



**TCAT Trust Board Meeting**

**Held at Priestley College on Tuesday 7 March 2017 at 5pm**

**Minutes of meeting**

**Present:**

Trust Board:

Howard Platt-Chair	(HP)	BCA
Linda Waterson	(LW)	BCA
Steve Whatmore	(SW)	Bridgewater HS
Neil Pearson	(NP)	Great Sankey PS
Matthew Grant	(MG)	Priestley College
Sheila Yates	(SY)	Priestley College
John Monaghan	(JM)	Priestley College
Stuart Titchard	(ST)	Sir Thomas Boteler CofE HS

In attendance:

Andrew Moorcroft	(AM)	BCA
Tim Long	(TL)	Bridgewater HS
Vicky Briggs	(VB)	Great Sankey PS
Angela Grace	(AG)	Penketh South PS
Bev Scott-Herron	(BSH)	Sir Thomas Boteler CofE HS
Clerk:		
Carol Blinkhorn	(CB)	Priestley College

	Prior to the commencement of the meeting, HP congratulated the Central Executive Team (CET) for their work thus far in the Multi Academy Trust process. Trustees echoed HP's comments.	<b>ACTIONS</b>
<b>1</b>	<b>Appointment of Clerk</b> <b>Agreed</b> - to advertise for Clerk with the CET working with a couple of Trustees to take this forward. JM and ST volunteered.	CET
<b>2</b>	<b>Apologies</b> Trust Board: Gemma Johnson (GJ) No affiliation Toby MaCormac (TM) No affiliation Paul Hinds (PH) Penketh HS Maureen Mellor (MM) Penketh South PS Jane Griffiths (JG) Sir Thomas Boteler CofE HS  CET: Ben Dunne (BD) Penketh HS	
<b>3</b>	<b>Minutes of Previous Meeting</b> The minutes of the previous meeting held on 13 December 2016 were read and accepted as a true and accurate record.	
<b>4</b>	<b>Feedback from the meeting with Alan Large and Emma Stookes 3-3-2017</b> AM reported on a detailed meeting the CET had with Alan Large from the Regional Schools Commissioner's (RSC's) office and Emma Stookes, Education Funding Agency (via telephone) last Friday. SY and SW (in part) were also in attendance. Initial feedback from Emma and Alan following the Headteacher Board meeting on 28 February was very positive and the decisions that were made with no ambiguity were: <ul style="list-style-type: none"><li>o To approve the formation of The Challenge Academy Trust</li><li>o To approve the applications for Beamont, Bridgewater and Penketh to join the Trust</li><li>o To approve Great Sankey Primary School's application to become an academy and join TCAT</li><li>o To approve Priestley College's application to become a 16-19 academy and to join TCAT</li><li>o To approve the application for TCAT to become a Sponsor Academy Trust and for Boteler to be sponsored by TCAT</li></ul> Penketh South's application is due to go forward in September.  Jamie Otter, legal representative at BrowneJacobson LLP has to provide all the documents for the RSC to approve and will be contacting each organisation individually.	

	<p>With regards to growth of TCAT, TL noted that Alan had advised to remain cautious and to consider good / outstanding schools. Agreed for other interested providers wanting to join, to approach TCAT in the first instance. Moving forward to look at alternative provision for vulnerable learners.</p>	
5	<p><b>Forming The Challenge Academy Trust company</b>                  MG reported that due to a number of practical issues relating to the conversion process affecting both individual institutions and the Trust collectively, has led to the decision to delay the conversion date to 1 May 2017 - 1 June as a backstop. Jamie Otter has been informed and is now working to put things in motion to register TCAT with Companies House next week and requires all Trustees and Members to complete an 'Information Incorporation Request' form. CB collected completed forms and will email the form to those Trustees/Members not in attendance. CB to collate and send information to Jamie securely by the end of the week. Trustees are classed as employees and will require DBS clearance.</p>	CB
6	<p><b>Scheme of Delegation/Proposed Governance Structure/Committee Terms of Reference</b>                  Trustees had received draft copies of all the above paperwork.</p> <p>HP expressed thanks to AM for his work putting the TCAT Scheme of Delegation together. AM set out the model of good practice and highlighted the key responsibilities of the levels of governance, Trust Board and Committees will review, monitor and challenge the recommendations of the Chief Executive Officer (CEO) and CET and can intervene. In practice functions are decided at Local Governing Body level.</p> <p><b>Agreed</b> – Scheme of Delegation - standing agenda item at every Trust Board meeting for first year to capture any changes.</p> <p>Memorandum of Understanding - MG to share draft with SW and review as above. Trustees to sign Memorandum of Understanding with their appointment letter.</p> <p>Governance Structure - updated – Local Governing Bodies to report back to individual Committees. MG noted Priestley's Committee structure is likely to change to fit in with TCAT. It may be that we have capacity within our own Governing Bodies for governors or others to serve on a Committee.</p> <p><b>Agreed</b> – MG to email the Trustees to:</p> <ul style="list-style-type: none"> <li>• Ascertain which days/times would be best for the Trust Board and its Committees to meet</li> <li>• Establish which, if any, Committees Trustees would wish to serve on</li> <li>• Nominate individuals that would strengthen and support our Committees</li> </ul> <p>Terms of Reference – work in progress - any comments on the draft to the CET.</p>	<p>Clerk</p> <p>MG</p> <p>MG</p> <p>Trustees</p>
7	<p><b>The Academy Performance Scorecard</b>                  AM has worked on this central document which allows each organisation to judge their performance. AM provided exemplar for BCA. Process – to review on an annual basis and complete based on results (July/August). The document is then challenged and reviewed throughout the year and updated termly.</p> <p>AM in January invited other Heads to evaluate the BCA scorecard and this then would come back to this group for RASP. RAG Rating – Trustees to focus on Reds/Ambers.</p> <p>CET were tasked to complete and provide their individual scorecard within the next week or two.</p> <p>At next Trustee meeting all 7 scorecards to be challenged and validated.</p> <p>AM to insert a line for the name of the organisation. SY suggested abbreviation list would help. Any other comments back to AM.</p> <p>RSC liked the workable document as did the CET.</p> <p><b>Agreed</b> – in principle for CET to meet fortnightly throughout the year and the scorecard to feature as a standing item.</p>	<p>CET</p> <p>AM</p>

8	<p><b>The Master Funding Agreement</b>                  Jamie Otter is in the process of drawing up the draft Agreement. Once received MG to circulate to Trustees. Alan Large has confirmed that only when governing bodies are happy to sign the Agreement will each organisation receive its own individual supplemental funding agreement. As yet a national example for sixth form colleges does not exist. The signing of the Agreement will be the point of no return for Governing Bodies in terms of joining TCAT.</p>	MG
9	<p><b>Key Actions</b>                  MG circulated and took the group through the draft TCAT Top Level Implementation Activities March to May 2017 paper highlighting Sir Thomas Boteler as the lead for the TCAT website. Priestley will lead on DBS. MG is a lead signatory and individual organisations within TCAT can have their own signatory. Trustees will need to complete a DBS form as the Trustees are employees. There is a need to have an agreed central policy which can be addressed once TCAT is registered as a company.</p> <p><u>Finance Director Role</u>  <b>Agreed</b> - to second Damian McGuire, Finance Director at Priestley College in the first instance. Need to work out how many days - Trust to agree moving forward. Temporary resource support in place through to November. A permanent position will be created in due course.</p> <p>TCAT Finance Group are looking at 2 Finance systems next Monday – Civica and HCSS.</p> <p>TCAT to share Finance Director and accounting system.</p> <p>NP to email questions to MG for DMc to act on before Great Sankey PS's governing body meeting tomorrow night.</p> <p>Scheme of Delegation – SY reported that within the paper there appeared to be some contradiction in terms of the powers of the Company delegating. MG agreed for Jamie Otter to look at this.</p>	<p>NP</p> <p>MG</p>
10	<p><b>Dates of Future Meetings</b>                  Likely after Easter Break – MG, once feedback received from Trustees, to propose a date.</p> <p><i>Post meeting note</i> – Jamie Otter advised we would need another Trust Board meeting before the Easter break to ensure that a number of important decisions are agreed ahead of the Trust forming on 1 May. Proposal is to meet on Wednesday 5 April at 6pm at Priestley.</p>	MG