



BOARD OF TRUSTEES

PUBLIC MINUTES

Date	:	Wednesday, 22 April 2020
Time	:	14:00pm
Venue	:	Virtual Meeting via Blue Jeans
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
Apologies	:	
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 Steven Lock [CLERK] Clerk

1. MEETING OPENING

- 1.1 The Chair welcomed everyone to the meeting. The Board welcomed CC to her first meeting
- 1.2 No apologies were received.
- 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 No item to report on.

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

- 4.1 The minutes of the previous meeting held on 11 February 202 were **AGREED** and **RATIFIED** as a correct record.

Clive-Anthony Douglas

CHAIRS SIGNATURE

DATE

5. MAIN BUSINESS

5.1 Verbal Update from the CEO

- 5.1.1 The CEO gave a verbal update on the actions taken by the Trust since the announcement from the Government that all schools were to close to all pupils other than our vulnerable and Key Worker pupils.
- 5.1.2 All schools have moved teaching and learning to online platforms with staff assigned to review and remain in contact with pupils remotely.
- 5.1.3 For the first week, the trust worked with our catering provider to ensure that pupils entitled to a FSM were provided with a hamper. This was before the governments voucher system took over. All pupils are now receiving vouchers at £15.00 per week.
- 5.1.4 The Estate Manager is working with schools to ensure that strict social distancing is in place as well as ensuring that all schools receive the necessary PPE to enable to carry out their jobs carefully.
- 5.1.5 Trustees asked for the CEO to pass on their thanks to all staff, particularly those on the frontline in our schools at this difficult time.
- 5.1.6 Trustees thanks the CEO for his update.

5.2 Management Accounts Report from the Virtual CFO

- 5.2.1 RN presented to Trustees the Monthly Financial Management update for March 2020.
- 5.2.2 It was noted that the Trust and constituent schools remain in a healthy financial position and that in light of the current pandemic we find ourselves in, this would increase further due to the non-spend of schools at this time.
- 5.2.3 A discussion took place about the impact that this pandemic could have on the Trust. RN reported the following having carried out a review.

Setting	COVID-19 Impact
HQ	£7,000.00
Teaching School	£0.00
SCITT	£0.00
Cleves	£5,000.00
Monega	£7,000.00
New City	£11,002.30
Ravenscroft	£7,000.00
Rosetta	£7,000.00
Shaftesbury	£7,000.00
Tollgate	£7,000.00

- 5.2.4 RN informed Trustees that a further update would be provided at a later date following further guidance from the government.

Clive-Anthony Douglas

5.2.5 RN reported that we do not expect Catering and Cleaning costs to exceed budget and therefore do not envisage any negative COVID-19 impact.

5.2.5 Trustees thanked RN for her report and update.

5.3 Academies Finance Limited

5.3.1 The Committee noted the appointment of Academies Finance Limited under 1.6.3 of the Academies Financial Handbook (2018) with immediate effect for the remainder of this academic year and for academic year 2019/20 as approved by the Trust Board.

5.4 SCA Allocation and Capital Works Schedule

5.4.1 RN and SGL shared the proposed works for the Trust using the monies allocated under the Schools Condition Allocation Grant which is received annually direct from government. This allocation for this year was circa £600K.

5.4.2 Trustees were reminded that they had previously engaged AMR as our external partner to advise on all Estate Management issue.

5.4.3 Trustees reviewed the document presented and agreed the following works for summer 2020:

Setting	Year 1 Bundle	Cost
Cleves	Roofing; Roof Lantern; Rising Damp Works	£112,000
Monega	Structural	£50,000
New City	Roofing	£50,000
Ravenscroft	Roofing	£118,000
Rosetta	Roofing; Structural	£70,000
Shaftesbury	No works this year	£0.00
Tollgate	Roofing	£20,000
	Total	£420,000

5.4.4 Trustees asked how this would be procured. SGL explained that AMR was a managed service who would collate and run all tendering on each of the above projects to ensure that it all remained compliant and that AMR would then present to the Executive Team their findings along with a proposal to proceed.

5.4.5 Trustees asked what AMRs fee was. SGL confirmed that for the full managed service, AMRs fee was calculated at around 6%.

5.4.6 Trustees gave their approval to proceed and gave delegated authority to the CEO and CFOO to sign off any necessary paperwork for works to begin.

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6. STANDING ITEMS

6.1 No Item to report.

7. ANY OTHER URGENT BUSINESS

7.1 No urgent business was tabled or discussed.

8. DATE, TIME AND VENUE OF NEXT MEETING

8.1 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 15:50pm

Clive-Anthony Douglas

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CHAIRS SIGNATURE

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DATE