



MINUTES OF THE FEDERATION TRUST MEETING

MONDAY 19 SEPTEMBER 2016
AT CATMOSE COLLEGE FROM 6.00PM

Present: Andrew Holt (Chair), Judith Gilboy (Vice Chair), Stuart Williams (Executive Principal), Mark Nicoll, Rob Guthrie, Sally Kirkby, Rob Mulvey, Andy Wright, Sam Hearth, Nicola Fowler, Alex Mould & Nick Quinn

In attendance: Valda Austin (Clerk), Kelly Jackson (Head of School Catmose Primary), Natalie Ray (CFO), Virginia Savage (Vice Principal), Jude Macdonald (Vice Principal), John Harrison (Head of School Harington School), Oliver Teasel (Vice Principal), Simon Mellors (LGB), Emma Gautrey (LGB), Paul Denton (LGB), Martyn Rhowbotham (LGB) and Sarah Bysouth (Independent Adviser).

1. Apologies for Absence

Apologies were received and accepted from Nicola Tyers (Clerk), Neil Gorman, Jeremy Simmonds, Chris Howard, Linda Arnold & Nick Wainwright.

2. Declarations of Personal & Pecuniary Interest

None.

3. Catmose Nursery

Trustees ratified the decision made by the Catmose College local governing body to consult on closure with the resources committee delegated to consider responses and make a formal recommendation to the trust at their meeting on the 6 October 2016.

Currently the Nursery is the responsibility of the Catmose College Governing Body the trustees asked the nursery scrutiny panel to consider whether this should be transferred to the trust.

4. Senior Leadership Capacity & Development

Mr Mellors left the meeting as a staff member.

Governors noted that there was work to do as a Board due to recent press releases regarding Barleythorpe Primary.

Mr Williams outlined the strong feeling that the SLT needed additional capacity. The reason being:

- Mr Harrison now being the Head of School at Harington School
- Ms Savage planning to retire in July 2017
- Mrs Macdonald attending interview shortly

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- Expertise of Mrs Townsend lost.

It was noted that areas of the College have not increased since the student numbers have grown.

It was noted that taking on Harington had been a financial burden along with additional students at the College and the impact on living wage and salary increases all of which have an impact on the running of the College and the stress on the staff being stretched.

Governors questioned whether a HR Adviser should be considered to become part of central services.

Mr Williams outlined the challenge of bringing in new Vice Principals.

Governors highlighted all successes within the Federation.

A question was raised as to whether there should be a layer between SLT and middle management. It was noted that Assistant Principals have a heavy teaching timetable. Mr Williams outlined the need for someone to respond quickly and to take a more strategic role. He also confirmed that the Federation structure is struggling to be fit for purpose and a proposed model would be submitted to Governors to approve.

Mr Williams outlined a proposal to have a Head of School in each setting with Mr Williams as Executive Head giving support to each Head of School. Mr Williams confirmed he had spoken to Rutland County Council regarding Oakham Special Academy. Concern was raised about the finances for all the above and how Mr William's role will change and the impact of this. It was noted that there were reserved funds which would be used and Mrs Ray has a five-year model which would work with the continued growth. Mr Williams was keen however that a range of options were considered that built capacity across the organisation and that this should be the goal of any restructure.

It was noted that there would be 210 students offered places for September 2017. It was also confirmed that six additional classrooms had been created over the last two years. Mrs Ray noted that space from Visions would create additional Refectory space. She continued to outline the need to recruit but is mindful of the constraints on the budget.

Mrs Bysouth stated that the investments need to be made now to secure the future of the growing Federation and Trust.

It was proposed by Mr Holt that the Resources Committee look into the detail of these proposals. Trustees gave unanimous approval for Mr Williams to place an

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advertisement for a Vice Principal to replace Ms Savage. However, if Mrs Macdonald is successful at interview it would be necessary to replace her position also.

It was agreed that Resources would look at the SLT structure and report back to the Trust. It was also agreed that there needed to be additional hours in music, admin and client services. Mr Williams also confirmed that there were seven maternity leave positions within the Federation along with several paternity leaves.

5. Clerking Arrangements from April 2017

It was noted that Mrs Tyers had advised of her intention to resign from the Trust from April 2017. She has confirmed that she would be happy to continue with the Clerk and Company Secretary role via an outsourced capacity. Mr Williams confirmed that he would rather keep her services rather than replace her at this time. It was considered that Mrs Tyers offered great expertise and Trustees were happy with her service. Following a query, it was confirmed she would offer a full clerking service to the Federation.

Trustees gave unanimous approval of this service from April 2016.

6. Policies

The following policies were circulated prior to the meeting and were formally ratified for adopted:

Complaints Policy dated September 2016. It was noted that Mrs Bysouth has been the Independent Panel member and a new stage 2 had been introduced. It was confirmed that the policy was compliant and uploaded to the website.

Safeguarding Policy dated September 2016. It was confirmed that statutory changes have been made with any concerns to Mr Teasel. It was noted that staff would be trained in the near future and would need to sign that they have read Part One of the Keeping Children Safe in Education document. It was confirmed that Mrs Jackson would be the DSL for Catmose Nursery.

The Lost Child procedure for Catmose Nursery was also formally ratified. It was noted that this document was now more robust and should be dated from September as it is an updated version to the one used for the recent incident.

7. Any other Business

None

Chair:

Date: