

## Cambridgeshire Educational Trust

### Trustees Committee

#### Minutes from the 15<sup>th</sup> January 2018

**Apologies:** None

1. **Present:** Jim Warwick (JW) (Chair), Lucy Scott (LS) (CEO), Mary Sanders (MS), Anne Constantine (AC), Morag Morrison-Helme (MMH), Chris Jones (Stone King) and Suzanne Izzard (Clerk).
2. **Minutes of Committees:** There was nothing new to add at this stage. Trustees made clear that they would like to view the minutes in draft format to speed the process up.
3. **Minutes of the last meeting (04<sup>th</sup> December 2017):** These were agreed and signed as a true record by the Chair.
4. **TOR (All Committees):** JW had circulated these prior to the meeting, the committee were all content to ratify these.
5. **Stoneking:** Chris Jones from Stoneking presented to the committee some information regarding governance responsibility and the legal responsibility. Trustees wanted to ensure they are kept up to date with statutory regulations and legal requirements to which Chris explained about weekly bulletins and access to the site to gain more information.
6. **Year 11 Data:** Clare Hargraves went through the year 11 data for both Chesterton and DMA highlighting the key areas to trustees covering progress 8, attainment 8 and pupil progress. CH explained to trustees that the school performance tables would be released on January 25<sup>th</sup>. DMA was covered and CH showed predictions following systems that we know work for Chesterton. Trustees questioned delivery of information to staff at DMA to which LS went through what has been put in place since taking over DMA.

**Action: Clare Hargraves to circulate data to trustees.**

7. **DMA:** This was covered during the trust report.
8. **Chesterton Reports:** These were uploaded on the governor portal for trustees/governors to look through.
9. **Trust Report:** LS went through the trust report covering the following topics which had been previously circulated to trustees.  
**CCC**  
Year 11 data  
Extra curricular focus  
Staffing  
**DMA**  
Restructuring

Training day  
Staffing  
Yr. 11 data

Godmanchester Secondary School – Update on where we are so far.  
Cambridge Mathematics School – Update on where we are so far.

10. **Health and Safety:** MR explained how Bastiaan Nooteboom will soon be doing 5 days a week for the college covering both DMA and CCC. DMA had some asbestos uncovered which has now be dealt with and removed. All risk assessments are complete and signed off by department members. The door audit has uncovered some issues to which we are working on to get these resolved.
11. **Budget:** MR presented some budget information for both CCC and DMA which had been previously circulated to trustees in advance of the meeting. MR asked trustees to formally sign off DMA budget so that they had something to work from. Trustees were happy to sign this off on the recommendation that MR seeks DFE approval that they are happy that we will end the year with an overall surplus. LS added that she was confident in the budget control. JW added to upload budget and let funding agencies know what we are doing tell the EFA about the recovery plan. All trustees were in agreement. MR went through the re structure process at DMA and what has happened so far.
12. **Policies:** These were circulated in advance of the meeting. Trustees were happy to ratify the following policies:
  - Adoption Policy
  - Supporting Students with Medical Needs
  - Transgender Policy
  - Pay Policy – (one amendment to be made after which trustees were content to ratify)

Support Staff appraisal policy and redundancy policy need amendments and then re sent to the committee.
13. **A confidential minute was taken at this point.**
14. **AOB:** The Trust Board membership was discussed and what skills were missing from the committee. JW suggested inviting Graham Virgo to be part of the Trust board.

**This meeting closed at 6.35pm**