



**Minutes of King's Group Academies Board Meeting held on 13th December 2017
at 11.30 a.m. at the East India Club**

Present

Sir Roger Fry	Chairman
Graham Best	Trustee
Elena Benito	Trustee
Bharya Shah	Trustee
M. J. Holloway	Trustee
Terry Parkin	C.E.O.
Michael Cooper	Trustee
Alan Davison	Trustee
Nigel Lelew	Trustee
Ben Williams	Trustee

In Attendance

Sue Collins	Finance Director
Amanda Harris	Trustee Designate
Di Smith	Adviser to the Board
Claudine Menashe-Jones	(By phone) KGA Development Adviser
Geraldine Underwood	Clerk

Sir Roger Fry welcomed Nigel Lelew and Amanda Harris to the meeting.

Apologies

No apologies received.

Declaration of Interest

No Declaration of Interests.

Minutes of the meeting held on the 8th September 2017

The minutes of the meeting held on the 8th September 2017 were previously circulated to everyone present. The minutes were accepted and agreed as a true record.

No Matters arising. All actions from the Action Log are completed or in hand.

Chair's Update

Sir Roger has given thanks to Richard Schofield on the Trust's behalf for the hard work that he has given to KGA. Richard has left KGA and the Trust wish him every success for the future.

The KGA Ethos was discussed. After discussion it was agreed that the Vision and Mission Statement will be revised and circulated to the Trustees. This will be discussed at the next meeting. **ACTION: M.J. Holloway**

Sir Roger reported that the Trust is in the process of securing two new Members in line with current best practice. Sir Roger stated that the Trustees are on the Board for a four year period. Sir Roger and Mrs. Benito's renewal are due next year and they both would like to renew their appointments.



CEO's Report

We have been asked to provide oversight of the SCITT and have adopted Portsmouth's primary teacher training programme.

Lyndhurst Junior School - Mr. Martindale has resigned. Head of School position to be advertised at an appropriate time. A discussion took place regarding the appointment of an Executive Headteacher. There was a view that DA should apply for the role through normal procedures but the CEO believed she was previously offered the post and therefore we could only confirm her in role. **ACTION: T. Parkin to investigate and recommend a way forward.**

A proposal has been made to the ESFA for interim funding at Ringmer – awaiting the outcome of the bid.

CEO to do an Acquisition Plan for the next meeting. **ACTION: T. Parkin**

Thanks and appreciation were given to Terry for setting up systems and relationships with different bodies and building up relationships with the Trusts.

Strategic Plan Update

The Strategic Plan and Action Plan was previously circulated to everyone present. The plan provides an insight into the detailed operational activity in hand to achieve the overarching objectives. The plan was discussed and approved. The Board asked if the summary could be provided as a powerpoint for future meetings. **ACTION: T. Parkin**

The Scheme of Delegation

The revised Scheme of Delegation was previously circulated to everyone present. Some changes have been proposed to the existing KGA Scheme of Delegation to bring it up to date with latest discussions with Trustees and Local Governing Bodies and to reflect ongoing discussions that have been had about areas for improvement and clarification. The Board agreed, approved and adopted the Scheme of Delegation.

The Articles of Association

The Articles of Association have been updated to reflect the new model Articles of Association published by the DFE. The Board agreed, approved and adopted the amended Articles of Association.

Risk Review

The latest Risk Register has been circulated to the Board and shows clearly new risks that have changed in status. The risks were discussed and the Board agreed with the relevant improvement priorities that have been implemented and to have a clear plan with projected dates in place.

Nigel outlined to the Board Health and Safety Policy procedures. The CEO to look at the Health and Safety Policy earlier than September 2018. **ACTION T. Parkin**

Value Proposition

The Value Proposition has been circulated to the Board and been informed of updated proposals. CEO to send the Value Proposition to Madrid to have it published in a glossy type PDF document.



Education and Standards

Mr. Davison summarised to the Board the Education Committee Report. Pupil Progress Assessment Data to be provided on a termly basis as an agreed set of KPIs. Head of School to be advertised for Lyndhurst Junior School. Thanks were given to the Education and Standards Committee. **ACTION: T. Parkin**

Finance and Audit

Mr. Williams summarised the Annual Accounts and Audit to the Board. The Annual Accounts 2016/2017 were approved. The Audit was agreed and the Due Diligence on Northern Parade and College Park was accepted and agreed.

There was an extensive discussion regarding developing enhanced pay and conditions for KA Binfield. Trustees advised that any generalised contractual commitment to the terms contained in the STPC Document (the 'Burgundy Book') should be avoided.

ACTION: Research into Pay and Awards and the Burgundy Book to be reported back at the next meeting. The CEO to work with the New Headteacher of KA Binfield to develop an approach to Terms and Conditions that reflects and supplements the national statutory framework and allows for future flexibility. **ACTION: T. Parkin**

Headteachers' Board

Key themes and actions to be included in a new version of the Strategic Plan. Commit to meet as a full group termly. **ACTION: T. Parkin**

Local Governing Body Minutes

The minutes were previously circulated to the Board for information.

AOB: Agenda Forward Look

Items to be put on the Agenda for the meeting to be held in March 2018 are:-

School Results

Health and Safety/Safeguarding

Date and location of next meeting

The next King's Group Academies Board Meeting will be on the 14th March at 10.30 a.m. in Portsmouth – venue to be confirmed.



Action Log for the next meeting to be held in March 2018

The Vision and Mission Statement to be revised	M.J. Holloway	March meeting
Head of School for Lyndhurst Junior School to be advertised	T. Parkin	From January 2018
Executive Head Teacher Role – Investigate and recommend a way forward	T. Parkin	From January 2018
Summary provided as a powerpoint	T. Parkin	March meeting
Acquisition Plan	T. Parkin	March meeting
Health and Safety Policy	T. Parkin	Before September 2018
The Value Proposition to be sent to Madrid to be published	T. Parkin	From January 2018
Pupil Progress Assessment Data to be provided	T. Parkin	March meeting
CEO to work with the new HT of Binfield to develop an approach to Terms and Conditions	T. Parkin	From January 2018
Research into Pay and Awards/Burgundy Book	C. Menashe-Jones and S. Collins	From January 2018
Key themes and actions to be included in the Strategic Plan	T. Parkin	March meeting