

Full Trustee Board – Part I Minutes							
Date/Time	4 th April 2019 4.00pm	Location		Okehampton College			
Attendees	Initials			Attendees	Initials		
Jeanette Savage	JS	Tania Skeaping	TS	Ian Courtney	IC	Marilyn Livingstone	ML
John Lawlor	JL	Daryll Chapman	DC	Philip Sanders	PS	Jane Dumeresque	JD

Apologies	Initials	Reason
Rebecca Ledger	RL	Work Commitment - London

ACTIONS
DECISIONS
QUESTIONS AND CHALLENGES

In Attendance	Initials	
Hazel Fox	HF	Vice CEO
Susanne Kiff	SK	Chief Financial Officer
Fiona McNeile	FM	Governance Manager - Acting

Minutes to
Attendees
Apologies

1 - Apologies
<ul style="list-style-type: none"> Apologies were received from RL.

2 – Declaration of Interest
<ul style="list-style-type: none"> All Trustees present were reminded to declare any conflict of interest that may arise during the meeting.

3 – Agree and Sign off Previous Minutes

- Part I and Part II minutes from the Full Trustees meeting held on 12.02.19 were agreed and signed as correct by IC.

4 - Matters Arising

- Trustees discussed reducing the number of Trustee meetings held over the course of the year. DC suggested it would be better to keep the Chairs of each of the existing committees. They would be able to lead a section within a Full Trustees meeting. Trustees agreed that School Improvement must be on each agenda. It was noted that by reducing the number of Trustee meetings DC, HF, SK and IC would be able to attend more LGB meetings. Trustees agreed that by all attending a monthly meeting it would ensure all Trustees are upskilled. Trustees recognised there was a need to balance the length of meetings but also ensure information was not skated over. The new Portfolio Leads will be asked to report on their specialist area for each meeting.
- Trustees agreed a new meeting cycle would be put in place from September.
- IC and FM to meet after Easter and discuss Trustee meeting format and timetable for the next academic year.
- IC updated Trustees on the progress at St James. Furniture has been delivered and it is hoped the building will be in use from 18th April. Builders will remain on site after 18th April to continue the final landscaping works. Trustees noted IC is arranging external funding for the installation of a small all-weather pitch over the next year and the area of land beyond the pitch will be landscaped to provide some interest. Trustees noted there are 25 admissions in September with two contractors being considered for Wrap Around Nursery Provision. The existing LGB will remain in place for the time being but will eventually merge with Okehampton Primary School LGB.
- Trustees noted IC has met with the Chair of Great Torrington School's LGB. The LGB are on the same page as DMAT Trustees and have agreed to meet again after Easter. DC stated that during the first Full Trustees meeting in September there needs to be a Yes/No vote with a view to Great Torrington School joining DMAT in January.

Action:

- IC and FM to meet after Easter and discuss Trustee meeting format and timetable for the next academic year.
- FM agenda a Yes/No vote with a view to Great Torrington School joining DMAT in January for first Full Trustee meeting in September.

5 – Matters Brought Forward at the Direction of the Chair

- Trustees unanimously approved the appointment of James Barrett as Governor for Tavistock LGB. Trustees noted the Associate Member appointment of Matt Buckett in accordance with Tavistock LGB's succession planning strategy.
- Trustees noted IC's idea and discussions with John Searson regarding a potential venture to purchase a farm for DMAT school use.

Action:

- FM to notify Tavistock LGB of Trustees approval of James Barrett as Governor.

6 – Safeguarding

- Trustees noted the Safeguarding Update prepared by Jane Lake. Trustees acknowledged the Mental Well Being group have held a useful first meeting.
- Trustees noted the APL promotion has not been used and new cards have been requested for all staff. DC informed Trustees there would be an internal relaunch of Educare and APL to staff. Nuala McDermott will monitor the uptake of Educare courses by staff.

7 – Trustee Board

7.1 – Lead Trustee

- Due to RL's absence, **FM to agenda for next Full Trustees meeting on 22nd May.**

7.2 – Trustee Vacancy

- IC explained we are waiting to telephone interview two applicants. One is an experienced Trustee and the other a barrister. **All Trustees to update FM with availability to assist in interviews during next two weeks.**

7.3 - Bradford and Bridgerule School Foundation Stage Units

- Trustees reviewed the letter received from Holsworthy LGB regarding the proposed plans for Bradford and Bridgerule School Foundation provision.
- IC noted that it makes sense to grow the numbers of pupils for the sustainability of the schools.
- **A Trustee queried the amount of space available at Bridgerule Primary School.**
- SK replied that they plan to revisit a plan to put a mezzanine floor in the hall and convert this area to a classroom. The Foundation Stage unit would use the classrooms at the back of school. Options are also being explored in using the village hall which is being increased in size and has the potential for pre-school use or putting a porta cabin on the top playing field.
- **A Trustee questioned what the capital outlay would be**
- SK replied £20,000
- DC added there would be one year of consolidation to work through.
- HF stated that part of the Trust's vision is to have a fully all through education. This plan would aid our vision and give vulnerable children access to something they otherwise wouldn't have.
- A Trustee noted that it is good to capture children at an early stage for the primary school.
- A Trustee noted if there are problems in a family we are in a better position to deal with these and assist at an early stage.
- **A Trustee questioned if there was any reason why we shouldn't proceed**
- SK replied financially there is money set aside for redundancy and this could be ring fenced. As the current pre-school provision at Bradford is shutting down, those children need somewhere to go.
- **A Trustee asked if the current is provider happy for DMAT to take over**
- SK answered yes.

- Trustees voted unanimously to support Holsworthy LGB's proposals for Foundation Stage provision.

JS arrived at 4.25pm

7.4 Okehampton College ICT

- The Meeting Moved to Part II.

7.5 Review Current Partnership Working and Strategic Plan for the Trust

- DC/HF are in the process of writing a plan which will be available for Trustees in September.

7.6 Monitor progress against Governance Section of the Trust Development Plan

- IC reported he has met three of the LGB chairs and will be meeting the Tavistock chair shortly. He has attended the Tavistock Resources Committee meeting but not their full LGB.
- DC queried the clarity of accountability in the current Scheme of Delegation. DC suggested training in accountability for LGB's and sending different scenarios for LGB's to discuss and check they are clear on accountability. DC also suggested Neil Swait attends a meeting to discuss accountability.
- IC said Karl Sampson (OFSTED Deputy Regional Director) had mentioned a Pilot inspection where over a term Ofsted inspect all schools in a MAT and then inspect the MAT in light of those reports. Ofsted will hold the Trust board accountable for the performance of the schools.
- Trustees discussed the question of accountability. To provide clarity in this matter, Trustees decided to review the clarity of accountability in the Scheme of Delegation with input from the CEO at the next Audit Committee meeting.
- DC will speak to Neil Swait to clarify Ofsted's position within the new framework regarding Governance structure in MAT's.

7.7 Review 'Dear Accounting Officer' Letter from ESFA

- Trustees noted the contents and deadlines within the recent letter from ESFA.
- A Trustee asked if we are in line with meeting deadlines.
- SK replied yes.
- IC suggested that at the next Governance Conference there should be input regarding the Academies Financial Handbook.

7.8 Trustees Visits/Reviews

- SK reported she has visited Holsworthy Community College.
- The meeting moved to Part II.

7.9 Resources Chair to Give Budget Overview

- IC reported the main 'headline' is that it is all pretty good and we are slightly above our reserves target.
- IC noted there has been good news regarding the fire alarm costs at Tavistock College. After the first assessment cost of £100,000, a more accurate assessment has taken place and the problem can be fixed in stages over a two-year plan at significantly lower costs. SK and IC attended Tavistock Resources Committee and asked them to put together a recovery plan which was discussed during meeting. It has been suggested that a £60,000 saving can be

made in the current year and more going forward. A miscalculation on Post 16 funding has unfortunately put their budget back by £150,000.

- The meeting moved into Part II.

JL left the meeting at 6.07pm

7.10 GDPR

- SK reported that Federation School Governors had Nuala McDermott attend LGB meetings and there are now timelines in place for GDPR. They reported Nuala's input was very effective.
- HF confirmed NM has also been to Three Hares Cluster LGB and they are also putting plans in place.

7.11 CEO/VCEO Reports

- Trustees reviewed the report and verbal update given by DC/HF.
- [A Trustee asked what the two complaints received were.](#)
- DC replied they were regarding Highampton and Chagford.
- The meeting moved into Part II.

7.12 CFO Report

- SK highlighted the SCA allocations awarded of £760,380 which were lower than anticipated. This is guaranteed income and she has suggested how it is spent in schools. Conditional surveys have taken place to clarify where the spend would be best placed. Every school in the Trust will benefit on a needs basis and this income needs to be celebrated.
- HF suggested the income is reported to the local press with the projects that the schools will undertake and the difference the funding will make to each school.

PS left the meeting at 5:45pm

- SK continued her report and notified Trustees there is an internal audit due after Easter. SK will ask the auditors to revisit Okehampton Primary School and their cash handling systems. The plan is they will now operate a cashless system using School Comms which has been recently introduced.
- SK reported she had met with the Governors at South Tawton and Chagford for training and this had proved to be a useful exercise.
- SK has met with JD and discussed reporting information for Trustees. They are working to achieve quality and not quantity of information but still meet the requirements of the Academies Financial Handbook and Auditors.
- SK reported the Portfolio Leads for the Central Team had been interviewed and will be appointments made tomorrow.
- [A Trustee questioned when the Portfolio Model would be introduced.](#)
- SK replied an exit plan from schools would need to be introduced for the leads but the model should be in place by September latest.

7.13 Management Accounts Review

- Period 6 Management Accounts were not available for review during this meeting.

HF left the meeting at 6:26pm
SK left the meeting at 6:30pm

Action:	<p>FM agenda Lead Trustee for next Full Trustees meeting on 22nd May.</p> <p>All Trustees to update FM with availability to assist in interviews during next two weeks.</p> <p>DC/HF to present the Partnership Working and Strategic Plan for the Trust to Trustees in September 2019.</p> <p>FM agenda review of the clarity of accountability in the Scheme of Delegation with input from the CEO at the next Audit Committee meeting.</p> <p>DC to speak to Neil Swait to clarify Ofsted's position within the new framework regarding Governance structure in MAT's.</p>
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8 – Trustee Committees/Matters Arising

- IC explained the recruitment of the teacher for St James had gone well with four strong candidates for the role. PW now has the contact details of the three candidates who weren't successful for St James but are open to conversations about other roles within the Trust.

9 – Policies / Documents

9.1 Attendance Policy

- Trustees unanimously approved the Attendance Policy.

9.2 Redundancy Policy

- Trustees unanimously approved the Redundancy Policy.

10– Cluster LGBS

- Trustees noted that Dartmoor Federation LGB were trying to be more mindful of actions and deadlines. Challenge is recorded and the minutes are clear. The new Clerk has had a steep learning curve but has picked things up quickly and her background has been useful for ideas.

11 – Risks Identified / Forthcoming Changes

Trustees identified the following risks:

- Communication of Complaints to Trustees.

- Circulation of risk log. Risk register software will allow this to be monitored.
- Tavistock's Budget

13 – Meeting Review

- The meeting was reviewed by JD.

14 – Date of Next Meeting

- Okehampton College Skills Centre – 22nd May 2019 – 4pm
- The meeting concluded at 6.56pm
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Action Table from 04.04.2019

WHO	WHAT	WHEN
IC/FM	Meet after Easter and discuss Trustee meeting format and timetable for the next academic year.	May 2019
FM	Agenda a Yes/No vote with a view to Great Torrington School joining DMAT in January for first Full Trustee meeting in September.	September 2019
FM	Notify Tavistock LGB of Trustees approval of James Barrett as Governor.	ASAP
FM	Agenda Lead Trustee for next Full Trustees meeting on 22 nd May.	22.5.19
Trustees	Update FM with availability to assist in interviews during next two weeks.	ASAP
DC/HF	Present the Partnership Working and Strategic Plan for the Trust to Trustees in September 2019.	September 2019
FM	Agenda review of the clarity of accountability in the Scheme of Delegation with input from the CEO at the next Audit Committee meeting.	24.4.19
DC	Speak to Neil Swait to clarify Ofsted's position within the new framework regarding Governance structure in MAT's.	22.5.19
FM	Update NM regarding approved Attendance and Redundancy Policies.	ASAP