



**PRIVATE AND CONFIDENTIAL**  
**LAURUS BOARD OF TRUSTEES**

Date: Thursday 6 June 2019  
Time: 9.30am  
Venue: Laurus Cheadle Hulme

Clerk: Rebecca Clare  
Present: D Brown, C Fisher, T Little (Chair), P Benton, C Nevin, W Mason, D Kershaw, L Elias, R Kumar, L Woolley  
In attendance: M Vevers, V Horsefield (observer), G Theobald, L Magrath

Action	Initials
It was agreed that a combined list of all Trustees Register of Interests would be circulated at each Trust Board meeting so Trustees could check and amend as necessary.	RC
It was agreed that the name of the Resources committee will now be called the 'Audit, Finance and Resources' and this will be reflected in the Terms of Reference.	RC
A Trustee commented that it would be useful to add what the expectations of the committee were and the tasks that the committee would undertake on behalf of the Trust. (Governance and Oversight Committee Terms of Reference).	CN/LW
It was agreed that all the Terms of Reference would be formatted the same.	RC
A potential Trustee was suggested and it was agreed that the CEO would follow this up and approach the person suggested	LM
It was agreed that C Nevin would approach J Singleton to see if she was still able to commit to her role as Trustee.	CN
It was agreed that L Woolley should contact one of the Gorseley Bank Parent Governors who has experience of performance data to join the Governance and Oversight Committee.	LW
It was agreed that the update on the new schools would be shared at the summer Academy Committee meetings.	RC
The Clerk will upload the dates to Trust Governor and send out invitations for the meetings.	RC

Agenda – Part 1			
Category	Item	Notes	Action
1	Governance Arrangements	<p>The Chair welcomed Trustees to the meeting. An apology for absence was received for J Singleton. D Woolley was not in attendance at the meeting.</p> <p>V Horsefield was in attendance as an observer at the meeting. She would become a Trustee subject to Hazel Grove High School joining the Trust in September. Introductions were made.</p>	

AOB items	The Chair of the Trust Board stated that there would be an update on all schools under AOB.	
Conflicts of interest	<p>There were no conflicts of interest declared. W Mason reminded Trustees that it was vitally important that Trustees updated their Register of Business form if they had any changes or new Directorships as it was high on the auditor's agenda. The Clerk confirmed that annual forms are normally completed in September.</p> <p><b><u>It was agreed that a combined list of all Trustees Register of Interests would be circulated at each Trust Board meeting so Trustees could check and amend as necessary.</u></b></p>	RC
Part 1 Minutes	The minutes of the Trustees meeting on 27 February 2019 were approved as an accurate record. The Chair reviewed the actions from the previous meeting. It was confirmed that an Annual Report will be produced in January after the first set of results from the new school.	
Scheme of Delegation	<p>M Vevers provided a presentation to the Trust Board that related to the proposed Schedule of Business 2019-20 and the Scheme of Delegation. The Schedule of Business included the Laurus Trust Strategic Priorities. M Vevers discussed the why, how and what were really important for organisations. He shared the Laurus Trust vision and how it breaks down to what each school does. He shared the educational blue print and figures relating to social engineering and the 'elitism' of positions of authority to students who had been privately educated.</p> <p>M Vevers shared the cornerstones and primary curriculum drivers and how they help support students to take on positions of responsibility. He explained that the 'how' is linked to the rationale for pedagogy and the social justice is the 'why' with the vision of the Trust being the 'what'. He stated that the culture in each school is important and at the root of this is governance.</p> <p><b>Trustees thanked M Vevers for his presentation. Trustees discussed and agreed the Scheme of Delegation.</b></p>	

<p>Proposed Schedule of Business 2019 20</p>	<p>L Woolley presented the Laurus Trust Strategic Priorities and the proposed Schedule of Business for 2019-20. L Woolley explained the role of the new Academy Committee (local governance) and how this linked to the review of the Scheme of Delegation that had been previously approved by the Trust Board. The responsibilities of a Trustee were shared including 'holding to account'. A quote from a recent NGA magazine was shared that showed the functions of local governors which included school improvement, safeguarding and the local community in the role of school governors.</p> <p>The model for Governance for the Trust was shared. L Woolley stated that the introduction of a Governance and Oversight Committee was important and would play an important role in the exchanging of information between the Trust and Local Academy Committee. The Committee would drive performance. The Governors of Gorseley Bank had agreed at their recent meeting that they will be called a 'Local Academy Committee' from the beginning to fit with the recommended functions. C Nevin agreed that CHHS would also be called a 'Local Academy Committee' in the future to align across the Trust. The Local Academy Committee will mainly focus on attainment and attendance going forward and this is where governor's time would be best spent. Trustees discussed Hazel Grove High School and how they would also be aligned to the Trust. V Horsefield confirmed that a meeting was taking place on 10 June 2019 and the role of their Trustees and Governors in the future would be discussed at this meeting.</p> <p>At a previous meeting the new Scheme of Delegation was shared. L Woolley explained that a number of NGA and other Trust models had been reviewed to find the most appropriate model for the Trust. A working group of LM, LW, CN, WM and MV had developed the new model. The original Scheme of Delegation recommended by Browne Jacobson was ready for a 'refresh'. L Woolley explained that the Scheme of Delegation was particularly important for the new Free Schools, as during the opening process the DfE scrutinise governance arrangements.</p> <p>Trustees discussed and agreed the Schedule of Business for 2019/20.</p>	
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	<p>L Woolley stated that the agenda and minute format had also been reviewed so they are aligned across the Trust and linked to the Scheme of Delegation. The work under each heading on the agenda was clear and showed clear lines of accountability. The new standardised format contained actions at the top of the minutes and identified where a document was for discussion or approval. The minutes also contained a Part II. Trustees discussed whether Part II was needed or not and the rules around using Part II. Trustees review what each meeting would look like for the Trust Board next year. L Woolley explained that the agenda for the Academy Committees would look slightly different due to being a Primary or Secondary school and the different functions. The impact section at the end of each set of minutes would be used to feedback to the Trust Board on the work undertaken by the Academy Committee.</p> <p>It was confirmed that the Trust Board would meet six times next academic year and the final meeting of the year would take a governance focus. The Trustees reviewed the Strategic Priorities. Trustees agreed that the Governance Handbook was a vital tool and would be the best tool for Trustees to enhance, rigour and challenge. <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/788234/governance_handbook_2019.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/788234/governance_handbook_2019.pdf</a></p> <p>The update section of the Governance Handbook will be reviewed annually at a Trust Board meeting.</p> <p>A Trustee suggested for any complex questions for the Senior Leadership Team to be forwarded in advance of the meeting to allow for a detailed answer.</p> <p>The CEO thanked L Woolley and C Nevin for their hard work in producing the Governance documents for the meeting.</p>	
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Trust Board Committee Terms of Reference x3	<p>Trustees carried out a comprehensive review of the Terms of Reference for the Trust Board Committees.</p> <p><b>Resources Terms of Reference</b> The Chair of the Audit, Finance and Resources Committee stated that the Terms of Reference need to be clear and aligned to the other terms of reference in regard to all Trustees having the right to attend a committee. It was agreed that any Trustee can attend a meeting as an observer but only members of the committee can participate in the meeting and vote. <b>It was agreed that the name of the Resources committee will now be called the 'Audit, Finance and Resources' and this will be reflected in the Terms of Reference.</b></p> <p><b>Pay Committee Terms of Reference</b> It was agreed that no changes will be made to the Pay Committee Terms of Reference. It was noted that at the Audit, Finance and Resources Committee the Laurus Trust Senior Officers Pay Policy was approved. T Little (Chair of Trustees) and C Nevin (Vice Chair of Trustees) had agreed the wording of the Policy, but it was noted that this was the first version of the policy and amendments may need to be changed in light of experience.</p> <p><b><u>The Senior Officers Pay Policy was also approved by Trustees.</u></b></p> <p><b>Governance and Oversight Terms of Reference</b> It was noted that the Governance and Oversight Terms of Reference were new and may need changes as more schools join the Trust and mechanisms are tested. <b><u>A Trustee commented that it would be useful to add what the expectations of the committee were and the tasks that the committee would undertake on behalf of the Trust.</u></b></p> <p><b><u>It was agreed that all the Terms of Reference would be formatted the same.</u></b></p>	<p>RC</p> <p>CN/LW</p> <p>RC</p>
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<p>Membership</p>	<p>The membership of the Trust Board Committees was considered alongside the skills audit that Trustees had completed prior to the meeting.</p> <p>The membership of the Trust Board Committees was agreed:</p> <p><b>Audit, Finance and Resources Committee</b>  L Elias (Chair)  D Kershaw  R Kumar  P Benton  CEO and CFO will always be in attendance</p> <p><b>Pay Committee</b>  C Fisher (Chair)  P Benton</p> <p><b>Governance and Oversight Committee</b>  C Nevin (Chair)  V Horsefield (subject to Hazel Grove joining the Trust in September)  D Kershaw  C Fisher  T Little</p> <p>It was agreed that D Kershaw would resign from the CHHS Academy Committee at the end of the academic year.</p>	
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<p>Review of Skills Audit to support recruitment, succession planning and training</p>	<p>The Clerk tabled an NGA Skills Audit completed by all Trustees at the meeting for consideration. The Trust Board reviewed the audit in detail. The Chair of the Trust Board stated that the skills audit was mostly highlighted green (4/5) which showed that the Trust Board was highly skilled. The Chair of the Trust Board pointed out that the following areas were highlighted yellow (3/5) and the skills that the Board should look to recruit. The areas highlighted yellow were:</p> <ul style="list-style-type: none"> <li>Business Development</li> <li>Procurement and Purchasing</li> <li>Property and Estates Management</li> <li>HR Policy and Process</li> <li>Marketing, Media and PR</li> </ul> <p>It was confirmed that both L Woolley and D Brown would step down as Trustees once the Board had been strengthened. <b><u>A potential Trustee was suggested and it was agreed that the CEO would follow this up and approach the person suggested.</u></b> The CEO for both Primary and Secondary would always be in attendance at the Trust Board meetings, but going forward the Heads of School would only attend if they were required to discuss an item.</p> <p>J Singleton was not in attendance at the meeting. <b><u>It was agreed that C Nevin would approach J Singleton to see if she was still able to commit to her role as Trustee.</u></b> If J Singleton decided to step down then a Parent Trustee will be recruited.</p> <p><b><u>It was agreed that L Woolley should contact one of the Gorsey Bank Parent Governors who has experience of performance data to join the Governance and Oversight Committee.</u></b></p>	<p>LM</p> <p>CN</p> <p>LW</p>
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	AOB	Trust expansion update	<p>L Magrath provided an update on all schools within the Trust.</p> <p><b>Cheadle Hulme High School</b> It was reported that CHHS are in the midst of GCSE and A Level examinations. It was reported that the exams are going well and there had been good feedback from students. There were 1017 applications for CHHS with 372 first choice applications for a PAN of 270. It was reported that the complaints in relation to the Astro Turf pitch have reduced.</p> <p><b>Gorseley Bank</b> The Year 6 pupils at Gorseley Bank had completed their SATs. Gorseley Bank has been moderated for writing.</p> <p><b>Laurus Cheadle Hulme</b> G Theobald reported that there were 878 applications to Laurus Cheadle Hulme of which 293 were first choice for a PAN of 210. There will be 33 weeks of road works undertaken on Cheadle Road that will begin to be undertaken in July.</p> <p><b>Laurus Ryecroft</b> M Vevers reported that there were 506 applications of which 2016 were first choice for a PAN of 150 with 46 appeals being heard within the next week. The building work is continuing and the floor is currently being cemented. The road that is used to exit the school site is narrow and the Trust has requested for the ESFA to consider this.</p> <p><b>Didsbury High School</b> The Didsbury High School build was currently running three weeks behind. L Magrath reported that the building is over 4 stories and looks enormous. The Pre-Opening Ofsted visit took place and was reported to have gone well. There have been 676 applications of which 322 were first choice for a PAN of 210.</p> <p><b>Hazel Grove High School</b> L Magrath reported that the progress 8 measure for Hazel Grove High School in 2018 was -0.11. There was a 38% strong pass in English and mathematics in 2018 with the average grade being a B- at A Level. The school had 633 applications of which 251 were first choice for a PAN of 300.</p> <p>Two sites had been considered for AP School. Hazel Grove High School has been looked at and it has been agreed that this will be a good site. L Magrath will continue to progress.</p> <p>Trust has placed a Free Bid for a Music School but the Trust have not yet heard whether this has been successful. A further update will be provided at the next meeting.</p>	
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		<u>It was agreed that the update on the new schools would be shared at the summer Academy Committee meetings.</u>	RC
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Policies	<p>The following policies had been reviewed by the Policy Sub Group and were recommended for approval by the Trust Board. <b>Trustees approved the following policies:</b></p> <ul style="list-style-type: none"> <li>Risk Management Primary LT July 2019</li> <li>Relationships and Sex Education Policy LT Secondary May 2019</li> <li>Sex and Relationships Education Policy LT Primary June 2019</li> <li>RIDDOR Policy LT June2019</li> <li>Preparation and Practice Policy LT June 2019</li> <li>PN for Governors January 2019</li> <li>Physical Restraint Policy LT June 2019</li> <li>Minibus Policy V4.0 Final LT May 2019</li> <li>Medical Conditions Policy Primary LT July 2019</li> <li>Sickness Absence Policy LT June2019</li> <li>Staff Acceptable Use Policy for ICT LT June 2019</li> <li>Anti-Bribery Fraud Corruption Policy LT March 2019</li> <li>Media Policy LT June 2019 v2</li> <li>Anti-Bribery Fraud Corruption Policy LT March 2019 v2</li> <li>Trips and Visits Policy LT June 2019</li> <li>Working At Height Policy LT June 2019</li> <li>Whistleblowing Policy LT June2019</li> <li>Violence At Work Policy LT May 2019</li> <li>Media Policy LT June 2019</li> <li>Target Setting, Assessment Recording and Reporting LT</li> <li>Medical Conditions in Schools LT June 2019</li> <li>Lone Worker Policy LT June2019</li> <li>Complaints Procedure LT June 2019</li> <li>CLA Policy for Laurus Primary Schools March 2019</li> <li>Charging and Remission Policy LT March 2019</li> <li>Appraisal LT June2019</li> <li>COSHH policy LT June2019</li> <li>Behaviour and Anti Bullying Policy LT Primary June 2019</li> <li>Attendance Policy LT Primary June 2019</li> <li>Assessment Feedback &amp; Marking Policy LT June 2019</li> <li>Feedback &amp; Marking Policy LT June 2019</li> <li>Asbestos Policy LT June 2019</li> <li>Appraisal LT June 2019</li> <li>EAL Policy LT Primary June 2019</li> <li>EAL Policy LT Secondary June 2019</li> <li>Legionella Policy June 2019</li> <li>LAC Policy LT June 2019</li> <li>Home School Agreement for Laurus Primary Schools June 2019</li> <li>Home School Agreement LT Secondary June 2019</li> <li>Health Safety Policy v2 LT June 2019</li> <li>Grievance Procedure LT June2019</li> <li>First Aid Policy Primary LT July 2019</li> <li>Fire Procedures v2 LT June2019</li> <li>EYFS Policy LT Primary June 2019</li> <li>Exclusion Policy LT Primary June 2019</li> </ul> <p>and Learning Policy LT Primary June 2019</p>	
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		eSafety Policy LT June 2019 v2 Teaching and Learning Policy LT Primary June 2019	
	Meeting Dates	The meeting dates for the next year were reviewed. It was agreed that the meeting scheduled for 10 October 2019 will be moved to 11 October 2019. <b><u>The Clerk will upload the dates to Trust Governor and send out invitations for the meeting.</u></b>	RC
	AOB	The Chair confirmed that there was one item for AOB. It was reported that the Chair of the Trust Board had been contacted in February 2018 for justification of the CEO's pay. The Chair responded to the request, yet, an article was published stating that a number of Trusts, including Laurus, had not responded to the request. The Chair of the Trust Board has subsequently written asking for an explanation, resending the original submission and sending a submission using an updated 2019 template. He had not received a reply to date. <b><u>Trustees requested that it formally be recorded that the Trust were asked to respond to the justification of the CEO's pay and the request was responded to.</u></b>	

#### Agenda – Part 2

The press and members of the public to be excluded from the meeting at this point under 2003 (school governance procedures) (education) regulations because of the confidential nature of the business to be transacted.

Category	Item	Notes	Action
1			
2	AOB		

#### Impact of Meeting / Key Outcomes

**Detailed Review of the Laurus Trust Priorities and Business Schedule for 2019/20**  
**Analysis shared of NGA Skills Audit completed by Trustees**  
**Review of Membership of Trust Board Committees**  
**Update shared on all schools within the Trust**  
**Approval of Policies**

Signed by the Chair of the Trust Board:  
Date: