

Engage Board Meeting Minutes

13th March 2016 @ 1700

Locksley School NR4 6LG

Attendees

Phil Harris (PH) - Chair Member and Director	Des Reynolds (DR) - Director and CEO	Clive Evans (CE) -Member and Director
Roger Stephenson (RS) -Member and Director	Mark Winson-Pearce (MWP) - Director	Chris Spencer (CS) Director
Barbara Johnson (BJ) -Director t	Trevor Cockburn (TC) - Director	Dennis Freeman (DF) Director
	Gill Wardlow (GW) Business Director- by invitation	Andriana Sneddon - TA/ Clerk

Meeting commenced at 17.00

No	Item	Action
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1.0	Apologies and Absences	
1.1	Apologies were received and accepted from Sue Cooke, Member and Director There were no absences.	
2.0	Declarations of Interest	
2.1	PH and DR declared standing interest in EES.	
2.2	TC declared standing interest in GY Community Trust Horatio House.	
2.3	RS declared standing interest Childhood First.	
2.4	It was noted that GW would not have a vote in any business transacted.	

3.0	Minutes of Previous Meeting	
3.1	The Minutes of previous meeting on 28/11/16 were accepted as a true and accurate record and signed off by Chair.	
3.2	The Minutes of Awayday event (25/2/17) were accepted as a true and accurate record and signed off by Chair	
	Matters arising.	
3.3	<ol style="list-style-type: none"> 1. MWP advised that following F&P Committee meeting he will write to Lord Nash to express concern over disparity of funding allocation and subsequent negative impact on viability of ET: in hand. 2. DR advised that Earthsea water supply has been resolved without need for mains connection- Boil Notice has been lifted 3. Recruitment of EES Directors to commence after Easter 2017 4. Statement of Principle to be expanded to explain how Members have oversight of Board and provide adequate monitoring 5. DR advised commencement of filming at Rosebery Primary for C4 documentary, airing September 2017 6. Confidential Minute update 	<p style="text-align: center;">MWP</p> <p style="text-align: center;">TA PH/DR</p>
4.0	Ofsted outcome- SSSfN	
4.1	DR advised that final Ofsted report has been published and press release due this week. CS advised had been included in meeting of Children's Services Committee.	
4.2	PH advised that he had received request from RSC to meet; update via ARP/email.	PH/DR
5.0	Business Administration	
5.1	Academies Financial Handbook Revision December 2016 proposed by MWP and unanimously accepted as current code of practice for ET; signatory sheet completed	
5.2	Statement of Principle – to be updated as 3.3.4	PH/DR
6.0	Finance	
6.1	<p>Update and Recovery Plan;</p> <p>DR advised that current ongoing position TY was concerning as forward projections demonstrate a significant shortfall. As such, emergency measures throughout ET have been implemented which will impact April/May as well as</p>	

	<p>additional income negotiated from NCC for Assessment Centres. First centre to be open by Summer 2017, premises provided with ICT infrastructure in central Norwich with £400k lump sum as set up costs with additional monthly £79k operational costs from April 2017. Advised second premises available January 2018- DR to carry out some investigation. Directors queried whether initial set up costs had been confirmed in writing- DR advised that had email confirmation and letter of intent from LA.</p> <p>Directors requested DR obtain confirmation that second site will attract same funding of set up and running costs. CS expressed his hesitancy of LA commissioning of second centre due to opening of Wherry School and Kings Lynn EBD school. DR advised that Wherry School would only admit very specialist cohort and KL's school would not manage all pupils currently without provision</p> <p>Additionally applied for short term bridging loan from EFA £200k to ensure payment of suppliers- GW advised that this must be paid back in same financial year. Directors queried Sept 17 position- GW advised if spending freeze maintained for rest of year and expenditure is held down, then predicted cash flow will show a small surplus which had been submitted to EFA. Directors queried outcome if position not maintained – subsequent reputational damage and advice to AP providers; DR recognised duty to provide information but was awaiting outcome of voc. building- due Easter 17- and had previously advised smaller AP providers to diversify to alleviate dependency on SSSfN.GW confirmed that if CIF bid unsuccessful for voc.building then this was still achievable if paying and had been budgeted into NY as well as some AP provision for those pupils based in west of county.</p> <p>Directors queried whether the accounts could be balanced over next 2 years without reliance on Assessment Centres; GW advised that NY budget was balanced without AC funds and would remain so if predicted staff and AP savings were achieved but advised inevitability of renegotiation of revenue stream 2018/19</p> <p>Longer term, DR advised need to achieve further significant reductions in expenditure- target £500k savings- by</p> <ul style="list-style-type: none"> • Discussions with RSC and LA to cover decrease in expenditure and ways to increase income. Directors queried outcome of recent Annual Conversation; DR advised that no financial discussion had taken place. • Discuss long term future SSSfN and the desire to move to specialist school model- this could alleviate LA out of county provision costs (@£45k per place), remove 3 year contract, reduce risk of AP provision being diverted to schools, increase per place cost. Directors queried whether this was envisaged as a boarding facility- DR advised unlikely as sufficient day attenders within reasonable travelling distances. Directors queried average length of pupil stay currently- DR advised usual for pupils with specialist needs is 1 year. Directors queried any precedents for designation change- DR advised not <p>Directors requested that DR present business cases for both short and long-term options following meeting with RSC and LA confirmation of set up and running costs of assessment centres and present to ARP committee with written evidence for scrutiny and consideration April 2017; MWP recognised increased monitoring of AP costs needed to ensure no cost creep. Plans should be referred back to Board June 2017</p> <p>Board were asked to consider ET as on going concern and to vote on decision; Majority agreement- 7 Directors in favour, 1 abstention due to insufficient</p>	<p>DR CHALLENGE</p> <p>CHALLENGE</p> <p>GW CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>DR CHALLENGE</p> <p>DR CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>REQUEST DR</p>
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	<p>information. Noted that DR and GW did not have a vote.</p> <p>Chair formally requested that DR/GW continue with actions as noted above.</p>	
6.2	<p>Appointment External Auditors; reappointment of Lovewell Blake as external audit partners for ET recommended by ARP committee; unanimous vote to reappoint Lovewell Blake for 2017-18 . GW to advise</p>	GW
7.0	Trust Development Plan	
7.1	<p>DR sought Board approval for commencing work on Norwich Assessment Centre x60 places now; full Board vote unanimous.</p> <p>Noted that GW and DR did not vote</p>	
7.2	<p>DR sought Board approval for commencing work on Management of LA pupil waiting list; Full Board vote unanimous.</p> <p>Noted that GW and DR did not vote.</p>	
7.3	<p>Advert for EES Directors after Easter- via Academy Ambassadors and newspaper.</p>	TA
8.0	Correspondence and Publicity	
8.1	<ol style="list-style-type: none"> 1. Meeting with Clive Lewis MP- PH reported that he was sympathetic of funding deficit and will take up in House of Commons- GW to email details 2. Rosebery documentary- as point 3.3.5 above 	
9.0	Committee Reports	
9.1	<p>PHS (report previously circulated and attached.); no queries raised. Thanks were expressed to TC for effectiveness of committee</p>	
9.2	<p>ARP (report previously circulated and attached.);</p> <ul style="list-style-type: none"> • Agreed once details confirmed for ongoing recovery plan to be referred to Board June 2017 	
10.0	Academy Reports	
10.1	<p>SSSfN (report previously circulated and attached)- no queries raised and thanks extended to SC for submitting comprehensive and informative report</p>	
10.2	<p>The Pinetree School; (report previously circulated and attached.) CS advised that he was still concerned that all work/effort being put into the school was not having the desired effect on both pupils and staff and the possibility of a negative</p>	

	<p>OFSTED outcome</p> <p>DR advised that his view was entirely in opposition to this opinion supported by;</p> <ul style="list-style-type: none"> • Recent external reports by DfE and SIP indicating a positive trend • CEO visits seeing positive move forward supported by Governor monitoring • Positive data showing decline in SI's and FEX's • Positive pupil progress data and attendance • Revamped buildings • Continuity of leadership confirmed- MC has agreed to remain as Deputy and SG will become Head elect after Easter alongside Interim HT • Good hard evidence available in Ofsted ready folder • New staff settling well and English teacher available half a term earlier than planned allowing a smooth handover. • Lesson observations generally of Good standard and where missed support provided to improve <p>Overall DR advised much stronger grounds to challenge previous grading (SM) to RI-Ofsted imminent.</p> <p>All Directors were encouraged to visit.</p> <p>Directors queried finances- GW advised that Pinetree runs at a small deficit but that this could be alleviated by admittance of additional pupils and possible expansion to Primary phase</p>	CHALLENGE
11.0	EES Report	
11.1	<p>EES (report previously circulated and attached)-</p> <ul style="list-style-type: none"> • Directors were offered a copy of new Brochure and advised of relaunch to schools in January. 	
12.0	CEO Report	
12.1	<p>CEO; (report previously circulated and attached). Attention drawn to</p> <ul style="list-style-type: none"> • Retirement of Operations Manager- ET Board expressed their thanks to Sue Grant and would like a card sent expressing this 	
13.0	Confidential items	
13.1	Confidential Minute updated	
12.0	AOB	
12.1	There was none	
Next meeting date; 26/6/17 at 5pm at DOL		

Signed.....

Position.....

Date.....