

# Board of Trustees Minutes

Date Of Meeting	Wednesday 22 March 2017
Venue	ACE Schools, Bretonside   Training Room
Time	18:00 – 20:00

## In Attendance:

### Trustees

Dr Tim Searle  
Mrs Sarah Gillett

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

Mr Alastair Wright  
Mrs Annette Benny

[alastair.wright@acemat.uk](mailto:alastair.wright@acemat.uk)  
[annette.benny@acemat.uk](mailto:annette.benny@acemat.uk)

### 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)

Chair  
CEO & Head Teacher ACE Schools  
Plymouth  
Vice Chair Designate  
Trustee

CFO  
Clerk



1. **Chairman's introduction**

The Chair welcomed the Board. TS advised that on Friday 17<sup>th</sup> March 2017 he met with a group of students at Bretonside as part of a school visit. He advised the Board that it was a real reminder of why the Trust existed and whilst the Board was away from the 'coalface' the students were the reason that every Board member was here. TS spoke of a student he had met who had only been at ACE Schools Plymouth for 3 weeks. He had been very quiet during the meeting but when he spoke about his hobbies and plans for the weekend he lit up and was enthusiastic. The feedback from the students was very positive. JW also visited Bretonside the month previously and met with students. They too were very positive about their experiences at ACE Schools Plymouth. TS expressed his thanks to all the staff at ACE Schools Plymouth for the work they do.

2. **Apologies.**

Peter McDonnell  
Sue Bickle

3. **Verbal declarations of interest.**

None

4. **Approve minutes of the previous meeting**

Trustees Meeting Minutes 15<sup>th</sup> February 2017

**Approved**

Minutes Trustees Meeting 14<sup>th</sup> March 2017

**Approved**

5. **Presentation from Rhoda Mayatt- ACE Family Support Service**

Prior to the start of the presentation, SG advised the Board that the research and documents have been undertaken by RM. This forms part of the proposition paper presented at a previous Board meeting looking to create a legacy which is both commercially viable and in demand from external clients.

RM presented on the ACE Family concept covering the research and proposed structure.

**Questions:**

AB: How would the service be costed and who would pay?

Sg: Schools would be the primary purchasers. Data is currently being gathered and being put forward during a tender window. Similar services from the Excellence Cluster are being reduced. We are looking to create a targeted offer which is bespoke to the needs of the education service. Outcomes would be items such as improved attendance, reduced need for EWO involvement. Initially the first users would be ACE Schools Plymouth and Courtlands as part of ACE MAT. We would then look to offer the same service to schools outside of our MAT, to Devon & Cornwall schools.

JW: Which Agencies offering part or similar services were contacted as part of your research?

RM: FIIP & Children's Social Care.

JW: Are you confident there will be buy in?

SG: ACE has a reputation for providing solutions locally. We speak OFSTED and can present the offer linked to the standards they require.

The Board thanked RM for her hard work

RM left the meeting.

**Action 1:** PT to bring structure of ACE Family to the next meeting.

6. **Matters & Actions arising from previous meeting**  
**Action 1:** Appointment Board to be formed for Trust Positions. **JW advised she would be available to attend the staff roles interview.**  
**Action 2:** SG will circulate a copy of the leases to be formally accepted. **Completed**  
**Action 3:** The Board are to submit their preference on IOD membership to the Clerk by the end of February 2017. **Outstanding**  
**Action 4:** Clerk to circulate the ICT Acceptable Use Policy which Trustees will need to sign and return to Clerk by end of February 2017. **Outstanding**  
**Action 5:** Clerk to check that Karen Felix has linked TS @aceschools.net and @acemat.uk are linked. **Completed**
7. **Update from the Head of Finance**  
PT summarised the content of the finance reports for ACE Schools Plymouth  
*<commercially sensitive information has been removed>*  
**The Board accepted the finance reports for ACE Schools Plymouth.**  
  
PT summarised the content of the finance papers for Courtlands, advising that the MAT had 2 months from conversion to complete and submit their budgets.  
*<commercially sensitive information has been removed>*  
**The Board accepted the finance reports for ACE Courtlands.**
8. **Increase in NJC & national living wage.**  
PT Summarised the content of the paper.  
**The Board agreed the 1% increase in pay to NJC staff.**  
**The Board agreed the increase for staff receiving minimum wage to national living wage.**
9. **CEO Update**  
SG advised the Board that she would be meeting Schools Company in Devon to discuss a potential working partnership.  
  
A meeting has also been arranged for next week with RSC to discuss sustainable growth. As yet she had not received specific details of this meeting. **Action 2:** SG will feedback to the Board at the next meeting.  
  
A meeting had been arranged to give an ACE MAT presentation to Torpoint Primary and Secondary Head Teachers.  
  
The consultation for the SLT restructure at ACE Schools Plymouth had been launched 17<sup>th</sup> March 2017.  
  
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10. **LGB reports**  
The Board reviewed the reports from ACE Schools Plymouth and Courtlands. TS requested that a copy of the report was signed by the appropriate Chair. For logistical ease, it was agreed that this would be done at the Trustee meeting in the same manner in which the minutes from the previous meeting are signed. The signed copies would then be submitted to the Clerk.  
  
ACE Schools Plymouth LGB Report to Trustees Feb 17  
**Accepted**  
Courtlands LGB Report to Trustees Feb 17  
**Accepted**

It was discussed that the LGBs would keep with the current format for the remainder of the school year at which point this would be reviewed. The suggestion of a 'dashboard' style format was made and considered an option worth exploring.

TS expressed his thanks to both LGBs.

11. AOB.  
(Items should be generally lodged with the clerk at least **48 hours before** the meeting).
12. Reserved Business

## 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	

## Actions Arising:

**Action 1:** PT to bring structure of ACE Family to the next meeting.

**Action 2:** SG will feedback to the Board following her meetings with Schools Company in Devon and the RSC at the next meeting.

## Dates of Future Meetings:

Wednesday 19 <sup>th</sup> April 2017-	18.00-20.00
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