

Meeting of the STEP Board of Trustees
To be held on Monday 12 October 2015
6.30pm at Gonville Academy

AGENDA

Item		Lead	Relevant Documents	Time Allocation
1	Welcome and Apologies <ul style="list-style-type: none"> • To welcome trustees to the first Board meeting of the academic year • To welcome prospective STEP Trustee Kate Chhatwal • To agree whether any apologies received are to be accepted 	2014/15 Chair		2 Minutes
2	Quorum <ul style="list-style-type: none"> • To confirm that the meeting is quorate 	Clerk		1 Minute
3	Ratification of Chair's Action <ul style="list-style-type: none"> • To ratify the re-appointment of Danny Sullivan as a non-executive Trustee (approved by Sally Lawson Ritchie, Vice-Chair of Trustees, as a Chair's action 10/8/2015) 	Sally Lawson-Ritchie, Vice-Chair		1 minute
4	<ul style="list-style-type: none"> • Appointment of Non-executive Trustees: <ul style="list-style-type: none"> ➤ To approve the appointment of Kate Chhatwal (<i>Kate to withdraw from the meeting for the discussion of this item</i>) ➤ Appointment of three Non-Executive Trustees from among the SGB Chairs – <ul style="list-style-type: none"> ○ To approve the re-appointment of Isabelle Dennigan ○ To note that the remaining two vacancies will be held open until the new SGB chairs have settled into their roles. ➤ To note that, following the end of his tenure as Chair of Governors of Applegarth Academy, Patrick 	2014/15 Chair	CV attached	5 minutes

	McAleenan's Trusteeship is no longer as an SGB Chair representative and to approve his appointment as a Non-Executive Trustee			
5	Chair and Vice-Chair 2015/16 <ul style="list-style-type: none"> To elect the Chair of the Board of Trustees 2015/16 Elect the Vice-Chair of the Board of Trustees 2015/16 	Clerk Chair		2 Minutes
6	Annual Review of the Register of Pecuniary Interests and/or Conflict of Interests <ul style="list-style-type: none"> Trustees to return a completed 2015/16 pecuniary interest form with details of their business interests, any other educational establishments that they govern and any relationships to school staff (noting the legal duty to publish the register of pecuniary interest on the STEP website) Trustees to declare any pecuniary or personal interests in any agenda item for this meeting (Any person present at the meeting with a pecuniary or personal interest regarding any item on this agenda should declare it at the outset of the meeting and may be asked to leave whilst the matter is discussed) 	Chair	STEP Pecuniary Interest Form and explanatory letter	2 Minutes
STEP First – We are all one team				
7	Update on STEP's Current Position <ul style="list-style-type: none"> STEP Compass - Feedback from the roll-out of the compass STEP Non-Negotiables: To receive and approve the STEP Non-Negotiables 	CEO Deputy CEO		10 minutes
STEP Way – We agree to do things this way				
8	STEP Academy Trust Documentation <ul style="list-style-type: none"> Articles of Association: To note the STEP Articles of Association effective from 1 September 2015 (approved by STEP Members August 2015) 	Company Secretary	STEP Articles of Association	15 minutes

	<ul style="list-style-type: none"> • STEP Scheme of Delegation and Decision Matrix: To approve the STEP Scheme of Delegation (including strategic governing body and committee terms of reference) • STEP Programme of Works 2015/16: To approve the 2015/16 STEP Programmes of Works for the Board and Strategic Governing Bodies • Academies Financial Handbook 2015: To note the key requirements for Trustees 	<p>CFOO</p> <p>CEO</p> <p>CFOO</p>	<p>STEP Scheme of Delegation September 2015</p> <p>STEP Programmes of Works 2015/16 (Strategic Governing Body programme attached, Board of Trustees' programme to follow)</p> <p>Academies Financial Handbook 2015</p>	
9	<p>STEP Governance Structure 2015/16</p> <ul style="list-style-type: none"> • Appointment of Members: To note the appointment of Andrew Morley and Nikki King as Members from September 2015 • Strategic Governing Bodies <ul style="list-style-type: none"> ➤ To note the election of SGB Vice-Chairs:- DL/Gonville/ – To be elected at next SGB meeting Applegarth/Wolsey – Nina Goel Angel Oak – Nick Ambrose Heathfield/La Fontaine – Chris Stevens ➤ To ratify Applegarth/Wolsey governor appointment:- Graham Smith ➤ To note minutes of the first strategic governing body meetings of the year • STEP Committees <ul style="list-style-type: none"> ➤ To confirm membership and Chair of the STEP Operations and Audit Committee, noting the requirement of the Academies Financial Handbook that staff employed by the Trust are not eligible to serve on this committee. ➤ To appoint members to the STEP Standards Committee ➤ Report from the STEP Operations and Audit Committee 	<p>Company Secretary</p> <p>Patrick McAleenan</p>	<p>Strategic Governing Body minutes:- David Livingstone & Gonville Applegarth & Wolsey Heathfield & La Fontaine Angel Oak</p> <p>STEP Operations & Audit Committee minutes 23 Sept 2015</p>	10 minutes

10	STEP Policies and Procedures <ul style="list-style-type: none"> ➤ To assign trustees with responsibility for overseeing individual policy reviews, according to the STEP Policy List ➤ To approve the following STEP Policies:- HR Policies - Reviewed and recommended by STEP Operations and Audit Committee Curriculum:- Policies to be considered by the Standards Committee Finance:- STEP Credit Control and Debt Management Policy	Company Secretary/ CFOO	STEP Policy List – to follow Policies listed in the Operations & Audit Committee Minutes 23 Sept 2015 STEP Credit Control and Debt Management Policy	5 minutes
STEP Up – We all succeed together				
11	Standards and Performance <ul style="list-style-type: none"> • To receive an overview of 2015 performance data • To ensure that trustees are up to date with the new Ofsted framework 	Head of Teaching and Learning	Ofsted Common Assessment Framework August 2015	15 minutes
STEP Ahead – We invest in our future				
12	Strategic Planning <ul style="list-style-type: none"> • 21 Questions for Multi-Academy Trusts: To consider 21 key questions that a MAT board should ask itself • What does a high performing sponsor look like?: DfE Report for Sponsors • Future Leaders MAT Success Framework • RSC MAT Toolkit Checklist • 2015-2016 STEP Compass (STEP development plan) <ul style="list-style-type: none"> ▪ STEP First ▪ STEP Way ▪ STEP Up ▪ STEP Ahead 	CEO	Documents attached for information only Copies to be made available at the meeting	30 minutes
13	Correspondence to the Chair (if any) <ul style="list-style-type: none"> • To note any correspondence 	Chair		2 minutes

	received by the Chair			
14	Minutes <ul style="list-style-type: none"> To approve the minutes of the Board of Trustees meeting held on 15 July 2015. (previously circulated and copy attached) 	Chair	Board of Trustees minutes 15 July 2015 attached	2 Minutes
15	Matters Arising from the Minutes <ul style="list-style-type: none"> Update on actions agreed at the previous meeting <ul style="list-style-type: none"> ➤ Advise Companies House of Ross Gardner's appointment as a Co-opted Trustee - Completed ➤ Liaise regarding the appointment of Members and Academy Trustees - Completed ➤ Distribute 2015/16 meeting schedule to Trustees and governors - Completed ➤ Distribute revised Scheme of Delegation when available - Completed 	Company Secretary/ Governance Clerk		5 Minutes
16	Any Other Urgent Business (To be notified to the Chair in advance of the meeting where possible, or at the start of the meeting)	Chair		5 Minutes
17	Meeting Impact <ul style="list-style-type: none"> To consider what impact this meeting will have on children at the STEP academies 	Chair		2 Minutes
18	Meeting Dates <ul style="list-style-type: none"> To note meeting dates for the academic year 	Chair	2015/16 meeting schedule attached	2 Minutes
19	Publication of Minutes <ul style="list-style-type: none"> To identify any matters discussed to be recorded in the confidential Part B minutes 	Chair		2 Minutes
20	Confidential Staffing Matters (if any) Members of staff, as appropriate, will be asked to withdraw from the meeting for the discussion of this item <ul style="list-style-type: none"> To ratify the appointment of a STEP Head Teacher To ratify the titles of STEP CEO, Deputy STEP CEO and Chief Finance & Operations Officer To ratify the appointment of Carol 			10 Minutes

	<p>Fagan and Liz Parry as STEP Governance Clerks from 1 September 2015</p> <ul style="list-style-type: none"> • To ensure that arrangements are in place for the appraisal/performance of all staff 2015/16 • To receive a report and recommendations from the CEO's performance management review • Convene a CEO's Performance Management Committee/pay panel for 2015/16 • Recruitment/retention of Head teachers and other key staff 	CEO		
--	--	-----	--	--