



King's Group Academies

Minutes of King's Group Academies Board Meeting held on 8 September 2017 at 10am at the East India Club

Present

Sir Roger Fry - Chairman
Ben Williams – Trustee
Graham Best – Trustee
Elena Benito (by phone) – Trustee
Bhavya Shah – Trustee
MJ Holloway – Trustee
Terry Parkin – CEO
Michael Cooper – Trustee
Alan Davison – Trustee

In Attendance

Claudine Menashe-Jones – KGA Development Advisor
Sue Collins – Finance Director

Apologies

Amanda Harris

Declarations of Interest

Alan Davison reported that he is a Director of two other Trusts, but this was not found to be a conflict. There were no other declarations.

Chair's Welcome

Sir Roger welcomed Alan Davison as a Trustee, and Terry Parkin as CEO. He thanked Richard Schofield for his work as CEO, and thanked Penny Jones, Dame Sylvia Morris and Zenna Hopson for their work in the early stages of the Trust.

Minutes of the Last Meeting

Apart from a mis-spelt name, the minutes were agreed as accurate.

Action Log

The closed items were agreed.

Chair's Update

The Chair congratulated Ollie Martindale and Matt Hillier on the improved results at Lyndhurst and Ringmer.

Two new Trustees had been appointed – Dr Alan Davison to the Academic Standards and Safeguarding Committee and Dr Amanda Harris as HR expert. Academy Ambassadors had identified a potential Trustee with expertise in estates. MJ Holloway and Elena Benito, as Members, were to see the CV before approval.



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The Trust's Vision Statement had been reviewed by the Patron and was now a final draft for use across the Trust.

CEO's Report

College Park – The Board would review the due diligence report by email in mid-October

ACTION: S Collins

Principals' Reports – the Academic Standards Committee and the Board would like to see more standardised reporting. **ACTION: T Parkin**

Policies

The Trust and Academies had all statutory policies in place.

HR policies would be reviewed once the HR provider was appointed. The Board asked whether Portsmouth City Council, should they be appointed, would insist on the Trust using their policies **ACTION: T Parkin** The Board agreed that the policy review day should be brought forward so that it could report to the December meeting. **ACTION: C Menashe-Jones**

Ringmer Community College Change of Name

The Board resolved to request Secretary of State's permission to change the name of Ringmer Community College to King's Academy Ringmer, via a deed of variation to the Funding Agreement.

Proposed: B Williams

Seconded: M Cooper

Agreed: unanimous

ACTION: S Collins

The Board did not consider that legal advice would be necessary.

Value and Ethos

The Board agreed that a Value Proposition was needed, with a defined audience. Also, the priorities document was to be used to work up an Implementation Plan and Board Accountability Framework **ACTION: T Parkin and Claudine Menashe-Jones**



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Scheme of Delegation

Safeguarding:

- The Board would like to see Safeguarding as a standing item on future agenda **ACTION: C Menashe-Jones and S Collins**
- A Trust Safeguarding Policy should be issued, as a minimum standard for Academies;
- The local Chair or Safeguarding Officer should send reports to the Board, at least annually;
- The responsibility of Local Governing Bodies for safeguarding should be added to the SoD Powerpoint;
- The CEO was asked to report to the next meeting on how assured the Board could be that children were being effectively safeguarded in our Academies. **ACTIONS: T Parkin**
- The Scheme of Delegation should be clear that safeguarding is a Board responsibility, delegated to the CEO **ACTION: C Menashe-Jones**

The Board asked the CEO for a thematic description of the purpose of Local Governing Bodies, distinguishing for example between a policy statement and the processes to which it should give rise. **ACTION: T Parkin**

The Board asked the CEO to design a training programme for Trustees **ACTION: T Parkin**

Local Governing Board at KAB – Richard Schofield was making approaches, and the Chair would make appointments. The Board asked that Mr Schofield receive the list of potential Governors from the 'Inspiring Governance' matching service. **ACTION: C Menashe-Jones**

Finance Reports

The Board asked that when statutory accounts are produced the notes should state that KGA had inherited a budget deficit at Ringmer **ACTION: S Collins**

Business Plan

The Board noted the importance of a large school joining the Trust soon.

Other Business

Mr Shah offered to help with the Trust's marketing plan.

Mr Parkin recommended that the Board take advantage of Di Smith's strategic strengths, and the Chair agreed to discuss this role. **ACTION: Sir Roger and T Parkin**

Next Meeting

13 December, at the East India Club (changed from 11 December in Portsmouth)



King's Group
Academies

ACTIONS

Prepare report on due diligence at College Park	S Collins	mid-October
Develop standardised reporting for Principals	T Parkin	
Report on whether PCC would want KGA to use PCC policies	T Parkin	December meeting
Re-schedule policy review day	C Menashe-Jones	
Prepare and submit paperwork to change the name of RCC	S Collins	immediate
Draft Value Proposition and Board Accountability Framework	T Parkin and C Menashe-Jones	December meeting
Include SoD on all Board agenda	S Collins and C Menashe-Jones	Next meeting
Implement reporting on safeguarding	T Parkin	December meeting
Correctly reflect safeguarding responsibility in SoD	T Parkin	December meeting
Prepare thematic description of the purpose of LGBs	T Parkin	December meeting
Design a training programme for Trustees	T Parkin	December meeting
Send list of potential Governors to R Schofield	C Menashe-Jones	
Include note about Ringmer's budget in statutory accounts	S Collins	December meeting
Plan for a large school to join the Trust	T Parkin	December meeting
Design an appropriate role for Di Smith	Sir Roger and T Parkin	