



## MINUTES OF THE MEETING OF THE ACADEMY TRUST

Wednesday 5 July 2017 at 6.00 pm

Venue: Room 005, Plume School

Present:

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

In attendance:

Mrs K Redmond	(KR)	Clerk to Trustees
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Apologies:

None

*This group was quorate for the purpose of resolutions*

Item	Topic	Minute
1.	Welcome and apologies for absence	Noted.
2.	Minutes of the meeting held on 6 July 2016	The minutes of the meeting held on 6 July 2016 were AGREED unanimously, as a true record.
3.	Matters Arising	There were no matters arising.
4.	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.
6	Ratification of appointment of new Trustees	The appointment of Samantha Hoskins and Clare Whitaker was proposed by DT, seconded by JM, and all agreed with one abstention by JE.
7	Appointment process for new Trustees	With regard to the recent appointment process, JB advised that, on reflection, there should have been a more formal process of feedback from other trustees on the appointment of new trustees.  JB proposed to set out the appointment structure and process in the Handbook which is currently being drafted.

		JB suggested that a further event on 'introduction to governance' is held at the end of the Autumn term.
8	Trustee Attendance Register 2016/17	The Attendance Register was NOTED.
9	Trustee Continual Professional Development (CPD) Register 2016/17	The CPD Register was NOTED.
10	KIP responsibilities	The allocations for 2017/18 were discussed. An updated list will be circulated for review.
11	Confirmation of confidential items	Agenda item 5 - AOB
12	Date of next meeting	Schedule to be confirmed at the meeting Board of Trustees meeting at 7.15 pm

*Meeting closed at 7.00 pm*

### **Actions**

<b>Date of Meeting/ Item number</b>	<b>Topic</b>	<b>Minute</b>	<b>Completed</b>
05.07.17 – item 7	Governor appointment process	JB to outline in Handbook.  Arrange further 'introduction to governance' event in Autumn term	