



The Gryphon Trust Board of Directors

Minutes of the meeting
Held on the 18th July 2019

Present: Mrs E Cook (Chair), Mr R Wilkins, Mr B Maugham, Mr D Coburn, Cllr K Craze; Prof D Richards, Mr M Walker, Mr J Evans

In attendance: Mr Mac Hall (Member), Mr N Himmel, Mr N Pressnell, Cllr O’Sullivan, Mrs V Woods (minutes)

<u>Item</u>	
1	<p><u>Apologies</u> – None</p> <p>Welcome offered to Mr Mac Hall, Mr John Evans, Mr Nigel Pressnell and Mr Nigel Himmel were invited by the Chair to attend the meeting as it is the last meeting of the academic year.</p> <p>Grateful thanks were offered to Mr Maugham, who has served as a governor for many years and subsequently a Director, having offered his resignation as a Director of the Trust and as a Governor of The Arnewood School. Mr Maugham has agreed to remain as a Member.</p>
2	<p><u>Declarations of:</u></p> <ul style="list-style-type: none"> - Items likely to cause a conflict of interest/pecuniary interest – none declared - Items to be taken under AOB – two items - Cllr O’Sullivan
3	<p><u>Minutes of the last meeting</u> – approved. Proposer Prof Richards, seconded by Cllr Craze, with all present in favour ⁽¹⁾</p> <p>Matters arising:</p> <ul style="list-style-type: none"> • Meeting timetable of FACC to be email to Members. • Shared procurement costs – Mr Coburn. <p>Meeting held last week with NF heads, together with Robin Day of Wessex Shared Services. Explained concept of Wessex Shared Services and the journey over the last year. They have made savings of 10% of shared admin budget. Concerns were voiced re loss of autonomy, shared payroll and student admin. The negative aspect of shared services was that a number of staff were transferred from two colleges to Wessex Shared Services: they were on a slightly less advantageous pension contribution. There were two years of discussion before the colleges made their decision to change.</p> <p>No interest was shown at the meeting.</p> <ul style="list-style-type: none"> • Lift installation will be during the summer holidays. • Business Manager – is in the CEO report.

Agreed and signed as an accurate record Date

Mrs E Cook, Chair of the Board of Directors

	<ul style="list-style-type: none"> • Zambia Risk Assessment – further thought has been given into the trip following concerns raised by Mr Presnell, changes made to the itinerary. • Eaglewood recruitment – was conducted in a proper way. The Governing Body were happy with the process. Concern is noted by a Director, but not necessarily agreed with.
4	<p><u>Disclosure of Pecuniary Interest</u> Is a requirement of Governors and Directors? A search by the auditors of the Companies House register has found business recorded but not declared by individuals this will be in their report.</p>
5	<p><u>Audit Committee</u></p> <ul style="list-style-type: none"> • Two meeting have taken place. • The Board must scrutinise the committee. • Business Manager selection panel – it was the decision of the committee that a member of the FACC should be on the panel, whether Directors agree or not. Directors should be on the interview panel, if they feel it is appropriate. It was pointed out that it is a requirement to have one member of the interview panel who has received Safer Recruitment training. There is no need for a Director to sit on an interview panel, maybe only for Trust posts. The proposal for a member of the FACC committee to be on the interview panel for the Business Manager post was made by Cllr Craze, which was seconded by Mr Wilkins. ⁽²⁾ • Risk Management Planning. Currently we have a register but no plan. It is the responsibility of the LGBs to appertain to their own schools and the risk for the Trust is for the Board of Directors. The Chair of each LGB will report to the CEO. Mr Wilkins is working on splitting the documents for each school. The purpose is to identify, manage, and mitigate risk. Outcomes to be reported. Proposal to adopt the plan made by Mr Walker, seconded by Mr Wilkins, with all present in favour. ⁽³⁾ • e-library for policies to be on Trust site. Trust policies are registered, they need to signpost to each school. The recommendation is to create a library but this will not be a quick process, as will evolve as policies are renewed. Recommendation proposed by Mr Coburn, seconded by Mr Wilkins, with all in favour. ⁽⁴⁾
6	<p><u>Finance – approval of budget</u> May accounts show a combined surplus of £179,649. Quite a lot of work has been undertaken at Arnewood to reduce expenditure – redundancy, fixed term contracts not renewed, support staff moving from 40 week to 39 week contracts. There are no spare resources. Staff are being asked to do more with less. The timetable this year has 45 spare sessions, there is no spare capacity. Q. Will this put the wish to grow the Trust at risk? Probably not, but there is no capacity to support an RI school. The biggest risk for the future is if we cannot offer a broader curriculum to compete with other schools. There are however, schools in a similar situation to that of Arnewood School. Staff contracts increased add on figure £200k., by maintaining the status quo and having to find 1% for teaching staff we are taking a step backwards. There is an extra 7% on Teachers Pensions, .5% increase on GAG. We need to look at ways to increase income or change the curriculum. Q. In a year from now where do we go? 3 year budget forecast – deficit in 21/22 £292,027. It was commented that there was no point in The Gryphon Trust accumulating £54k, should some of this money be given back to The Arnewood School. The Trust should not be making money at all. The contribution to the Trust should be reduced and some money returned to Arnewood School.</p>

	<p>The proposal to accept the 3 year forecast on the basis that some money is given back to The Arnewood School was proposed by Mr Maugham, seconded by Mr Wilkins, with all present in favour. ⁽⁵⁾</p> <p>Budget for 2019/20 was accepted. Proposer Mr Maugham, seconded by Cllr Craze, with all present in favour ⁽⁶⁾</p> <p>Funding of Free Schools – funding agreement for Eaglewood, is a general grant which is similar to what is received by a PRU with similar characteristics. The Gryphon Trust for Eaglewood receives £10k per student. It is not clear if the Trust has received £4k top up fund from the government, (it should be £5k) this is currently being explored.</p>
7	<p><u>Policies for adoption</u></p> <ul style="list-style-type: none"> Organisational Change policy – this was presented to the Board a few months ago with a view to revisiting at this meeting. Amendments that were requested to be included have been made. Proposal to accept Prof. Richards, seconded by Mr Wilkins with all present in favour. ⁽⁷⁾ Display Safety Equipment Policy – approved. Proposer Mr Maugham, seconded by Mr Walker, with all present in favour ⁽⁸⁾ LGPS – standard policy renewed annually. Difference on the third page in reference to extension to elect changed from 30 day to 60 day. Approved. Proposer Mr Maugham, seconded by Cllr Craze, with all present in favour. ⁽⁹⁾
8	<p><u>CEO report</u> – presented to the Board in advance of the meeting.</p> <ul style="list-style-type: none"> ROSLA – bid not successful, appeal submitted Boiler remains a big concern Remedial work is being undertaken since Dawnus demise. Kendall Kingscott meeting taking place next week. We had a £49k retention and have spent £10k of this. Will discuss the snagging list against the Kendall Kingscott list who are looking to put out a tender for all the work. Eaglewood building handover is on the 31st July. There will be an official opening in the autumn. Ofsted visit was Good on all levels – congratulations offered to Mr Himmel and his team. Business Manager post – have agreed to hold fire and re-advertise again in September. Q. Can this be a shared post with another school? RSC - visit on the 24th October, CEO and Chair of Board will attend.
9	<p><u>EFSA letter –standing item</u></p> <p>Reminder letter received re sending in 3 year budget forecast by 31st July 2019.</p>
10	<p><u>Procedure for election of Chairman and Vice- Chairman</u></p> <p>Mrs Cook advised the process is to nominate someone, you need to ask the person you wish to nominate and also to get a seconder. Nominations should be sent to the Clerk to the Board two weeks before the 8th October meeting (i.e. 24th September 2019).</p>
11	<p><u>AOB</u></p> <ul style="list-style-type: none"> ➤ iPad scheme – the order is likely to exceed £25k, approval required by the Board, the ALGB have approved. Proposer Mr Maugham, seconded by Mr Walker, with all present in favour. ⁽¹⁰⁾

	<ul style="list-style-type: none"> ➤ Membership of Board of Directors – we will be 3 short. There is an organisation called Academy Ambassadors, it is non-profit organisation whose role is to get Directors/Chairman for organisations. Cllr O’Sullivan asked for approval to approach this organisation. Any applications received would be shortlisted and interview undertaken. Mr Walker advised that he can vouch for this company as he has been on their books. They are well established and have a good reputation. Agreement given to contact. Proposal made by Mr Walker, seconded by Mr Wilkins with all present in favour. ⁽¹¹⁾ ➤ Thanks and appreciation were offered to Mrs Cook, by the Clerk on behalf of the Board for her role as Chairman of the Board, as she is stepping down from this role.
Meeting closed at 20.00hrs.	
Date of next meeting: 8 th October 2019 @ 17.30hrs	
Future meeting dates: 10 th December 2019 – 5.30pm – AGM - Joint meeting with Members 31 st March 2020 – 5.30pm 19 th May 2020 – 5.30pm 14 th July 2019 - 5.30pm	

Summary of actions and decisions

(1)	Minutes approved.
(2)	Member of FACC to be on the interview panel for Business Manager post.
(3)	Adoption of Risk Management Plan.
(4)	E-library for policies to be established.
(5)	3 year forecast approved.
(6)	2019/20 budget accepted
(7)	Organisational Change policy approved.
(8)	Display Equipment Policy approved
(9)	LGPS policy approved
(10)	iPad order approved.
(11)	Agreement to approach Academy Ambassadors