



MINUTES OF THE FEDERATION TRUST MEETING

Thursday 5 December 2019
The Gallery, Catmose College 3.30pm

Present

Iain Dodd, Emma Gautrey, Judith Gilboy, Rob Guthrie, Andrew Holt, Alex Mould, Martyn Rhowbotham, Stuart Williams (Executive Principal), Rob Guthrie.

In Attendance

Laurence Howard (Member), Sheryl Wilson (Clerk).

1. Welcome introductions and apologies for absence

Apologies for absence were received from Sam Hearth, Natalie Ray, Sally Kirkby, Neil Gorman, Rob Mulvey.

2. Declarations of Personal Interest and Pecuniary Interest

None.

3. Minutes of the meeting held on Thursday 11 July 2019

These were signed as a true and accurate record.

4. Matters arising from previous minutes

None.

5. Clerk's Business

Nicholas Wainwright resigned as a Trustee on 24 September 2019 and Mark Nicoll resigned as a Trustee on 1 October 2019. An advert will be placed in the new year for current vacancies.

6. Final Accounts

The Resources Committee approved the final accounts and Trustees were pleased to learn there were no significant issues. No alcohol can be purchased as gifts, in line with advice from the ESFA to the accountants which changed mid-year.

7. Trustees Skills Audit

Trustees were asked to complete a questionnaire based on their skills and experience. Results from the questionnaires will be analysed in order to shape an advert for vacancies.

8. Federation Transformation Plan

Stuart Williams presented the Federation Transformation Plan, explaining that this was in addition to the individual Transformation Plans for each school. Detail was given to the work of the following teams: IT, Site and Capital Works, Admin, Finance, New Technologies, Catering, HR and CPD.

Each of the service managers analyse the results of surveys from the last academic year, evaluate what has gone well and make recommendations for the next year. Trustees were pleased to note the high levels of satisfaction from the student and staff surveys.

Stuart Williams recently met again with the Local Authority to discuss the feasibility of increasing pupil numbers from 1050 to 1200. As this would not only impact the number of classrooms required, the size of the theatre and hellerup space would be insufficient to house a year group, and the number of available lockers and toilets would also need to be increased. The College would need to be assured that the Local Authority would fund the project before any agreement is made. The LA will commission a feasibility study on their next step.

Trustees praised the work of the Site team for ensuring the buildings are maintained to such a high standard. Stuart Williams explained that the College implements restorative justice if a student has damaged any property and they are expected to pay for damage caused or carry out site work.

Question: Is there a policy for students to leave the premises at lunchtimes? This is only agreed in exceptional circumstances with parents.

Question: How do the schools within the Federation balance environment issues against producing glossy brochures? Approximately 90% of communication is sent to parents via the electronic communication system, Groupcall. This has reduced printing and the Federation continues to look to improve platforms to communicate in a cost effective way. E.g. governors' papers are uploaded to the portal and not printed. The plastic bags which are used at Open Evening are a legacy from a previous order.

Question: Do the CPD sessions include support staff? Stuart Williams advised he was keen to see a parity between teaching staff and support staff, however bespoke training is required for support staff, due to the nature of their roles. Support staff can include training as part of their performance review.

Trustees unanimously approved the Federation Transformation Plan for 2019/2020 and commented that the discussions were very reassuring.

9. Schools Resource Management Self-Assessment Tool (SRMSAT)

This would be discussed at the Audit Scrutiny Panel meeting on 16 December 2019.

10. Terms of Reference

Trustees approved the following Terms of Reference:

- Local Governing Body Catmose College
- Local Governing Body Harington School
- Local Governing Body Catmose Primary
- Resources Committee
- RDSF Scrutiny Panel
- Audit Scrutiny Panel

11. Armed Forces Covenant

The paper was circulated prior to the meeting which is an agreement between schools and the Local Authority to support the military. It was agreed the covenant could be signed and returned to the LA.

12. Policies

- Federation Stakeholder Financial Management Policy (information for Trustees, ratified by the Resources committee).
- Federation Safeguarding Policy – approved and ratified.

13. A.O.B

The letter from Lord Agnew was distributed to Trustees.

14. Dates for Diaries

Christmas Concert, All Saints' Church – Wednesday 18 December 2019, 7.30pm

Date of next meeting: Thursday 2 April 2020, 3.30pm.