

WCAT Board Meeting

Minutes of Meeting held 3 July 2014

Present:

Alan Yellup (AY) Chief Executive Officer
Mike Ramsay (MR), Chair
John Anderson (JA), Vice Chair
Trevor Evans (TE), Trustee
Rob Foreman (RF), Trustee
Penny Wilkinson (PW), Trustee

Apologies:

Marjorie Beardsall (MB)

In Attendance:

Graeme Craik (GC)
Kirstie Whipp (KW) Administration Assistant

Distributed to:

All above

1.0 Introductions and Apologies

Apologies were received from MB. MR noted the attendance of KW acting in the capacity of Clerk and welcomed GC.

Prior to continuing with the remainder of the Agenda, it was agreed by attendees that GC would present Agenda Item 9.0 – Finance Update.

9.0 –

- GC presented the board with a graph and spread sheet outlining the WCAT Trust 2013-14 in-year financial position. The financial information was discussed in detail and also the information that needs to be reported on by the Academies discussed with all agreeing that a standard format breaking down Income and Expenditure should be used by all. The layouts of both the graph and spread sheet were received positively.

2.0 Declarations of Interest

No Declarations of Interest

3.0 Approval of Minutes of Previous Meeting

Attendees agreed that the minutes of the previous meeting were an accurate record.

4.0. Matters and Actions Arising from the Previous Meeting

- a. Preparation of a financial handbook for Trustees and training sessions on financial management and governance – Action point complete.
- b. Review of company secretary arrangements – It has been reviewed and the board are content with current arrangement being shared between internal and external elements.
- c. Budgets review and update and the latest position report to F&GP committee meeting – It was decided to allocate a task force in isolation outside the committee and for them to report back their findings.
- d. Finance structure – As 4.c.
- e. Trading company plan is drawn up within 4 weeks and ratified by the Director of Finance – Immediate action required by John Beevers (JB) to bring all parties together within the next 2 weeks with a proposal for the future and to draw up an action plan. All Board members to support.
- f. Establishment of Risk Management Group – is now in place with the changes to the lead office. – Action point complete.

5.0 CEO Report

Report to the Board was noted. AY summarised the current and future Academies positions at this time, and also provided attendees with educational and business updates.

6.0 Board Policies for Renewal/Approval

It was decided by All that the papers that were presented to the Board for signing were deferred and a Responsible Officer join the Finance Committee, not to question but to seek assurance.

7.0 Educational Update

Attendees noted that this was covered in the CEO update.

8.0 Business Update

Attendees noted that this was covered in the CEO update.

9.0 Finance Update

In addition to the update provided by GC, it was agreed that an update of item 6 of the Responsible Officers report be made to ensure all items have been actioned.

10. Governance Update

WCAT ICE LGB is now available with the changes to the SoD to be used if requested to support a school or to collapse an existing LGB if not at the required level of skills to support the school.

11.0 Compliance Issues

There were no items for discussion.

12.0 Items from Local Governing Bodies

Nil

13.0 Items to Local Governing Bodies

There were no items for discussion.

14.0 Non-Fixed Agenda Items

- a. Feedback from Sub-Committees – there were no items for discussion.
- b. Financial Report – Trust and Academies – was discussed in the Financial Update.

15. Responsibility Check (All)

	Education	Business
Charity Objectives		
Finance position is not deficit		
Activity in line with strategic plan		
Activity does not have a negative impact on reputation		

14.0 Meeting Close

- a. Meeting evaluation - all items discussed and actions agreed
- b. Next meeting - to be confirmed
- c. MR closed the Trust Board meeting at 6.00pm

ACTION SUMMARY

DECISION SUMMARY
