

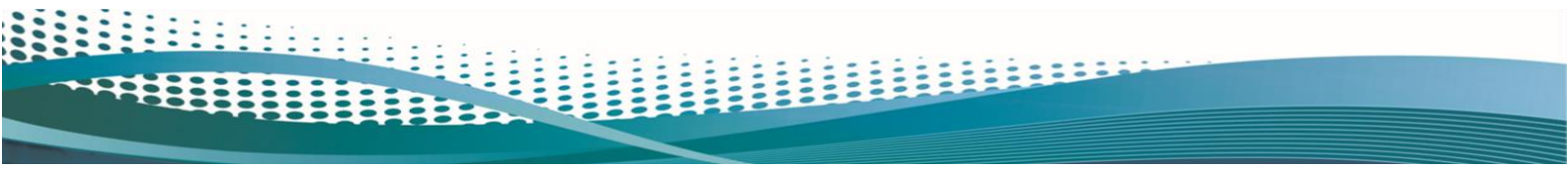
Board of Trustees

Minutes

Date Of Meeting	Monday 21 November 2016
Venue	ACE Schools, Bretonside Training Room
Time	18:00 – 20:00

In Attendance:

Dr Tim Searle	jim.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 Isabelle Morgan	isabelle.morgan@plymouth.gov.uk	Trustee
Mrs Joan Watkins	lavenderjmw@gmail.com	Trustee &
Mrs Sue Bickle	s.herity@btopenworld.com	Chair of Governors – ACE
Mr Chris Humphries	chris.humphries@aceschools.net	Chair of Governors - Courtlands
Mr Paul Winterton	paul.winterton@aceschools.net	Senior Deputy Head teacher
Mr Paul Turner	paul.turner@aceschools.net	Deputy Head Teacher
Mrs Cheryl Reuben	clerk@aceschools.net	Head Of Finance
		Clerk



- 1. Chairman's introduction.**
TS proceeded to welcome the Trustees. The Board had agreed in advance of the meeting that the focus would be on the standing financials and any urgent business arising, to allow the Board to work on their development plan. The Board were provided with all accompanying documents and invited to submit and comments or questions in advance of the meeting. The only question received were from AW to PT regarding the financial documents which PT answered to the Board's satisfaction (See item 7)

IM Arrived
- 2. Apologies.**
AW advised that he would arrive late as he was in Exeter until 5.30 but would arrive as soon as we was able.
- 3. Verbal declarations of interest.**
AB declared when it came to items pertaining to IT, she is a Director of Delt, which is an IT Company. The Board acknowledged AB's declaration of interest.
IM made a declaration of interest regarding the content of the financial reports relating to income from the Local Authority. IM suggested she left during these discussions however, the Board and the Head of Finance agreed that it would beneficial for IM to remain during these conversations as there would be a clarification on any discrepancies between budget and actual figure.
- 4. Approve minutes of the previous meeting.**
Document Approved
- 5. Matters & Actions arising from previous meeting.**
ACTION 1 SG will circulate a debrief following the RSC meeting with SHAP
Completed
IM: Did RSC give a timescale on their feedback?
SG: Feedback has been given this week. RSC advised that they would not rule out a 'Specials' MAT but there would need to be clear justification on why this was deemed to be appropriate

ACTION 2 Dates of availability to be emailed to Clerk and meeting arranged around mid-November 2016.
Completed

ACTION 3 JW & SB to develop a reporting system. SG & PW to advise on Ofsted requirements and from this a structure can be created. This will need to include targets for bench marking and transcribe on a larger scale as the MAT grows.
Completed

ACTION 4 The LGB will draft a report/document to be submitted as a draft for approval for the next meeting (SG/PW/JW/SB) and a self-evaluation form for ACE Plymouth.
Completed. From the work SG & PW did under Action 3, they have drafted a report template The Board were happy with the template in principle. JW and Sue Bickle were due to review it 22nd November 2016. **ACTION 1** JW would submit first LGB report in Decembers Trustee meeting

ACTION 5 It was agreed that all documents were to be sent electronically and not by post. Trustees were to be mindful of who would be able to access the information and their email/IT policies within their own organisations.

Completed. TS now has @aceschools.net email address.

ACTION 6 Add work plan to pending items, check plan when complete and allocate dates. Use of Gantt chart suggested.

In progress following work on development plan during this meeting.

ACTION 7 PW & PT to review and confirm timeline and present at next meeting.

In progress following work on development plan during this meeting.

ACTION 8 SG to obtain information from Tim Mockford on suitability of Starleaf and present at next meeting.

Completed. TS liaising with Tim Mockford and Karen Felix

6. Update from the Head of Finance

PT summarised the content of the finance reports

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6 (i) Finance Report

Accepted

6 (ii) Management Accounts

Accepted

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AW arrived

6 (iii) Forecast

Accepted

6 (iv) Finance Update

Accepted

6 (v) EFA Audit Letter

Accepted

7. Standing Items

i. Scheme of delegation.

ii. Risk register.

AB: All risks appear to be under control, does PT have any reactions of risks which he has a 'gut feeling' about?

PT: No

IT Strategy

Accepted

8. AOB

CEO Business

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Trustees Development Plan:

SG circulated 2 additional documents: Crunch Branding & ACE MAT Motive Force

CH & PW joined the meeting and presented on their coaching session with Murray from IOD on items relating to ACE MAT core values and mission statement. Discussions took place amongst the Board as to what they felt the key items of the Trustee work plan would be. **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

9. **Reserved Business.** NONE.

Actions – Summary:

ACTION 1

JW would submit first LGB report in Decembers Trustee meeting

ACTION 2

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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

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 14th December 2016 – 18:00 – 20:00

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

Wednesday 22nd February 2017- 18.00-20.00

Board of Trustees:

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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