



## 1<sup>st</sup> Annual General Meeting

Thursday 14<sup>th</sup> February 2019 10:30am, New Siblands Secondary site

### MINUTES

AGM 18/19	Item	Actions
	<p><b>Present:</b>            Keith Lawrence (Chair of Trustees, Member)            David Tubb (Vice Chair of Trustees)            Sue Fairhurst (Trustee) Sharon Lynas (Trustee)            Colin Pike (Parent Governor) Denis de Souza (Trustee)            Nicky Jones (Trustee) Sue Hewitt (HT, Culverhill)            Carrie Osmond (HT, New Siblands) Dr Sara Spears (Member)            David Edwards (Member) Tamsin Moreton (DFO)            Andrew Buckton (CEO) Dr Alan Kellas (Member, meeting Chair)</p> <p><b>Apologies:</b>            Richard Aird (Member)            Barry Carpenter (Patron)            Gill Edgington (Chair of Governors, Culverhill)</p> <p><b>In Attendance:</b>            Frances McMillan (Clerk)</p>	
<p><b>1.0</b> <b>1.1</b>        <b>1.2</b>        <b>1.3</b>   <b>1.4</b></p>	<p><b>PROCEDURAL POINTS</b></p> <p><b>Welcome:</b> The CEO welcomed all to the Trust and New Siblands School and invited the attendees to view a slide show that had been presented to the whole Trust staff at the start of this calendar year to re-focus everyone on the Vision of the Trust and to acknowledge the challenges we are experiencing in terms of managing change.            The Members Chair invited all to introduce themselves.</p> <p><b>Apologies:</b>            The CEO shared a message of support he had received from our patron who is speaking today at the North Avon Teaching Schools Alliance (NASTA) conference. One Member, RA, and many of the Local Governors were also unable to attend and had sent apologies.</p> <p><b>Declarations of Interests:</b>            All signed the register and noted any Interests.</p> <p><b>Proxy Voting:</b>            None received</p>	
<p><b>2.0</b></p>	<p><b>MINUTES</b>            N/A</p>	
<p><b>3.0</b></p>	<p><b>MEMBER BUSINESS</b>  <b>Appointment / Retirement of Members or Trustees:</b>            The Clerk explained that we currently have nine Trustees but our Articles</p>	



	<p>allow for ten. The Trustees agreed to discuss any skills gap to target recruitment.</p> <p>The Member's Chair asked the forum if there were any immediate thoughts around skills or knowledge gaps we have and the CEO noted that we don't have any legal expertise and that safeguarding is an ever-expanding area to support. The terms of general capacity, if / when the free schools comes on board we will be able to use temporary, Associate Trustees to add project management expertise and general capacity increase.</p>	<p><b>Clerk</b> to add Trustees recruitment / skills analysis to the Board workplan</p>
<p><b>4.0</b></p> <p><b>4.1</b></p> <p><b>4.2</b></p> <p><b>4.3</b></p>	<p><b>ACCOUNTING MATTERS:</b> <i>all documents had been circulated with the notice of AGB</i></p> <p><b>To review and receive Enable Trust Accounts, Trustees Report and Management letter for period 1<sup>st</sup> July – 31<sup>st</sup> August 2018:</b> The attendees were invited to make any comments on the accounts; none were received. The Chair proposed that the motion 4.1 be accepted. The Members voted to accept the accounts by a majority show of hands.</p> <p><b>To confirm appointment of Bishop Fleming Ltd as external auditors to Enable Trust:</b> The Chair proposed that the motion 4.2 be accepted. The Members voted to accept the accounts by a majority show of hands.</p> <p><b>To confirm appointment of South Gloucestershire Council as Internal Auditor to Enable Trust:</b> The Chair proposed that the motion 4.3 be accepted. The Members voted to accept the accounts by a majority show of hands.</p>	
<p><b>5.0</b></p> <p><b>5.1</b></p>	<p><b>STRATEGIC MATTERS</b></p> <p><b>Enable Trust self evaluation:</b> The Chair invited the CEO to give an overview of the MAT Capacity framework: For the last 6 months we have been laying down foundations in terms of networks and partnerships to build our capacity to fulfil our Vision as Schools and Objects as a Trust. We have been developing expertise, growing leadership and succession planning whilst engaging our pupils and students to be the best they can be. The five elements of the MAT capacity framework show our progress and key improvement priorities and will be used by the Regional Schools Commissioner (RSC) when conducting a MAT review on the 14<sup>th</sup> March 2019. The review will also look at how finances, standards and our current trajectory are helping us to live our Vision. The CEO opened the floor to questions: <b>Qu:</b> While embedding new structures and developing the Trust in these early days, what is our self-evaluation in terms of Social, Emotional Mental Health (SEMH) needs? <b>An:</b> The HT of New Siblands explained that the school is in the process of formalising what was previously done informally with a recently trained staff member to work directly with children and two Mental Health 'first aiders'. We have a framework for, but not yet a formal curriculum scheme of work for Wellbeing but are working to develop this with input across both schools. The HT of Culverhill noted they have a resilience framework, developed by staff members, that was initially used in the upper school but is now being cascaded down and adapted where necessary for younger pupils. The school is now developing a focus on Mental Health and Wellbeing for staff through working groups but initial results show that wellbeing in general is good; however we don't want anyone to slip though. New Siblands will also be looking at how we can mitigate the risks to wellbeing in general, when external factors affect staff.</p>	



	<p><b>Qu:</b> Do we have the capacity to extend this work and reach out to parents as well?</p> <p><b>An:</b> Parent Governors noted that on a personal level, children are developing well and reaching all outcomes and behaviour is good. Happy pupils, Happy teachers, Happy parents are all connected. At NSS, wellbeing monitoring by Governors takes place for the leadership team.</p> <p>The CEO added that in terms of capacity, we have Trust-wide leads in SEMH; Behaviour; Family Engagement and dynamic staff teams in both schools. The HTs noted if we plan for it, we can build the capacity.</p> <p>Trustees noted that we have other external partnerships i.e. South Gloucestershire Parents &amp; Carers where staff from the Trust have supported pilot work with parents.</p> <p>Trustees added that both schools are keen to offer support to the whole family but it can fall down when children leave our schools; we need to support our children's needs within the legal framework of Education, Health and Care Plans (EHCPs), including how these documents are written to accurately reflect children's needs. When children's needs cannot be met within a school environment everyone involved comes stressed and anxious. This reflects the broader strategic issue of the lack of special school places and the longer-term impact on the educational and mental health outcomes for children and their families.</p>	
<b>6.0</b>	<p><b>Any Motions the Members wish to consider:</b></p> <p>Members are keen to have oversight of the communication among all stakeholders and external agencies, particularly over the ECHPs and will expect to see it discussed and actioned at Board level.</p>	
<b>7.0</b>	<p><b>Any Business the Trustees wish the Members to Consider:</b></p> <p>Thanks were offered to the CEO for his leadership.</p> <p>Members assured Trustees that they wish to offer pro-active assistance to the Trust and will work to facilitate external links to take the Trust forward</p>	
<b>9.0</b>	<p><b>Confirm date of next meeting:</b></p> <p><b>AGM 2020:</b> The Clerk will send out suggestions, noting that the meeting date is dependant on the accounts being closed off.</p>	

Signed as true record:

Chair of Members: \_\_\_\_\_ Date: \_\_\_\_\_

Chair of Trustees: \_\_\_\_\_ Date: \_\_\_\_\_

Chief Executive Officer: \_\_\_\_\_ Date: \_\_\_\_\_

