



The Gryphon Trust Board of Directors

Minutes of the meeting
Held on the 8th October 2019

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

In attendance: Cllr O’Sullivan, Mrs V Woods (minutes)

<u>Item</u>	
1	<u>Apologies</u> – None received
2	<p><u>Appointment of Chairman</u> Mrs Woods asked Mr Wilkins to step out of the room for this item. Mrs Woods advised that she had received one nomination for election as Chairman of the Board of Directors from Mr Wilkins. Mr Coburn proposed the nomination, which was seconded by Cllr Craze. All present were in favour ⁽¹⁾</p> <p>Mr Wilkins returned to the meeting and advised that the Directors had approved his appointment as Chairman of the Board of Directors.</p>
3	<p><u>Appointment of Vice-Chairman</u> Cllr Craze was invited to step out of the room for this item. One nomination had been received which was from Cllr Craze for the position of Vice-Chairman. Proposer Mr Wilkins, seconded by Mrs Cook. All present were in favour ⁽²⁾</p>
4	<p><u>Re-appointment of Clerks:</u></p> <ul style="list-style-type: none"> ➤ <u>To the Board of Directors, Members and Arnewood Local Governing Body</u> Mrs Woods re-appointment proposed by Mr Wilkins, seconded by Mrs Cook ⁽³⁾ ➤ <u>To the Eaglewood Local Governing Body</u> Mrs Gray re-appointment proposed by Prof Richards, seconded by Mr Wilkins ⁽⁴⁾
5	<p><u>Board of Directors membership:</u> Mr D Coburn Mrs E Cook Cllr K Craze Prof D Richards Mr M Walker Mr R Wilkins</p> <p>The appointment of Mrs Cook, Chair and Mrs Ankers, Vice-Chair of the Arnewood Local Governing Body approved. Proposer Mr Wilkins, seconded by Cllr Craze ⁽⁵⁾</p>

6	<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 – date of 6th meeting – Mr Coburn
7	<p>Minutes of the last meeting were approved. Proposer Mrs Cook, seconded by Cllr Craze ⁽⁶⁾</p> <p>Matters arising:</p> <ul style="list-style-type: none"> • Pecuniary interests. Details now posted on the website. • Business Manager update – interviews taken place, no appointment made. Post has been re-advertised, three applications have been received. Interviews will be held next Tuesday. Post re-advertised as Senior Finance Officer (SFO) to attract a wider field. Title should be Chief Finance Officer (CFO), not SFO, the appointment should be for 3 months as SFO and then move to CFO. • Wessex Shared Partnership – no other schools have stepped forward. We could approach Wessex Shared Partnership to see if there is anything of benefit to us. A local school saves money on exam fees, which is worth 5/10 minute exploration. It was agreed that Mr Coburn should explore further and report back to the Board. • Audit Committee – item 5 - change of wording in bullet 3 from decision to recommendation. • Risk Management Planning – it was agreed that the LGBs would complete a risk register and send back to the Board. Action: LGBs to complete and return to Mr Coburn by the end of November. • Money to be returned to Arnewood School – how much will this be and when will it be refunded? No money has been paid back, there will be no redistribution of money as there is none available, all monies are accounted for and will contribute to salary for new Trust appointments i.e. caretaker and SFO. It was commented that it would have been beneficial to know whether the cost of the appointment of a new SFO is higher than the existing salary. The overall cost going forward will be no more than the current member salary. We should not pay more that we can afford. We need to be accountable for budgets/money; there is a need to check with the Board re clarity of the new appointment prior to offer. • Boiler update – out to tender early next year. • Academy Ambassadors – contacted in July, proforma completed, 3 Directors specified as a requirement. No action undertaken by Academy Ambassadors as pending appointment of the new Chair. • E-library site – polices needing approval will be posted on the site.
8	<p><u>LGB Update</u></p> <p>➤ <u>Arnewood – Mrs Cook, Chairman</u></p> <ul style="list-style-type: none"> ▪ On roll 1077, 171 in Year 7 which is 9 below PAN ▪ GCSE results broadly similar to 2018. English and Maths remain much better. 79% of students achieved 9-4 passes in English and 9-4 passes in Maths ▪ Attainment 8 estimated at 45 ▪ Progress 8 estimated using own values -0.48. For PP children the figure is -0.87 ▪ Sixth Form results were as anticipated avg point score 31.1 = average grade C ▪ Restructuring/redundancy – majority of support staff have reduced contracts (40 to 39 week). 5 members of support staff tendered resignations (included DDSL) and one remains off sick. Budget shortfall means we are unable to replace posts. Two apprentices have been appointed. Teaching posts, it is anticipated will not be replaced if they become vacant.

	<ul style="list-style-type: none"> ▪ Safeguarding is a concern as we have a statutory duty to children and staff wellbeing. ▪ Successful trip to Zambia <p>It was agreed that rather than have a full update by the Chairs of the LGBs, that the Headteacher report which is presented to the LGB should come to the Board. Key focus for the Board is Finance and Results. Directors are looking at a strategic level; Governors are looking at an operational level. Directors only need an overview.</p> <p>Action/item for the next meeting – What strategies are in place by the HT and the ALGB to improve Progress 8?</p> <p>➤ <u>Eaglewood – Prof Richards, Chair</u></p> <ul style="list-style-type: none"> • Capacity will rise from 30 – 50 students. Funding secured for 50. There is a drive to move to this figure as quickly and safely as possible. We are hoping to get to full complement by Xmas. 10 year 11 leavers have been replaced. Academic outcomes good. Destinations with the exception of 2 – all have college placements • Attendance is very high +85% • Leadership of school is up and running and we are fully staffed. • Few teething problems with the new building. • Open event/fundraising held for Macmillan was fantastic – students were excellent ambassadors for the school • Funding – Mr Coburn and Mr Himmel met last term and are meeting again next week re funding issues and the difference between what is says in the funding agreement. Free school funded at the same level as maintained PRU. Eaglewood is not receiving the same money. Shortfall identified in the top up funding; where is this money. Mrs Johnston to ask the question of the Director of Children’s Services at Hampshire.⁽⁷⁾ • Ofsted report – Trustees having oversight of school and support of school – not sure why this was included in the report, as we report to governors and directors. Mr Coburn offered more support so that this did not occur again, Directors need to be more involved i.e. attend meetings to avoid any further comments from Ofsted in the future.
9	<u>Finance Manual</u> No changes have been made. Proposal to accept Mr Wilkins, seconded by Mrs Cook ⁽⁸⁾
10	<u>CEO report</u> – copy provided in advance of the meeting
11	<u>EFSA Letter to AO</u> – nothing to report
12	<u>FACC report</u> Minutes of the meetings held on the 8 th and 9 th October were presented. <ul style="list-style-type: none"> • Membership of the Board of Directors – proposal of the committee is to increase by an additional Director with suitable expertise in Finance, Audit and Compliance. Mr O’Sullivan is pursuing through Academy Ambassadors. • Academies Financial Handbook – believe compliant with 94 of 96 requirements, non-compliant on Executive pay and not meeting 6 times a year • FACC programme of work 2019-20 listed. • Adoption of the Arnewood Personnel Manual as the Trust Personnel Manual on an interim basis– Agreed. Proposer Mrs Cook, seconded by Mr Wilkins⁽⁹⁾

	<p>For avoidance of doubt, it was confirmed by the Directors that the latest version of any policy of the Arnewood School or the Arnewood Multi Academy Trust has been adopted by the Gryphon Trust regardless of any school or trust name that appears upon it unless and until such policy is superseded by a Trust Policy agreed by the Directors or the Directors specifically determine that such policy is not relevant to the Trust as a whole.</p> <ul style="list-style-type: none"> HR provision – a review has not been undertaken for provision of this service the recommendation of the committee is to seek three tenders. The existing provider is to be advised and invited to submit a tender. Proposer Mr Coburn, seconded by Mrs Cook ⁽¹⁰⁾.
19.35 hrs – Prof. Richards left the meeting	
14	<p><u>Policies for approval:</u> GAT0001- Expenses Members Directors and Govs GAT0002 - Freedom of Information GAT0003 - LGPS Discretionary Policy GAT0004 - Fire Safety Policy GAT0006 - Contractors Working on School Site GAT0007 - Use of Student Photos Policy GAT0016 - Anti - Fraud Policy GAT0022 - Fixed Assets Policy GAT0028 - Reserves Policy GAT0033 - Gifts and Hospitality Policy These are existing policies, which have been updated to Trust policies. Proposal to accept Cllr Craze, seconded by Mrs Cook ⁽¹¹⁾</p> <p>Question re GAT0001 – what is this for, as all are volunteers? It is to ensure that Members, Directors and Governors are not out of pocket for services they provide and is a legitimate payment.</p>
15	<p><u>The Gryphon Trust – Getting into Shape</u> For discussion at next meeting.</p>
16	<p><u>Directors Meeting and AGM – 10th December</u> It was agreed that the Directors’ meeting would commence at 1730 hrs with an adjournment at 18:30 for the Members’ AGM (separate agenda) following which the adjourned meeting of the Directors will conclude the business on the board agenda</p>
17	<p><u>AOB</u></p> <ul style="list-style-type: none"> Date of sixth meeting to be advised.
Meeting closed at 19.55hrs.	
Date of next meeting: 20th November 2019 @ 18.00hrs (pre-meet at 5.30pm)#	
Future meeting dates:	
10 th December 2019 – 5.30pm with a planned adjournment at 6.30pm – 6.30pm Members’ AGM with Directors in attendance – 7.30pm adjourned meeting of the board	

31 st March 2020 – 5.30pm 19 th May 2020 – 5.30pm 14 th July 2019 - 5.30pm

Summary of actions and decisions

(1)	Appointment of Chair
(2)	Appointment of Vice-Chair
(3)	Re-appointment of Clerk – Mrs Woods
(4)	Re-appointment of Clerk – Mrs Gray
(5)	Appointment of Chair and Vice-Chair of ALGB
(6)	Minutes of the last meeting approved.
(7)	Eaglewood shortfall identified in the top up funding; where is this money. Mrs Johnston to ask the question of the Director of Children’s Services at Hampshire.
(8)	Finance Manual approved
(9)	Trust Personnel Manual approved
(10)	HR provision – to go out to tender
(11)	Trust policies approved

#Post meeting note: additional meeting date to be held on 20th November 2019