

Chesterton Community College

Trustees

Minutes from the 4th December 2017

Present: Jim Warwick (JW) (Chair) , Lucy Scott (LS) (CEO), Martin Russell (MR), Mary Sanders (MS), Morag Morrison-Helme (MMH) Anne Constantine (AC) and Suzanne Izzard (SI)

1. **Apologies:** None.
2. **Declarations of Conflict of Interests:** Nothing new to add.
3. **Minutes from the last meeting:** These were agreed and signed as a true record by the Chair. Insurance was touched upon as an action from the previous meeting. This was to be looked at again next September.
4. **Terms of Reference:** These were discussed by the committee and after further suggestions from trustees, it was agreed to amend these to keep consistency in wording throughout all committees and add to next agenda for final ratification. It was agreed that on all committees there should be quorum of 3 with at least 3 trustees at each meeting.
5. **Free School Update:** This was discussed under report report.
6. **Trust Policies Review Dates:** It was agreed to upload the current policies to the governor portal for trustees to ensure they are happy with the amendments making them suitable for the trust and useable over the two schools. A further schedule of dates that policies should be renewed would be devised by the clerk.
Action: SI to add to arrange dates for policies to be renewed and upload current policies to the portal.
7. **Progress on Board Members:** The potential on having more Board members was discussed as well as the logistics and suitability of having more trustees. The roles that were required on the trust board were discussed. After receiving an email from Graham Virgo from the university, the trustees discussed exploring the idea of asking Graham to be on the Trust Board. The proposed number of Trust Board members was discussed and trustees had suggestions of between 7 and 9. It was agreed to add the role of membership to the AGM agenda. Suggestions of information that would need to be circulated to members was also discussed by the trustees.
8. **Update on Stoneking Training:** LS, MR and MS attended a Stoneking training session in regards to the procedure and fed back the information received to the trustees.
Action: MR to send trustees link so they can easily access relevant information.

It was also agreed to look at suggested agenda items for each meetings. SI to look with LS and circulate to trustees. SI to put the scheme of delegation document on the website.
9. **Trust Report:** LS went through a report covering the following topics:

- Cambridge Educational Trust
- Chesterton Community College
- Downham Market Academy
- Maths Sixth Form
- Godmanchester Academy

Trust Report was to be a standing item on each agenda.

10. **Staffing at DMA:** The staffing structure at DMA was discussed by the trustees.

11. **DMA Sixth Form:** The Sixth Form staffing and courses offered was discussed by the trustees.

A confidential minute was taken at this point.

12. **Trust Health and Safety Overview:** MR summarised information for trustees which had previously discussed at the resources meeting. Accident and incidents from September were discussed for Chesterton. MR fed back how Bastiaan Nootboom has been made Estate Manager at DMA 3 days a week and then Duty Manager at the Sports Centre two days a week. He is focusing on risk assessments and this will be developed trust wide.

13. **Financial Update:** The accounts and Key Information Memorandum was discussed, this had been looked at in depth at the Resources meeting. Trustees wanted this circulated for them to look before the accounts were signed off.

14. **AOB:** A confidential Minute was discussed at this point.

This meeting closed at 6.30pm