



MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Tuesday 21 March 2017 at 6.30 pm

Venue: Sixth Form College, Plume School

Present:

Mrs R Barbrook	(RB)	Trustee
Mrs J Binder	(JB)	Trustee, Chair of Trustees
Mr J Everard	(JE)	Trustee, Vice-Chair of Trustees, Chair of Pay Committee
Mr M Howell	(MH)	Trustee, Chair of Audit Committee
Mrs J McKinnell	(JM)	Trustee, Vice-Chair of Trustees, Chair of Personnel Committee
Mrs R Morcombe	(RM)	Trustee
Mr P Nagle	(PN)	Trustee, Chair of Finance and Premises Committee
Mr C Pond	(CP)	Trustee
Mrs D Thomas	(DP)	Trustee, Co-Chair
Mr C Wakefield	(CW)	Principal

In attendance:

Mr R Scott	(RS)	Company Secretary, Director of Finance
Mrs K Redmond	(KR)	Clerk to Trustees
Miss Y Rassasse	(YR)	Head Girl (for item 6)
Mr J Williams	(JW)	Head Boy (for item 6)

Apologies:

Mr C Purdy	(CPu)	Trustee, Strategic Development
Mr A Stead	(AS)	Trustee

This group was quorate for the purpose of resolutions

Item	Topic	Minute
1.	Welcome and apologies for absence	Noted.
2.	Appointments and Resignations	At the Annual General Meeting held earlier today it was NOTED that: a) Mr Purdy has advised of his intention not to stand for another term of office and therefore his current term ends on 31 March 2017 b) Mrs J McKinnell has agreed to stand for a further term of office with effect from 1 April 2017.

3.	Declaration of Business 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.
4.	Minutes of the meeting held on 9 December 2016 and 17 January 2017	<p>a) The minutes of the meeting held on 9 December 2016 were AGREED, proposed by JM, seconded by JE and agreed unanimously, as a true record subject to the following amendment: within the minute regarding the Personal Committee, it should state 'National Living Wage' rather than 'National Living Way'.</p> <p>JB provided an update from that meeting on policies:</p> <ul style="list-style-type: none"> i) the Executive Group has approved the Health & Safety policy, Data Protection policy, Child Protection policy and the SEND Policy supporting medical needs of students ii) JB recorded her thanks, on behalf of the Trustees, to MH and the Academy staff for all their work on the Data and Health & Safety policies. MH advised that all members of the Health & Safety Committee had reviewed and made comments on both policies. MH will ensure there are appropriate reviews for both policies iii) most HR policies are still in the pipeline. The Pay Committee has approved the Pay Policy and there will be a short meeting of the Executive Group following this meeting to finalise the wording for certain paragraphs within the draft policy; not altering content but to ensure wording is clear iv) other policies in the pipeline include Sickness Absence, Teacher Performance Management and Capability, Equality and a general SEND policy. The relevant committee or Executive Group will be leading on drafting the policies and reporting to Trustees. Trustees should receive the final draft form rather than being involved in the working draft process v) MH advised that there will be new General Data reporting requirements coming into effect next year. These are being reviewed to ensure appropriate policies and procedures are in place. <p>b) The minutes of the previous meeting held on 17 January 2017 were proposed by DT, seconded by JM and agreed unanimously as a true record.</p>

5.	Matters Arising	Mrs J Binder advised that the recently circulated TOIL Policy requires approval and will be an item for approval at the next meeting.
6.	Report from College Representatives	<p>YR and JW AGREED to circulate a copy of the minutes from their last Student Council Meeting. In particular, it was highlighted that:</p> <ul style="list-style-type: none"> a) students have undertaken various charity events to raise funds for their upcoming Prom which will be held at Vaulty Manor e.g. Lip Sync battle, cake sales. The Prom leadership committee has already managed to book a DJ at a cost of £180 and are in the process of arranging a finger buffet. Their next focus is on raising £300 for a photo booth. DT offered to contact a colleague who is a photographer for an alternative option b) the ban at the Mill Road site on the use of mobile phones by Year 7 and 8 students seems to be unpopular with some students. A discussion took place with Trustees on the pros and cons of using mobile phones at school and it was agreed that there has to be a balance between using modern technology in a constructive way and students taking part in traditional playground activities. <p>CW offered Trustees the opportunity to visit Mill Road to see students involved in activities in the playground which is becoming unusual in the world of technology and provides a unique opportunity for a stepping stone to Year 9 at the Fambridge Road site. There are no issues at the Mill Road which manifests itself elsewhere. Whilst we must endeavour to listen to students views, CW urged caution about changing this current ruling.</p> <p>JB enquired if there was enough guidance for students on how to deal with e-safety. JW confirmed he has experienced this within the school. Students know to go to Assistant Head of Years in the first instance if they have any concerns.</p> <ul style="list-style-type: none"> c) there was concern about the approach of some midday assistants at Mill Road to students d) the school environment was discussed e.g. how to deal with litter problems by making bins more attractive and running competition for covers for bins. Students have suggested recycling should be considered e) students proposed that the Quad at Mill Road be tidied up perhaps as a student activity as it has not been well maintained. JB indicated that the Finance Committee may be able to provide a small fund to support this activity and a formal proposal would be considered. The

		<p>Facilities team are also willing to assist. DT advised that the Maldon local council has a policy of allowing staff time off for volunteering activities and to contact her if the Student Council require support</p> <p>f) students have requested at a cold water cooler at Mill Road rather than using the water jugs provided which they state are impractical. There are coolers at the other sites. CW to speak with Mr Scott about investigating the possibility of this occurring</p> <p>g) JB suggested contacting Mrs Clark should any assistance be required from the Trustees</p> <p>h) JW advised that there have been events at the School which help to positively promote it within the community. CW stated that JW is at the forefront of 'selling' the Academy by providing lighting services at great events such as the recent 'Madness' concert.</p> <p>JB thanked both the Head Boy and Head Girl for their attendance and their contribution to the meeting. CW stated that they have served their term of office extremely well.</p>
7.	Items 6 – 8 on the agenda were deemed CONFIDENTIAL and have thus been recorded separately	
8.	Trustees to log any training undertaken or planned	<p>RM advised that Governor Electronic Learning (GEL) online provides national training programmes. Subscription to the Essex County Council Governor Services includes GEL training. RM also advised that GEL will be renamed as the National Governors Association (NGA) learning link.</p> <p>RM requested that Trustees logon to the system to undertake key tasks between 3 and 7 April 2017. This will create a permanent learning record for each trustee. RM will email the information to all Trustees and requested that they advise her once completed. MH recommended each Trustee keep their own records separate to the online system as records have been lost previously.</p> <p>Trustees NOTED training which has recently taken place:</p> <p>a) JB attended SEND and Prevent</p> <p>b) DT and JB attended Child Protection</p> <p>c) JB attended an event led by FASNA on national funding formula</p> <p>d) JM attended Data Protection.</p>
9.	Any Other Business	DT advised that the College would welcome external volunteers to enhance and speak at lunchtime assemblies and therefore wanted to ask Trustees if they would be

		willing to speak or recommend appropriate people. The assemblies have already covered areas such as banking, financial services and tax advisers, safe travel, and the psychology of being a barrister. The aim is to provide information that would enrich the students for what they wish to pursue in later life.
10.	Date of next meeting	5 July 2017 Reminder of 'Meet the Trustees' Open Evening on 24 April 2017 at 5.00 pm

Meeting closed at 8.00 pm

Actions

Date of Meeting/ Item number	Topic	Minute	Completed
21.03.17 – item 6	Student Council Minutes	Tracey Kent to arrange for the minutes to be circulated to Trustees. DT to contact her colleague who is a photographer for an alternative option Students to contact DT if they would like to seek support from the Maldon local council staff policy of allowing staff time off for volunteering activities Students to contact Mrs Clark should any assistance be required from the Trustees	
21.03.17 – item 8	Trustee training	Trustees to logon to the GEL system to undertake key tasks between 3 and 7 April 2017. Trustees to advise RM once completed.	
21.03.17 - item 9	Sixth Form assemblies	Trustees to contact DT if they are willing to speak at the assemblies or know of appropriate persons	