

BOARD OF TRUSTEES OF THE CITY OF LONDON ACADEMIES TRUST

Thursday, 11 July 2019

Minutes of the meeting of the Board of Trustees of the City of London Academies Trust held at the Guildhall EC2 at 9.00 am

Present

Members:

Andrew McMurtrie (Chairman)	Deputy Clare James
Roy Blackwell (Vice-Chair)	Rehana Ameer
Peter Bennett	Edward Benzecry
Tijs Broeke	Dawn Elliott (via conference call)
Ann Holmes	Lucas Green

Officers:

Kerry Nicholls	- Clerk
Mark Emmerson	- Chief Executive Officer
Claire Hersey	- Chief Financial Officer
Martin Simpson	- Director of Information Communication Technology
Smith Umoren	- Director of Estates and Facilities Management
Katyryna Zamulinskyj	- Human Resources Director

1. APOLOGIES

There were no apologies.

The Chairman led the Board in welcoming Edward Benzecry and Tijs Broeke who had recently been appointed Trustees of the City of London Academies Trust to the meeting.

2. DECLARATIONS

Ann Holmes declared that she was the Chair of the Board of Governors of the City of London Primary Academy Islington.

Tijs Broeke declared that he was a member of the Education Board and a Governor of the City Academy Hackney, which was sponsored by the City of London Corporation.

Deputy Clare James declared that she was the Deputy Chairman of the Board of Governors of the City of London School for Girls.

3. MINUTES

RESOLVED, that the minutes of the meeting held on 21 March 2019 be approved as a correct record.

4. COMMITTEE MINUTES

A. Minutes of the Finance, Audit and Risk Committee

RESOLVED, that the public minutes and non-public summary of the Finance, Audit and Risk Committee meeting held on 4 July 2019 be received.

B. Minutes of the Standards and Accountability Committee

RESOLVED, that the public minutes and non-public summary of the Standards and Accountability Committee meeting held on 2 May 2019 be received.

5. POLICIES FOR THE TRUST

Trustees considered a report of the Chief Financial Officer presenting updated City of London Academies Trust (CoLAT) finance policies and the following points were made:

- A number of minor changes had been made to the CoLAT finance policies which were reviewed in detail at the meeting of the Finance, Audit and Risk Committee on 4 July 2019, where the Committee resolved to recommend the updated policies to the Board for formal approval.
- The Finance, Audit and Risk Committee had requested that further amendments be made to the Procurement and Tendering Policy to outline opening procedures for electronic tenders, and this was agreed by the Board.
- The proposed updated finance policies incorporated all new requirements outlined within the Academies Financial Handbook 2019, including increased instruction on internal scrutiny/internal audit which was in line with the Trust's existing approach.

RESOLVED, that Trustees:

- Approve the following updated policies:
 - Finance Policy;
 - Gifts and Hospitality Policy;
 - Charging and Remissions Policy;
 - Reserves Policy; and,
 - Investment Policy.
- Approve the Procurement and Tendering Policy. subject to further amendments being made to outline Tender Opening Procedures for electronic tenders.

6. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD

There were no questions.

7. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There was no other business.

A. CoLAT Academies Development Programme - Update

Trustees considered an update of the Director of Academy Development on the Academies Development Programme.

RESOLVED, that the update be noted.

8. **EXCLUSION OF THE PUBLIC**

RESOLVED, that the public be excluded from the following items of business.

9. **NON-PUBLIC MINUTES**

RESOLVED, that the non-public minutes of the meeting held on 21 March 2019 be approved as a correct record.

10. **NON-PUBLIC COMMITTEE MINUTES**

A. **Non-Public Minutes of the Finance, Audit and Risk Committee**

RESOLVED, that the non-public minutes of the Finance, Audit and Risk Committee meeting held on 4 July 2019 be received.

B. **Non-Public Minutes of the Standards and Accountability Committee**

RESOLVED, that the non-public minutes of the Standards and Accountability Committee meeting held on 2 May 2019 be received.

11. **OUTSTANDING ACTIONS**

Trustees considered a report of the Clerk setting out outstanding actions from previous meetings.

12. **APPOINTMENTS TO LOCAL GOVERNING BODIES**

Trustees considered a report of the Town Clerk requesting approval for appointments to the Local Governing Bodies of the City of London Primary Academy Islington and City of London Academy Southwark.

13. **CEO EXECUTIVE SUMMARY**

Trustees considered an Executive Summary of the Chief Executive Officer.

14. **CFO UPDATE**

Trustees considered an update report of the Chief Financial Officer.

15. **HUMAN RESOURCES UPDATE**

Trustees considered an update report of the Human Resources Director.

16. **SCHEME OF DELEGATION**

Trustees considered a report of the Chief Executive Officer presenting the Trust Scheme of Delegation 2019-20.

17. **COLAT SCHOOLS SAFEGUARDING MONITORING UPDATE**

Trustees considered a report of the Chief Executive Officer presenting the CoLAT Schools Safeguarding Monitoring Update.

18. **IMPACT VISITS - SUMMER TERM SUMMARIES**

Trustees considered a report of the Chief Executive Officer presenting the IMPACT Visits – Summer Term Summaries.

19. **TRUST SCHOOLS' PREDICTED GRADES**

Trustees considered a report of the Chief Executive Officer presenting Trust School's predicted grades for GCSE and A Level for the 2018-19 academic year.

20. **COLAT SCHOOLS ICT**

Trustees considered an update report of the Director of Information Communication Technology which included the ICT Acceptable Use Policy for Staff, Governors and Volunteers.

21. **LOCAL GOVERNING BODY AUDIT TOOL**

Trustees considered a report of the Chief Executive Officer presenting the Local Governing Body Audit Tool.

22. **SOUTHWARK LGB - REVIEW AND RECOMMENDATIONS**

Trustees considered a report of the Chief Executive Officer outlining the findings of a review of the effectiveness of the executive governance arrangements across the Southwark schools.

23. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**

There were no non-public questions.

24. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND TRUSTEES AGREE SHOULD BE CONSIDERED WHEN THE PUBLIC ARE EXCLUDED**

There was one item of other business.

A. **COLPAI Build Progress Report**

Trustees considered a report of the Director of Academy Development presenting the City of London Primary Academy Islington Build progress.

The meeting closed at 11.00 am

Chairman

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