

# Board of Trustees Minutes

Date Of Meeting	Wednesday 19 April 2017
Venue	ACE Schools, Bretonside   Training Room
Time	18:00 – 20:00

## Attendance:

### Trustees

Dr Tim Searle  
Mr Peter McDonnell  
Mrs Sarah Gillett

[tim.searle@acemat.uk](mailto:tim.searle@acemat.uk)  
[peter.mcdonnell@acemat.uk](mailto:peter.mcdonnell@acemat.uk)  
[sarah.gillett@aceschools.net](mailto:sarah.gillett@aceschools.net)

Mr Alastair Wright  
Mrs Joan Watkins  
Plymouth  
Mrs Sue Bickle

[alastair.wright@acemat.uk](mailto:alastair.wright@acemat.uk)  
[joan.watkins@acemat.uk](mailto:joan.watkins@acemat.uk)  
[sue.bickle@acemat.uk](mailto:sue.bickle@acemat.uk)

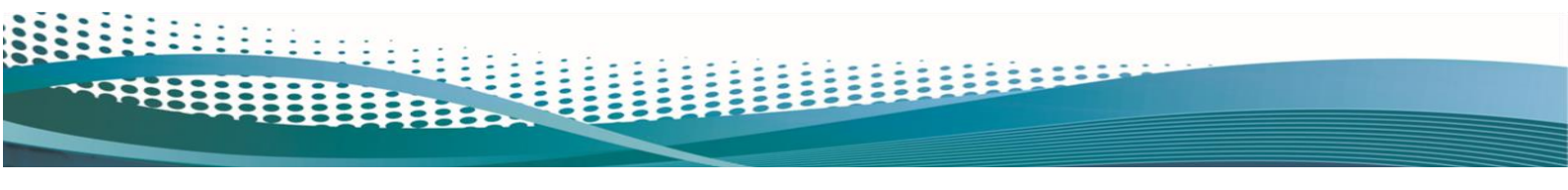
Chair  
Vice Chair  
CEO & Head Teacher ACE Schools  
Plymouth  
Vice Chair Designate  
Trustee & Chair of Governors ACE Schools  
Trustee & Chair of Governors Courtlands

### Present

Mr Paul Turner  
Mrs Cheryl Reuben

[paul.turner@aceschools.net](mailto:paul.turner@aceschools.net)  
[cheryl.reuben@aceschools.net](mailto:cheryl.reuben@aceschools.net)

CFO  
Clerk



1. **Chairman's introduction**  
The Chair welcomed the Board and enquired as to whether the Schools within the MAT had returned to the same level of pace as the previous term had ended? SG confirmed that it had but everything was going well at both ACE Schools Plymouth and Courtlands.
2. **Apologies.**  
Annette Benny  
**Accepted.**
3. **Verbal declarations of interest.**  
None
4. **Approve minutes of the previous meeting**  
**Approved**
5. **Matters & Actions arising from previous meeting**  
Actions brought forward:  
**Action 1:** Decision to be made on IOD membership.  
**The Board agreed that TS as Chair would be registered as a Member of IOD on behalf of ACE Schools MAT and this would be reviewed in 12 months time.**  
  
**Action 2:** All ICT Acceptable Use Policies to be signed and returned.  
**Received from TS, PM & AW. Awaiting AB & JW**  
  
**Actions arising:**  
**Action 1: PT to bring structure of ACE Family to the next meeting.**  
The Board agreed that due to the 2 week Easter Holiday between the March & April meeting, this action would be deferred until the May meeting.  
  
**Action 2: SG will feedback to the Board following her meetings with Schools Company in Devon and the RSC at the next meeting.**  
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6. **Update from the Head of Finance**  
PT summarised the content of the finance reports for ACE Schools Plymouth.  
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**The Board accepted the finance reports for ACE Schools Plymouth.**  
  
PT summarised the finance reports for Courtlands.  
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**The Board accepted the finance reports for Courtlands.**
7. **Update from Remuneration Committee on ACE Schools Plymouth SLT restructure.**  
  
The interview panels were confirmed as below:  
  
**(i) Interview panels:**  
ACE MAT Roles 11<sup>th</sup>-13<sup>th</sup> May 2017  
Sarah Gillett, Tim Searle, Peter McDonnell, Sarah Gornall (11<sup>th</sup> & 12<sup>th</sup> only).  
  
ACE School Roles 15<sup>th</sup>-17<sup>th</sup> May 2017  
Sarah Gillett, Paul Turner, Joan Watkins, Peter McDonnell.

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**(ii) Clarification of appointed Safeguarding Lead under new SLT structure**

The Board acknowledged that the role of Safeguarding Lead was contained within the job role specification for the proposed Deputy Head position.

8. **ACE PR update including a question from JW**

**Question from JW:** What is the plan pertaining to improving the perception of ACE Schools Plymouth within the community? The ACE Schools Plymouth LGB feel that the current perception is a barrier and that the success of the education being provided is the best tool for improving perception and PR

**SG:** The Trust have appointed LGF to undertake the marketing and PR on behalf of the Trust. They have to date, been working on capturing the essence of ACE Schools Plymouth and Courtlands. LGF have been tasked with working on the Trust identity and assigning value across the Trust.

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9. **CEO Update**

SG Updated the board on the outcome of the free school application for Palmerston Forts. Only two SEN school applications were granted, neither of which were ACE.

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SG advised the Board that ACE Schools Plymouth participated in the Raspberry Pi competition at Cambridge University. ACE came 7<sup>th</sup> out of 22 Schools. The team have challenged TS as Chair of the Trust to a 'Robot Wars' which he has accepted.

10. **LGB Reports**

The LGB reports for ACE Schools Plymouth and Courtlands were received and acknowledged. TS requested that the reports were written in a 'new headline style' followed by any questions.

11. AOB.

*(Items should be generally lodged with the clerk at least **48 hours before** the meeting).*

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PT advised the Board that there was to be an internal audit at the end of the summer term. This would need to be signed off by the Board. **Action 4:** TS requested that this was brought to the May meeting where the annual review of the policies would also be discussed.

12. Reserved Business

## Actions Arising:

**Action 1:** TS to be registered as a member with IOD.

**Action 2:** AB & JW ICT Acceptable Use Policies to be signed and returned.

**Action 3:** PT to bring structure of ACE Family to the next meeting.

**Action 4:** PT to bring the Financial Process Manual to be signed off.

## Pending Items:

Item	Date Added (meeting date)	Review Date
Terms of Office – length of service	15 June 2016	June 2017
Policy review	June 2016	By June 2017
Trustees meeting dates	July 2016	November 2016
Trustee Work plan	October 2016	

## Dates of Future Meetings:

Wednesday 17 <sup>th</sup> May 2017-	18.00-20.00
Wednesday 21 <sup>st</sup> June 2017-	18.00-20.00
Wednesday 19 <sup>th</sup> July 2017-	18.00-20.00

## Board of Trustees:

Dr Tim Searle	<a href="mailto:tim.searle@aceschools.net">tim.searle@aceschools.net</a>	Chair
Mrs Sarah Gillett	<a href="mailto:sarah.gillett@aceschools.net">sarah.gillett@aceschools.net</a>	CEO & Head Teacher – ACE Schools Plymouth, ACE MAT
Mr Peter McDonnell	<a href="mailto:peter.mcdonnell@acemat.uk">peter.mcdonnell@acemat.uk</a>	Vice Chair
Mr Alastair Wright	<a href="mailto:alastair.wright@acemat.uk">alastair.wright@acemat.uk</a>	Vice Chair Designate
Mrs Annette Benny	<a href="mailto:annette.benny@acemat.uk">annette.benny@acemat.uk</a>	Trustee
Mrs Joan Watkins	<a href="mailto:joan.watkins@acemat.uk">joan.watkins@acemat.uk</a>	Trustee & Chair of Governors – ACE Schools Plymouth, ACE MAT
Mrs Sue Bickle	<a href="mailto:sue.bickle@acemat.uk">sue.bickle@acemat.uk</a>	Trustee & Chair of Governors- Courtlands, ACE MAT