



King's Group *Academies*

Minutes of King's Group Academies Board Meeting held on 21 June 2017 at 10am at the Ringmer Academy

Present

Sir Roger Fry - Chairman
Ben Williams – Director/Trustee
Graham Best – Director/Trustee
Elena Benito (by phone) – Director/Trustee
Richard Schofield - CEO
Bhavya Shah – Director/Trustee
MJ Holloway – Director/Trustee
Terry Parkin – Vice Chairman
Michael Cooper – Director/Trustee

In Attendance

Claudine Menashe-Jones – KGA Development Advisor
Sue Collins – Interim Finance Director
Denise Kong – Chair of Ringmer Local Governing Committee (for part of meeting)

Chair's Introduction

The Chair was sorry to report the death of Ian Brown, Trustee/Director of KGA. The Board sent condolences to Mr Brown's widow.

1. Apologies

None

2. Declarations of Interest

None

3. Minutes of the Previous Meeting

The minutes of the meeting on 15 March 2017 were agreed as an accurate record.

4. Matters Arising

The Board would consider using Skype when necessary for future meetings, instead of telephone. **ACTION: M Cooper to provide further details**

5. Chair's Update

The Board elected Terry Parkin to an 18-month appointment as CEO from September 2017. The Board thanked Mr Schofield for his service as CEO, and Mr Parkin for his service as Chair of the Education and Standards Committee, and noted that a new Chair would be needed for the E&SC. **ACTION: The Chair to pursue recruitment of a new Trustee with an education background and to appoint an interim Chair of the Education Committee.**



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The Board agreed to invite Claire Emmery to work up a set of objectives for the new CEO

ACTION: Sir Roger

The Board agreed to use Academy Ambassadors to source specialists in HR and property/facilities to join the Board, and to look for an educationalist Trustee. The Board also discussed whether the Chairs of the Local Governing Committees (LGC) should sit on the Board.

The Board appointed Sue Collins as substantive Finance Director, initially 0.5FTE, from September 2017.

6. CEO's Update

The Board received the CEO's update on growth.

7. Finance Update

The FAC would prepare a draft policy on budget-setting to bring to the next Governing Body meeting.

The Board approved the draft budget in principle, and delegated final sign-off to the next meeting of the FAC (24 July 2017).

The Business Plan would be discussed in more detail at the FAC meeting on 24 July.

8. Northern Parade due diligence report

This would be deferred to the next meeting **ACTION: R Schofield and T Parkin**

9. Education and Standards Committee Update

The Terms of Reference were agreed by the Board.

The Board agreed to alternate E&SC meetings with meetings of a Headteacher Board.

There was discussion about responsibility for safeguarding. The Board agreed that while the CEO was ultimately responsible, a Trustee should be appointed to hold the CEO to account. MJ Holloway was appointed to this role.

The Board also considered whether there was sufficient clarity on the process for reporting and dealing with safeguarding incidents, and requested a flow diagram to show the reporting lines for safeguarding issues **ACTION: T Parkin**

The Board considered the 'data dashboard' presented, and requested that future papers include context and trend. **ACTION: T Parkin.**

10. KGA two-year Development Plan

The Board considered the Vision, Mission and Ethos of the Trust, and agreed to send suggestions by email to C Menashe-Jones. **ACTION: All**



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The Board identified that the Trust's international dimension needs to be prioritised. **ACTION: Richard Schofield to review MFL teaching across the MAT with a view to introducing a commitment to all KGA students learning a language.**

11. Policy Review

The Board approved the templates and agreed that Local Governing Committees should review and return the policies to the CEO with any queries or comments.

A Policy Register should be compiled from across the Trust. **ACTION: S Collins**

12. Update from Chair of Ringmer LGC

Denise Kong stressed the importance of publicising good news from Ringmer's August 2017 exam results. **ACTION: E Benito to put D Kong in touch with Director of Marketing**

The age of Ringmer's ICT infrastructure had been identified as an issue **ACTION: MJ Holloway to remind Matt Hillier to ask for advice from IT in Madrid.**

The Board agreed to take a roadshow to present the Scheme of Delegation to LGBs **ACTION: T Parkin and C Menashe-Jones**

13. Next Meeting

Friday 8 September 2017 (now to be held in London)

ACTIONS

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| Provide the Board with details of Skype software for meetings | M Cooper |
| Pursue recruitment of a new Trustee with an education background and appoint an interim Chair of the Education Committee | Sir Roger |
| Invite Claire Emmerly to work up a set of objectives for the new CEO | Sir Roger |
| Bring Northern Parade due diligence report to the next Board meeting | R Schofield and T Parkin |
| Bring safeguarding flow chart to the Board | T Parkin |
| Add context and trend to the data dashboard | T Parkin |
| Send suggestions for Vision, Mission and Ethos to C Menashe-Jones | All |
| Review Spanish teaching across the MAT | R Schofield |
| Compile Policy Register | S Collins |
| Put D Kong in touch with Director of Marketing | E Benito |
| Matt Hillier to speak to IT in Madrid | MJ Holloway |
| Design roadshow to present Scheme of Delegation to LGCs | T Parkin and C Menashe-Jones |