

MEETING	BOARD OF TRUSTEES
DATE	Tuesday 18 October 2016
VENUE	Ninestiles School
ATTENDEES	Paul Ashdown, Ateef Azam, Richard Beamish, Abid Butt, Ian Carnell, Martyn Collin, Karen Crowston, Dominic Davis Bob Fear, Gaetano Ferrante, Sir Dexter Hutt, Terry Smith, Chris Stevens, Penny Wagg, David Werry
IN ATTENDANCE	Hilary Barber, Steven Ralph

MINUTES

1. Welcome and apologies

Bob welcomed all present to the meeting. Apologies were received from Vrigu Dey, Nadeen Proverbs and Karamat Iqbal.

2. Register of Business Interests – *All directors and councillors are reminded that when receiving this agenda they must consider whether any items for discussion require them to declare a business interest, either personal or of a close family member.*

None were declared.

3. Elections

Chair

Bob Fear accepted a nomination to this post.

Proposed: **Ian Carnell**
Seconded: **Karen Crowston**

Vice Chair

Karen Crowston accepted a nomination to this post.

Proposed: **Dexter Hutt**
Seconded: **David Werry**

Safeguarding lead

Vrigu Dey will be asked to accept a nomination.

Proposed: **Paul Ashdown**
Seconded: **Karen Crowston**

Chair of Finance and General Purposes

David Werry accepted a nomination to this post.

Proposed: **Karen Crowston**
Seconded: **Ian Carnell**

Directors (2) to Finance and General Purposes

Karen Crowston and **Bob Fear** accepted nominations for these posts.

Proposed: **Ian Carnell**
Seconded: **Paul Ashdown**

Chairs of Primary and Secondary Standards Review Groups

Primary: **Ian Carnell** accepted a nomination for this post.

Proposed: **Paul Ashdown**
Seconded: **Ateef Azam**

Secondary: **Paul Ashdown** accepted a nomination for this post.

Proposed: **Bob Fear**
Seconded: **Karen Crowston**

All appointments were agreed unanimously.

Extension of Academy councillors Terms of Office

It was agreed that, in view of the proposed changes to the governance structure for 2017/18, any councillor who comes to the end of their membership during the current academic year should continue in office until 31 August 2017.

4. Performance of Trust Schools Summer 2016

Martyn presented the primary outcomes contained in the report circulated with the agenda.

Gaetano presented the secondary outcomes. Discussion and questioning around both phases followed.

Actions arising:

- Validated data will be consolidated and presented to the Standards committees.
- Chris asked for a breakdown of the low, middle and high band breakdown to identify where value has been added. This report will be brought to the standards group.

5. Chairs' actions

Bob reported that he had

- Attended Christine Quinn's farewell event
- Attended the annual Governance review held on 17 September 2016
- Attended the Trust Awards ceremony held at the Great Hall at the University of Birmingham and Ninestiles School Awards Evening held at the Town Hall
- Met with Martyn Collin on several occasions and also Sir Dexter Hutt and Karen Crowston
- Met with Navigate regarding the process of appointing a new CEO
- Attended the Remuneration committee specifically convened to discuss the interim posts across the trust from September 2016

6. CEO report

Trust Improvement Plan

Martyn presented the Trust plan circulated with the agenda noting that he would report on the headlines. The document was discussed and questions asked.

Actions arising:

- Trustees need to recognise the absolute key priority of monitoring the financial health of the trust in the light of forthcoming financial constraints and uncertainties. It was agreed that the Improvement Plan should be updated to include a statement to stress this importance.

Governance Review feedback

Actions arising:

- Ensure that all papers are accessible to councillors and trustees seven days prior to the meeting.

Solihull Sixth Form college merger

Papers regarding proposals for a possible joint governance structure were circulated and noted. Paul, in light of his role as the Principal of the Sixth Form College, declared an interest.

Actions arising:

- Trustees to read documents regarding the merger very carefully before the next meeting on 13 December 2016. It was noted that the Board of Governors at the Solihull Sixth Form will also be meeting on that evening to make a decision. As a consequence Paul will not be able to attend the Ninestiles Board meeting so please refer any questions arising from the document to Paul, via Martyn, prior to the meeting.
- Paul agreed to compile a statement covering a possible response to parents of the Sixth Form College students to explain the value of the proposed merger to the college.
- Trustees and councillors will be circulated with a skills audit and preference form to indicate where they would like to serve the trust within the new governance structure.

7. Finance

Academies Financial Handbook

David presented the new handbook noting the changes detailed on pages 5/6. David noted the need for increased monitoring of the variances between actual spends and budgets and noted this had been discussed in detail at the Finance and General Purposes committee.

Actions arising:

- Steve R to produce a variance report as agreed at the Finance and General Purposes committee on 10 October 2016.

Minutes from 10 October 2016

David drew attention to the Internal Accounts audit. One item noted was the evidence lacking around responses from trustees where they had been asked to indicate approval or otherwise by email.

Actions arising:

- All trustees to ensure they respond to any emails asking for authorisation.
- Investigate an online "voting" process.

Management accounts

David noted the headlines of the August management accounts which effectively reflect the end of year accounts. David noted that these accounts were discussed in detail at the Finance and General Purposes committee.

Actions arising:

The management accounts for August were approved by trustees.

Proposed: **David Werry**
Seconded: **Karen Crowston**

Approval of Cockshut Hill budget

Steve explained the need to approve the budget for Cockshut Hill in the light of the updated funding letter and a budget now drawn up for 11 months reflecting the conversion date of 01 October 2016. These were approved as follows:

Proposed: **Paul Ashdown**
Seconded: **Karen Crowston**

Letter from EFA

This was received by trustees.

8. Policies

The policies circulated were approved as follows:

Safeguarding and Child Protection Policy (for review)

Proposed: **Penny Wagg**
Seconded **Richard Beamish**

SEND (for review)

Proposed: **Ian Carnell**
Seconded **Penny Wagg**

Capability policy for non-teachers (new policy)

As the policy had not been circulated with the agenda it was agreed that Kate would send out the policy electronically with a request for trustees to indicate whether they wished to approve, refuse or abstain on its acceptance.

First Aid policy (new policy)

Proposed: **Sir Dexter Hutt**
Seconded: **Richard Beamish**

9. Academy Council

Minutes from September meetings

Trustees accepted the minutes.

Richard noted that at the Academy Council meeting at Cockshut Hill, the increasing numbers of young people with serious mental health issues and the difficulty on occasions of accessing support from external agencies, had been discussed.

Actions arising and points to note:

- Tania Byron is a keynote speaker at the Trust Conference to be held on 31 October and she will be using her speech to raise awareness of the challenges facing young people in the area of mental health.
- It was noted that there is a full time counsellor employed at Ninestiles and a new appointment of a counsellor has been made at Cockshut Hill.
- Through the Birmingham Education Partnership Ninestiles has been identified as a pilot school for the Healthy Minds project.
- Councillor and trustees should work together to bring attention of local MPs to these issues.
- Richard to feed back to the Academy Council at Cockshut Hill.

Feedback from academies

Terry reported that members of the Student Council at The Oaklands had presented to councillors at their last meeting and she commented on what a delight it had been to listen to such erudite and articulate pupils.

10. CEO Recruitment Proposal and creation of Appointments Team

Bob explained that Navigate are the proposed suppliers of services to support the recruitment process of a new Chief Executive Officer. If this is agreed, Bob will contact them to arrange a meeting to discuss the process further. The proposal was agreed as follows:

Proposed: **Sir Dexter Hutt**
Seconded: **Karen Crowston**

Actions arising:

- The proposed Terms of Reference for a Remuneration and Appointments committee were circulated. Bob suggested increasing membership to include the Chair of the Finance and General Purposes and in future a representative of the Solihull Sixth Form College.

- It was suggested that other experts could be seconded to the panel for specific appointments and Bob suggested that Sir Dexter should join the panel for the appointment of the CEO.

The proposals were agreed as follows:

Proposed: **Penny Wagg**
Seconded: **Sir Dexter Hutt**

11. Minutes from Trustees meeting on 19 July 2016

The minutes of the last meeting were accepted as a true and accurate record of the meeting.

Proposed: **David Werry**
Seconded **Ian Carnell**

12. Any other business

Bob proposed the formation of an advisory panel to meet with Martyn on an adhoc basis. He suggested the membership should consist the Members, the Chair of the Finance and General Purposes committee and the Chairs of the two Standards Committees. The proposal was approved unanimously and will be kept under review. Bob stressed that he is always available by phone or face to face to offer any support that Martyn felt was needed.