



BOARD OF TRUSTEES

PUBLIC MINUTES

Date	:	Tuesday, 14 July 2020	
Time	:	14:00pm	
Venue	:	Virtual Meeting via Zoom	
Present	:	Asha Choolhun [AC]	Trustee
		Clive-Anthony Douglas [CAD]	Trustee / Chair
		*Mohammed Mamun [MM]	Trustee
		Phillip Minns [PM]	Trustee / Vice-Chair
		Nina Panayis [NP]	Trustee
		*Patricia Regis [PR]	Trustee
		John Rolfe [JR]	Trustee
		Rosemary Tehrani [RT]	Trustee
		Carly Clarke [CC]	Trustee
In attendance	:	Tom Canning OBE [TC]	Chief Executive Officer
		Sarah Lack [SL]	Deputy CEO and Headteacher of Cleves
		Steven Lock [SGL]	Chief Finance and Operating Officer
		Rose Nelson [RN]	Virtual Chief Finance Officer
		David Lightman [CLERK]	Clerk
		<i>* Denotes absence</i>	

1. MEETING OPENING

- 1.1 The Chair welcomed everyone to the meeting. The Board welcomed CC to her first meeting
- 1.2 apologies were received from MM
- 1.3 The Clerk noted that the meeting was quorate.

2. DECLARATION OF INTERESTS, PECUNIARY OR OTHERWISE IN RESPECT OF ITEMS ON THE AGENDA

- 2.1 There were no declarations of interest on any item on the agenda.

3. CONSTITUTION AND MEMBERSHIP LIST

- 3.1 SGL said that there is now a full board with CAD and PM up for re-election in November

4. PUBLIC MINUTES OF THE PREVIOUS BOARD MEETING AND ACTIONS ARISING

- 4.1 The minutes of the previous meeting held on 2nd April 2020 were **AGREED** and **RATIFIED** as a correct record.

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DATE

5. MAIN BUSINESS

5.1 Verbal Update from the CEO

The CEO gave a verbal update on the actions taken by the Trust since the announcement to close schools and all of the complexities that the school has successfully negotiated. Details are contained in the Chief Executive Officer Report. TC said that there has not been one Covid case across the whole trust.

The trust has offered blended learning across the schools and from September there will be a full academic year with a recovery period for the first term.

Expecting interim visit from OFSTED after September for Monega. All other schools are scheduled between 2020 and 2021.

TC shared a letter from Baroness Berridge to thank the trust for all the work it has done during the pandemic.

AC asked about the plan for wraparound care from September. TC said that schools need to open up again to allow parents to get back to work. Breakfast club will open asap and the trust will be able to provide wraparound care, apart from Tollgate.

Trustees thanks the CEO for his update.

5.2 Management Accounts Report from the Virtual CFO

RN presented to Trustees the Monthly Financial Management update for May 2020. While it has been a very challenging year, Boleyn Trust has been very robust. At the top level the year will end with a surplus of £1.65m Funding was budgeted at £31m but we will end up with 32m. Staffing costs budgeted £21.4m and will end with £23.6m, 10% up on budget but still remains at 73% of funding. Other expenditure went down by £200k

It was noted that the Trust and constituent schools remain in a healthy financial position and that in light of the current pandemic, this would increase further due to the non-spend of schools at this time. RN then gave an executive summary of the schools' individual positions:

Setting	Full Year Surplus (£000)	Carried Forward Surplus (£000)
Cleves	£97	£320
Monega	£61	£389
New City	£285	£492
Ravenscroft	£95	£790
Rosetta	£640	£1,787
Shaftesbury	£300	£618
Tollgate	£82	£126
Teaching School	£47	£47
SCITT	£8	£8
HQ	£47	£261

In total the trust will carry forward a sum of £4,822m.

Clive-Anthony Douglas

RN reported that there was a savings on staffing. With capital reserves the school received two lots of SCA funding and the executive has approved £875k on capital works, carrying over a balance of £340k unallocated capital works.

Trustees thanked RN for her report and update.

5.3 To receive the draft budgets for the Trust and constituent schools

RN presented the budget. This has been very challenging due to Covid. All schools have been given an extension for the budget submission by the ESFA until the end of September. The budget will be in two phases two phases. A flash budget and a revised final budget following Government announcements in August / September.

RN presented a 5-year budget to show the viability of the schools. Next year's figures show a slight drop in funding and an increase in staffing costs though this is being addressed by the executive. Value for money will continue to be core to spending which will reduce other spending. The trust will always be viable as the trust is strong with very strong financial malmanagement s.

Total expenditure will go up by 1% taking budgeted surplus from 5% to 4% next year and a surplus of £1.2m retained earnings carried forward.

In terms of the capital budget, it's in two parts. The trust received £1.216m in SCA funding and allocated £875k to capital work, detailed by school in the document. The remaining £340k can be allocated in the year.

So overall the trust allocated £2.8m to capital and secured £2.47m for specific projects with £340k available for other work.

RN gave an executive summary of each school's budget at the end of next year

Setting	In Year Surplus (£000)
Cleves	£44
Monega	£38
New City	£109
Ravenscroft	£485
Rosetta	£65
Shaftesbury	£360
Tollgate	£40
Teaching School	£27
SCITT	£15
HQ	£51

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DATE

CD and TC thanked RN for all that she has done for the trust

CD asked if any of the surplus was being given back to the heads again. TC said no as it was apparent that this wasn't good last year as it compromised the level of support the Trust could offer the schools.

SGL asked Rose to excuse herself, so that the finance tender could be discussed. TC explained the process and why the Audit Committee decided to retain RN and Academies Finance for another 3 years with the option of an additional two years if both parties agree, as it was the best value provider. SGL said that the letters would go out to all those who tendered today.

Trust news

TC said that the trust has been advertising for the headship of Cleves Primary School to release SL to work across the trust. SL said that they had decided to appoint Naomi Ayomachi who gave a brilliant interview.

TC said that SL's new job description to be discussed at the next board meeting

TC added that Jeff Ludlow, Headteacher at Shaftesbury has been working with TC to support the Lubuvitch Jewish multi academy trust in North London. TC has been asked by the DfE if JL can be the interim CEO. It is a great opportunity for JL and the Trust. for the trust as Jo will get acting head capacity at Shaftesbury.

Trust growth

TC said that the trust is 3.5 years in, now with 7 schools, the schools have progressed and we're ready ready to grow.

TC and CAD met with the Regional Schools Commissioner

TC and SGL met with Cyril Jackson Primary School in Tower Hamlets who are interested in converting and are talking to several trusts with Boleyn in the running.

CAD reported back on the wider conversation on trust growth. In the meeting with the Schools Commissioner, we were able to demonstrate that the trust has the capacity and capability to expand in both primary and secondary across Kent, M25, Essex and Cambridge. CAD said it was a very good conversation and she was asked to come back within three months with a response. TC added that they are putting together a map of the areas the Trust will be willing to operate in. SGL to share the map with the trustees.

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DATE

6 STANDING ITEMS

6.2 No Item to report.

7 ANY OTHER URGENT BUSINESS

SGL asked PM to sit on Cleves governing body as trustee and he agreed

TC has had a request from Monega governing body. We were going to put SL onto the board and they've asked for an independent trustee who wasn't an employee of the trust. NP agreed to do this.

8 DATE, TIME AND VENUE OF NEXT MEETING

SGL shared the Governance Calendar for 2020/21 and there was a discussion about which times worked best for everyone.

It was agreed that daytime was best for everyone with a 2pm start and SGL to speak to PR and MM to see if this worked for them

The date of the next Board of Trustees meeting will be communicated to Trustees.

There being no further business, the Chair thanked everyone for attending and the meeting closed at 15.12

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