

**THE BAY LEARNING TRUST**  
**Minutes of the Meeting of the Board of Directors**  
**held at 5pm on Thursday 30 November 2017 at Ripley St Thomas CE Academy**

**Present:** Prof J Crewdson (Chair), Mrs E Nicholls (CEO), Mrs J Garnett, Revd M Gisbourne, Mrs N Gomersall, Mrs J Watson

**In Attendance:** Mr A McKinnell (Director of Business & Finance), Mr G Gomersall (Director of Operations), Mrs J Rees (Clerk)

1. The meeting with prayer.

**2. APOLOGIES AND DECLARATIONS OF INTEREST**

Apologies were received and accepted from Canon P Ballard, Mrs D Cheetham, Mr R Webb and Cllr Mrs V Wilson. There were no declarations of interest in relation to items on the agenda.

**3. MINUTES OF THE LAST MEETING**

It was agreed the minutes of the previous meeting held on 22 June 2017, having been circulated, be approved and signed by the chair as a correct record.

**4. MATTERS ARISING**

None

**5. REGISTER OF BUSINESS INTERESTS**

The Directors returned their updated Register of Business Interest forms to the Clerk.

**6. TRAINING FOCUS: GENERAL DATA PROTECTION REGULATION (GDPR)**

Mr Gomersall (Director of Operations) gave a presentation to the Directors about the new legislation regarding General Data Protection which will come into effect on 25 May 2018. This will have a significant impact on schools. Non-compliance could incur very hefty fines. Mr Gomersall was thanked for his informative presentation. Copies of the slides will be sent to Directors with the minutes.

**7. APPOINTMENT OF NEW MEMBER**

The Trust has been advised that we should have an odd number of members. As a result Prof Chris Carr has been appointed as an additional member. Prof Carr was formerly the chair of the Diocesan Board of Education and Vice-Chancellor of the University of Cumbria. He had been introduced to the Directors at the AGM.

**8. BAY LEARNING TRUST BUDGET UPDATE**

The 2017-18 Budget update had been circulated and figures were explained by Mr McKinnell.

**9. CEO UPDATE**

Mrs Nicholls's report had been circulated. The process for Carnforth to join the Trust is moving very slowly and is now not likely to be completed until March. The delays are with the Local Authority and the DfE. There has been a meeting with the Trade Unions at Carnforth and a meeting with staff is planned. Carnforth have yet to make a decision about its Sixth Form.

████████████████████ School are keen to convert to an Academy and join our Trust. We are also in talks with a non-church primary school in ██████████ and a

**ACTION**

secondary school in [REDACTED]. The Directors thanked Mrs Nicholls and Mr McKinnell for the promotional work they are doing.

There was discussion around the current reluctance for local Primary Schools to join a MAT. The best way to overcome this is to get some to join and then for them to talk about the benefits it offers. The Ripley SCITT has been graded Outstanding by Ofsted and would like to branch into training Primary teachers. This could provide a good source of excellent staff for the Trust's Primary Schools. The Diocese need to encourage church schools to join - this would be a real opportunity for the Diocese to have a strong voice in schools.

Policies to be used across the Trust are being drawn up by Hill Dickinson.

#### 10. BUSINESS PLAN

The draft business plan for The Bay Learning Trust had been circulated and was discussed. A skills audit of the Directors will have to be undertaken. Forms in this respect will be sent out before the next meeting.

JC

Mrs Nicholls was thanked for producing the document.

#### 11. ACADEMIES FINANCIAL HANDBOOK (AFH) GOVERNING BOARD ASSESSMENT OF COMPLIANCE FORM

Copies of the form had been distributed. It was agreed to delegate completion of the form to the Finance and Resources Committee. The completed form will be brought to the next Directors' meeting.

F&amp;R

#### 12. DASHBOARD

The data dashboard for Ripley St Thomas CE Academy had been circulated. It was noted that the school is well underfunded, receiving only £4795 per pupil as opposed to the national average of £5702 per pupil.

#### 13. SCHEME OF DELEGATION AND TERMS OF REFERENCE

The draft scheme of delegation had been circulated and was discussed. Amendments are required to:

- para 4.2. The suggestion was that 4.2.2 reads "The membership of the Local Governing Body shall, **as a minimum**, comprise ...."
- Para 8.4. It is difficult to recruit good Parent Governors. It was suggested that Parent Governors be allowed to complete their full 4 year term of office, even if their child/ren leave/s the school during this period.

Attention was drawn to para 14.4 which states that staff members should withdraw from any part of a meeting of the LGB at which his/her remuneration etc are to be considered.

Para 17.2 was highlighted. An Academy's budget has to be approved by its LGB, then the Directors before it can become effective.

#### 14. RISK REGISTER

The pre-circulated Risk Register for Ripley St Thomas was reviewed. The register is RAG rated with a score of 15 or more being Red. As previously mentioned there have been significant changes to Data Protection. Mr Gomersall has undertaken the relevant training to ensure the Academy is compliant. The numbers of people on site increase the Health and Safety risk, but control procedures are in place. Directors were made aware of the impact that Pension funding and contributions, over which we have very little control, has on the budget.

The Risk Register needs to be reviewed on a regular basis by the Audit Committee.

**15. EQUAL PAY ISSUES**

Ripley St Thomas LGB has agreed to pay increases of 1% across the board and of 2% to main scale teachers, to be comparable with pay scales offered by the Local Authority. The Board approved the increases.

**16. SCHEDULE OF MEETINGS**

The schedule of meetings for the rest of the academic year was distributed. The Committee membership to be as follows:

Quality & Standards

Prof J Crewdson (Chair)  
Mrs D Cheetham  
Mrs N Gomersall  
Mrs E Nicholls  
Mrs J Garnett

Finance & Resources

Canon P Ballard (Chair)  
Revd M Gisbourne  
Prof J Crewdson  
Mrs E Nicholls  
Mr A McKinnell (co-opted)

Audit

Cllr Mrs V Wilson (Chair)  
Mr R Webb  
Mrs J Watson  
Mrs E Nicholls  
Prof J Crewdson  
Mr A McKinnell (co-opted)  
Mr G Gomersall (co-opted)

We will look to co-opt further people to various committees. We particularly need people with legal, HR and accountancy experience.

The Terms of Reference for the committees will be redrafted and brought to the first meeting of each relevant committee.

**17. AOB**

None

The meeting closed with The Grace at 6.02pm

I confirm that the minutes have been agreed as a correct record of the meeting.

Signed.....(Chair)

Date .....