



BUTTSBURY JUNIOR SCHOOL

Company No: 07601846

Registered Office: *Buttsbury Junior School, Norsey View Drive, Billericay, Essex, CM12 0QR, UK*

Minutes of the General Meeting of the Buttsbury Junior School Academy Trust Board 27 June 2017, 7pm, Buttsbury Junior School

Present: Brad Beadon
Adam Breathwick
Jenni Hamilton-Morris
Sally Lavelle
Annette McGibbon
Michael McGowan (Chair)
Ashton Parker
Cat Ramsden
Ann Robinson (Headteacher)
Les Sheppard
Sarah Wright

Also in attendance:
Sue Julian-Ottie Secretary to the Governing Body

1. Welcome & Apologies for absence

There were not any apologies. Simon Harvey was absent. The meeting was quorate (quorum being 2; 11 Members being present).

2. Health & Safety Announcement

Trust Board Members were informed of the procedures in the event of an emergency.

3. Notification of any other urgent business

There was no other business raised.

4. Declaration of Members' conflict of interest and any new Business Interest

Cat Ramsden declared a new Business Interest - directorship in Bell Hill Close (Billericay) Management Company Ltd. It was noted that Cat had submitted a new Business Interest

Form. There were not any conflicts of interest with items on the agenda or any other new Business Interests declared.

5. Declaration of receipt of any gifts and / or hospitality

There were not any declarations of any gifts or hospitality having been received.

6. To discuss whether to limit the number of Members to 5 non-staff members in accordance with good practice

6.1. In response to Members' queries, the Secretary to the Governing Body advised that it was current good practice to restrict the number of Members on an Academy's Trust Board to 5 and to exclude anyone who was an employee of the Academy. The mandatory minimum number was 3 Members; however, 5 was considered a more pragmatic number because a Member could not resign if by so doing the number was reduced to less than 3. Members challenged who defined good practice. The Secretary to the Governing Body advised that good practice for Academy Trust Boards was defined by the Department for Education (DfE) and the Education & Skills Funding Agency (EFSA) and stipulated in the Academies Financial Handbook and Governance Handbook. The Headteacher reminded Governors that, at a meeting with Billericay schools, Tim Coulson (former Regional Schools Commissioner) had advised any academy which had all its Governors as Members or that had academy employees as Members to address this so as to be in line with good practice.

6.2. The Trust Board discussed the proposal. In response to challenge, the Secretary to the Governing Body advised that the Trust Board's purpose was to hold the school to account; hence, the ability to do this could be potentially compromised if academy employees were Members. Members accepted the rationale for removing academy employees but queried how to objectively determine which 5 Governors should remain as Members. It was suggested that an objective method would be to appoint Governors who held key roles (ie Chair of Governors, Vice Chair of Governors and Chairs of Committees); however, it was noted that this would mean whenever there were new post-holders, the Membership would need to be altered. Members noted that it was not mandatory to limit the size to 5 Members and agreed that it was more pragmatic to continue having all non-employee Governors as Members. It was noted that, if the school joined or formed a Multi Academy Trust (MAT), the governance structure would be reviewed and the changed circumstances might necessitate a different arrangement.

6.3. Members challenged whether financial liability lay with Governors or Members. The Secretary to the Governing Body advised that it lay with Members. It was noted that this was limited to £10 per Member.

6.4. The Trust Board voted on a proposal that its Membership should not include employees of the Academy but that all other Governors should also be Members (with this applying to both current and future Governors). There were 10 votes in favour and 1 abstention. The proposal was carried. All employees of the academy were thereby removed as Members **(ACTION: Sue Julian-Ottie)**.

7. Any other business

There was not any other business raised. The Chair thanked Members for attending the meeting.

(Meeting closed, 7.10pm).

Summary of decisions

- Membership of the Trust Board to exclude employees of the Academy but to include all other Governors (see 6.4).

Summary of Action Points

Sue Julian-Ottie

- To implement decision to remove employees from Trust Board membership (see 6.4).

Summary of Members' main challenges

- Members challenged who defined good practice with regards to Academy Trust Boards (see 6.1).
- Members challenged the rationale for excluding academy employees from the Trust Board (see 6.2).
- Members challenged where financial liability lay (see 6.3).

Minutes Approved

Signed by Chair: Date: