

**Godmanchester Community Education Trust**  
**Trust Members Meeting**  
**12<sup>th</sup> January 2018**



<p><b>Present:</b> Philip Mackay (Chair); Eleanor Deem; Steve Penman; Rod Warsap; Paul Askew; Rob Bridge; John Hladkiwskyj  <b>In attendance:</b> Sarah Spira (Clerk)  <b>Apologies:</b> None</p>	<p><b>Actions</b></p>
<p><b>1. Appointment of Chair:</b> Steve Penman was proposed as Chairperson by Phil Mackay, this was confirmed by the other members.</p> <p><b>2. Attendance:</b> all present.</p> <p><b>3. Apologies:</b> None.</p> <p><b>4. Declarations of Interest:</b> No new declarations.</p> <p><b>5. Minutes of last meeting (15<sup>th</sup> June 2017):</b> Minutes were agreed.</p> <p><b>6. Matters Arising from last minutes (15<sup>th</sup> June 2017):</b>  <u>Finance &amp; Audit Committee:</u> is now chaired by Norman Robinson (Director).  <u>Swimming Pool Lease:</u> Lease negotiations are still on going. Delays are not led by GCET. Signature of the new lease is imminent.  <u>GBA new site:</u> fully open successful and on time with very positive feedback from parents, children and public.  <u>Senior leadership structure:</u> RB asked about the senior leadership structure plans. PM confirmed the BoD have agreed a further recruitment of Assistant Head of School level to support the current leadership and allow for a substantive Head of School each for GCA and GBA. It is currently a key priority for the EHT. A dedicated Head of School for GBA can then focus on the creation of a school culture and ethos, achieving results and readiness for the first Ofsted inspection in 2018/19. The Trust asked how the recruitment will affect the budgets – RW explained he has accrued a reserve for GBA through growth funding. Further to that, as the population of the school grows, the per pupil funding will increase. The Trust recommended clear communication to the parenting body once the appointment is made, PM noted that the clear benefits of the Trust should be made to GBA parents – an experienced leadership, a higher level of support staff, expertise from specialist teachers etc. RW is also working closely with the LGBs to ensure they are fully informed. RW will write to parents following the appointment to formally explain the leadership structure, the benefits and acknowledge any draw backs, as well as making it clear this status was the planned format over time and appreciate their patience.  <u>Pre-School:</u> The PLA were appointed following the tender process and are currently waiting for their Ofsted registration and the licence from the Trust.</p> <p><b>7. Audit Report and Annual Accounts:</b> The Board of Directors have scrutinised the audit report and annual accounts provided by Rawlinsons Accountants. The F&amp;A have reviewed the accounts in detail. The report confirms a clean audit result with no financial discrepancies. All the advice notes from the auditors have been actioned and the Finance Manager is developing improved systems of reporting. The Trust is in a positive financial position for the year with some carry forward, mainly</p>	<p><b>RW</b></p>

against the GBA account. The accounting management report shows both consolidated Trust accounts and those for individual schools.  
 The Finance Manager is now established in post and is focussing on reporting and systems improvement. The central administration team has been developed to achieve more efficiency and allow the school leaders to focus fully on the children’s learning.  
 The Trust Members congratulated the Trust on achieving another clean audit and in a year of significant change.

**8. Report from the Board of Directors (attached):**

PM has issued a report in a new format to report on the priorities and key performance indicators of the Board. The Board is arranging a focus day where the objectives and KPIs of the BoD will be discussed in depth.

Risk: The BoD have identified key risks to the Trust and have initiated control measures.

- Ofsted results are a key risk. Now that GCA have achieved a strong Ofsted outcome, GBA will be focussed on as it will be inspected during 18/19.
- Financial – through the management of school funding issues, ensuring good data and the careful investment of funds. National salary increases are a risk but a MAT has the opportunity to set its own levels. No impact is currently anticipated from Fairer Funding.
- School Performance Data – a key risk as it can initiate immediate warnings from the DfE. It is a key focus for the school leadership teams. RB – national performance tables show GCA below national average on maths – a disappointing result. Key focus has been on reading and writing which were much improved. Progress levels are also an issue which stems from over assessment at early levels, but is improving through the years. Performance levels in all areas are now a key focus for the Trust and LGBs.
- Safeguarding – a key risk as it can lead to a lower Ofsted judgement despite strong teaching – safeguarding has been a key focus and one of the strengths of the last Ofsted for GCA.
- Health & Safety – major incidents in school managed through a robust H&S procedure and external support.

RB suggested GDPR legislation bringing new risks – financial and reputational. BoD is in the process of appointing an external organisation to support the Trust through the process of GDPR compliance.

Staffing: The leadership team is being strengthened by the addition of an Assistant Head of School, currently being recruited for. It will allow the formal appointment of a Head of School for each site.

Finance Manager Appointment: The new Finance Manager has been a very effective appointment and additional administration support has ensured their time is efficiently spent.

Kids Club: The process of transferring into the Trust has been slow but a 1<sup>st</sup> March transfer date is planned. Issues around staffing and costs are being resolved pre-TUPE. No additional cost to the Trust is foreseen.

Pre-School GBA: The appointed provider, the PLA, are awaiting their Ofsted registration and there is a delay in the provision of the formal lease for the GBA site from CCC.

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<p><u>Trust Growth:</u> A new school to the Trust, Gorefield Primary School, is due to transfer on 1<sup>st</sup> March. Communication around the transfer has been delayed until the transfer is confirmed, then RW will communicate fully with staff and parents. Gorefield is a small, community school with a similar ethos which fits with the Trust growth plans.</p> <p><u>Directors:</u> 4 new directors were appointed in September and bring very beneficial skills.</p>	<b>RW</b>
<p><u>People &amp; Policies Committee:</u> New HR policies have been introduced which will also apply to new schools/settings to the Trust. Results of the staff survey have been actioned and progressed. The Members suggested repeating the survey to check improvements have been effectively communicated. The annual pay review was completed. The members questioned if there were any staff retention issues – no current issues other than national dissatisfaction with teaching and low pay.</p>	<b>P&amp;P</b>
<p><u>Finance &amp; Audit Committee:</u> established as a committee and developing the Trust risk register. Stone King LLP has been appointed as legal representation for the Trust. Financial systems are under review by the Finance Manager are GDPR compliance is a key focus. Financial performance has been reported at the right level and is satisfactory with some procedural changes and improvements to come.</p>	
<p>The BoD report offers the right level of focus. RW will add headline data. The Members suggested the stretching of the senior leadership structure may have contributed to the lower KS2 maths levels and welcome the BoD solution of recruitment of an AHoS and the renewed focus on all KS2 attainment. Equally stability is needed on the Trust and BoD.</p>	<b>RW</b>
<p>9. Note minutes of the Board of Directors meetings: all minutes are available on the Trust area of the website, Trust members all have secure logins. SS will reissue logins.</p> <p>10. Points to note – none.</p> <p>11. Any other business: none.</p> <p>12. Next meeting dates: 26<sup>th</sup> June 2018.</p>	<b>SS</b>

Signed by Chairperson: ..... Date: .....

Godmanchester Community Education Trust - Schools' Performance Dashboard - Godmanchester Community Education Trust- 2017-18

School	Data- end of year 2016-17							School Grade			Overall Data RAG + School Grade RAGs
	EYFS GLD %	KS1 RWM %	KS2 RWM %	KS1 to KS2 progress			RAG	Current Ofsted Rating	Current Self- evaluation Rating	RAG	
@ Jan 2018			Reading	Write	Maths						
Godmanchester Community Academy	80%	77%	66%	+ 0.7	-1.2	-2.5		Good July 17	Good*** Jan 18		
National	71%	64%	61%	0.0	0.0	0.0					
Godmanchester Bridge Academy	69%	N/A	N/A	N/A	N/A	N/A		N/A	Requires Improvement * Jan 18		
National	71%	64%	61%	0.0	0.0	0.0					
Gorefield Primary School	67%	75%	78%	-1.0	+0.4	-2.6		Inadequate May 17	Requires Improvement** Jan 18		
National	71%	64%	61%	0.0	0.0	0.0					

EYFS – GLD% = % of pupils in Reception class achieving a Good Level of Development (GLD) by end of year.

RWM %= the % of pupils achieving at or above the Expected Standard in all 3 subjects combined.



\*GBA SEF Grade- RI – Due to leadership being partially covered and the need to establish key systems – both will be addressed soon.

\*\*GPS SEF Grade –RI – Due to Safeguarding now judged as Effective by Ofsted and emerging improvements in Leadership – a lot more improvement still needed.

\*\*\* GCA SEF Grade – Good- Despite strong Ofsted, still weaknesses in Data, particularly Progress and Attainment in Maths – improvements expected this year.