



Minutes

BOARD OF DIRECTORS' MEETING OF PEGASUS ACADEMY TRUST

Tuesday, 17th of July 2018 at 1:30 pm, Community Room, Cypress Lower site

Name	Position	Status
Kevin Smith	Co-opted Director (Chair)	Present
Richard Hill	Co-opted Director	Present
Fiona Fearon	Co-opted Director	Present
Gary Griffin	Co-opted Director	Present
Ian Patterson	Co-opted Director	Present
Nina Pogossova	Co-opted Director	Apologies
Sylvia McNamara	Co-opted Director	Present
Umar Quraishi	Community 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.
	Administration	
1.	Apologies for absence Apologies for absence were received from SD and NP and these were accepted.	
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.	

<p>4.</p>	<p>Board membership changes</p> <p>Directors were informed that this meeting would be UQ's last meeting as a director. He is stepping down due to time pressures. However, he will remain as a MAC on the WHJUN council. The directors thanked him for his work for the Trust, in particular supporting them with the GDPR implementation.</p> <p>It was agreed to wait until the TALA situation had been resolved before recruiting another director.</p>	
<p>5.</p>	<p>Minutes of the previous meeting (18th of May 2018)</p> <p>In section 8, it should read "Directors" not "MACs". In section 9, it is "gap" not "dap". In section 10, it is "complement" not "compliment".</p> <p>RESOLUTION: The minutes were reviewed and, subject to the above minor changes, 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>	
<p>6.</p>	<p>Matters arising not discussed elsewhere and Action Log</p> <p><u>Matters arising</u></p> <p>CIF appeal: Directors were informed that this year's CIF bid appeal had been unsuccessful. However, the Trust's consultant said he felt the bid could be further strengthened and resubmitted next year.</p> <p>It was noted that a local secondary school, St Andrew's, was closing in the summer and this might have an effect on numbers at TALA.</p> <p>Directors noted that there had been a very positive article in the Croydon Advertiser about WHINF and the Trust.</p> <p>The kitchen and office at CYP are due to be ready for September 2018.</p> <p><u>Action Log</u></p> <p>Item 047 and 048: In progress Item 049 and 050: Complete and closed. Item 052 and 053: In progress Item 054: Pending, information not received. Item 055: No national average is available this year. It will be available next year. Item closed. Item 056-058: In progress Item 059: Complete and closed. Item 060: FF has spoken with VC at Beulah Juniors re the gate issue. Item 061: It was confirmed the issue was not at Croydon, there had been an issue at the front desk as the school which is now resolved. Item 062: The EP will be speaking with MD tomorrow about this item. Item closed. Item 063: This is on hold pending clarification in terms of TALA. Item 064: Completed and closed.</p>	

	Trust-level items	
7.	Strategy and future development of Trust This is a confidential item; please see separate minutes.	
8.	Report from the finance committee The Chair of the committee gave a brief update of the last finance committee meeting, explaining that the tax liability issue at TALA, raised as part of due diligence, still needs explanation from TALA's SLT or Auditors. He noted that some of the Trust's overall surplus is composed of the funding received for the boiler work at CYP so the cash position looks stronger. Directors noted that the teachers' pay awards are unknown at present.	
9.	Staffing The Trust is fully staffed for September 2018. The EP explained that it is likely that the dramatic cuts in funding and will have implications for staffing levels and although SLT are doing all they can to mitigate against this it is likely that by the end of next year the Trust will have significantly fewer staff.	
10.	School liaison and reporting to councils The Trust can now access good examples of schools' reporting requirements for a MAT board and, in the light of this, will look at updated reporting arrangements.	
11.	GDPR update A presentation will be made to MACs at the joint September business meeting, similar to that for staff and directors. A director asked whether the Trust had received any SARS and the CFO said that most requests were for information for immigration documents. A director initiated a discussion about the security of information in general and specifically about information at reception desks. It was agreed that all staff would be reminded to be very aware of security of information. ACTION: Complaints policy is to be updated to reflect that fact that complaints can be received by email.	066
12.	Trust Governance Training & Development The Chair noted that there had been 35 attendees at training courses run by Octavo over the previous academic year. The CEO will be meeting	

	with Octavo tomorrow morning to discuss PAT's contract and the new Octavo offer for 2018-19. The Trust would be retaining the Octavo HR services.	
13.	Facilities Management This item has already been covered.	
	School-specific	
14.	Academy Councils The Summer 1 minutes listed below were noted by directors. 19.1 Whitehorse Infant School 19.2 Whitehorse Junior School 19.3 Ecclesbourne Primary School 19.4 Beulah Infant School 19.5 Cypress Primary School <u>WHJUN</u> A director asked why the meeting proceeded if it was not quorate. The Chair of WHJUN explained that the council was not a decision making body as such and the only item affected was the approval of the minutes, which would be done at the next meeting.	
15.	Reduction in PAN at BINF to 2FE The consultation has now closed with zero responses received. A local arrangement will be in place for 2018-19 and the formal change will be published in 2019-20. Changes will need to be made to other documents such as the funding agreements. This will have be complete by February 2019 to publish the policy for entry in September 2021. ACTION: RH and LS to collaborate on the admission policy changes for BINF.	068
	Administration	
16.	Correspondence to the Chair There was one letter received which is currently being dealt with.	
17.	Confidential items There were a number of confidential items discussed; please see separate minutes. A separate non-staff confidential minute has also been created.	

<p>18.</p>	<p>Any other business</p> <p><u>MAT 'top slice' arrangements</u></p> <p>The CEO explained how PAT establish the amounts charged to their schools, sometimes known as the MAT 'top slice' The present arrangements at PAT include:</p> <ul style="list-style-type: none"> • Executive group (3.4%) • Primary Teaching and learning (NQT mentoring, coaching etc.) (1.8%) • Finance Processing and Central Premises staff (1.9%) • Services and contracts (2.7%) <p>Any profit made centrally through traded activities is then proportionately distributed back to the schools. These figures are recalculated as more schools join the Trust.</p> <p>This leads to a recharge figure of 9.2%. However traditionally MATs have <u>only considered</u> their charge for the executive group when publishing their recharge figure. All these services would need to be procured by individual schools and staff employed to do this work so the CEO is happy that these arrangements represent good value for money for schools in the Trust, PAT will produce their HO recharge report with the figures broken down in order to facilitate accurate comparison with other Trusts.</p> <p>ACTION: Recharge policy to be created by JR</p>	<p>069</p>
<p>19.</p>	<p>Next meeting date: to be confirmed</p>	

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

The meeting closed at 4:10 pm.

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