

Godmanchester Community Education Trust Trust Members Meeting



10th December 2015

Action

Minutes

1. **Attending:** Phil Mackay; Eleanor Deem; Paul Askew; Irana Richards. Clerk: Sarah Spira
2. **Apologies: None**
3. **Declaration of Interests: None to declare**
4. **Minutes from last meeting** on 29th June 2015 were confirmed and agreed.
5. **Matters Arising:**

Meetings with Anne Fisher continue to be positive and raise useful points for improvement. RW is also planning to ask Anne for advice with the GBA school set up. The governance arrangements document for the trust has been redrafted several times, and will be discussed in further detail later in the meeting.

PA still has some actions to be completed by him, he will address them for the next meeting.

Schools performance summary – A need for a standard format for EHT to report to the trust for both schools on performance and key reportables was agreed. RW will discuss with PA to decide on a format.

PM welcomed SS as clerk to the Trust and also BoD.

It is believed all Trust Members have now resigned from their roles on the LGBs – SS will check and confirm.
6. **Approval of revised Memorandum and Articles of Association:** The articles have been subject to several drafts and revisions. ED and RW attended a course to clarify the required structure and relationship of the Trust, the BoD and the governance arrangements. PA asked for clarification over who is responsible for the Trust funds, and where the accountability lies between the Trust, the BoD and the LGBs. The BoD is the body in receipt of the funds, they administrate and deliver the objectives of the Trust and have financial and educational accountability to the DfE, Companies House and the Trust. The Trust oversees the BoD and holds them accountable but have no financial accountability to the DofE or other bodies. There is a suggestion the Trust is accountable to the local community, but the only action against the trust would be if the DfE decided the BoD were mismanaging a school to such an extent, they could remove that school from the control of the Trust. The BoD may decide to refer to the Trust on issues of significant magnitude such as the appointment of an EHT or the introduction of new schools to the group.
- The Trust membership can include a person who is also a part of the BoD and it was agreed this is a desirable situation and that person would probably be PM at this stage as the chairperson of the BoD.

The document is now ready for use and should be operated under for the next 12 months to allow some time to settle into use. This meeting is an extraordinary meeting to approve the changes to the Articles of Association.

A special resolution was approved to approve the revised Memorandum and Articles of Association.
7. **Governance arrangements document:** The document centres around the responsibilities of the BoD, of strategy; use of resources; quality of provision; reporting.
- Appointment of directors to the BoD – the Trust can elect a new member of the BoD as can the BoD, if it is felt necessary.

The document has also been revised several times, mainly with minor word changes, The document has been formally approved by the BoD and notice of this approval was given to the Trust.

It was agreed to have an annual review of the governance document and to use it in

PA

RW/PA

SS

its current form for the next year.

8. **Receipt of the Annual Accounts, Audit Report and Audit Findings Report** - attached. The accounts and audit documents have been discussed and approved by the BoD. The audit findings report brought up 1 moderate and 2 minor issues which have been discussed and actioned. Alex Martin has created a draft risk register document in relation to GCA which is to be circulated by RW to BoD who will then report the result to the Trust.

RW

The BoD have approved and signed off the annual accounts, and these are now received by the Trust. There is good evidence of the balance struck between maintaining sufficient savings and making investment in the schools.

9. **Approval of David Underwood as a Director on the BoD.** He has already been appointed by the BoD as Chair of the GBA LGB for a period of 1 year initially. The BoD are proposing DU as a Director on the BoD, he has a long history of involvement with education and local government. DU was approved by the Trust and appointed – PM to notify Companies House.

PM

10. **Data Dashboard for GCA from EHT** - attached. RW explained the background of the data dashboard – newly introduced and provides a snapshot of school performance data for the last 3 years. 1 identified weakness is that the attendance is marginally lower for pupils on Free School Meals. Positives are attendance is above average overall and persistent absence is low. The report does not include EYFS data which is significantly above average. Also, despite a couple of years of more challenging pupils on roll, the data is strong. IR noted the need to keep a close eye on the performance of disadvantaged pupils. PA noted the dashboard does not show longer term historic progress and there may be value in a progress report and trend analysis.

11. **Appointment of members and chair of the Trust** – It was proposed that there should be separate chairs of the Trust and BoD. The Trust needs a Chair person as PM is chair of the BoD. PM asked the other current Trust members to consider whether they would be interested in being Chair, and other possible candidates were discussed.

12. **Report from BoD to Trust** – Attached & delivered by PM.

13. **Minutes of BoD meetings** – PM to circulate to Trust.

14. **Points to note** – There has been a lot of work done and progress made toward the MAT set up. ED and PM thanked for their efforts.

15. **AOB** – PA recognised the supportive pastoral environment at the school.

16. **Next meeting** – meetings will usually be 6 monthly or annual, but in the current phase it was agreed to hold the meetings termly. Date for the end of the Spring term meeting tbc.