



**MEETING OF THE TWO COUNTIES TRUST
BOARD OF TRUSTEES**

Monday 23rd April 2018

Trustees: Ian Greenaway, Gillian Haslam, Karen Potts (Chair), Roman Ruszczynski, William Unsworth, Ruth Wheelhouse, Sue Coffey, Chris Hallam and Alison Chmeil

Trustees Present: Ian Greenaway, Karen Potts (Chair), Roman Ruszczynski,
William Unsworth, Ruth Wheelhouse, Chris Hallam and Alison Chmiel.

Member Link: Richard Stones (apologies)

Also in attendance: Richard Vasey (CEO), Kevin Hearn (CFO), Debbie Duggan (HR) and Julie Wood (Minute taker)

Meeting opened 6.30pm (quorate)

58 Welcome & Introductions

a. Apologies for absence

Apologies had been received from Richard Stones, Gillian Haslam and Sue Coffey.

b. Declaration of Interests

None declared.

59 Minutes of the meeting held on 5th February 2018

a. Confirmation of accuracy and matters arising

The minutes had been circulated prior to the meeting and were agreed as a true and accurate record.

School improvement role (55a) – DV informed Trustees that he had spoken to 3 educational consultancy firms about purchasing external school improvement services. DV said his recommendation was to buy-in external support for school improvement at least for the next year as this would give a different perspective on some of the schools in the Trust. DV informed Trustees that Headteachers were in support of this view. DV intended to bring a costed proposal to the summer term meeting. DV also informed Trustees that he had been exploring opportunities for peer review with other MATs.

Trustees agreed with the proposals.

Action: A costed proposal on School Improvement to be placed on the agenda for the next meeting.

60 Report from the Risk and Audit Committee

IG, in his verbal report, informed Trustees that Alison Chmiel had been appointed to Vice-Chair of this Committee and he advised the Trustees of the work of the committee on risk identification and management.

IG advised that it was his intention to provide a written report from the Committee for future Trust meetings.

Action: IG to provide written reports from the Risk and Audit Committee to future meetings.

Signed

Date:

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On behalf of The Two Counties Trust



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61 Strategic discussion

a. MAT inspections

DV delivered a presentation on new Ofsted inspection arrangements advising that the inspection window for 'good' schools has been increased to 4 years from 3.

In relation to MATs, whilst there are no MAT inspections, there are common strengths and weaknesses of MATs emerging from the MAT inspections carried out so far by Ofsted. Common weaknesses were around clarity of governance between the schools and their Trusts. DV advised that there was further work to do to gain absolute clarity of reporting and communication lines between governors and Trustees. DV advised that he would raise this at the Chair of Governors meeting which was scheduled for 30th April.

The presentation concluded with DV posing a number of questions for Trustees to reflect on. Following discussion CH, AC volunteered to work with DV and the SLT to shape the development of the framework which would be brought back to the next meeting. AC also said that she would like to see a CEO report at every meeting of the Trust.

**Action: DV, CH, AC, DD and KH to bring a proposed framework to the next meeting.
DV to reflect on the request for a CEO report at every Trust meeting.**

b. MAT growth

Confidential item.

c. Update to the strategic plan

An update of TTCT Strategic Plan Priorities for 2017-2018 had been provided to Trustees prior to the meeting. Progress on the priorities was discussed by the Trustees with no areas of concern arising.

d. Code of Conduct and the role of a Trustee

A draft Code of Conduct and Trustee role profile had been provided to Trustees prior to the meeting based on the NGA template with relevant additions for TTCT. KP advised Trustees that both of these documents were expectations of Trustees. Wording on the election of the Chair was agreed to reflect that which appears in the Articles.

Decision: Trustees adopted the Code of Conduct and the Role of a Trustee with the noted change to reflect the Articles in respect of the Chair being one of their number.

Action: 2.6 term of office, DD to update the wording as agreed.

62 Approval and Decision

a. BFRO (Budget Forecast Return Outturn)

KH had provided Trustees with the latest forecast for 2017/2018 prior to the meeting and informed them that their approval is required to report this to the ESFA and the DfE. KH talked through the report.



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Discussion followed around the amount of reserves, the 5 year business plan and the impact that the role of the Head of Premises and Estate will have.

Decision: Trustees approved the BFR01 Latest Forecast (CH proposed and seconded by WU)

b. 5 year building plans

The report prepared by KH had been provided to Trustees prior to the meeting. The purpose of the report was to update Trustees on the progress on the school 5-year Buildings Plans and to make strategic decisions on the use of the allocated SCA and the HPCF.

AC asked how the schools could be sure that the mechanism being applied for funding was transparent and how the works would be conducted, financed and associated risk. KH advised that as per the report, this item was an update in order to gain agreement on the general direction of travel and included some of this information. If Trustees approved this as a general direction of travel he would continue with the work on the proposals in the recommendations and bring back a further report to the next meeting.

A discussion was held around priorities, these being any health and safety issues, which KH pointed out that the 5 year buildings plan document contained these in a statement contain therein.

KP asked KH how the Trust will ensure compliance in relation to procurement. KH replied that the Competitive Tendering Policy will be followed.

IG suggested that given the scale of the plans and as risks could materialise, that this item should be placed on the agenda for the next Audit and Risk Committee.

Action: KH to update Trustees at the next meeting.
IG and KH to place this item on the agenda of the next Audit and Risk Committee.

c. School accounting and internal audit review

Confidential item.

63 Information only

a. HR report

Confidential item.

64 Determination of confidential business

The Trustees agreed the confidential items discussed, namely agenda items 4.2, 5.3 and 6.1

65 Other Business

KH circulated a draft Central Charging Policy for 2018/2019. KH talked through the policy which he said because of the timing he would ensure school budgets were based upon and this would be presented for final approval at the next Trustees meeting.



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AC commented that a summary report on savings once a year would be of benefit.

Decision: Trustees approved the 2018-2019 Central Charging Policy excluding the proposed Financial Management charge.

DV circulated the TTCT Quality Assurance Report for Ashfield School from the visit on 20th - 21st March 2018.

DV informed Trustees that a letter had been received from the DFE regarding Swanwick Hall School been classified as a coasting school for the second year. The school has made a response to the RSC / DFE in line with requirements.

Meeting closed 21.15.