

BISHOP OTTER ACADEMY TRUST

Minutes of the Meeting held on Thursday 27th January 2022 at 12.30pm

(Held via Zoom)

Present: Jenny Barnard-Langston (JBL) – Chair
Christine Bartley (CB)
Matt Davis (MD)
David Etherton (DE)
Stephen Paynter (SP)
Martin Lloyd-Williams (MLW)

Apologies: Lesley Hurst (LH)

(Members' comments / queries are denoted by ➤ followed by the query/comment written in italics)

Welcome to all

Declarations of interest

No new interests were declared.

Apologies for absence

No apologies were received.

Minutes of last meeting

Members reviewed the minutes of the meeting held on 6th January 2022 and approved that they were a true reflection of the meeting.

• Minutes approved

Clerk

Matters arising (not covered elsewhere on the agenda)

There were no matters arising.

Executive Headteacher Report

The Trustees noted the Executive Headteacher Report. DE noted a lot of background preparation was being completed by both schools heads, bursars and admin teams.

DE advised a school near East Grinstead had shown some interest in BOAT. The Trustees discussed the resources available and the importance of clarifying a criteria for BOAT to be able to determine if a School was a good fit to join the academy.

• DE to continue conversion with the interested school and report back to Trustees

DE

Board of Trustees

Update of Trustee details, business interests, DBS checks

Trustees business interests, DBS check IDs, bios and photos to be sent to CB for updating records and the website.

• **Send business interests, bios, photos and DBS check ID to Caroline**

ALL

Update re Memorandum and Articles of Association

JBL, LH and DE met to discuss queries on the Memorandum and Articles of Association. Although unable to be explicit that the CEO and staff are Christians in the AoA, the Trusts vision, mission and objectives will set clear expectations of the Christian ethos in the recruitment process.

Update on Scheme of Delegation

DE has reviewed the Scheme of Delegation with the Heads at both schools. Further detail and clarity on responsibilities will be added and it will then be ready for circulation to Trustees for review and approval.

• **Update and circulate Scheme of Delegation to Trustees**

DE

Appointment of 7th Trustee with educational experience

BOAT and the Diocese will continue to explore options for the 7th Trustee and report back at the next Trustee meeting.

DE noted Revd. Martin Lloyd Williams and Lesley Hurst term of four years is due to expire in April 2022. With Revd. Martin Lloyd Williams and all Trustees in attendance agreement, DE will contact the DoCET requesting reappointment for a further four year term, acknowledging the remaining trustees terms are not due to expire for another couple of years.

JBL and SP mentioned the importance of putting in place succession planning and training at a future time. DE reminded trustees that St Andrew's are keen to have representation on the Board of Trustees. DE and JBL to discuss.

JBL left the meeting due to technical issues.

• **DE to ask DoCET to reappoint MLW and LH**

DE

Finance update

TCAF update

No update, awaiting outcome.

Support Grant

BOAT are currently awaiting receipt of the support grant. BOAT will be allocated £25k per school which will be used largely on legal fees, diocese fees and LA fees.

Initial draft BOAT budget – EFA funding allocation pack

An initial draft BOAT budget was circulated, on receipt of funding allocation the budget will be updated. DE advised both schools will end the financial year with reasonable surpluses.

BLLP Memorandum of Understanding

DE will chase Bishop Luffa Learning Partnership Academy Trust for completion of the Memorandum of Understanding.

• **DE chase BLLP for MOU**

DE

➤ *Is there an update on the building liability?*

DE advised building liability was covered at the LA meeting on 19 January 2022, in which the LA confirmed they would continue to accept liability for 'known defects'. DE will ensure BOAT solicitors explicitly cover this in writing and have a confirmed list in agreement with the LA.

JBL rejoined the meeting.

Legal update

Appointment of Solicitor

JBL, SP and DE met to review the solicitors' offers of service and shortlisted Browne Jacobson as the best value. LH had queried if LBMW may be a better fit. Costings received from Browne Jacobson were £15k and for £18k for LBMW. All of the solicitor firms whom put an offer forward are very familiar and experienced in the academisation process. It was expressed that this would be a long term relationship with a solicitors firm, to be used for future advice, such as HR. The Trustees agreed to appoint Browne Jacobson, with the understanding DE would first check with LH if the Diocese feel LBMW would be a better appointment.

- **DE discuss solicitor appointment with LH**

DE

Update re Scout Hall

DE will speak with LH to ensure it is progressing.

- **DE check with LH re Scout Hall progress**

DE

Launching BOAT – Project Plan update

Local Authority Start up meeting

DE, LH, Heads and Chairs of both schools met with the LA on 19 January 2022. The LA requested three clear months for the academisation process. We advised that we would not want to convert the two schools on the same date so that we could spread the workload for all parties and 'learn lessons' from the first school conversion and therefore the agreed target dates to convert are:

- 1st May for St Nicolas and St Marys
- 1st June for St Andrews

Gantt/timeline overview – conversion dates, overall progress

The gantt/timeline overview and progress updates are set out in detail in the launching boat – project plan update.

Vision

DE in collaboration with his colleagues is working on the next layer of the BOAT vision. DE will bring to the Trustees at a future meeting for discussion.

- **DE bring 'vision' to future meeting**

DE

Date of next BOAT meetings

The schedule of meetings and key dates agreed as below:

DATE	MEETING	ATTENDEES
Thursday 17 th February at 12:30pm via zoom	Trustee Meeting to discuss staffing and appointment of: <ul style="list-style-type: none"> • CEO/Accounting Officer • Chief Financial Officer 	All
Monday 28 th February – Time TBC	Joint INSET day - Shoreham	Matt Davis to attend.
w/b 7 th March	BOAT leadership interviews	Majority of trustees to attend.
w/b 14 th March	St Nic's Headteacher interviews	One trustee to take part.
Wednesday 16 th March at 6:30pm	Joint Governor Meeting – Crawley	Christine Bartley to confirm if able to attend. Stephen Paynter will be in attendance.
Thursday 24 th March at 12:30pm via zoom	Trustee Meeting	All
w/b 28 th March	St Andrew's Executive Headteacher interviews	One trustee to take part.
Monday 25 th April at 12:30pm via zoom	Trustee Meeting to make final agreement?	All
BOAT ACADEMISATION DATES AND CELEBRATIONS		
Sunday 1 st May 2022 (Weekend)	AGREED TARGET DATE FOR ST NICOLAS & ST MARY'S JOINING BOAT	
Tuesday 3 rd May Approx. 2:00pm-3:30pm at St Nics	ST NIC'S JOINING BOAT CELEBRATION	Trustees to confirm availability.
Wednesday 1 st June (during half term)	AGREED TARGET DATE FOR ST ANDREW'S JOINING BOAT	
Monday 6 th June Approx. 2:00pm-3:30pm at St Andrews	ST ANDREW'S JOINING BOAT CELEBRATION	Trustees to confirm availability.
Monday 6 th June	RESERVE DATE #1 FOR ST NIC'S JOINING BOAT CELEBRATION	
Friday 1 st July	RESERVED DATE #1 FOR ST ANDREW'S JOINING BOAT CELEBRATION	

- *Trustees to advise availability for tentative celebration dates*

ALL

Any other business

There were no other items of business.

Staffing

It was agreed Trustees would meet on 17 February 2022 at 12:30pm to discuss and decide on the appointment process for the BOAT CEO/Accounting Officer and the Chief Financial Officer, and in turn discuss and decide on the appointment process for senior positions in St Nicolas and St Marys and St Andrews.

DE advised the Trustees a consultation process will need to be completed as we are proposing to change the structure of the leadership teams.

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| • <i>DE to provide Trustees with a proposed structure, responsibilities, salary financials and consultation documents.</i> | <i>DE</i> |
| • <i>JBL to speak with the Chair of Governors from each school as part of the due diligence process.</i> | <i>JBL</i> |

Closing Prayer

The meeting closed in prayer and wise words, and the Chair closed the meeting at 1:42pm.



Jenny Barnard-Langston
Chair of Trustees