



## The Gryphon Trust Board of Directors

Minutes of the meeting  
Held on the 21<sup>st</sup> May 2019

Present: Mrs E Cook (Chair), Mr R Wilkins, Cllr O'Sullivan, Mr B Maugham, Mr D Coburn, Cllr K Craze; Prof D Richards

Apologies: Mr M Walker

In attendance: Mrs V Woods (minutes)

| <u>Item</u> |  |
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| 1           | <u>Apologies</u> – Mr Walker<br><b>Proposal to accept, Mr Wilkins, seconded by Mr Craze <sup>(1)</sup></b>   |
| 2           | <u>Declarations of:</u> <ul style="list-style-type: none"> <li>- Items likely to cause a conflict of interest/pecuniary interest – none declared</li> <li>- Items to be taken under AOB – two items - Mr O'Sullivan</li> </ul>   |
| 3           | <ul style="list-style-type: none"> <li>➤ <u>Minutes of the last meeting</u> – were approved. <b>Proposer Mr Maugham, seconded by Mr Wilkins, with all present in favour <sup>(1)</sup></b></li> <li>➤ Matters arising:</li> <li>➤ Boiler works – slow progress is being made. The main current board is changed, looking at changing the wing frame</li> <li>➤ Energy – will be included in CIF fund but for next year.</li> <li>➤ Mentoring HT at Eaglewood, one session has already taken place. CEO is meeting once a fortnight.</li> <li>➤ Marketing Strategy – are we looking have full numbers at Eaglewood for September? Yes. Actively recruiting, 6 are already signed up. Looking at 45 start up to 50 after opening. In terms of marketing strategy there is less need? Yes, there is great demand.</li> <li>➤ TOR – Finance &amp; Audit and Compliance Committee. Headlines required in order to keep succinct. This committee is not part of the management structure. It is to look at systems, quality etc. Must do a check on information provided re funding. Pay and Conditions policy review – delegated to LGBs. This committee will be looking at, is the resource there and it is fair etc. External auditors – are they doing what is required; quality etc. Appointment and removal is for Members, we make recommendations. The committee will have oversight of pay and performance by checking that procedures are being undertaken properly. <b>Work of the committee should be subject to annual scrutiny by the Board of Directors to be included as 4.5. Mr Coburn proposed and Mr Craze seconded inclusion and adoption of addition to TOR, all present were in</b></li> </ul> |

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|   | <p><b>agreement</b> <sup>(3)</sup>. All plan of works to be mapped out for the year. <b>Agenda for the academic year to come to the next meeting.</b> <sup>(4)</sup>. Mr Maugham reminded the Directors that he was resigning as a Director at the end of the academic year, he is currently a member of this committee, therefore a replacement was needed. <b>Cllr Craze agreed to join the committee. Proposal to accept made by Prof Richards, seconded by Mr Coburn.</b> <sup>(5)</sup></p> <ul style="list-style-type: none"> <li>➤ Shared Procurement costs – Mr Coburn advised that he had approached and had met with a number of Headteachers who thought the concept was a good one, they agreed that it was a natural evolution for schools to share costs. Mr Pressnell mentioned at the NF Heads meeting, who have invited Mr Coburn to the next meeting to discuss further. The Board confirmed that they were happy for Mr Coburn to continue this line of enquiry.</li> <li>➤ Redundancy notification in the local paper. The story was not placed or initiated by the school but was run by the NMA.</li> <li>➤ Financial position re Dawnus – Kendall Kingscott are co-ordinating this for us. We have put in a long list of snagging so costings exceeded what we have left in the “kitty”. We are trying to hold onto the little we have. It is getting more and more complicated as some money has been paid to Dawnus who have not paid contractors. There is no risk to us to pay for anything? Nothing major. The biggest issue is the lift. <b>Cllr O’Sullivan to find out how much is left in the pot</b> <sup>(6)</sup></li> </ul> |
| 4 | <p><u>Internal Audit Report</u><br/>The report, together with conclusions and answers was provided to the Directors in advance of the meeting,<br/>Items highlighted:<br/>Members of Trust – two further Members recommended. This is something we are aware of and are looking to recruit.</p>  |
| 5 | <p><u>Support Staff Annual leave</u><br/>Changes proposed to the annual leave entitlement for support staff, from days to weeks for greater clarity. <b>Proposal to accept Cllr Craze, seconded by Mr Wilkins, with all present in favour</b> <sup>(7)</sup><br/>Remove – leave to be taken by the end of the Easter holidays. <b>Proposer Mr Maugham, seconded by Prof Richards.</b> <sup>(8)</sup></p>   |
| 6 | <p><u>Staff contracts</u><br/>Annual leave – change wording to ....entitlement as per Personnel Manual. Agreed. <b>Proposer Mr Coburn, seconded by Prof Richards</b> <sup>(9)</sup></p>  |
| 7 | <p><u>Business Manager</u><br/>Job description presented to the Board for approval. Discussion took place regarding the role/responsibilities and how it fits with other roles within the Trust, is there an overlap. The Business Manager will be working in conjunction with various members of staff.<br/>Payband proposal is F grade. It was felt that the post is a higher grade or reduce the level of expectation. Incoming Business Manager job could be reassessed on the departure of the Finance Officer.<br/><b>Agreed to accept job description – proposer Cllr Craze, seconded by Mr Wilkins</b> <sup>(10)</sup>.<br/>Advert to be placed in June.<br/>Prof r Richards raised concerns regarding risk to the Trust by the FO reducing hours to one day a week and that his concerns be minuted.</p>  |

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| 8 | <p><u>Chair of LGB update</u><br/><u>Arnewood School- Mrs Cook</u></p> <ul style="list-style-type: none"> <li>• Very productive meeting last week, we have a very supportive group of governors. 3 new governors have been working very hard to help raise fund and are looking to re-establish the PSA, not to run social events but more about fund raising. A suggestion from a parent is to ask for one off £20 voluntary donation to help fund new equipment in the IT suites.</li> <li>• Staffing is tight. 45 surplus periods approx...2 members of staff are leaving a half- term. Appointments made in Science, D&amp;T and Drama. 4 redundancy letters have been sent, approx. 40 staff have received confirmation of change from 40 to 39 week contracts from September. SEN 3 / Cover Supervisor / Assistant Caretaker posts unfilled internally. Restructuring of pastoral support / science techs / reception teams<br/>Two anticipated maternity returns and one leave<br/>Significant long term absence in MFL/Art/English/Assistant to Head of Year/IT services</li> <li>• Budget – Spanish student visit income £3k. 180 students in year 7 for 2019. Transition evening was well attended.</li> <li>• Visits/extra-curricular –a number of successful trips have taken place and events held.</li> <li>• KS4/5 results in Aug 2019 – KS4 predictions are likely to be the same as last year. Progress 8 below average. KS5 – remain good but will not be exceptional as in previous years. Progress 8 will be strong. Curriculum reduced. 5-4 periods to save money it may or may not have an impact on outcome.</li> <li>• Zambia Risk Assessment – very good presentation provided.</li> </ul> <p>Mr Coburn commented that he was very pleased that D&amp;T remains on the curriculum. Long term absence is a concern which will impact on progress, Ofsted will not consider this a reason for not progressing. He also raised concerns about the lack of site management – discussions have taken place regarding apprenticeships. We are actively recruiting but no applications received. The existing team should be back to full strength mid-June.</p> <p><u>Eaglewood – Prof Richards</u></p> <ul style="list-style-type: none"> <li>• HT report previously circulated. Discussions have taken place at the ELGB meeting which will be circulated to you. Any questions you might raise are likely to have been answered at the meeting.</li> <li>• The general feeling is that the school is much more stable. Policies and procedures are being implemented.</li> <li>• SENCO has left and a trainee SENCO has been appointed who is working under Mel Strachan.</li> <li>• Interviews are taking place; Functional Skills/PE teacher</li> <li>• Eaglewood status has changed and also has a DfE number. Can drive through EHCPs – a very positive outcome as we do not have to rely on commissioning schools.</li> <li>• The new build is very impressive and it is hoped that it will be completed in a month's time. Directors are very welcome to visit.</li> </ul> <p>Mr Coburn advised that he was very pleased to hear that things were moving in the right direction. He reiterated that he has always offered help and is still willing to provide, if needed. He raised concerns regarding the appointment of the SENCO, that the post was not advertised properly, that the person does not have the national qualifications for SENCOs as this is essential. It is very important to have an experienced and qualified SENCO in AP schools. They have to have a range of knowledge and have to train staff and should be a member of the SLT. As an equal opportunity employer the correct recruitment process needs to be followed. Not following protocol is a concern re national legislation.</p> <p>The governing body were happy with the process.</p> |
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|  | Access arrangements will probably have to go to an external assessor which could cost £200 - £300. The cost re qualifications is £2k. These costs could have been avoided and the cost to reputation avoided. These concerns are the reasons for bringing this matter to the attention of the Board. This cannot happen again.<br>This is understood and going forward recruitment will be conducted in the proper way.  |
| 9  | <u>EFSA letter to Accounting Officer</u><br>Received and noted.  |
| 10   | <u>Salary increase</u><br>HSE recommend increase. <b>Support staff 2%, lower bands up to 7.3%. Teachers will follow national pay awards. Proposer Mr Maugham, seconded by Mr Wilkins <sup>(11)</sup></b>   |
| 11   | <u>AOB</u> <ul style="list-style-type: none"> <li>➤ Leisure Centre – NF leisure centres are looking at a company running the leisure centres</li> <li>➤ RSC – South East and South London now national RSC</li> <li>➤ Income re Directors – school procurement –FOC</li> <li>➤ Small AP school in Southbourne have contacted us re joining the MAT. Cllr O’Sullivan and Nigel Himmel are visiting the school on the 6<sup>th</sup> June. They are not Ofsted registered and need to join a Trust or become an independent school.</li> </ul> |
| Meeting closed at 20.01 hrs.                               |  |
| Date of next meeting: 18 <sup>th</sup> July 2019 @ 1800hrs |  |

#### Summary of actions and decisions

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| (1)  | Minutes approved.   |
| (2)  | Confidential minute to go to all Directors  |
| (3)  | TOR Finance, Audit and Compliance Committee<br>Inclusion of 4.5 re annual review of Finance, Audit and Compliance committee by Board of Directors.<br>Agenda to come to next meeting. |
| (4)  | Cllr Craze appointed as 3 <sup>rd</sup> member of the committee   |
| (5)  |   |
| (6)  | Scola Cladding – AOS to find out how much money we are holding.   |
| (7)  | Support Staff annual leave notification changed.  |
| (8)  | Removal of .. take by end of Easter holidays  |
| (9)  | Change to wording in staff contract re annual leave entitlement   |
| (10) | Approval of Business Manager job description  |
| (11) | Pay increase approved   |