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Company No: 08036395

MINUTES

Non Confidential Minutes for the Board of Trustees (BoT) Meeting
Held at Pentland Field School, Pentland Way, Ickenham, UB10 8TS
on Thursday 5th October 2017 18:30 p.m. to 20:35 p.m.

Present:

Barry Nolan	BN	Trustee - Chair	Member
Karen Deacon	KD	Trustee	
Susan Douglas	SD	Trustee - CEO	
Collette Stone	CS	Trustee	
Vicky Collis	VC	Trustee (via conference call)	
Jamie Clarke	JC	Trustee	
Hardip Begol	HB	Trustee	Member
Ian Jentle	IJ	Trustee	
Judith Hemery	JH		Member
Sudhi Pathak	SP	Director Finance and Resources Manager (to item 15/2017-18)	
Carey Philpott	CP	Clerk	

The meeting was declared quorate. It followed a Members meeting to sign the new Articles of Association and changes to Members membership.

Item	Discussions and Decisions	Action
1/2017-18	<p>Welcome and Introductions</p> <p>BN welcomed everybody to the meeting. Introductions were made as this was JC's first meeting.</p>	

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2/2017-18	<p>Election/ re-election of Chair</p> <p>CP said trustees had been invited to nominate themselves to be chair for the following year. No-one new came forward and BN is happy to stand again. KD proposed BN, IJ seconded him. All trustees AGREED and BN re-elected chair.</p>	BN re-elected Chair.
3/2017-18	<p>Election/ re-election of Deputy-Chair</p> <p>HB nominated KC, seconded by IJ. All trustees AGREED and KD re-elected deputy-chair.</p>	KD re-elected Deputy Chair
4/2017-18	<p>Apologies of Absence</p> <p>Angela St John (ASJ) had sent her apologies, which the Trustees accepted.</p>	Apologies Accepted.
5/2017-18	<p>Declarations of Interests</p> <p>Trustees handed over their completed annual declaration of interest forms.</p>	
6/2017-18	<p>Board Approval of the minutes of 30th June 2017</p> <p>The non-confidential minutes of 30th June 2017 were AGREED by the BoT as an accurate record and were duly signed, each page initialled by the chair.</p>	Previous minutes AGREED.
7/2017-18	<p>Matters arising</p> <p>None.</p>	
8/2017-18	<p>Items for Any Other Business</p> <p>None</p>	
9/2017-18	<p>Legal Changes:</p> <p>Articles of Association and changes to Members</p> <p>a) Please see separate minutes to adopt the new Articles of Association and changes in membership to the Members.</p> <p>b) SD explained that the DfE would not sign off a change the wording from 'Local Governing Body' to 'Local</p>	<p>New Articles of Association adopted.</p> <p>Committee</p>

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	<p>Advisory Board' (LAB) in the Articles. However, they have confirmed this will not prevent the trust from operating with LABs, as recommended by the Schools Commissioner and the National Governors Association (NGA) and in the new Governance Charter.</p> <p>c) The new governance structure has been reviewed by the DfE and the NGA.</p> <p>d) Committee terms of reference (ToR) are in the Governance Charter and as they were agreed in the June meeting, committee ToR will not be reviewed again until the first meetings in the 2018-19 academic year.</p> <p>e) Members will need to meet annually but any additional meetings should be added at the end of the Trustee minutes.</p> <p>f) HB said a plan of action for Members will be made via email. The aim is for Members to add value by benchmarking with other MATs and each Member to visit at least one other MAT and feed back. Members feedback will become a standing item for the BoT.</p> <p>g) Members should receive papers for all BoT meetings in order for them to add value.</p> <p>h) The new Articles of Association state that the term of office for any Trustee shall be four years (the previous ones were for three). This means that all Trustees will have another year added to their current term of office end date.</p>	<p>ToR to be reviewed at first meetings in 2018-19 academic year.</p> <p>Member meeting dates at end of minutes.</p> <p>Members to add value by benchmarking with other MATs.</p> <p>Members feedback to become standing BoT agenda item.</p> <p>Members to receive papers for all meetings.</p> <p>Term of office for all Trustees increased by one year to four years.</p>
10/2017-18	<p>Membership of Eden committees and working groups</p> <p>BN is speaking to all Trustees individually about the committees they would like to serve. All Trustees should add value beyond attending meetings.</p>	
11/2017-18	<p>Finance and Operations</p>	

Chair Initials

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	<p>SP had produced a written report. He told Trustees:</p> <p>a) Budgets have been revised since they were set in June and all schools show a higher surplus than before. Only the central pot is lower:</p> <ul style="list-style-type: none"> i. Alexandra £68 k surplus (£48 k before) ii. Grangewood £177 k surplus (£35 k before) iii. Moorcroft £42 k surplus (£26 k before) iv. Pentland Field £122 k surplus (£122 k before) v. Central pot £3 k surplus (£11 k before) <p><u>Q: Why is the Grangewood surplus so much more?</u></p> <p>A: SP explained that pupil numbers have increased, bringing in more income. The costs may change when the staffing structure is analysed. A discussion arose on the balance between pupil numbers affecting income and the effect on expenditure on running more classes (assuming that there is enough classroom space available). The projected number of pupils at Eden is increasing and SD is discussing with Hillingdon LA an extra classroom at Moorcroft. Trustees looked at pupil numbers compared with optimum levels. There is a growing trend of late placements by the LAs, for all special schools.</p> <p>b) Cash flow projections have increased too.</p> <p>c) SP had distributed a paper on Teachers' pay award. The BoT was asked to ratify the Cabinet recommendation to implement the 2017-18 pay award for teaching staff in line with the proposal from the School Teachers' Pay and Conditions 2017.</p> <ul style="list-style-type: none"> i. The proposal is for a 2% uplift to the minimum and maximum values of the main pay range (MPR). ii. It also sets a 1% uplift to the minima and maxima of all other pay ranges and allowances in the national framework. <p>After a short discussion, the BoT AGREED to the proposal</p>	<p>STPD pay award</p>

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	that the School Teachers' Pay and Conditions Document (STPD) pay award is implemented, with effect from 1 st September 2017.	AGREED from 1st September 2017.
12/2017-18	<p>Risk Registers (RR)</p> <p>This was not discussed as the RR has not been updated since the last meeting. SP will look at it with JC.</p> <p>SP left 7:15 p.m.</p>	SP to look at RR with JC.
13/2017-18	<p>CEO report</p> <p>SD had produced a written report.</p> <p>a) The cabinet is constructing an academy-wide dashboard of key performance indicators for all of Eden schools. The aim is to give a quick overview of trends and issues for the Trustees to hold the schools to account. LABs will be shown them to help understand their school better. The objective is to flag up concerns as early as possible and to allow individual schools to benchmark themselves against other schools within the trust and against the trust as a whole, where averages are feasible.</p> <p><u>Q: Is it planned to give LABs and Heads all schools data?</u> A: SD said this has not been decided yet. The aim is it to be useful, not threatening. It must be shown in a supported and trusted environment.</p> <p>b) Each school was individually discussed within the Director of Schools report.</p> <p><u>Q: How will it work from January 2018, when Hilary McDermott moves to be Head of School (HoS) at Grangewood and Mark Fuell will take on the part-time acting HoS role at Sunshine House School (SHS)?</u> A: Jackie Seaman will work 2.5 days for the rest of the year as HoS at SHS and MF will move for 2.5 days per week to act as HoS and be mentored by John Ayres (JA).</p>	

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	<p>c) d) Please see confidential minutes</p> <p>e) <u>Q: This is the first report from the Cabinet. How successful is the new way of working?</u> A: SD replied it is functioning well.</p>	
14/2017-18	<p>Academy development update</p> <p>VC had produced a written paper summarising the progress.</p> <p>a) Consultation: JA is establishing a range of consultation groups for SHS parents, Grangewood parents and staff, on the basis that early sessions will focus on personal priorities and concerns. The aim is to bring these groups together over time, and to develop some concrete and specific mini projects for the premises task team to work on. The approach to consulting pupils about their new schools is to wait until later in the process, asking parents to contribute on their children's behalf in the early stages while the project is being shaped. The aim is to ensure that pupil consultation is meaningful, and framed in a way our children can participate fully.</p> <p>Comments made by Trustees included:</p> <ul style="list-style-type: none"> i. In the past, parents have liked a parent forum for their ideas. If electronic postings are offered, opinions need monitoring and managing. ii. Meetings should not all be held at the same time of day as people have restrictions when they can attend. iii. There has been some work undertaken by the RNIB Pears Centre for Specialist Learning around pre verbal children and communications. The outcomes could be used, especially for SHS pupils. iv. Options should be presented so they can be 	

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	<p>changed early in the exercise. This gives people confidence to make suggestions throughout the process.</p> <ul style="list-style-type: none"> v. Consulting with pupils is difficult. Projects should be incorporated into teachers lesson plans so that the consultation is built into the lesson. vi. Grangewood discussed at a LAB meeting the high level of anxiety of staff and implications. vii. HB will send links on previous consultations to mark ideas. <p>b) Communication:</p> <ul style="list-style-type: none"> i. There should be external outward facing communication to the public on what is taking place, such as newsletters, open events, big media strategy. ii. Involve academic research in documenting the process, best practice and lessons learnt. Cambridge university have been approached and are enthusiastic about this. CS has contacts with Ashridge Business School if Cambridge University's involvement does not move forward. 	
15/2017-18	<p>Senior leadership pay review</p> <p>There is no national guidance but CS will facilitate this with the remuneration committee.</p>	<p>CS to facilitate senior leadership pay review with remuneration committee.</p>
16/2017-18	<p>Update on communication with Chairs of LABs, Parent governors, Teachers and LSAs</p> <ul style="list-style-type: none"> a) Chairs of LABs meeting: SD will phone IJ to discuss. b) Parent governors meeting: Not discussed. 	<p>SD will phone IJ to discuss LAB liaison.</p>

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	<p>c) Teachers meeting: A date for CS to meet with teachers still has not been set. SD will chase this up.</p> <p>d) LSA meeting: Not discussed.</p>	SD to chase up meeting date for CS and teachers.
17/2017-18	<p>Safeguarding</p> <p>Not discussed.</p>	
18/2017-18	<p>Asset Management and IT including test of Eden Office 365.</p> <p>Office 365 is being tested.</p>	
19/2017-18	<p>Governance and policy update</p> <p>Many policies have been updated due to changes to governance structures.</p>	
20/2017-18	<p>Any Other Business</p> <p>None.</p>	
21/2017-18	<p>Meeting dates for next academic year:</p> <ul style="list-style-type: none"> • Thursday 16th November 2017 Pentland Field School 6:30 p.m. • Tuesday 16th January 2018. • Thursday 1st March 2018 • Thursday 3rd May 2018 • Friday 29th June 2018 Academy Away Day <p>It was decided that with the exception of the away day, meetings will all start at 6:30 p.m.</p>	Meetings to start 6:30 p.m. with the exception of the away day.
Ratification Items		
R1/2017-18	Teachers Pay Policy	All policies RATIFIED but some need 'tweaking'. Trustees should send changes to SD.
R2/2017-18	Governance Charter 2017 v9	
R3/2017-18	Health and safety Policy	
R4/2017-18	Charging and Remission Policy	
R5/2017-	Investment Policy	

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18		RATIFIED but some need 'tweaking'. Trustees should send changes to SD .
R6/2017-18	Reserves Policy	
R7/2017-18	Whistle-blowing Policy	
R8/2017-18	Counter Fraud Policy	
R9/2017-18	Business continuity (This is actually called Business Continuity Plan/ Critical Incident Plan) for Alexandra, Grangewood, Moorcroft and Pentland Field schools	
R10/2017-18	Premises management	
R11/2017-18	Financial handbook	

Meeting closed at 8:35 p.m. There are confidential minutes for this meeting.

The Eden Academy is a charitable company limited by guarantee registered in England & Wales. Registered number: 08036395.
Registered office: Grangewood School, Fore Street, Eastcote, Pinner HA5 2JQ

Chair Initials
