



The Gryphon Trust Board of Directors

Minutes of the meeting
Held on the 17th July 2018

Present: Mrs E Cook (Chair), Mr N Pressnell, Mr R Wilkins, Cllr O’Sullivan, Prof D Richards, Mr B Maugham, Mr D Coburn

Apologies: Mr M Byrne

In attendance: Mr N Himmel, Acting Principal, Eaglewood School, Mrs C Johnston, Finance Officer, Mr M Walker (Member), Mr K Craze (Member), Mr J Evans (Member), Mrs V Woods (minutes)

<u>Item</u>	
	Welcome was offered to Messrs Walker, Craze and Evans, Members of The Gyphon Trust. It was noted that their attendance at the meeting was on an informal basis as they wished to meet the Board of Directors, whilst they may participate in the meeting discussions, they have no voting rights.
1	Apologies – Mr Byrne – accepted by Cllr O’Sullivan, seconded by Mr Wilkins with all present in favour ⁽¹⁾
2	Declarations of: <ul style="list-style-type: none"> - Items likely to cause a conflict of interest/pecuniary interest – none declared - Items to be taken under AOB – Confidential minute
3	Minutes of the Directors meeting held on the 27 th March 2018 were agreed. Proposer Cllr O’Sullivan, seconded by Mr Maugham, with all present in favour ⁽²⁾ Matters arising: <ul style="list-style-type: none"> ➤ Mr Chaloner – Mr O’Sullivan is meeting in September for an update, we will see where we go from there
4	Policies for approval <ul style="list-style-type: none"> ➤ GT0003 – LGPS Discretionary Policy – no changes made. Proposal to accept – Mr Maugham, seconded by Mr Wilkins with all present in favour ⁽³⁾ ➤ GT0004 – Fire Safety Policy – approved with proposed changes i.e. removal of named individuals/schools. Proposer Mr Maugham, seconded by Mr O’Sullivan, with all present in favour ⁽⁴⁾
5	<u>Arnewood School Update – Mr Pressnell</u> Mr Pressnell provided an update for the Directors. He advised that his report was one he provided to the Arnewood Local Governing Body. Update was as follows:

	<ul style="list-style-type: none"> • Academic results in year 11 this year – feel will be better -5 to +5. Staff absences long term impact. Students are far more resilient, better attendance at revision sessions Predictions look a little better • Peer reviews between secondary schools – accuracy of predictions of other schools is this something to pursue? We have implemented different monitoring this year. Peer reviews/ critical friends/support for HT/Principals very successful. New Forest Heads are going from strength to strength, collegiality is better than before. We are working with junior schools and Eaglewood. • The Orchard – very successful. Not sure of long term strategy. Mr Gough and Mrs Powell have dedicated teaching time and teaching also provided by non-teaching staff. We are looking to improve academic outcomes as the pastoral side has been very successful. We are not looking to decrease non-contact time. • Fully staffed at the moment – we have some temporary appointments in Psychology and Science. We will look to appoint in January. • SEN discussed • Visits, Proms, events • Behaviour and Safety – generally good but we do have some extreme behaviours. • Hantsafe – has been a success to date • Governors – approved interim SIM targets for next year, we will approve in September once we know the outcome of results. • Support staff pay rise – will depend on the band they are on. Increase will be 2% at the top end and 6% at the bottom end. Only 2% is budgeted. We have always said that staff will be remunerated on the same basis as the local authority agreed status. It was agreed that this was a robust method. Proposal to approve was made by Mr O’Sullivan, seconded by Mr Wilkins with all those present in favour ⁽⁵⁾. Teaching staff – no agreement yet. If above 2% how will this be funded? National Teachers pay review may not be approved until December. • Minecraft – would like to recognise Miss Milligan, IT Manager for her work on this, but also for her successful bid for £25k from Wolfson. She is also doing excellent work re GDPR. <p><u>Eaglewood School update – Mr Himmel</u></p> <ul style="list-style-type: none"> • DfE report available. Third and final inspection (monitoring visit) went well, applauded stability of school. Very good outcome for us. Need to consolidate and build for the future. Staffing and systems in place. <p>Thanks were offered to Mr Himmel and Mr Wood who have done exceptional work to ensure a positive report.</p> <ul style="list-style-type: none"> • Funding approved, we should be in next year. • EFA have said will be centrally funded to an agreed high needs places. We need to prove places will be commissioned. DfE will fund in advance. What evidence are they looking for to establish we will take places? Schools commit in a letter, we can approach Dorset and other LAs. • Transport will be the biggest issue. It is believed we might need to provide transport, if this is the case we may also be able to pick up Arnewood students. • Funding – is there a possibility that the agency will claw back funding to high needs schools? Not sure but will look into i.e. will LA be disadvantaged? • Will make a loss this year, will break even the next year at 45 but this will improve the following year.
--	---

	<ul style="list-style-type: none"> Attendance – is on a rising trend. We have very short term stays, so have peaks and troughs as a result. Individual stories show improvement. Academic outcomes – both Year 6 students passed SATS. 1 student has been reintegrated into mainstream. KS3 look at triage to reintegrate into mainstream. Yr 11 – 6 students took exams. All attended and sat and did well. A lot of effort was put in by staff re exam training leading up to exams. English, Maths, Science and ITCT taken. We are expecting results to be better than last year. Teaching and Learning – fully staffed for September Change in how we class students – stage not age. Looking at vocational subjects possibly provision at the Grange. KS3 class is closest to reintegration School role is fluid – we are successfully reintegrating students. Still receiving healthy referrals, we are very positive about the future. Financial – pro-rata costs Educating between 3 – 5pm. Currently staff are doing this, we will review, it is an intervention. SENSA funding. Governors – first meeting held. Govs appointed: Mel Strachan – SEN Clare Whitlock – teacher gov Paul Brown – Support – HT at Bransgore Richard Catton Nigel Himmel David Richards – Chair Parent governor invite has gone out. Approval to accept membership made by Mr Maugham, seconded by Mr Wilkins, with all present in favour⁽⁷⁾ Professor Richards advised that he was formally stepping down as a Governor of The Arnewood Local Governing Body as he had taken on Chair of Eaglewood School. Logo approved
6	<p><u>Finance</u></p> <p>Trust Management Accounts</p> <ul style="list-style-type: none"> Income deducted on % from two schools. £10k from both school +2.5% of expected income. Apprenticeship levy not included with pay. Eaglewood not included. More apprenticeship levy for Trust so money is there for either school £6-7k per annum. GDPR work not yet charged for = 10% of IT manager salary for this year, will be charged to Trust as is for both schools. Going forward it may be realistic to say 5% of GDPR time plus ongoing charge for any Data Protection. Arnewood School – 3 year insurance ended – we need to move RPA. There is a saving to the Trust by having this, approx. £1770 p.a. Percentage of income deducted from each school will need to increase to cover Trust expenditure, going forward. Will know more at the end of the year when costs are known. We need to have an estimated amount so both schools know how to much to contributed. A decision will be made once the final figures are received. Budget 2018/19 going forward Site salaries – 3 caretakers employed by Arnewood School who also do work at Eaglewood. Salaries should come out of the Trust. What happens if we have to make cost savings in support at Arnewood. Not charging for site work at Eaglewood at the moment. Mr Himmel advised that he is happy to make a contribution.

	<p>3 year budget figures 2018 – 2021</p> <ul style="list-style-type: none"> • Going forward in year deficit at Arnewood. There are plans in place to reduce costs. • Admin costs = £99k & £16k going forward. What are these costs? CEO and 3 members of the finance team salaries. Centralised finance team? Yes. • Professional services – not included in Admin • Personnel – SLA with Hampshire <p>Q&A:</p> <p>Looking at costs increasing in the trust, if we expanded the Trust would there be any savings? There would be a saving as would only have one function.</p> <p>Pressure on CPD costs. Is there similar pressure on admin team to reduce hours? We would not be able to reduce significantly, staff now working for both schools rather than one.</p> <p>Pupil numbers are the main concern. Sixth form have reduced from 300 to 200. Where are students going and why? The decline this year is due to poor results in year 11, there are fewer students staying in Sixth Form. We are assuming results will be better this year and numbers will increase. They are going to various other providers and apprenticeships. It was a smaller year group in year 11 last year. Anticipated income for Yr 7 is 200 (20 above PAN). 40-60% of Arnewood students go into the sixth form. The concern is around our Italian students. How do we stack up against other providers? High academic outcomes is a consideration, reduction in curriculum so subjects not offered.</p> <p>Focus is on students who may not do well this year, are you doing the same with vulnerable sixth form students? We lose very few children in sixth form. How are you persuading those that might go elsewhere to stay? Individual conversations take place. We market aggressively: we have a pro-active Head of Sixth form; we are in the top 10% nationally; we provide sound careers advice. It is vital if students are to return/recruit to Sixth Form that there are initiatives for them, key things they might find attractive.</p> <p>GAG – DfE will only fund for 30 as in temporary accommodation. Other non-income has gone up, based on students attending. We did not have 30 attending initially.</p> <p>Revenue expenditure – staff development training has dropped? Because Teaching School has been removed. Is there enough money to do what you want to do? Is £14k enough for training. We can't spend what we don't have – it is an argument for growing the Trust.</p> <p>It is essential to market and/or be more niche. We need to consider how we can raise revenue and look at assets we have. Opportunities should be explored by the Trust.</p> <p>CPD going forward – is a concern and could be a question asked by Ofsted. We are spending money on specialist training provision. £6k has been spent on external consultancy. This is under the education heading rather than under training.</p> <p>Education - change in costs included supply which has been moved to teaching.</p> <p>This is the budget we will forward to the EFA, it is a snapshot. Proposal to accept Mr O'Sullivan, seconded by Mr Wilkins. ⁽⁷⁾</p>
	19.30hrs – Messrs Evans and Walker left the meeting.
7	<p><u>CEO Report and Corporate Plan</u></p> <p>Report circulated in advance of the meeting.</p> <ul style="list-style-type: none"> • Corporate Plan – is a rolling document which has been updated. • Trust Membership – different tack – building relationships with other school • Eaglewood build approved. Mr Himmel and Mr Wood remain in place until August 2019. • DfE visits • Support services – Facilities Manager post has been re-advertised

	<ul style="list-style-type: none"> Website – link set up on Gryphon Trust website for documents etc Projects working on: office space at Eaglewood during the summer; ROSLA bid turned down again Membership – we are short one director and one Member
8	<u>Scheme of Delegation</u> Same as previous but slight change on page 8 under Human Resources and Operations. Proposal to accept Mr O’Sullivan, seconded by Prof Richards, with all present in favour ⁽⁸⁾
9	<u>EFSA</u> Nothing to report.
10	<u>GDPR</u> Student data will be shared with parents up to age 16, Sixth form have to tick to allow parents to get day to day progress otherwise will be on a year basis. Some data breaches reported. Policies approved: <ul style="list-style-type: none"> Trust Data Protection Policy Trust Data Retention Schedule Trust Privacy Notice Proposer Mr Maugham, seconded by Mr Pressnell with all those present in favour ⁽⁹⁾
19.55hrs – Mr Craze left the meeting	
11	<u>Risk Register</u> No change proposed
12	<u>Auditor report</u> Underpayment in September for a member of staff f/t contract issued which should have been p/t. Mrs Johnston will check timetables in the future to avoid similar errors. 4.3 Change recommended to monthly management accounts – we will continue to post per month. 4.4 – GIAS – is now up to date 4.5 – encouraged to have 5 Members
13	<u>Academies Financial Handbook</u> <ul style="list-style-type: none"> ➤ Accounting Officer – 1.5.1 – this was before Mr O’Sullivan was appointed as CEO. Proposal to appoint Mr O’Sullivan as AO was put forward by Mr Pressnell, seconded by Prof Richards, with all present in favour ⁽¹⁰⁾ ➤ Board meetings – 3 times a year ➤ Budget monitoring – system report can be produced. Finance Officer summary preferred method of reporting. ➤ National deals for schools – Mrs Johnston will look into further. ➤ Gender gap pay – agreed no need to publish ➤ Audit and Finance committee for the Director body only
20.12 – Prof Richards left the meeting	
14	<u>Confidential minute</u>

Meeting closed at 20.30 hrs
Date of next meeting: 11 th December 2018 @ 1800hrs

Summary of actions and decisions

(1)	Apologies received
(2)	Minutes of the last meeting approved
(3)	LGPS policy approved
(4)	Fire Safety policy approved
(5)	Support staff pay increase approved
(6)	Eaglewood governors appointed
(7)	Budget approved
(8)	Scheme of Delegation approved
(9)	GDPR – Trust policies approved
(10)	Appointment of AO