



## MINUTES OF THE MEETING OF THE EXECUTIVE GROUP

Monday 8 January 2018 at 7.00 pm

Venue: Room 005, Plume School

### Present:

Mrs J Binder	(JB)	Trustee, Chair of Trustees
Mrs J McKinnell	(JM)	Trustee, Vice-Chair of Trustees, Chair of Personnel Committee
Mrs P Nagle	(PN)	Trustee, Co-Chair, Chair of Finance and Estates Committee
Mrs D Thomas	(DP)	Trustee
Mr C Wakefield	(CW)	Principal

### In attendance:

Mrs K Redmond	(KR)	Clerk to Trustees
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### Apologies:

Mr J Everard	(JE)	Trustee, Vice-Chair of Trustees, Chair of Pay Committee
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*This group was quorate for the purpose of resolutions*

Item	Topic	Minute
1.	Welcome and apologies for absence	Noted.
2.	Minutes of the previous meeting: to approve the minutes held on 27 November 2017	The minutes of the meeting held on 27 November 2017 were proposed by PN, seconded by JM and AGREED unanimously.
3.	Matters arising	None.
4.	Declaration of Interests	There were no new declarations of business interests and no trustee recorded any conflict of interest with the items on the agenda or the receipt or giving of any gifts or hospitality since the last meeting.
5.	Any Other Business	a) Student update  With great sadness, CWA informed trustees that two students had passed away with cancer. There is a proactive approach in supporting both staff and students over this difficult period. The school nurse is also available to support the most vulnerable.

		<p>b) Appointment process for new trustees.</p> <p>JB requested that the Executive Group actively contact potential trustees with a view to making new appointments in the Spring term.</p> <p>JB advised that the role of staff trustee needs to be reviewed. JB/KR will contact staff to enquire whether there any interested parties and for JB to meet with them.</p>
7	Letter from the Regional Schools Commissioner (RSC)	<p>CWA asked Trustees to particularly note the following:</p> <p>a) the RSC letter dated 2 January 2018 - CWA confirmed that this is a desktop exercise for Disadvantaged students and to encourage schools to work in partnership to share best practice with those which have better outcomes. The partner identified for Plume is Moulsham, which is also our partner within the TRIAD</p> <p>b) CWA has made clear that Plume is open to any visit from the Department for Education (DfE) or RSC to discuss the current data.</p> <p>c) The DfE's Education Adviser, John Hartley, will carry out a half day visit to review data. This is currently scheduled for 29 January (<i>*This was cancelled by CWA after our two day S5 visit by Ofsted</i>)</p> <p>d) CWA advised that there is a TRIAD meeting being planned at Plume during the week commencing 19 March with Mike Falmer, Moulsham, leading on a Disadvantaged focus with a member of his team along with Neil Gallagher, Clacton County High. Feedback will be provided to Trustees.</p> <p>e) Plume's DfE link, Richard Bassett, will also spend half a day looking at data and predicted outcomes for the summer. He also stated that there had not been the right level of communication between the DfE and RSC and recognised that this was not helpful.</p>
8	Strategic update	Nothing for this meeting.
9	Confirmation of Confidential Items	Agenda item 6
10	Date of next meetings:	<p>5 March 2018 – 6.00 pm</p> <p>23 April 2018 – 6.00 pm</p> <p>25 June 2018 – 6.00 pm</p>

### **Actions**

<b>Date of Meeting/ Item number</b>	<b>Topic</b>	<b>Minute</b>	<b>Completed</b>

08.01.18 Agenda item 5(b)		JB/KR will contact staff to enquire whether there any interested parties and for JB to meet with them.	
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*Meeting closed at 7.50 pm*