



# Minutes

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## BOARD OF DIRECTORS' MEETING OF PEGASUS ACADEMY TRUST

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15th of February 2019 at 1:30 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	Apologies
Fiona Fearon	Co-opted Director	Apologies
Gary Griffin	Co-opted Director	Apologies
Ian Patterson	Co-opted Director	Present
Nina Pogossova	Co-opted Director	Present
Sylvia McNamara	Co-opted Director	Present
Shelley Davies	Local Authority Director	Apologies
Jolyon Roberts	Executive Principal / CEO	Present
Lynne Sampson	Executive Principal	Present
Jo Ridge	Chief Finance Officer (CFO)	Present

	ITEM	ACTION LOG NO.
	<b>Administration</b>	
1.	<b>Apologies for absence</b>  Apologies for absence were received from RH, FF, GG and SD. These apologies were consented.  The usual Clerk (CC) also sent apologies for absence. There were a number of potential candidates for the role of Assistant Clerk due to take the minutes of the meeting as a trial but none of them returned any minutes to the Trust. These minutes have been written from notes provided by the Chief Finance Officer.	
2.	<b>Confirmation of quorum</b>  The meeting was declared quorate.	

3.	<p><b>Declaration of any conflict of interest with items on the agenda and changes to register of interests</b></p> <p>There were no amendments made to the register nor interests declared regarding items on the agenda.</p>	
4.	<p><b>Board membership changes</b></p> <p>Sylvia informed Directors that she had resigned from the Board and this will be the last meeting that she attends. The Board thanked Sylvia for her time as Director.</p> <p>There are currently the following vacancies:</p> <p>One member Two Directors</p>	
5.	<p><b>Minutes of the previous meeting (14th of December 2018)</b></p> <p>Confidential minutes were not reviewed as they had not been circulated. These minutes related to an item that SD had to step out of the room for.</p> <p><b>ACTION: Confidential minutes from the 14<sup>th</sup> of December meeting to be brought to next meeting for review and approval.</b></p> <p><b>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.</b></p>	074
6.	<p><b>Matters arising not discussed elsewhere and Action Log</b></p> <p>Letterheads to be amended – currently read Exec Principal, should read Exec Head</p> <p>Item 054: Actioned Item 056: Still ongoing, Lynne volunteered to attend WH Infants, Kevin volunteered to attend WH Juniors, Nina to check dates and schedule. Item 057: Still ongoing Item 067: Still ongoing Item 068: Actioned/ Complete</p>	
	<p><b>Trust-level items</b></p>	
7.	<p><b>Strategy and future development of Trust</b></p> <p>Jolyon and Lynne had visited a local primary school with a view to sponsorship.</p> <p>Discussion held over allowing schools in the Trust to close for one extra week in the October half term.</p>	

	<p>Trust would need to review staff working hours, consultation would be required with staff, parents and all stakeholders. As an initial measure it was suggested that an extra day should be allowed and feedback/complaints monitored.</p> <p>Consultation to take place in summer term, Jolyon to provide detailed presentation to BoD with survey results and parents comments. Board will then deliberate and come to a decision based on this information.</p> <p><b>ACTION: Add October half term closure to next agenda.</b></p> <p><b>RESOLUTION: Board agreed to one extra day being allowed in academic year 2019/20</b></p>	075
8.	<p><b>Budget update</b></p> <p>Chair of Finance committee (IP) had received December monthly management accounts from CFO, showing a surplus this month against budgeted loss. This was due to less money being spent on payroll.</p> <p>Jolyon confirmed that the financial position of the Trust was better than anticipated, this was due to changes in staffing making savings and additional funding.</p>	
9.	<p><b>Staffing</b></p> <p>Discussion held on Re structure currently underway at EPS and future plans for next restructure at Cypress Primary School.</p>	
10.	<p><b>Trust Governance Training and Development</b></p> <p><b>ACTION: Add to next meeting's agenda.</b></p>	076
11.	<p><b>Facilities Management</b></p> <p>Refurbishment work in classrooms at Cypress is continuing.</p>	
	<b>School-specific</b>	
12.	<p><b>Academy Councils</b></p> <p>12.1 Whitehorse Infant School: WHINF minutes not available as the clerk has only recently sent the draft for approval</p> <p>12.2 Whitehorse Junior School</p> <p>12.3 Ecclesbourne Primary School</p> <p>12.4 Beulah Infant School</p> <p>12.5 Cypress Primary School</p>	
	<b>Administration</b>	

14.	<b>Correspondence to the Chair</b> There was no correspondence to the Chair.	
15.	<b>Confidential items</b> There were no confidential items discussed.	
16.	<b>Any other business</b> <b>ACTION: Jolyon to bring KPIs to meeting in autumn term for discussion.</b>	<b>077</b>
17.	<b>Next meeting dates</b> <b>Meeting dates for 2018-19:</b> Friday, 26th of April 2019 at 1:30 pm Friday, 12th of July 2019 at 1:30 pm	

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

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