

Tarka Learning Partnership Directors Minutes



Date: Wednesday 17 th July 2019	Start time: 6.34pm End: 10.10pm
Chair: Paula Stein (PS)	Clerk: Della Oliver (DO)
Directors Present	Agenda:
Paula Stein (PS)	1. Apologies
Chris Rice (CR)	2. Declarations of Interest
Joanne Byrne (JB)	3. Confidentiality reminder
Graham Cockell (GC)	4. Minutes of the last meeting
Andy Cotton (AC)	5. Matters arising from the minutes
Directors Not Present	6. Matters brought forward by the Chair
Neil Hookway (NH)	7. Correspondence received
Clare Tope (CT)	School Items
Also Present	8. Matters arising from LGB minutes (May and June)
Andy Cotton (AC) CEO	Tarka Learning Partnership Items
Mo Cann (MC) CFO	9. CEO's report
Della Oliver (DO) Lead Clerk	10. Performance of each primary school
Acronyms Used	11. Trust central budget 2019/20 and CFO report
AOB – Any other business	12. MAT budget 19/20
CEO – Chief Executive Officer	13. Ratify Salix Contract
CFO – Chief Finance Officer	14. Hiern Drive – current position
COGs – Chairs of Governors Group	15. Eden Park – condition, health and safety and future buildings proposal
COO – Chief Operations Officer	16. Park School action plan
DCC – Devon County Council	17. IT update
DfE – Department for Education	18. EWO service
DMP – Deficit Management Plan	19. MIS procurement
DPO – Data Protection Officer	20. Estates leadership proposal
DPSCITT – Devon Primary School Centred Initial Teacher Training	21. Trust growth update and next steps
EDEN – Exeter Diocese Education Network	22. Update on Roundswell Community School PA
ESFA – Education and Skills Funding Agency	23. DPSCITT/DTSP performance and progress
GDPR – General Data Protection Regulation	24. RCPA Admissions policy and application form
LA – Local Authority	25. TLP development plan – agree priorities for 2019/20
ISAP – Individual School Action Plans	26. Recruitment of Directors – including EDEN update
LGB – Local Governing Body	27. Agree process for appointing Chair and Vice Chair for 2019/20, including term of office
MAT – Multi-Academy Trust	28. Update pecuniary and non-pecuniary interests register
MIS – Management Information System	29. Consent for electronic ID checks
NGA – National Governance Association	30. GDPR strategy proposal
PEX – Pupil Exclusion	31. Review effectiveness of LGB's Cycle of Business
RCPA – Roundswell Community Primary Academy	32. TLP calendar 2019-20 – agree
SCITT – School Centred Initial Teacher Training	33. Confirm meeting dates for all governance for 2019/20

SEN – Special Educational Needs	34. Review and approve appointments to LGBs
SI – School Improvement	35. Items brought forward from COGs
SIMS – School Information Management System	36. Items to treat as confidential from meeting
SLG – School Leaders Group	37. Time and date for next meeting
TLP – Tarka Learning Partnership	

Summary of Decisions		
Item:	Decision	Action
1.	Apologies from Neil Hookway and Clare Tope sanctioned.	
4.	Minutes for the meeting held on 22.5.19 approved.	
5.	Admissions policy for RCPA adopted.	
5.	Agreed to outsource the DPO role to John Walker.	
8.	Agreed that AC will continue to respond to LGB minutes on behalf of Directors.	
8.	Park's Model Teachers Appraisal Policy, Parental Leave Policy, Code of Conduct and Complaints Policy approved.	
9.	Agreed for Trust to make the current and future premises budget allocation available to support strategic capacity of central team (scenario 2a of the staffing structure adopted).	
9.	Agreed to centralise the Trust Offices in RCPA for at least 5 years and to investigate the viability of a central set of offices on the Park Community site.	
9.	Exclusions policy in relation to all schools approved, subject to any advice from Michelmores.	
9.	Park's proposed ISAP and future governance arrangement approved.	
9.	Green outcomes for primaries and the future recommended actions of the TLP SI work in primaries agreed.	
9.	Development of a future business plan to deal with Eden Park's significant premises issues sanctioned.	
9.	Agreed to go to consultation stage with the two schools who have voted to join, subject to the due diligence process.	
9.	TLP improvement plan for 2019/20 approved.	
11.	Purchase and roll out of Bromcom as the new MIS provider approved.	
12.		

12.	Approved scenario 2a (shown in the CFO's staffing structure document) for the Trust's central budget 19/20 for submission to the ESFA.	
12.	Approved a reworked version of scenario 2a (original shown in the CFO's staffing structure document) for the MAT budget 19/20.	
12.	Agreed that Directors don't need to see the reworked version.	
23.	Removal of Eden Park from a formal Deficit Management Plan approved.	
27.	Proposal to place £1m on a 32-day notice account in the account name of TLP with any 2 of the existing bank signatories to sign approved.	
29.	Awarding of Park's contract to DS Electrics ratified.	
	Areas of development outlined for DPSCITT/DTSP in the Trust Development Plan approved.	
	PS's re-election as Chair and GC's re-election as Vice Chair sanctioned.	
	Process of appointing Chair and Vice Chair for a maximum term of office of 3 years, with re-election taking place each year approved.	
	Consent for electronic ID checks given.	