



Minutes

BOARD OF DIRECTORS' MEETING OF PEGASUS ACADEMY TRUST

**14th of December 2018 at 12:30 pm at Community Room,
Cypress Primary School, Upper Site**

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

	ITEM	ACTION LOG NO.
	Administration	
1.	Apologies for absence Apologies for absence were received from FF, NP, SM and LS. These apologies were consented.	
2.	Confirmation of quorum The meeting was declared quorate.	

3.	<p>Declaration of any conflict of interest with items on the agenda and changes to register of interests</p> <p>There were no amendments made to the register.</p> <p>SD stated that if new schools looking to join the Trust were discussed, she would leave the room to ensure no appearance of bias or suggestion of information sharing.</p>	
4.	<p>Board membership changes</p> <p>Directors were informed that there was one member vacancy and one director vacancy.</p> <p>At the AGM, KS was elected as the Chair of the Trust and Richard Hill was elected as the Vice Chair of the Trust.</p>	
5.	<p>Minutes of the previous meeting (17th of July 2018)</p> <p>RESOLUTION: The minutes were reviewed and it was agreed that they constituted a true and accurate reflection of the meeting. The main and confidential minutes were signed by the Chair.</p>	
6.	<p>Matters arising not discussed elsewhere and Action Log</p> <p><u>Matters arising</u></p> <p>The CIF appeal was not upheld. The bids have been strengthened and are in the process of being submitted again this year.</p> <p><u>Action Log</u></p> <p>Items 047 to 053: Complete Item 054: JR confirmed that he had not yet received the report from NP. Item 056: Dates for next meetings to be issued to all directors and chased for agreement. Item 057: In progress Item 058: Log of dates is complete. To be circulated to all. Items 063 to 066: Complete Item 067: In progress Item 068: In progress, Croydon currently consulting on changing admissions policy as well. Update is specifically related to change in PAN at BINF. JoR to investigate.</p> <p>Item 069: Directors discussed the Recharge Policy which was put up on the screen by the CEO. They debated whether to include some of the items in the optional column and the potential benefits of having everything listed out. Directors suggested that some items listed as optional should really be compulsory to ensure consistency across the schools. The CEO stated that all schools tended to buy into this anyway.</p> <p>Item 070: Complete Item 071: Complete and added to the Pay Policy.</p>	

	Trust-level items	
7.	<p>Strategy and future development of Trust</p> <p>The Trust is in a strong position. It has a stable and experienced leadership in place and is interested in further expansion in the local area. The CEO informed directors that the Trust has been cleared for expansion by the DfE. He noted that the league tables were published yesterday and Cypress have done well. However, the Trust will continue to drive further improvement.</p> <p>There was a confidential item discussed, please see separate minutes.</p>	
8.	<p>Report from the finance committee</p> <p>The Chair of the committee explained that the members had agreed the accounts at the AGM, noting that any queries raised at the finance committee meeting had been resolved to their satisfaction.</p> <p>There was a confidential item discussed, please see separate minutes.</p> <p><i>A director queried what the current forecast is for 2018-19. It was explained that the Trust will see an in-year deficit of £300K. The savings from the redundancies will not kick in for a certain time as the settlements need to be paid.</i></p> <p>However, the Trust will receive approximately £10K per school as a result of the “little extras” funding announced by the government this year, along with approximately £40K to fund the teacher’s pay increases.</p> <p>The CFO explained that the Q1 management accounts will be ready for review in the January 2019 meeting. It is hoped that the Trust will be able to submit a balanced budget in 2019 - 20. The CEO noted however that the 3 year budget that the Trust has put together is not promising.</p>	
9.	<p>Set up of tax subsidiary</p> <p>This piece of work is on-going; the CFO now has all the documents that she needs to complete the process.</p> <p><i>A director asked why the tax subsidiary is being set up. The CFO explained that this process had been initiated as a result of the due diligence on TALA which indicated that a separate entity would be required in order to ensure that the Trust can use any profit made on non-core activities to fund the education purposes of the Trust. The Trust is continuing with the work, in spite of TALA not joining.</i></p> <p>A separate accounting location has already been established for the wrap around care provision so setting up a new company will not be time consuming.</p>	

<p>10.</p>	<p>Staffing</p> <p><i>A director asked if the Trust is fully staffed. The CEO confirmed that it was and that they had only one teacher leaving at Christmas who had been relatively easily replaced.</i></p> <p>The CEO also confirmed that the Trust would not be running 'Schools Direct' training next year as they could no longer afford to offer this and had found that too few of the staff trained and recruited in this way stayed with the Trust as long as expected.</p>	
<p>11.</p>	<p>Trust Governance Training & Development</p> <p>The Chair confirmed that there would be a MACs and Directors Day this year but it would take place in March 2019, instead of January.</p>	
<p>12.</p>	<p>Facilities Management</p> <p>There is an on-going programme of maintenance work being done. The focus is on CYP as there is a good deal of work that needs to be done there. The main items are refurbishing the playground at the Lower school and a number of class rooms. The CEO noted that there had been 40 skips filled at the school, with two more currently on site.</p> <p>A member suggested offering the items to be recycled to other schools but the CEO said that most of it was not in usable condition anyway.</p>	
	<p>School-specific</p>	
<p>13.</p>	<p>Academy Councils</p> <p><u>Joint Meeting in September</u></p> <p>Directors discussed what went well at the meeting and noted the suggestions for improvement. It was agreed that it was a good meeting to have and that it needed to have more input from participants.</p> <p>The Summer 2 minutes listed below were noted by directors.</p> <p>13.1 Whitehorse Infant School 13.2 Whitehorse Junior School 13.3 Ecclesbourne Primary School 13.4 Beulah Infant School 13.5 Cypress Primary School</p> <p><u>CYP</u></p> <p>A director asked whether the EPs had written to the parents and it was confirmed that instead of writing, it had been circulated to Comms Group.</p> <p>It was suggested that the parent who did not get elected at CYP as a parent governor be encouraged to join another school council as a co-opted MAC.</p>	

	<p>It was also noted that the meetings at CYP are too long and become inefficient after a certain period of time. Work needs to be done to correct this.</p> <p><u>EPS</u></p> <p>It was noted that admissions have improved this year and the school will see the benefit of the increased roll from September 2019.</p> <p>The CEO explained that the 'Magic Breakfast' project has started really well. It helps the children to learn as they are not hungry in the mornings as well as providing vital assistance to children and families who have no recourse to public funds. All the family can attend.</p> <p>The funding will end after four terms but the Trust are considering carrying on the provision as their own cost.</p> <p><i>A director asked whether anyone is now attending the paid-for Breakfast club.</i> The CEO said that the paid-for club has not been impacted. The children who attend Breakfast club have working parents who are using the club as wrap-around childcare.</p> <p>The director who attended the EPS meeting commended the council members as being very capable.</p> <p><u>BINF</u></p> <p>It was suggested that BINF might benefit from the 'Magic Breakfast' project next year.</p> <p>A director commented on the huge improvement he had seen in the fabric of the school since the school had joined the Trust.</p> <p>Directors discussed the need to have consistent and relevant data provision in the meeting.</p> <p>The CEO suggested that the Trust consider ARC's method of data provision to its governors. Everyone receives the papers and questions are invited from everyone, rather than a report being given.</p>	
	<p>Administration</p>	
<p>14.</p>	<p>Correspondence to the Chair</p> <p>A letter has been received from the Regional Schools Commissioner in relation to TALA and the work that the Trust can do going forward.</p> <p>An email was received from DW in relation to his resignation as a member; thanks were expressed to DW for his work for the Trust.</p> <p>A complaint regarding WHINF had been directed to OFSTED who had written to the school. The parent had raised a complaint regarding the standard of behaviour in a particular class and alleged that their child was not being adequately safeguarded. The complaint has been dealt with and OFSTED are taking no further action.</p>	

	<i>3:30 pm PS left the meeting.</i>	
15.	<p>Confidential items</p> <p>There were confidential items discussed; please see separate minutes.</p>	
16.	<p>Any other business</p> <p><u>Panel</u></p> <p>The Trust is holding an exclusion panel meeting on 14th of January and requires a director to sit on the panel.</p> <p>ACTION: The Clerk will email the absent directors to see if they are able to sit on the panel.</p> <p><u>Letterheads etc</u></p> <p>The Chair requested that all letterheads are updated to reflect the fact that the Trust has Executive Principals, not Executive Head Teachers.</p> <p><u>Term dates</u></p> <p>The CEO explained that one of the Heads of School has done research on whether and how the Trust can vary its term dates and still meet its education and employment requirements. He noted that an 8 week half term can be very difficult in terms of deteriorating behaviour and that a variation to the standard LA term dates would be possible under the freedoms granted with academy status.</p> <p>Comments included:</p> <ul style="list-style-type: none"> • the need to be aware of the local secondary school holidays; • the needs of parents in terms of childcare; • the perception of the Trust closing the school and looking at a restructure at the same time. <p>ACTION: Write a paper for the next meeting (JRo).</p>	<p>072</p> <p>073</p>
17.	<p>Next meeting dates</p> <p>Meeting dates for 2018-19:</p> <p>Friday, 15th of February 2019 at 1:30 pm Friday, 26th of April 2019 at 1:30 pm Friday, 12th of July 2019 at 1:30 pm</p>	

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

The meeting closed at 15:45 pm.

Signed as a true and accurate record of the meeting

Chair's signature	
Chair's name	
Date	