



Minutes

BOARD OF DIRECTORS' MEETING OF PEGASUS ACADEMY TRUST

Friday, 18th of May 2018 at 1:00 pm, G02/G03 The Archbishop Lanfranc Academy,
Mitcham Road, Croydon CR9 3AS

Name	Position	Status
Kevin Smith	Co-opted Director (Chair)	Present
Richard Hill	Co-opted Director	Present
Fiona Fearon	Co-opted Director	Apologies
Gary Griffin	Co-opted Director	Present
Ian Patterson	Co-opted Director	Present
Nina Pogossova	Co-opted Director	Present
Sylvia McNamara	Co-opted Director	Apologies
Umar Quraishi	Community Director	Apologies
Shelley Davies	Local Authority Director	Present
Jolyon Roberts	Executive Principal / CEO	Present
Lynne Sampson	Executive Principal	Present
Jo Ridge	Chief Finance Officer (CFO)	Present

	ITEM	ACTION LOG NO.
	Administration	
1.	Apologies for absence There were three apologies for absence which were accepted by the meeting.	
2.	Confirmation of quorum The meeting was declared quorate.	
3.	Declaration of any conflict of interest with items on the agenda and changes to register of interests	

	There were no conflicts of interest declared and no amendments made to the register.	
4.	<p>Board membership changes</p> <p>There were no changes to the membership of the board at this point. It was noted that the Chair of The Archbishop Lanfranc Academy (TALA) will join the Board in September when the school joins the Trust.</p> <p>It was pointed out that the constitution of the governing body of TALA will need to be reviewed as the majority of the board are sponsored governors from the Coloma Trust. This will be considered as part of the due diligence and RH and JR have been working on this.</p>	
5.	<p>Minutes of the previous meeting (23rd of February 2018)</p> <p>RESOLUTION: The minutes were reviewed and it was agreed that they constituted a true and accurate reflection of the meeting. They were signed by the Chair.</p>	
6.	<p>Matters arising not discussed elsewhere and Action Log</p> <p>Item 041 is on hold at present. The CEO explained that the DfE had dropped the <u>requirement</u> to replace a member but that the Trust would probably proceed to reconstitute the Member anyway.</p> <p>ACTION: JR to communicate with DW. ACTION: JoR to contact Companies House regarding the changes in members.</p> <p>Items 042 and 044 have both been completed.</p> <p>Item 044: There have been ongoing meetings with a number of other schools who are seeking closer links with the Trust.</p>	047 048
	Trust-level items	
7.	<p>Strategy and future development of Trust</p> <p>Rebrokering, or, as the DfE would have it, “voluntary switch of sponsor” is progressing well through the Trust’s solicitors. Due diligence is also on track. Everything looks set to be in place before the end of term.</p> <p>Directors were informed that the Trust would not be receiving any money from the ESFA to complete this process; the Trust had been expecting to receive £10K to cover the legal costs. <i>Directors registered their concern on hearing this.</i></p> <p>1:35 pm SD arrived.</p> <p><i>A director challenged the executive principals as to whether they feel the numbers at the school will increase.</i> They explained they believed</p>	

	<p>numbers would increase. The school will be actively promoted to all Year 5 children during the summer term. Marketing links with all Croydon primary schools are being strengthened and marketing materials are ready to be circulated.</p> <p><i>A director asked if there was any update on planned transport links.</i> The Trust have investigated bus routes and they are looking to open dialogue with TfL about the possibility of extending bus routes. There may also be a possibility of the Trust running its own transport to and from TALA.</p>	
8.	<p>Report from the finance committee</p> <p>The Chair of the finance committee gave a brief rundown of the most recent finance committee meeting, highlighting the most important points. He explained that KPIs have been agreed and implemented. The budget is now in its 4th iteration but the bulk of the work has been done and it will get easier going forward.</p> <p>MACs noted that reserves are healthy but are not sustainable in the long term without savings being made. Pressure is being applied by the recent support staff pay award and cuts in funding which total over £400k.</p> <p><i>A MAC asked why funding was falling</i> and the CEO explained that this was due to part to the move to minimum levels of funding favouring secondary schools over primary from, the removal of the ESG grant and declining PPG numbers in all schools.</p> <p>ACTION: NP to send KPMG report to JR.</p> <p>There was a confidential item discussed; please see separate minutes.</p>	054
9.	<p>Staffing / Gender Pay Gap report</p> <p>The pay gap report was produced in May using a snapshot of April 2018 data. The report was as expected with some distortion seen due to the imbalance of female to male staff.</p> <p>It was noted that nationally there is a gender pay gap due to a higher portion of men at high grades, however the pay gap at PAT is less than average. There is currently a reasonable pay spread in PAT schools and the majority of senior leadership are female.</p> <p>ACTION: Investigate the national average pay gap for the finance committee</p>	055
10.	<p>School liaison and reporting to councils</p> <p><u>Board representation at each school council</u></p> <p>The Chair explained that he wanted to move away from the current system of director representation. Directors discussed potential options, one of which was to have all directors attending one Academy Council (AC) meeting for each school over a period of two years. The Chair would like to get to a point where the directors are no longer on the AC's</p>	

	<p>themselves but visit each in rotation. He also explained that as we continued to expand it was no longer appropriate for the Chair of the Directors to also Chair an Academy council, unless there was no alternative, which was agreed.</p> <p><u>Directors' visits and visit log</u></p> <p>Directors agreed they could visit the school during the working day of the day that they are attending the AC as this would help inform the questions that they can ask.</p> <p>ACTION: KS to set up directors' visit log and update and issue visit form.</p> <p><u>Frequency and timing of meetings</u></p> <p>It was suggested that there only be one agenda setting meeting at which the directors could appoint directors and Chairs of each AC. Each school may then only require three or four meetings in the year.</p> <p><u>Standardisation of reporting at each school council</u></p> <p>The directors discussed the differences in reporting that is received from each school and ways that it can be standardised or streamlined to reduce the amount of work required of the SLT while producing valuable information.</p> <p>A suggestion was made that information could be compiled centrally and automatically and sent to HoS to comment, however it was agreed that producing this information is one of the central functions of the HoS and it defeats the purpose if someone else compiles it.</p> <p>Directors agreed that the reporting had to compliment the purpose of the AC meetings, which is to inform those responsible of how the school is performing and its forward direction. Directors were reminded that MACs don't tell the HoS what to do but they do set the strategic direction of the school. The information provided at the meeting must assist this purpose and be clear and useful to MACs, most of whom are not from a school background.</p> <p>It was agreed that the creation of the standardised form should go ahead and support is to be provided to those who need it to produce the information.</p> <p>ACTION: Review standardised form at next meeting.</p> <p>ACTION: Set all meeting dates, select and agree Chairs of each council and set directors' visit rota.</p>	<p>056</p> <p>057</p> <p>058</p>
<p>11.</p>	<p>GDPR update</p> <p>A presentation was given on GDPR to the directors. A data audit has been implemented with the help of UQ.</p> <p>The data protection policy was reviewed. A change was requested to section 16.7 regarding personal computers.</p>	

	<p>ACTION: DP policy to be amended.</p> <p>RESOLUTION: Directors ratified the data protection policy, subject to the above changes being implemented.</p>	059
12.	<p>Trust Governance Training & Development</p> <p>Directors have now received GDPR training.</p>	
13.	<p>Facilities Management</p> <p><u>Current and scheduled work</u></p> <p>The work on the new office at CYP is now underway.</p> <p>The CEO noted that both CIF bids had, unfortunately, been rejected; one is being appealed as it was only 1% below the required threshold.</p> <p><i>A director asked whether the school would have to pay for the boiler works themselves.</i> The CEO said that there was money to do some of the work now and the Trust would submit another CIF bid using feedback from the first bid. He also explained that there is a higher level of capital funding that is available to Trusts that have 6 schools and 3,000 pupils. This makes increasing the number of pupils at TALA even more important as the Trust has 6 schools but less than the required numbers of pupils.</p> <p>Directors briefly discussed the fact that the 6th form at TALA will not be allowed in September due to a decision by the RSC and lack of goodwill by the Collegiate Trust but the CEO and Principal at TALA are expecting to present a business case for this for next September. To be sustainable at 6th form, the DfE believes there must be at least 200 students enrolled.</p> <p><i>A director asked whether this fact would affect PAT's ability to increase pupil numbers.</i> The CEO does not believe this to be the case. Not every Croydon secondary school currently has a 6th form and it is hoped by the time the new intake in September 2019 reach 6th form age that the provision will be re-established.</p> <p><u>Kitchen at Cypress</u></p> <p>A complaint has been sent from the Trust to the LA about the delay to the kitchen works at CYP. An apology and explanation have been received in response and it was noted that the work is now more or less finished. The CEO is hoping that the kitchen will be in use after half term.</p>	
	School-specific	
14.	<p>Nursery offer at BINF</p> <p>Directors were informed that the nursery offering at BINF would be afternoon only. WHINF would be morning only.</p>	

	It was noted also the BINF will have their PAN permanently reduced to 2 Forms of Entry (2FE).	
15.	<p>Beulah Juniors (raised by FF at BINF)</p> <p>This items was covered previously in the meeting and is covered in the confidential minutes.</p> <p>ACTION: KS to ask FF to write to the CoG at the Juniors regarding the issue of the gate.</p>	060
16.	<p>Issue with delays at Croydon admissions (raised by NA at WHJUN)</p> <p>ACTION: LS to ask Croydon to look at latest migration reports to see whether there are spaces at WHJUN.</p>	061
17.	<p>Consideration of best use of SALT time (raised by MD at CYP)</p> <p>ACTION: MD to action from her end at CYP.</p>	062
18.	<p>Academy Councils</p> <p>The minutes listed below were noted by directors. All issues were raised as separate items in the school specific sections.</p> <p>19.1 Whitehorse Infant School 19.2 Whitehorse Junior School 19.3 Ecclesbourne Primary School – no spring meeting due to snow 19.4 Beulah Infant School 19.5 Cypress Primary School</p>	
	Administration	
19.	<p>Correspondence to the Chair</p> <p>There were a number of issues raised with the Chair. One issue was resolved this week, one issue is ongoing and may require a panel hearing and another email was received the day before the meeting.</p>	
20.	<p>Confidential items</p> <p>There were two confidential items discussed; please see separate minutes.</p>	
21.	<p>Any other business</p> <p>In light of TALA joining the Trust, the staffing structure will be revised accordingly.</p> <p>ACTION: An organisation structure is to be produced.</p>	063

22.	<p>Next meeting date: Tuesday 17th of July 2018 at 1:30 pm</p> <p>NP sent her apologies for this meeting in advance.</p>	

There being no further business for discussion the Chair thanked everyone for their contributions.

The meeting closed at 4:00 pm.

Signed as a true and accurate record of the meeting	
Chair's signature	
Chair's name	
Date	