

**Board Minutes**

**Wednesday 11 July 2018 - 4.30pm**

**Bay House School**

Purpose of meeting

**To receive reports from the Executive that enables discussion. Q & A then to lead to decisions/actions**

*Timings will be strictly adhered to wherever possible and items will be cut short when necessary and decisions made where relevant. An agenda item will be allowed to be continued beyond time if it is agreed another item can be deleted from the agenda; or the item to be added to the next meeting agenda.*

|   |  | Action |
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| 1 | <p><b>Welcome and Apologies</b></p> <p><i>Present</i></p> <p>Cris Beswick (CB) Member<br/>           Jenny Bonsor, Member/Trustee (JB) arrived at 5pm<br/>           Sue Carter (SC) Finance Director<br/>           Nigel Duncan (ND) Member<br/>           Paul Lane (PL) Chair/Trustee<br/>           Jean Morgan (JM) Trustee<br/>           Georgina Mulhall (GM) Executive<br/>           Ian Potter (IP) Executive<br/>           Stuart Parker-Tyreman (ST) Executive<br/>           Kirsty Robertson (KR) Trustee</p> <p><i>Observers</i></p> <p>Adam Hudson<br/>           Adrian Cojocararu</p> |        |
| 2 | <p><b>Declaration of pecuniary interests and completion of forms</b></p> <p>No changes declared.</p>   |        |
| 3 | <p><b>Minutes of last GFM Board meeting held on Tuesday 22<sup>nd</sup> May 2018</b></p> <p>KR proposer/ND seconded.</p> <p><i>Actions Arising</i></p>   |        |

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|   | <p>Skills Audit - ND shared FC's Board review/skills audit and provided an overview of the document for Trustees.</p> <p>IT Rolling Programme - SC has previously distributed summary document of works to be done.</p> <p>Procurement Company Recommendation - ND was to send details of ERA - not received but will be re-sent.</p> <p>The Chair reminded everyone that papers that are tabled need to be sent electronically also.</p>  |  |
| 4 | <p><b>GDPR - General Data Protection Regulation (GDPR) (15 minutes) <i>The legislation became law in May 2018. Report circulated beforehand (LM). IP will update the Board on progress and the current status.</i></b></p> <p>IP confirmed that much work has been done around GDPR and the organisation is working well towards compliance. Two options for Suspected Breach Flow Diagram were presented, each with board intervention positioned at different stages.</p> <p><b>Agreed</b> to proceed with Version 1.</p>  |  |
| 5 | <p><b>Finance Accounts including in-year projections against budget, for the GFM as a whole and per phase of provision. Reports circulated beforehand (SC). Brief introduction from SC, and expansion on key points contained within the latest Financial Performance Dashboard.</b></p> <p>SC summarised year end projections, confirming a healthy £3.5m carry forward into 18/19 (circa £3m secondary phase, £154k primary phase and £100k special). It was confirmed that little will change between now and the end of the financial year 31 Aug 18.</p> <p>Balance sheet - it was acknowledged that a lot of work has been undertaken to reduce debtors as well as establishing a more regular VAT claim regime, resulting in a liquidity ratio of 5:1. SC drew attention to only 4% of income coming from outside government grants which was as a result of an informed decision to cut back on community trading during the transitional period.</p> <p>Pupil Premium for Brune Park was highlighted as an income stream that was not realised as first thought due to original estimates being markedly inflated, which is under investigation.</p> <p>SC went on to caution Members and Trustees about future years, beyond 2018/19 with significant reductions (circa £450k) year on year and increasing expenditure including Teachers' Pension Contributions, utilities and staffing inflation and incremental increases.</p> <p>With total expenditure increasing by £1.86m (without Rowner, £850k), there is an in year budgeted deficit of £357k for 18/19. In line with ESFA</p> |  |

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|   | <p>guidance, SC's recommendation is that the budget is submitted to them showing this deficit as they want to identify the true picture in terms of the current challenge of education funding. This provides space for the Trust to identify savings over the course of the next financial year, particularly in staffing. It was agreed that a review of back office functions would begin, as is the case in many schools across the country. The cost of small classes being taught minority subjects at 6<sup>th</sup> form was discussed. The importance of communication and rationale behind identified staffing reductions was discussed, ensuring that stakeholders understand that the savings required are less significant than what would have been required for a standalone academy.</p> <p>IT rolling programme plans have had to be adjusted in line with budget challenge. The same exercise will be undertaken for maintenance which this year has been cut to £60k.</p> <p><b><i>It was agreed that the 2018/19 Budget and 3 Year Plan could be submitted to the ESFA by the deadline of 31 July 2018.</i></b></p> <p>SC was thanked for her comprehensive presentation.</p>  |   |
| 6 | <p><b><i>Executive Report on trading subsidiary while maintaining compliance with Articles of Association.</i></b></p> <p>SC and IP updated on progress following their meeting with two potential Director candidates who are considering their involvement. Update at next meeting.</p>  |   |
| 7 | <p><b><i>GFM Strategic Plans - The Executive have worked on bringing alignment and coherence to the strategic and development plans that currently exist in the GFM. These range from the Guiding Principles and KPIs developed by the Board, to Priorities identified as Pathways to excellence by the GLT (cross-GFM School leadership forum) and the School Improvement/Development Plans situated at each school and their SLTs. The outcome of this work-in-progress is captured using Prezi as the format.</i></b></p> <p><i>The Board had noted at the previous meeting that a 'User Guide' to explain how the Prezi format ST computer presentation could best be accessed and utilised by a wide cross section of users would be very useful. A Video would perhaps be the best medium for this.</i></p> <p>IP confirmed that all SIPs now link to Pathways of Excellence and that there is an interconnection between local plans and the corporate plan. When moving forward into next academic year, when each school is creating its new annual set of improvement plans they will do it within this framework.</p> <p>It was agreed last meeting that it isn't cost effective to produce a paper version but was recognised that an introduction for visitors that would signpost them through the software package would be valuable. This was presented.</p> | <p><b><i>ACTION - ST to circulate link asap and all Members &amp; Trustees to feedback comments by 31/7/18.</i></b></p> |

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|  | ST was thanked for all his work on this project. |  |
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| <p>8</p> | <p><b>GFM growth strategy.</b> <i>In accordance with the GFM strategy to achieve sustainable growth, dialogue is proceeding with Rowner Junior School in Gosport</i></p> <p>Discussion took place regarding Growth Strategy led by IP with a focus on developing systems, processes and staffing structures to ensure that the GFM can respond reactively to opportunities as they are presented.</p> <p>IP outlined preparations for a DfE paper regarding the GFM's approach to succession planning, and links to the CEO role and the evolution of secondary phase school leadership.</p> <p>GM referred to her previously circulated paper and invited questions.</p> <p>Roofing issues were discussed and reassurance provided around works that the LA will complete prior to ownership transfer, extending the roof life to 5-8 more years. A Trustee asked for reassurance that legionnaire's disease issues had been resolved and this was provided.</p> <p>The Chair asked for clarity on timelines regarding Rowner. GM confirmed that timelines were on target, all staff consultations (for TUPE) have taken place, the funding agreement has been sent to the DfE for approval and solicitors are making some small changes regarding the lease. All involved are confident of a 1 September 2018 conversion date. A Member asked whether there was any inheritance of long term sickness. Asked for main risks, GM confirmed that there two issues to resolve around borders and a footpath - discussions with HCC are underway. IP wished to commend colleagues on their increasing confidence in pushing the growth agenda forward and ensuring that stakeholders respond in a timely way. IP confirmed that a recent bid for MAT Development Improvement Funding was successful, reminding colleagues that in this bid was a commitment to grow the Trust further in 2018/19 academic year. A requirement of this paper was also to bring clarity around the Trust's approach strategically to plan for succession of roles such as CEO as well as Board roles - MAT Boards are increasingly being very strategic about the skills they want to bring in and work is ongoing in this regard.</p> <p>Questions were invited regarding IP's (previously circulated) submission.</p> <p>A Trustee asked whether an outcome might be that GFM be pushed into taking on other schools. There was a discussion around the importance of increasing capacity and facilitating leadership development, enabling flexibility and adaptability that positions the Trust to plan effectively but also respond to the vulnerabilities of change.</p> <p>IP congratulated GM on the Gomer SATS which show an improvement on last year and are well above national average. Maths improvement is of particular note. IP reminded the board how important these improvements are in terms of the growth strategy.</p> | <p><b>ACTION -</b><br/>GM asked to thank Gomer Staff for all their hard work</p> |
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| 9  | <p><b>GFM 'Free' School - ST to update the Board on the production of the more detailed plan called for at the last Board meeting.</b></p> <p>Discussions opened regarding the (previously circulated) Free School paper. ST fed back regarding recent meetings with Lighthouse Trust and the Regional Schools Commissioner as well as engagement with local leaders including Crofton and Fareham Academy who have both pledged their support of the proposal. ST reiterated his wish to keep a steady pace whilst collaborating with stakeholders and establishing a Working Party. There are plans to collaborate with local Primary Headteachers to explore working with them locally around this bid. HCC will remain involved in discussions because of their involvement in the allocation of High Needs Block funding. ST has identified a fund for which bids can be made around creative, alternative provision. This fund is in place until 2021 and there is the possibility that a bid can be submitted, separately from the Free Schools bid.</p> <p>A Trustee asked how capital works would be funded and ST confirmed that as a Free School, direct funding would be received for capital costs and investment if successful.</p> <p>A Trustee asked whether details of funding being drawn from schools had been shared with Headteachers. ST confirmed that this will take place once the Working Party is formed.</p> <p>A Trustee asked for clarity on pupil numbers/group sizes, asking from where x45 places proposal originated. ST outlined the reasons for this (in terms of viability) and was asked to provide more evidence around the educational advantages of these numbers.</p> | <p><b>ACTION</b><br/>-ST to make reference to group sizes in his next update.</p> |
| 10 | <p><b>Update on further Trustees. PL will give a verbal report on progress to date.</b></p> <p>The Chair updated the Board on recruitment activity and was positive about the opportunity to expand the Board. Academy Ambassadors have provided candidates, two of whom were present as observers. A Member asked whether Rowner joining the MAT meant that they had a representation on the Board. IP outlined the Terms of Reference for LGCs, confirming that the LGCs are phase specific, meaning that the Primary Phase LGC's Terms of Reference would be adjusted to reflect the addition of Rowner to the primary phase. There is a link to the Board from each LGC.</p>  |   |
| 11 | <p><b>Confidential item for Member/Trustee discussion only.</b></p> <p>See Confidential Minutes.</p>  |   |
| 12 | <p><b>Review of meeting</b></p> <p>The meeting was considered to have been well run particularly with regard to timekeeping.</p>  |   |

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|  | Please note that Friday 28 <sup>th</sup> September has been designated as an 'Away Day'. Proposed meeting dates for 18/19 will be promulgated by the end of July. |  |
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