



**JOINT MEETING OF THE TWO COUNTIES TRUST
BOARD OF MEMBERS AND BOARD OF TRUSTEES**

Wednesday 28th September 2016

Members: David Brown, Clare Dennis, Jean Mountain, Shaun Pollard and Richard Stones.

Trustees: Rosemary Forest, Ian Greenaway, Gillian Haslam, Kevin Hearn, Karen Potts, Roman Rusczyński, William Unsworth, Richard Vasey, Ruth Wheelhouse.

Present: Shaun Pollard, Ian Greenaway, Kevin Hearn, Karen Potts, William Unsworth, Richard Vasey, Ruth Wheelhouse.

Also in attendance: Jonathan Fawcett and John Maher

Apologies: Richard Stones, Rosemary Forest and Gillian Haslam

Absent without apologies: David Brown, Clare Dennis, Rosemary Forest, Roman Rusczyński and Jean Mountain

Meeting started 6.30pm (quorate)

1 Welcome & Introductions

DV opened the meeting. He informed those present that this was not a formal meeting. DV said it had been agreed that there will be 3 formal meetings, the first one being on 5th December 2016. If all in agreement, DV said he was happy to chair this meeting, all were in agreement. Introductions took place.

2 Minutes of meeting held on 20th April 2016

JW had e-mailed the minutes of the Inaugural Meeting prior to the meeting. The minutes were agreed and accepted as a true record with the following highlighted changes.

(5.3) KH said in relation to capacity of 1448, Manor Academy have approximately 60% not 50% of students.

Matters Arising

In response to KP question (Do trustees have to declare their governor role at other schools) DV said he had checked with the solicitor and yes this information has to be declared and has to go on the website.

In response to the e-mail DV had received re Annex 3 and the question asked is it the same for all, he informed it was the same for all the schools. In relation to the Manor he informed the meeting that JF and KP were now on the governing body. At the last Ofsted inspection the quality of governance was raised as an issue.

In relation to the question asked by RW about Manor's sixth form arrangements, the meeting was informed this was on tonight's agenda.

In response to a question ask by IG about the Manor GB, JF elaborated on the previous

Signed

Date:

1

On behalf of The Two Counties Trust



JOINT MEETING OF THE TWO COUNTIES TRUST BOARD OF MEMBERS AND BOARD OF TRUSTEES

Wednesday 28th September 2016

night's meeting and spoke about the need to fill the vacancies. DV said he will also be attending a meeting there shortly.

IG asked if there had been any further developments in relation to Somercotes. JF said he was looking at a free schools bid and the timelines are too short and not feasible to do it and the earliest this could happen is in a year's time. JF said that DfE, DCC and the EFA will be holding a meeting in relation to the buildings on the site and a long-term solution for the schools which he and DV will be invited to.

IG asked what the mechanism is for schools joining the MAT. DV said this will be covered under item 9 of the agenda.

3 **Membership and Meeting structures** **Letters of Appointment**

DV informed individual letters will be issued during the meeting.

Registration of Business Interests

KH informed he had emailed these out.

Election of Chair and Vice- Chair of Board of Trustees

DV spoke to KH about the information that is needed to be on the website and said they are insisting that a Chair of the Trust has been appointed. DV suggested the appointment would start on the 5th December 2016. A discussion opened up around this.

DM spoke about GH and briefly of her experience and that when he had spoken to her she was interested in doing it. During discussion it was suggested that it could be rotated within the three founding schools. Clarification was asked as to what it entailed (Chair only meetings and sit on the Audit Committee that meet once a year). GH was proposed as Chair of Board of Trustees by RW and seconded by DV. This was carried unanimously.

KP was proposed Vice Chair of the Board of Trustees by DV and seconded by RW. This was carried unanimously.

Decision: GH elected Chair of Board of Trustees
KP elected Vice-Chair of Board of Trustees

Audit Committee – membership

KH said there was a standard set of questions. KH distributed a hand out. KH said they meet once or twice a year depending on the risk and decide which risks require action plans. He said the people elected to the committee could be someone from the LGB who has a specific skill. KP and IG volunteered and briefly spoke about the skills they had. It was agreed the group would meet in January and the date would be agreed at the meeting on the 5th December 2016.



**JOINT MEETING OF THE TWO COUNTIES TRUST
BOARD OF MEMBERS AND BOARD OF TRUSTEES**

Wednesday 28th September 2016

Decision: KP and IG elected on to the Audit Committee

Action: Item for next agenda: Date to be agreed in January for Audit Committee to meet.

Dates for future meetings

Monday 5th December 2016 - 6.30pm at Selston School

Monday 27th March 2017 - 6.30pm at Ashfield School

Monday 10th July 2017 - 6.30pm at Swanwick Hall School

4 Two Counties Trust Strategic Plan

JW had e-mailed this out prior to the meeting. DV said the DfE was introducing a pilot quality assurance for MATs and explained the reasons for this. DV talked through the five broad areas the plan covered which were Corporate Development, Education Provision & Performance Outcomes, Company and Governance, Finances & Resources and Central Services Provision. Under each heading was detailed objections and success criteria.

DV said he would be seeking formal approval on this at the next meeting. He spoke about the work he and KH are doing on this to progress the plan and he will report back at the meeting with a detailed guide of the pathway forward.

DV asked for any questions or observations.

WU said it was important to be clear on the message on success, to be clear on timings and to make the review robust. To make sure priorities for each period are clear, what are the priorities for any given time? DV made reference as to how this had been done before. (Spoke about one side of A4, coloured coded which helps to keep it focussed)

IG asked a question around risk and finances for Audit Committee. KH replied this was a whole Trust approach.

WU pointed out that there are five aims across two people and asked could it be spread across more people. KH said it was a shared approach and gave the example of the School Business Manager Meetings and the IT Meetings that take place that involve all the schools. KH agreed with the point made that it was a balancing act with schools to keep their autonomy.

IG said that as the Trust grows there might be a need for a different structure to the current one. DV said it is part of the strategic plan and, after talks with CEOs of other trusts, will give scenarios later in the meeting.

SP made reference to the changes in the English, Maths and Science curriculum and asked could the same exams boards be used across the trust. JM and DV spoke about

Signed

Date:

3

On behalf of The Two Counties Trust



**JOINT MEETING OF THE TWO COUNTIES TRUST
BOARD OF MEMBERS AND BOARD OF TRUSTEES**

Wednesday 28th September 2016

the meetings that have been planned to take place which are happening before our next meeting. DV said he would be reluctant to say to a school that they have to use a specific exam board. JF with reference to the tight maths specification said that even if it was a different examine board, schemes of work could still be shared. IG said it was important to get the balance right for a common approach. DV said that by the end of the academic year all Maths Departments across the schools will be teaching the same curriculum to Year 7 and Year 8 students.

Action: DV to bring the Strategic Plan to the next meeting (5th Dec) for formal approval. – Item to be added on to the agenda.

**5 Two Counties Trust Educational standards
KPIs for TTCT**

JW had emailed this out prior to the meeting. DV said that the data has now changed. He explained to the meeting what is included in the different measures. He informed them of the measures that are included in the published performance tables. In relation to Progress 8 score he said this was an internal school score and we will not know until Monday when the data nationally is received.

DV in response to the question from IG (what is Progress 8) explained that Progress 8 is across eight specific subjects where individual progress off all students starting at the same point are compared nationally. DV said this is the most important Ofsted measure.

IG raised a question around attendance and at what level did Ofsted view it critical. DV informed the meeting that the rule on persistent absence had changed last year from below 85% up to 90% and this information is recorded in the data dashboard. DV said he hoped the information had given the members and trustees 'a flavour' of how the schools had done. DV asked the question out to them, what information they want to be put in front of them and elaborated later on what sort of information could be produced.

DV informed the meeting that there will be league tables produced next year for MATs but we will not be included in them as you need to be in a MAT for a year. IG suggested student numbers and ratios of students to teachers and what are the key measures in a strategic plan would be useful. DV said information on numbers and ratios are already included in a document produced by KH.

SP mentioned special education needs and health care plans. A brief discussion was had around Post 16 with IG saying it would be interesting to see data around whether they take a vocational or academic route and to see what the trends are. JM said that the destination information is becoming important and mentioned NEET figures. DV said academic and applied can be presented to you and average points score. IG elaborated on the Skills and Education Conference he had attended. A brief discussion was had around the EBacc. DV in relation to post 16 provision across the MAT spoke about Manor



JOINT MEETING OF THE TWO COUNTIES TRUST BOARD OF MEMBERS AND BOARD OF TRUSTEES

Wednesday 28th September 2016

sharing some of the resources at Ashfield to make them become more viable. JM spoke about the importance of access to KS4 vocational provision at Ashfield. DV said the role of the trust is strategic and the remit is not to look at individual scores that this is for the LGBs. WUn said there is need for a comparison.

Other data for Trustee Information

A document had been emailed to governors prior to the meeting giving data for numbers on roll, attendance, behaviour and Ofsted grade for all the four schools.

6 Two Counties Financial Update Schools and TCTT budget

KH talked trustees and members through the data. He said the Trust is strong in cash and has a surplus. Manor is balanced at the moment. IG asked are there any other benchmarks against other MATs. KH said he will get that data. KH said he will produce a balance sheet for the MAT in November. DV in relation to a significant surplus asked the question do we start moving it between the schools. WU asked what the target level of surplus wanted is. IG said it was important for strategic decisions we know the level of reserves before reinvesting it back into the students. KH suggested that he would provide a mini balance of the reserves for the next meeting.

WUn asked about the strategies for each school. DH said all have different drivers and gave examples. JM said each LGB should have a strategy on what they are carrying forward. JM said there is an uncertainty about future funding and felt it was a bit soon to come back for next meeting.

Action: KH to find data to benchmark TCTT budget against other MATs – to add item on to agenda.

KH to provide a mini balance of the reserves for 5th December meeting – to add item on to agenda

TTCT Financial KPIs

KH talked through the data/graphs that had been emailed prior to the meeting. Trustees and Members said they were comfortable with what information had been given. KH spoke about the due diligence that had been done at Somercotes Infants School.

Year end statutory requirements

Week prior to half term TTC in October half term. KH should have the Manor one. By December meeting should have the actual carried forward figures.

Central Services – proposed charging model

The proposed charging model was talked through. DV said that 'Top Slicing' had been rethought based on Ofsted levels and the DfE insists that you do 'Top Slicing'. He informed the meeting that the Trust's 'Top Slice' charge is much less than other MATs



**JOINT MEETING OF THE TWO COUNTIES TRUST
BOARD OF MEMBERS AND BOARD OF TRUSTEES**

Wednesday 28th September 2016

charge. If the proposal is approved it will make payroll, HR and the annual audit cheaper. DV suggested approval of the policy could be for 12 – 18 months. WUn asked how much are we saving. DV said that a report of savings could be brought to the meeting at the end of the year. DV asked for approval in principle as a policy and reports throughout the year to show the impact. IG asked is it the intention of the schools as part of the trust that if they found a good provider would this be encouraged.

DV spoke about the need for someone at the centre to sit at the side of KH. He said presently all the schools operate different HR policies and there is no one within the schools that have the necessary skills set required for HR. DV said the next critical step forward on a strategic level is to uniform across the trust and spoke about aligning policies and someone to consult with professional associations.

Decision: Trustees and Members approved the proposed Central Charging Policy. It was agreed the policy would be reviewed once the figures were in for the end of the financial year.

7 TCTT Risk Assessments

KH said he would feedback to LGB and take to Audit Committee. WUn asked if there were any concerns. KH replied by talking about financial system (FMS). He said this information will come out through the LGBs.

8 CIF Bids

DV circulated and talked through the hand out which explained CIFs core priority and the projects the bid is for. He informed the meeting that all bids so far had been successful and that the same consultant is being used. He spoke about the significant bid for SHS. He said the bid is due in November. IG asked when we will hear if the bid has been successful. DV said will hear by April and the money has to be spent by the following November. He said that Manor and Ashfield have benefitted from this funding in the last 3-4 years.

**9 Two Counties Trust – expansion
New Schools/Sponsor Schools**

Manor School – Now sponsor them from 1st September 2016. A support plan is in place in light of post Ofsted. JF is leading on this with DV supporting with specific staff going there. DV spoke about the positive data and said that the school did not require as much support as first thought. He spoken about the degree of inexperience at SLT level and that experience was variable at middle leader level. The general quality of teaching and behaviour of the students was all there. He spoke about the need for Ofsted to take it out of special measures.

Quarrydale School – DV said their LGB had deferred joining a MAT until September next

Signed

Date:

6

On behalf of The Two Counties Trust



**JOINT MEETING OF THE TWO COUNTIES TRUST
BOARD OF MEMBERS AND BOARD OF TRUSTEES**

Wednesday 28th September 2016

year.

Kirkby College – DV said he had attended two meetings with their GB but had not heard anything.

Frederick Gent School – DV said he went to see them after we have been approached, as we already have a good working relationship with them. Their governors resolved on Monday night to become an academy and prefer to come only through a MAT. He spoke about the strategic advantage in terms of locality. DV informed the next step is to declare expression of interest to DfE for DfE to broker. This will not happen before next September. DV asked for permission from the Trustees and Members to talk to them. Permission was given.

Heritage High School, Clowne – Looked at by DfE. Results not good last year and dropped this year. Results were worse than forecasted. They are a maintained school. DV went to a meeting last Thursday at which LA were present. LA prefer to put support package in. Governors and the Head are keen we support them. DV spoke of the questions he is hoping to ask at the further meeting planned. DV said the decision to support them will have to be made before the meeting in December. He said it is a potentially good partnership. It is very similar to Manor school. RW asked is it support only or will they come into the MAT eventually. DV said it is support only. KH spoke about their buildings and said on the business side there was no risk and little pressure on the budget. He said semi due diligence had been done and it is not a business risk. The meeting was informed that the DfE will fund the support up to £80,000. DV asked Trustees and Members their permission for him to pursue this which would mean him spending time with their LT. Permission was given.

Action: It was agreed that DV would talk to Frederick Gent School & Heritage High School.

Primary Schools

DV said essentially due to the fact the government pulled back from their statement of all schools becoming academies by 2020, little has happened. He said a question for the December meeting in term of strategic planning is the question to ask do we want primaries.

Mapplewells Primary – DV informed they have gone with a primary only MAT.

IG said the main motivation is if we can add value without detriment of others in the Trust.

TCTT Structures for the future

DV had prepared a power point presentation. The first slide shown the current educational and operations structure. DV said for December he was recommending an additional post of Chief Operations Officer. He elaborated on the HR/Legal role which would include the

Signed

Date:

7

On behalf of The Two Counties Trust



**JOINT MEETING OF THE TWO COUNTIES TRUST
BOARD OF MEMBERS AND BOARD OF TRUSTEES**

Wednesday 28th September 2016

aligning of polices and would lead on HR matters. DV said he would be asking for approval of the role in December with a view to having the person in post at Easter either full-time or part-time. The further three slides showed how educational and business structures might look in two to three years time. DV gave those present a hardcopy of the power point to take away and look at and said this will be brought back in December.

SP made a point around safeguarding and this needs to remain under the HT of each school. DV said safeguarding audit could be done on each other. RW asked a question around housing the additional staff, would they be sitting in school or renting space. DV said he would suggest the Chief Operations Officer would be housed at Ashfield next to KH and that there was capacity for that. IG gave some background how it works in his organisation. A brief discussion was had around ICT. KH said due diligence had been done on it. WUn spoke about the difficulty SHS had in the past had around an ICT Manager appointment. KH spoke about bringing teams together

Action: DV to bring to the 5th December 2016 meeting approval for the post of Chief Operations Officer – add item on to the agenda.

10 AOB

KH said he would circulate the following electronically

TTCT Finance Policy – Used for all three schools in the MAT. This will be put in place and will be reviewed and updated.

TTCT Competitive Tendering Policy – Agreement will be put in place and reviewed by LGB.

Notes on Audit Committee membership (KP, WU and GH) and TTTC Risk Strategy Policy.

Action: KH (JW) to electronically circulate Finance Policy, Competitive Tendering Policy Risk Strategy Policy and Notes on Audit Committee membership.

Meeting Closed 8.30pm

Summary of Decisions

Item Number	Decision
3	GH elected Chair of Board of Trustees
3	KP elected Vice-Chair of Board of Trustees
3	KP & IG elected on to the Audit Committee
6	Trustees and Members approved the proposed Central Charging Policy. It was agreed the policy would be reviewed once the figures were in for the end of the financial year

Signed

Date:



**JOINT MEETING OF THE TWO COUNTIES TRUST
BOARD OF MEMBERS AND BOARD OF TRUSTEES**

Wednesday 28th September 2016

--	--

Summary of Actions

Item Number	Who	Action Required	Deadline (if applicable)
3		Date to be agreed in January for Audit Committee	5th December agenda item
3	DV	To bring the Strategic Plan for formal approval	5th December agenda item
6	KH	To find date to benchmark TCTT budget against other MATs	5th December agenda item
6	KH	To provide a mini balance of the reserves	5th December agenda item
9	DV	To talk to Frederick Gent School and Heritage School	
9	DV	To bring to the meeting approval for the post of Chief Operations Officer	5th December agenda item
10	KH (JW)	To electronically circulate Finance Policy, Competitive Tendering Policy, Risk Strategy Policy and Notes on Audit Committee membership	

Signed

Date: