

Full Trustee Board (Resource Focus) – Part I Minutes							
Date/Time	21 st May 2020 4.00pm	Location		Virtual via Microsoft Team & At Wardhayes, Okehampton College			
Attendees	Initials			Attendees	Initials		
Philip Sanders	PS	Tania Skeaping	TS	Jeanette Savage	JS	Daryll Chapman	DC
John Lawlor	JL	Jane Dumeresque	JD	Graham Briscoe	GB		
ACTIONS							
DECISIONS							
QUESTIONS AND CHALLENGES							
In Attendance	Initials			Minutes to			
Susanne Kiff	SK	CFOO		Attendees			
Hazel Fox	HF	Vice CEO		Apologies			
Morgen Witzel	MW	Trustee (pending)					
Melissa Trudgill	MT	Governance Manager					

Meeting started at 4.10pm

Please note that Trustees agreed for the meeting to be recorded for minute taking and it was deleted on 8.6.20.

1 - Apologies
No apologies.
2 – Declaration of Interest
All Trustees present were reminded to declare any conflict of interest that may arise during the meeting.
3 – Agree and Sign off Previous Minutes
3.1 Minutes from: Full Trustees meeting (Resources focus) held on 30th April 2020 were agreed and will be signed by TS in person when Covid 19 restrictions are lifted.
4 – Matters Arising
TS announced the resignation of Rebecca Ledger for personal reasons and thanked her on behalf of the Trust Board for her commitment. She will be missed for her support and also her expertise and knowledge in the education sector.

Action Table: Trustees reviewed the action table from the meeting on 30th April 2020 and MT will update the table to display actions completed. The following items were commented on:

- Records Management Policy – on this agenda.
- Staff Absence – SK suggested creating reports from September onwards due to the current situation; Gill Tremain would generate these and come to a Trustee Board meeting to present.
- Trustees’ Review Day (virtual meeting – July) – MT/TS to organise.
- JS - Reports on SEN visits to Holsworthy and Okehampton Colleges – MT to chase this – for the next meeting.
- Tavistock athletics track – Solicitors have notified DMAT that Sport England have agreed to change the community use agreement to a lettings only agreement. This is good news and hopefully this matter will now progress.
- Complaints Tracking – Jackie Adams will be going on this course later in the term.
- Budget Meetings – TS, JD and SK have met with Okehampton College, Three Hares and Sarah Jones and Sean Sweeney (Tavistock).
- Benchmarking Review – will be looked at, in the latter part of the summer term.
- GB will be sending information to NMcD to create a pack to support discussion on how the Trust identifies the top 20 business critical risks out of the register.
- SK suggested a review of the lessons learnt from the Covid 19 pandemic and the different states of alert, before the end of term. GB wanted to ensure that the things that had worked and those that had not during this period, will be considered and added to the business continuity plan.
- HF requested a named Trustee to approach for SI in the interim and when new Trustees are recruited this could be considered.

DECISION: JL volunteered to be the interim SI Trustee Lead and work with HF on this.

- PS confirmed that the application for funding from his locality budget had been processed and hopefully the grant for the Lydford Shelter project will be forthcoming soon.
- It was confirmed that the accounting officer for St James is Suzie Stevens (Headteacher) and SK will check whether the relevant changes have been made with the ESFA (these may have been done by Sarah Owen as accounting officer previously).
- JL had sent the notes to PS on the issues surrounding St James and planning for PS. He has not had a response from the planning officer.
- HF had sent the EHCP numbers attending school to JS. She confirmed it was 1/2 children per school. All children with EHCPs were getting differentiated work suitable to their needs, whether it was at home or in school and support was being given to parents.

ACTION: HF will send this information, on the numbers of EHCP children attending school during the crisis, out to all Trustees.

There was a discussion regarding the EGM School Re-Opening Meeting.

Q MW asked whether we are being asked for the schools to open? TS said we need to sign it off, but we have delegated the individual sites to the School Leaders and the ACs, to be their community voice and make the appropriate challenges. We need to be reassured that the schools are safe enough and all that can reasonably be done, has been carried out, and that staff are aware of the risk assessments. Some Trustees felt that they would need a pre meeting to the EGM to fully understand the implications and all the information; TS suggested convening a bit earlier and to discuss the summary document. (see further discussion on this subject later in the meeting).

5 – Resource Focus

5.1 Resources Introduction

- JD apologised for the late arrival of the papers but if Trustees felt that they had not received enough time to absorb them, then there will be an extra resource meeting added to the end of the Audit committee meeting, to respond to any questions.
- JD said that they have been working on the budgets and she and TS have sat in on a number of budget meetings with SK and the Headteachers. They have been very thorough and interesting to attend. Sometimes solutions have been found by simple identification of issues such as extra teachers being included, who have since left, but they are not all quick fixes.
- The management accounts have a new format and we can now see for the full year what the anticipated variances are, which will make analysis much easier. SK will identify the issues regarding catering and nursery and has produced the accounts on the worst-case scenario i.e. assuming that children do not go back until September so not the full nursery and catering income.
- Re the end columns – last year budgets were approved, which were in deficit, but on the understanding that they would be improved during the year. Had it not been for Covid, the Trust was moving in the right direction, but unfortunately due to the current crisis, we are now £200,000 worse off to £771,000 (£430,000 is due to covid). JD explained that all our schools had understood they could not set deficit budgets and were working hard to correct them and they would have corrected them; we would have shown a loss of approx. £250,000 had Covid not struck.

JD handed over to SK to go through her report and remarked how helpful she had found SK's report.

5.2 To monitor budget and receive CFOO report

- SK has worked with Will Jordan, part of IMP budgeting software, which feeds from the budgeting software and pulls through actuals. He has now built this and it will be rolled out for other schools to use. SK hoped that Trustees find it useful and she had worked hard to consider what they wanted to see.
- Covid has had a significant impact on some of the schools' income and we will need to keep a close eye on this. We may start the new academic year in a difficult position. Although since budget setting last year, work had been undertaken that had reduced the overall deficit, there was still more work to be done. Sadly, now that Covid has arrived, those with nurseries and catering exposure (top ups are not being received from parents) are being negatively affected. It has been assumed that we will not get in any of the additional nursery and catering costs and therefore are showing a worst-case scenario. JD explained that the Trust had looked into furloughing staff (catering teams, nursery assistants) but unfortunately this is not possible according to government guidelines. Red figures on the management accounts will indicate where there are negative variances from budget. These figures may alarm some ACs, who had expected a balanced budget, but now see they are being presented with a deficit budget.

Q JL asked how any schools buy in catering? SK responded that the 3 colleges and Okehampton Primary run their own catering and feed a few of the primaries. 8 have contracts so the majority is in house. JD and SK agreed that the contracts will need to be looked at.

- SK asked if Trustees can have a careful look at the accounts and then come back to her with any questions; there was the additional meeting on 2.6.20 for questions.
- SCA allocation – SK and team are trying to establish how many projects may not be able to proceed due to Covid despite allocations being agreed. This had restricted site visits as part of the tender process. As many as possible will go ahead but it is unclear how many will need to be postponed until after the covid crisis.
- Payroll had been brought in-house in April and issues were minimal, which has been very positive. JD voiced her thanks to SK and her team for the smooth operation of bringing the payroll in house. It had been very impressive and thanks were duly minuted.
- Gill Tremain had been very busy with job descriptions for the schools. She had conducted numerous conversations with staff, addressing their individual circumstances during Covid 19 and adhering to the ever-changing government guidelines.

- The Estates Team are busy supporting schools with our return to school process and undertaking risk assessments to ensure schools are compliant.
- Risk register – a demonstration had been given to Trustees and GB had sent some information.
- IT have done a significant amount of work to enable home learning to function and support people to get used to working in a new way.
- SK reported on 2 CEO (April and May) expenses. These were noted by the Trustees.
- KPIs – SK had not added them in this time, but will add them in before the next meeting and re-circulate to Trustees. JD and SK will meet and go through the list and select a number for Trustees' attention.
- Staff survey – overall the response had been pleasing and staff feel that they have been supported. Where staff had indicated they would like someone to contact them, then SK and her team were working through the list and making calls.
- PS wanted to state that he has confidence in SK and the team and would only want to discuss on 2/6 where officers cannot agree with the principle of the school. PS does not want to be involved in the detail and he stated that he trusts the officers to resolve issues and only come back to the Trustees, if there was an insurmountable problem, which required Trustees' attention.
- Re the assumptions that are being put into the budget for the next academic year. SK has been going through (when she has met with AC Chairs and Headteachers), what assumptions are being made and being fed into the budget and she has added a statement with the assumptions itemised. **Q JL asked for clarification on what items re salary and pension increases are being funded by the Trust and which will be funded by DfE?** – existing teacher pay grant and existing teacher pension contribution – we assume they will fund this element - but any new pay rises we are assuming the DfE will not be funding. **Q JL asked how much had SK allocated for this expenditure from the budget?** SK answered that she had included 3% for teachers' pay rise and for support staff 2.75%. The 3% will hit schools differently as it is attempting to balance out salaries. JL recommended that we find out how much this equates to, in case we need to write to the DfE in future, outlining how much impact this is having on the Trust.
- TS wanted the Trustees to note the graphs on pages 9 and 10 as they were very positive and demonstrated how the Trust had supported staff in these extraordinary times; Trustees thanked the Central Team for responding so effectively. **Q JL asked whether the staff surveys were anonymous?** SK said that staff had the option to put their names on if they wished to. JL suggested that Headteachers could follow up with staff who were having anxieties or concerns.

All agreed that it was a good report and thanked SK. JD asked for Trustees to feedback on how much more helpful the new format was. JL thanked the team and agreed it was really positive to see the year end forecast, as he had requested it for some time.

DECISION: It was agreed that Trustees had read and approved the assumptions within the report.

5.3 To discuss what reports the Board would like to receive throughout the year.

- SK said it was important to start deciding now what reports/presentations the Trustees would like in the future and what input from the portfolio leads was needed as this meeting is currently quite finance-focused and it would be good to widen this to estates, health and safety, renewables, HR etc. She believes it would be useful to hear the concerns and views of the Portfolio Leads and the work they are doing.
- JD said following the strategic review, the idea of increased centralisation had been popular and SK and her team are already looking on how that would work. **Q JD asked whether it made sense for all Portfolio Leads to do a presentation to the Board before the end of term both on the actions/recommendations listed in the review and on the work, they are currently doing?** The Leads are doing excellent work and it will be good to hear from them and be appreciated for the work they are doing. MT suggested that the Portfolio Leads could be invited to the Trustees' end of term meeting (instead of the original plan for an away day to discuss the review) for short presentations and to discuss the review and then build their attendance into the annual cycle.

- PS added that as a Board, we have a duty to have a programme so the portfolio leads are clear what our priorities are and when we expect these specific reports. MT said these could be placed into the annual cycle.
- SK suggested as an example, that HR could give a report on staff absence and recruitment and retention, Estates will bring the 5-year plan, Joe Wood will bring Health and Safety reports and Keith Webber can bring his reports on sustainable energy and carbon neutrality.
- HF has been working with schools who are signed up to the Ashton Award which is about sustainability and this could release money, which will go back into the portfolio leads, to allow more time to be spent on how school can be more sustainable and save money.
- JL suggested that officers draft a report with a timetable and summary and what they will cover and then we can agree or disagree with that for the next resource focus meeting on 9/7.
- GB thought this should be contained in an annual operating plan and to support the plan we have KPIs with targets. He believed that the it is the Trustees who should determine what they want from the reports and how we are doing against the main KPIs – what is going to be reported on has already been defined. JD agreed that we do need KPIs and timescales, but did not think we currently have them in enough detail at the moment.
- JD asked to have gag pooling on the agenda. Trustees had asked for gag pooling to be part of the strategic review, but it was decided that Bishop Fleming were the most experienced people to undertake this on our behalf and we took it out of the review and decided to run it parallel. SK is working with John from BF and he is collating a number of questions as to what the direction of travel should be. JD and SK are working on the answers to these and they will then go back to John to make sure we are recommending sensible answers. SK will bring back a proposal to the Board and SK and JD had thought that it would be good to have the AC Chairs involved in this discussion, as it will involve the whole Trust and it would be positive to have all involved.

5.4 Discussion on gag pooling discussion.

- SK continued the above discussion and added that this was a complex subject. SK and JD will put a proposal together on how it might work but she emphasised that the Trustees need to be agreed on the reason for doing it and all be on board, otherwise it will not work.
- **Q TS asked whether the Headteachers would be brought into that discussion?** SK suggested that the subject will be raised by DC at one of his Headteachers' meetings. DC said it was important to do this at the same time/in parallel on the governance side. A gag pooling policy would need to be in place for 2021/2022 (needs to be wrapped up by end of January 2021) so we can use the policy for the budget setting process for that year.
- **Q TS asked what forum will be best?** JD suggested a workshop with John from Bishop Fleming chairing and presenting it, to get the facilitation started; Trustees and AC Chairs will be invited. Further meetings will be required as the initial one will probably raise lots of questions for consideration.
- PS thought that the Trustees should have a clear objective, understanding and agreement between us all as to where we want the process to end up so we can guide the direction of discussions. If our objective is to have a clear gag pooling across the whole Trust, then we need to make that decision to want to be one family and one organisation. The results of the Strategic Review from stakeholders said they wanted to be one family of schools but TS asked do we want to consider the philosophy of gag pooling first?
- JL thought that the paper with the various options should be circulated to Trustees first and following discussion, one or two options could be taken forward, as gag pooling can have many different formats. SK and JD will produce the recommendations and allude to other options and will be doing it with John with reference to industry practise. The working together philosophy has come out strongly and will be the basis of the paper.
- TS believed that everyone should consider the options together, but JL would like to see the paper first and was not in favour of having one budget for the whole Trust. JD said at no point will there be one budget, there will always be a requirement for reporting on individual schools. The report will come to the Full Trustees Board Meeting on 9th July and then to the AC Chairs. JD said we want to go to the AC Chairs as one and we must not be split as a Board.

- PS we need to ensure we are responding to their priorities and wishes stated in the Review, rather than imposing. TS and JD said we must have schools and ACs on board and consider the recommendations together.

ACTION: SK/JD - Gag Pooling report will come to the Full Trustees (resource focus) on 9th July for Trustees to consider.

ACTION: SK to get some dates from John at Bishop Fleming when he is able to Chair this meeting and MT will invite the AC Chairs and Trustees via Team.

6 Matters Brought Forward at the Direction of the Chair

6.1 St James C of E Primary School – presentation of due diligence report

- TS thanked HF for her report, but it was decided that we could not vote on the matter at this meeting. There are certain risks, which may be resolved in the near future and be mitigated if we give it more time. The will is definitely there, but it seems sensible to pause at the moment and it will be brought back to the Full Trustees meeting on 25th June.
- TS confirmed, following advice which MT had found out from Babcock, that if you are a Governor at St James, and a Trustee you would not be able to vote on the transfer. Declaring an interest would not be sufficient as it might still be perceived as an interest, if a vote was cast.
- HF had presented the outstanding issues and the pros and cons and had given JD some further information on the finances. The outstanding issues centre around the planning consent. DCC is still maintaining that if the planning was not given, then they would want the stonework and drainage removed and the soil and the grass replaced. The Okehampton Skills and Sports Trust have given an assurance that they would replace the grass (but not remove the drainage and incur an additional expenditure to dig out all the stone – it would be a waste of resources). HF and Suzie Stevens are both writing to the planner and will go through it all including the case by case issues.
- **Q JL asked whether HF is writing to the politicians at the same time?** HF said she had received mixed advice on this and said she was cautious at putting on too much pressure, as it may have an adverse effect.
- PS gave some advice on the processes involved with planning applications and Trustees suggested key local people who could be approached for an informal discussion.
- JD asked, with reference to due diligence, if Trustees can have more information on the finances including the history and the increasing deficits. HF said that the finance information needs updating.
- **Q JL said that at the moment the planning is with the officer and asked can the members call this in and make a decision due to the length of time?** PS said they can, but only at certain points in the timescale.
- **Q GB asked for clarification on how this process would work?** PS said only an applicant can suggest this; St James are the applicant and HF, as Chair of St James, is leading on this. St James can instruct their agent to put in a non-determination claim but they will need to listen to the agent's recommendation on this matter.
- **JL asked if we do not get planning consent then how would we proceed?** The Charity has said they will not remove the drainage and these works undertaken are a real benefit to St James. SK confirmed that the DCC department has emailed it and requested it. The applicant can appeal and lodge it with Pins and they will look at both sides within 6 months, but they are behind with hearing appeals.

6.2 Discussion and Approval of St James C of E Primary School transfer to DMAT by vote.

Deferred to the next meeting on 25.6.20.

6.3 Coronavirus - update – return to school plan

A discussion ensued about the format of the EGM and various points were discussed:

- DC has been in close contact with Headteachers and Executive Leads and guidance has been constantly changing. It has got to the point where we have had to use what we know. The plans have been coming in from the schools with a deadline of tomorrow so an overarching spreadsheet can be created for Trustees for Tuesday.

- GB wanted to repeat PS's earlier comment about the trust and confidence in the Executive and Central Teams and now he had researched the collective liability, he was more comfortable about his personal position. GB said it was not a Trustee's role to look at the detail of the school plans but just seek assurance that the job had been done as well and as professionally as possible. TS said the plans will be there for everyone to access if they wished to see them.
- DC said the schools have not actually been closed, but it is about extending the provision. DC would be worried if the schools have not been doing what we have been asking during this 9-week period such as social distancing and health and safety risk assessments. DC is meeting with unions, who have praised the Trust's stance on social distancing and group sizes and there was just the last minute ironing out of the remaining issues.
- DC will ask portfolio leads - Jane Lake, Joe Wood and Alan King to join the meeting.
- **Q JS asked are there more details around the plans for re-opening?** TS said individual school plans are coming through now but the scrutiny has been delegated to the ACs. Early next week there will be a summary document which will outline how the risks have been assessed and we will be hearing from the portfolio leads at the meeting. The AC chairs will be there to answer any questions Trustees may have, about any particular sites.
- MW suggested having a separate meeting to discuss **after** the EGM to consider all the information sharing and approve the final decision by Trustees. DC has sent a letter stating that Trustees have the responsibility of the decision.

DECISION: All agreed with MW's suggestion that the EGM would be held with the AC Chairs with their input and the portfolio leads and then Trustees will have a short meeting afterwards to approve and sign off the decisions.

- **Q GB asked when the AC Chairs would be told of the final decision?** The decision will be communicated soon afterwards.
- **Q GB asked if all schools have been open, had the statutory tests (H & S tests etc) been continued in the schools?** DC said there have been some schools with no children and others with pupils so no schools have physically been closed. SK confirmed that all schools are up to date with statutory testing and this will be part of the report for next week.
- **Q GB asked for confirmation that we are not opening more than the government are recommending, as it could impact our insurance?** DC said the schools have been asked to work out their capacity adhering to the 2m distancing rules and regulations and not allowing more years than the government have stated as a priority. DC said the likelihood of more children being able to return to school, outside Reception, Year 1 and Year 6, is slim.
- **Q JD asked if there was capacity for increasing numbers of key worker and vulnerable children?** DC confirmed there was availability for these groups and, in some cases, schools will only have the capacity to accept these priority groups, as they increase. There will be some difficult cases where parents want their children to return to school and they may be in Reception, Year 1, but the school is unable to take them, because they are full already with key worker and vulnerable groups, especially as the government do not want schools to use a rota system.
- JS confirmed that following the request from a previous meeting, she had received from HF, the number of children who had EHCPs, who were attending these schools. JS said some schools (outside of DMAT) were raising the idea of using a rota and it may be a solution. HF said rotas had been considered, but it had been decided not to use this system, for the current time. It may be revisited as it has the benefit increasing numbers coming into schools and hence having eyes on as many children as possible.

ACTION: HF to circulate the information she had sent to JS, to all Trustees regarding the numbers of children with EHCPs, attending schools during this period.

Premises Issue (additional item added)

The meeting went into Part 2 at this point.

7. Trustee Board

7.1 Discussion on Ethos Committee and nomination of Ethos Lead Trustee

TS confirmed the importance of the Ethos Committee and it would be positive to restart the meetings on a regular basis. TS nominated Morgen Witzel. He has studied ethos and ethics and felt he could make a contribution in this area. GB offered his support to the new Chair.

Q MT asked if the Trustees wished to return to a one meeting per term model for the Ethos Committee? JL suggested that this would need to be left to the new Chair to consider. MT confirmed currently there were 3 meetings scheduled for the next academic year.

HF offered to introduce MW to schools so he could get an understanding on how ethos was considered across the MAT. MW thanked all for their offers of support.

DECISION: All Trustees were pleased to approve MW as Chair of the Ethos Committee.

7.2 Trustee Visits/Trustee Visit Reviews

None undertaken due to Covid 19.

7.3 Feedback on any complaints made

SK has been busy with work on a tribunal. GB asked for some details on this matter. SK explained it was a SEN tribunal following a parental complaint.

DC reported that a complaint, which had gone to the ESFA and then had come back for further information, has now been closed.

8. Policies/Documents – Review and Approve

8.1 Policy Tracker

All found the tracker document very useful.

GB raised the need for a bereavement policy for staff and children. HF said there is one in place on an individual school basis but it will be brought in as a DMAT wide policy.

8.2 Draft DMAT Policy Management Statement

This was reviewed and approved by Trustees.

8.3 Children with Health Needs who Cannot Attend School Policy

This was reviewed and approved by Trustees.

8.4 Capability Policy

This was reviewed and approved by Trustees.

8.5 Debtor Policy

This was reviewed and approved by Trustees.

8.6 Grievance Policy

A Trustee noted on page 4 7.1. – no mention of the Vice CEO and CFOO (just CEO) so use term Executive Team to cover all.

This was reviewed and approved by Trustees.

8.7 Investment Policy

This was reviewed and approved by Trustees.

8.8. Volunteers in Schools Policy

This was reviewed and approved by Trustees.

9. Academy Committee Minutes

9.1 AC Questions to Trustees

MT had created a summary document with the questions raised by the AC Boards to the Trustees, in their minutes. A draft version had been circulated to Trustees prior to the meeting, but Lead Trustees still need to add further comment and then this would be sent back to the AC Clerks for them to share with their Boards. The response needs to be completed. TS is hoping with improved communication and more frequent dialogue with Lead Trustees and at cross phase meetings, there would be less misunderstandings and issues (i.e. in the queries made by Tavistock AC). MT pointed out that different formats was a positive thing and it did not matter to have different streams of communication as these responses will go to all AC Governors.

ACTION: SK/TS/JD to complete the AC Question Summary page for distribution back to ACs.

9.2. Tavistock AC Minutes

Trustees had received these, noted the contents with interests and responded in the above document. Trustees to complete this and it will be fed back.

9.3 Dartmoor Federation AC Minutes

Trustees had received these and noted the contents with interest.

9.4 Three Hares AC Minutes

Trustees had received these and noted the contents with interest.

10. Date of Next Meetings

Tuesday 2nd June (additional) Audit Committee at 2pm plus additional resource focus meeting (if required) 4pm
 Thursday 11th June - Ethos Committee
 Thursday 25th June - Full Trustees (SI focus)
 Thursday 9th July - Full Trustees (resource focus)

Action Table from 21/5/2020

WHO	WHAT	WHEN
NM	To provide Records Management Policy for Trustees	Done
Gill Tremain	To design and implement the Staff Absence Report for Summer Term	Autumn Term
HF/DC	Update on attendance at Tavistock College, review the plan to raise attendance and feedback on attendance tracking and concerns.	Pending
HF/DC/ Sarah Jones	Request to Executive Team and Sarah Jones for the Summer 1 breakdown for SEN and PP within those attendance figures.	Pending
JS	To write a report following her SEN visits to Okehampton and Holsworthy Colleges	ASAP
MT/TS	To plan further and send out doodle poll for Trustees Strategic Development morning (after the review) ahead of time for dates at the end of May/June	N/A virtual meeting to discuss review findings instead.
AF	To investigate further the issues surrounding Tavistock Athletics track and to bring a report after finding out more information.	Done
DC/Jackie Adams	To provide a document tracking complaints so Trustees could easily see their progress through the system, once she had attended her training course.	End of Summer Term (now online course)
MT	To produce a yearly summary of meeting reviews by Trustees to understand common issues raised.	End of 2019-2020

DC	To produce a front summary page on next CEO report with risks and alerts highlighted to alert Trustees to matters of concern	Summer Term
DC/TS/JD	To follow up with HF and SK after their meetings with the Headteachers (see above) to see if further meetings/action is required.	Done
SK/JL/JD	To meet and review the benchmarking data.	End of Summer Term
RL	To look at whether we can use other categories of risk and options for alternative layout.	N/A
MT	To process Morgen Witzel Trustee application.	DONE
MT	To send out individual skills matrices for all Trustees to complete as an update to highlight any skills vacancies in the Trust Board as a whole.	DONE– awaiting some back
SK/DC	To email small schools discussion paper to PS.	DONE
SK/Gill Tremain	SK/Gill Tremain to revisit the HR policies to reflect our organisation and distribute to Trustees for final approval either by email or via a Trustee Meeting.	Ongoing
MT/TS	To provide and work on a model TOR for the full AC boards.	Autumn Term after review
DC/TS/MT	To hold an EGM for Trustees to discuss DMAT's plans to follow Government notice for children to return to schools and to circulate a summary of the plans beforehand.	Done (later this week)
SK/GB	To review the Business Continuity Plan in light of recent COVID 19 crisis with JS and GB.	End of Summer Term
HF	To look at the governance elements of the SI capacity framework in a working group- Trustees to email MT to volunteer.	Done
All Trustees	To email MT with nomination for the SI Lead for the Trustee Board.	Done
PS	To send locality budget grant form to SK to pass to Lydford Primary School for Shelter Project deficit.	Done
MT	To send out the SCA spreadsheet which summarised the final figures and amounts allocated.	Done
HF/SK	To clarify who is the accounting officer for St James and SK to check that the appropriate changes have been made with the ESFA.	Done
JL/PS	PS will contact the planning officer to have a conversation about this St James planning consent. JL will send PS the background note he has written on the issues involved.	Done
HF	To send email sent to JS previously, to all Trustees – to confirm the numbers of children with EHCP plans who are attending school.	ASAP
MT	To remind all AC Clerks to include section at the end of their minutes highlighting questions for Trustees.	Done
SK/JD	To bring Gag Pooling report to the Full Trustees (resource focus) on 9 th July for Trustees to consider.	Now Autumn Term
SK/MT	To get some dates from John at Bishop Fleming when he is able to Chair this meeting and MT will invite the AC Chairs and Trustees via Team.	ASAP
SK/TS/JD	To complete the AC Question Summary page for distribution back to ACs.	ASAP