

Cambridgeshire Educational Trust

Trustees meeting

Minutes from the 19th March 2018

1. **Present:** Lucy Scott (LS), Jim Warwick (JW), Anne Constantine (AC), Mary Sanders (MS), Morag Morrison-Helme (MMH), Martin Russell (MR), Richard Auffret (RA) and Colleen Lehane.
2. **Apologies:** None.
3. **Minutes of Committees:** SI to email these round to Trustees.
4. **Minutes of the last meeting (15th January 2018):** signed as a true record by the Chair, all actions were completed.
5. **Alternative Provision:** CL gave an update on the Alternative provision and explained to trustees that the students are now expected to stay all day. There are currently 5 students at the pavilion and we don't allow any more than 6 students to be there at one time. A new member of staff is due to start this week. CL went through students' needs and what provision students get whilst at the pavilion and why they would be based there. Trustees questioned length of time that students can potentially stay to which CL responded that it varies depending on the students needs. It was noted that the process works well and students that access AP have progressed well. Trustees questioned if we had any provision like this at DMA to which CL not yet, Norfolk have a very different funding model.
6. **Sixth Form Funding –DMA:** Funding model for the sixth form was discussed by the trustees.
7. **MAT Expansion Update:** This was to be discussed in the Trust report.
8. **Trust Board Recruitment:** LS and JW went through the trust recruitment and explained how an interview took place last week with two candidates who had a wide range of finance experience. Paul Goodridge was elected and the process is now in place to get him on board. AC agreed to be Pauls mentor. Graham Virgo is becoming a member of the Trust. Special Resolution of members was discussed. JW to follow this through and recommend to the members.
9. **DMA-** DMA governor structure was discussed. Trustees requested that all minutes from DMA be circulated to them. Trustees asked for the last data entry to be circulated. SI to ask Clare Hargraves.

10. GDPR: RA went through the changes to data protection laws and rules and explained how it is important that as a College we plan. RA went through the process and explained what we have done so far to prepare and what's left to do. Information assets register was discussed and the board asked to see this. RA to circulate to Trustees. Mark Whicker who is working across the two sites will be the Data Protection Officer. JW questioned if he would need training to which RA explained that is not an accreditation but must be compliant. We have had some external training sessions. Staff training on the requirements was discussed. Trustees questioned how often they should be looking at GDPR to which it was agreed annually, it was agreed to check accountability. The updating of Information Assets register was to be done every 12 months.

11. Policies: Nothing to add.

12. Chesterton Reports: Updated reports are available to view on the portal, it was requested that any queries be emailed to Lucy Scott.

13. Trust Report: LS went through the trust report covering the following areas:

Chesterton Community College:

- **New Build**
- **Teaching School Application**
- **Wow lessons**
- **Link governor visits**
- **Realising Potential Leads and Learning Mentors**
- **PP Cultural Enrichment Project**
- **Admissions**
- **Madarin Excellence Programme**

DMA

- **Successful KIT Visit**
- **Restructure and Staffing**
- **Leadership Structure**
- **YR 11 Data – Clare Hargraves to circulate DMA data to trustees.**
- **Curriculum changes**

LS gave an update on the two Free Schools, Godmanchester and Cambridge Maths School.

CET

- **AGM**
- **Development of Trust.- The strategic vision of the trust was discussed.**

14. Health and Safety: MR gave an update on H&S to the trustees. Risk assessments and first aid data was discussed. MR explained how Bas Nootboom as employed as Trust Estates Manager and will be in charge of risk assessments going forward. MR went through the three reportable incidents that CCC had had since the last meeting. It was agreed to get DMA data to present at the trustee meeting. – MR to arrange with DMA. MR went through the build process and where we are in the process so far.

15. Budget: MR went through the budgets for both DMA and CCC. Pension schemes were also discussed. MR will bring more specific figures to the next meeting when available to view.

16. AOB: S/C directors meeting was discussed.

17. Date of next meeting: 21st May at 3.30

This meeting closed at 6pm