



Company Number: 07977368

Minutes of the Meeting of the Board of Directors

Thursday 18 November 2021 at 4.30 p.m. via Teams

Present:

Liz Holmes (LH) Chair
 Rev Jason St John Nicolle (JS)
 Ian Wright (IW)
 Paul Turner (PT)
 Anthony Cook (AC)
 Duncan Millard (DM) CEO
 Mark Greenwood (MG)
 Sarah Church (SC)
 Carrie Insley (CI)
 Christine Price-Smith (CPS)

In attendance:

Anne Lynn (AL) - COO
 Louise Warren (LW) – Director of Education
 Sandra Green (SG) - Clerk

Guests:

Alex Peal (AP) Chair of IA&RC

PROCEDURAL MATTERS		
1	Welcome, Apologies and Resignations	Action
	<ul style="list-style-type: none"> LH welcomed everyone including our guest, AP and sadly announced SC's resignation to follow today's meeting due to other pressing commitments. SC was thanked for her excellent contributions during her time in the role. LH reminded all present of the requirement to keep confidential all matters discussed until they were confirmed as being in the Public arena. CP-S and JS confirmed that discussions are continuing with the Diocese to find a new appointee for their trustee vacancy. 	
2	Notice and Quorum Requirements	
	The meeting was quorate as all trustees were present.	
3	Declaration of interest (personal or business) for tonight's business	
	No such declarations were made.	
4	Internal Audit Report: To receive a report including any issues arising	
	<p>AP spoke to the Internal Audit Report, for which LH thanked AP, the IA&RC and the Team for their commitment. AC added his thanks for the liaison with the ARC which he considered was resulting in positive momentum in the Trust.</p> <p>Q: LH asked if the IA&RC's recommendation was that Letting rates should be consistent across FLT or across schools of the same facilities? A: AP responded that it required a centralised price list for schools to charge a consistent and reasonable rate.</p>	

	<p>A: AL responded that schools are allowed to flex the price charged depending on whether the customer is a 'business' or 'charity' and also to fix a competitive price to attract the booking.</p> <p>AP confirmed that the IA&RC would likely provide an interim review of this matter. AP advised that an excellent new member of the IA&RC had been found (but had forgotten that SG was responsible for this).</p>	
5	Accuracy of the previous Minutes	
	<p>The Minutes of the previous meeting were reviewed. Section 15: It was agreed that 'a good discussion was held regarding this item' be added to the start of the minutes detailing the questions and points made. The venue was also corrected and the Minutes and Confidential Minutes were agreed as an accurate record of proceedings to be duly signed off.</p>	
6	Matters arising from previous meetings	
	<p>(a) Items were updated as per Carried Over List.</p> <p>(b) SG CONFIRMED that all other Carried Over items had either been dealt with or were included as agenda items or scheduled for future meetings.</p>	
7	Out of Committee activities	
	Please see Confidential Minutes.	
8	Any changes to trustee link roles and any other areas of responsibility	
	LH: SC's departure will require some reorganisation so new proposed list will be sent out for trustees to give feedback please.	
9	Health and Safety Matters	
	None presented.	
STRATEGIC MATTERS		
10	Policies	
	<p>Q:JC: re FLT Pay Policy: Teachers: Do we as an Academy have an option re our teachers' pay?</p> <p>A: LH: Yes, but FLT follows OCC.</p>	
11	Letters from DofE:	
	None presented.	
12	Resources	
	AL advised that the financial performance report was not quite complete so would be sent out next week. The Trust is doing much better financially than expected.	
13	Risk Register	
	<p>MG advised that the Risk Owners should report back on their risks to the Board, with the rationale that this would be in synch with the agenda. MG will speak to AL re completing a few gaps in the risk register and AL will speak to the risk owners re appropriate timings to report back to the Board.</p> <p>Q: JC: Who would be the expected 'named risk owner'?</p> <p>A: MG: Someone who can mitigate the risk – usually the chair of the relevant committee.</p>	
14	Trustee Declarations	
	SG thanked those trustees who had already done so and advised that those trustees who needed to update their declarations and/or contact details had been duly advised via e-mail.	

	ACTION: To ensure that declarations/contact details and Skills Audit form have all been duly submitted as required by 23 November 2021.	Trustees
15	FLT Attendance Target 2021/2022	
	<p>DM spoke to the paper as previously uploaded on GovHub. The recommendation is 96%.</p> <p>There was discussion regarding the extra support required by PP and SEND families to attain a high level of attendance.</p> <p>There was discussion as to whether FLT should aim for higher attendance overall but it was AGREED that 96% was challenging but realistic for the current year.</p> <p>ACTION: DM to advise Head teachers.</p>	DM
16	HR Dashboard	
	<p>AL advised that this was not quite complete and would be distributed post-meeting.</p> <p>SC requested an update regarding the high number of FLT vacancies. AL responded that three new staff were in the process of joining the Central Team and there was a current advert for two new clerks.</p>	
17	Trust's Strategic Vision and Aims 2021/2025	
	LH/DM reported that they are currently joining up the Vision and Aims with the Link Governor roles.	
18	Current position of CiF Bids	
	<p>AL reported success with obtaining funding for replacement of windows at BUC.</p> <p>Hope for additional DfE funding based on condition reports and some other elements.</p> <p>Currently updating the condition surveys on 6 schools.</p> <p>AC reported that AL is reviewing CiF over the last few years by comparison. Latest outcomes were disappointing as the English Village is still outstanding so requires reconsideration. It was confirmed that FLT did not win any appeals and that the DfE financial year is not in synch with FLT's.</p> <p>PT requested an update on FIS and was advised that it is on track with opening due September 2022.</p> <p>AL advised that Jo Ray is attending long weekly meetings with OCC re SHR, with Formal Consultation in January 2022 and opening planned for Autumn 2023.</p>	
19	Any Confidential Items	
	Dealt with elsewhere as noted.	
20	Trust Committee Reports	
	PT as QfE Chair spoke to report.	
21	Events in hand	
	Pre-AGM Meeting: Thursday, 9 December 2021 in FCC Main Hall at 5.30 p.m. This will be followed by the Members-only AGM.	
22.	AOB	
	<u>a) Please see Confidential Minutes.</u>	

	<u>b) FIS/FJS Leadership Review:</u> <ul style="list-style-type: none">• LH updated those note at extraordinary meeting. The timetable has been agreed and AL will put on GovHub.• DM will conclude his report on 30 December 2021, ready to report back to the January 2022 board meeting.	
	Close of Meeting - Meeting ended at 6.45 p.m.	

Approved and Signed off by:

Date: