vice Chair
Vice Chair Elect
Trustee & Chair of ACE Schools Plymouth LGB
Trustee & Chair of Courtlands LGB
CEO of ACE Schools Trust

In Attendance

Paul Turner
Cheryl Reuben

paul.turner@aceschools.net
clerk@aceschools.net

CFO
Clerk

1. **Chairman's introduction.**
TS welcomed the Board. He reflected on the complexity and hard work of all the staff across the Trust.
2. **Apologies.**
Standing apology from Annette Benny.
Accepted.
3. **Verbal declarations of interest.**
None.
4. **Approve minutes of the previous meeting.**
Approved.
5. **Matters & actions arising from previous meeting.**
Action 1: PM & SB IT issues to be reported to Karen Felix.
PM advised his issues were now resolved. SB & JW still reported issues.
Action 2: PT or one of his finance team will attend every other Courtlands LGB meeting to field any questions.
No LGB meetings had taken place since the previous meeting, but a member of the finance team will attend the next meeting.
Action 3: SB and PT will arrange to meet in the next few weeks to ensure SB is clear on the finance reporting.
To be arranged.
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.
Completed.
6. **Presentation from Teaching Personnel.**
The Board received a presentation from Teaching Personnel.
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The Board agreed to consider the proposal from Teaching Personnel to make them the preferred supplier for Teaching staff subject to confirmation that their agreement does not contain an exclusivity clause.

Teaching Personnel left the meeting.
7. **Update from the Head of Finance.**
PT summarised the content of the finance report for ACE Schools Plymouth.
The Board accepted the report and forecast for ACE School Plymouth.
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PT summarised the content of the finance report for Courtlands Special School.
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Any queries pertaining to Courtlands may be directed to SG & PT to be addressed at the next Trust meeting.
The Board accepted the report and forecast for Courtlands.

The Board extended their support & commercial expertise to SB & PT over the upcoming weeks. PT expressed his thanks to Anna Rumsby.
8. **ACE MAT Growth Updates**
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The Board accepted the recommendations contained within the growth report.
The Board accepts the report from Bishop Flemming.

9. **Travel & Subsistence.**

The Board were provided with a copy of the proposed Travel and Subsistence policy. They were advised that the content was the same as the existing policy which was TUPE'd across from PCC with the exception of Section 5. This has been amended to reflect the opening of new bases outside of the Plymouth area, where existing members of staff are required to be based in order to set up the provision. The changes allow a recompense for additional travel costs incurred from the temporary change of the usual place of work.

The Board accepted the recommendation outlined above and agreed for TS to read, review and sign if happy with the content.

10. **Policy Review June 2017.**

All policies when reviewed, are to be annotated and returned to the Clerk for updating/amending. They will then be checked again by TS for final approval and signing.

TS requested that the front page had reference to the author of the policy as well as who signed it off.

TS requested that the Board were reminded of their responsibility under the Health & Safety Policy:

1.1 Members of school staff, the senior leadership team and the Board of Trustees carry the key responsibilities for assessing, recording and implementing the correct Health & Safety procedures.

1.2 The Board of Trustees will endeavour to provide the safest school environment by ensuring that:

- a) The school fulfils its legal health and safety obligations.
- b) The school health and safety policy is being implemented and is effective.
- c) Risk assessments are carried out regularly either by the relevant authorities and/or school staff depending on the nature of the activity taking place.
- d) The importance of good health and safety practice is promoted throughout school to all staff, pupils, parents, volunteers, contractors and any other visitors.
- e) School premises and equipment are regularly assessed and reviewed in line with health and safety regulations.
- f) There is appropriate budget for the schools health and safety provision.
- g) The importance of good health and safety is communicated to school staff and carefully monitored.
- h) All staff are made aware of any changes to the health and safety arrangements at the school.

11. **Review Length of Service.**

TS reminded the Board that under the Article of Association, Trustees were signed up to the Board for a term of 4 years. The position of Chair is to be reviewed annually and will be included as an item in the September 2017 meeting.

12. **CEO Update.**

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13. **LGB Reports**

The Board acknowledged receipt of the LGB report from ACE Schools Plymouth. The Board acknowledged that Courtlands had not had a full Board meeting since the last Trust meeting and had more pressing issues to attend to prior to this meeting hence there being no report submitted from them on this occasion.

TS and the clerk will work on a new reporting format to try and simplify producing the reports for all LGBs.

14. **AOB.**
*(Items should be generally lodged with the clerk at least **48 hours before** the meeting).*
15. Reserved Business

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 19th July 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