

# The Priory School Trust

## Board of Trustees

held at 7.45 pm on Thursday 20th October 2016

in the Meeting Room

## MINUTES

### *Members:*

Yvonne Rimmer (YR)	<i>Chair</i>
Robert Adams	<i>Trustee</i>
Michael Barratt	<i>Executive Principal, Trustee</i>
Nicola Bradley	<i>Co-opted</i>
Don Burgess	<i>Trustee</i>
Tim Jones (TJ)	<i>Co-opted</i>
Paul Kitchener (PK)	<i>Co-opted</i>
Peter Pack	<i>Trustee</i>
David Sidaway	<i>Trustee</i>
Eric Stannard	<i>Trustee</i>
Lisa Twidale	<i>Trustee</i>

### *In attendance:*

Adrian Burns (AB)	<i>Clerk</i>
Duncan Wright (DW)	<i>Finance Director</i>

*action:*

### 1 **Apologies for absence and Welcome**

Apologies for absence had been received from Michael Barratt, Peter Pack, David Sidaway and Lisa Twidale.

### 2 **Declarations of Interest**

Duncan Wright declared an interest in item 12.1 and left the room for that item.

### 3 **Minutes of previous meeting**

The minutes of the meeting held on 13th September 2016 were approved.

The Chair reported that Sarah Goodwright had not offered herself for appointment as a staff representative on the LGB. It had been agreed after discussion that it was appropriate to reduce the number of employee governors because of the reduced size of the LGB. St Martins was currently content not to have staff representation on its LGB. If the position changed, it would approach the Board.

The Chair and Executive Principal would review the Trust's legal documents and propose wording where there were choices that remained to be made.

YR / MJB

	The Clerk would contact the schools to establish which Board members might need DBS checks. The Chair would follow up with the DFE arrangements for her own DBS check.	AB YR
	A revised strategy document, which included reference to the role of parents in its mission statement, was approved.	
	The Principal was asked to bring policies to the December board meeting with a workplan.	MJB
	It was agreed that the Chair, the Executive Principal, the Clerk and St Martins Clerk would meet before the December meeting to ensure effective communications between the Board and the LGBs.	YR / MJB / AB / CE
	The Finance Director said that he had made the Trust a corporate member of the National Governors' Association. Governors would have their own individual access.	
	It was agreed that the dates of events in both schools should be communicated to the Trustees, who wanted to visit St Martins later in the term. Lists of forthcoming events would be brought to the next Board meeting.	MJB / AB / CE
4	<b>Financial scheme of delegation</b> See item 11.	
5	<b>Appointment of Finance Committee</b> Membership of the Finance Committee was confirmed as being in accordance with the document "New structure of TPS mat2" adopted by the Board on 20th July, with the addition of James Sadler and John Halliday. The Chair and the Executive Principal would clarify their proposed roles as members of the Finance Committee and in other capacities.	YR / MJB
6	<b>Appointment of internal auditors</b> Whittingham Riddell were appointed Internal Auditors to the Trust for the academic year.	
7	<b>Appointment of Accounting Officer</b> The Executive Principal was appointed Accounting Officer.	
8	<b>Register of business interests</b> Register of Interest declaration forms were distributed and returned completed to the Clerk. He would ask absent members to complete them for the next meeting.	AB
9	<b>Approval of any significant changes to the Priory School's approved budget</b> No changes required approval.	
10	<b>Approval of St Martins 2016-17 Budget</b> St Martins budget 2016-17 was approved.	

11 **Terms of Reference Meeting Agenda Schedule**

The meeting agenda schedule in the Terms of Reference for the Finance Committee was approved.

12 **Other urgent business**

.1 The job descriptions for the Finance Director and Business Manager (St Martins) were approved.

.2 The Chair reported on an incident involving a Year 3 pupil which had occurred at the end of a swimming lesson in St Martins pool. The pupil had let go of a float and had had to be rescued. The lifeguard had responded in the correct way and the child had not been harmed. A report had been made to the Health & Safety Executive and the Local Authority advisers had confirmed that the correct procedure had been followed. They had made suggestions for improvements to procedure, which would be adopted. The Chair had asked the Headteacher to attend the Board meeting in December to report on the incident and subsequent action taken.

*YR / AB*

.3 The Chair commented that the new LGB was reduced in size and most of its members were also trustees. Other members of the Board were asked to give additional time to the Priory School LGB until more members with relevant skills had been appointed. All trustees were invited to attend the LGB if they saw that they had skills relevant relevant to items on an agenda. They were also asked to suggest names of potential new members for the LGB to the Executive Principal.

*all*

*all*

*all*

.4 TJ commented on the new LGB for St Martins and asked whether it would be appropriate for Alison Bowen, an elected parent governor on the previous governing body, to serve on the LGB.

Trustees resolved to appoint her to serve in continuation of her term from the date when she was appointed to the predecessor school governing body.

*AB*

13 **Date of next meeting**

It was noted that the next meeting of the Board would be held at 18:30 on Wednesday 7th December 2016 at the Priory School.

<b>Item</b>	<b>Action</b>	<b>Owner</b>
3	Complete Registers of Business Interest for trustees and governors. Remaining trustees to sign Trustee Declarations	<i>AB</i>
	Finalise optional statements in trust legal documents	<i>YR / MJB</i>
	Check governors' DBS status with schools	<i>AB</i>
	Policies to be taken to Board with workstream plan	<i>MJB</i>
	Principal, Chair and Clerks to meet to agree arrangements for minuting	<i>YR / MJB / Clerks</i>
	Trustees to visit St Martins. Information about future activities to be taken to Board	<i>MJB</i>
5	Chair and Principal to confirm roles of newly appointed members of Finance Committee	<i>YR / MJB</i>
12.2	St Martins Head to report to Board re: swimming pool	<i>AB</i>
12.3	Trustees invited to attend Priory LGB if they have relevant skills for agenda items.	<i>AB</i>
12.4	Check date of expiry of St Martins parent governor's membership of LGB	<i>AB</i>