



To: Alan Benton, Sophie Boyack, Dave Brown, Claudine Crossley, Phil Grundy (Principal), Ginette Hogan, Richard Palmer, Tracy Penfold, Christina Proffitt, Andy Sikora

Copies to: Tom Capewell, Nick Hyde (Deputy Principals)

Jacob Adeshina, (SBM)

Sue Gill (Clerk to the Trustees)

Also in Attendance: Tim Morris Company Secretary/Secretary to the Board

Trustee Full Board Meeting

This meeting will be held in the Hall on Thursday 10th February 2022 following the conclusion of the AGM when you will be invited to attend for the business set out below.

Documents to be considered are also available on the Trustees' online resource library.

If you are unable to attend the meeting or wish to include any other matter of business, please notify me at tmorris@highamparkschool.co.uk Tim Morris Company Secretary/Secretary to the Board.

FULL BOARD - AGENDA

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 Apologies for absence accepted
- 1.2 Apologies for absence not accepted
- 1.3 To consider disqualification for non- attendance
- 1.4 Quorum

2. DECLARATION OF INTEREST

- 2.1 Trustees to declare any interests they have in any of the following agenda items
- 2.2 Standing declarations – Tracy Penfold, Chair of Governors Edinburgh Primary School, Governor Opossum Federation. Claudine Crossley, Governor at Churchfields Primary School

3. TRUST BODY

- 3.1 To confirm Trust Board membership – Christina Edwards term ends 17th March 22
- 3.2 Ensure details held about Trustees on GIAS and Companies House are up to date.
- 3.3 To confirm a section 128 check has completed.

4. MINUTES OF THE FULL BOARD MEETING – 9th December 2021

- 4.1 Trustees are asked to approve the previous minutes for content and accuracy.
- 4.2 MATTERS ARISING

ACTIONS FROM FULL BOARD MEETING 9th December 2021

- 2.2 Company Secretary to confirm Pecuniary Interest information to is on the website
- 3.1 Chair to contact members re Christina's term of office
- 7.2.2. Principal to allocate link areas of the SEF to trustees
- 12 Trustees to send training sessions attended to the Chair



15. Agenda Item to add – Vexatious Complaints Policy (Agenda Item 12.10)

5. STRATEGIC SCHOOL ITEMS

5.1 Company Secretary's Report – Tim Morris

Tim Morris to report on Autumn Term 21/22. Trustees are to note the report.

5.2 School Strategic Building Document – Phil Grundy/Rich Palmer

5.3 Trustee Day/Evening – Tracy Penfold

6. RESOURCES SCHOOL ITEMS - OVERVIEW

6.1 Feedback from Resources Committee Meeting held 27th January 22

Trustees are asked to note feedback

6.2 Feedback from Audit and Risk Committee Meeting held 27th January 22

Trustees are asked to note feedback

6.3 December Monthly Finance Report

Trustees are asked to note December 21 finance position

6.4 Internal Audit Visit Report one

Trustees to note the report and any actions needed.

6.5 School Resource Management Self Assessment

Trustees are asked to approve the completed self assessment form for submission by 15th March 22 and note the associated action plan.

7. TEACHING AND LEARNING SCHOOL ITEMS – OVERVIEW

7.1 Feedback from Academy Effectiveness Committee Meeting held 9th December 21

Trustees are asked to note feedback

8. SAFEGUARDING

8.1 Safeguarding Link Visit.- Tracy Penfold

Trustees note the report from the safeguarding link governor.

9. LINK TRUSTEE VISIT REPORTS

9.1 Link Visit report

Trustees are asked to note the link visit report/s

10. TRUSTEE TRAINING

10.1 Trustees are asked to provide the Tracy Penfold with any training courses attended so they can be logged on the training record

11. CHAIR'S ACTION AND REPORT

The Chair to report on any action(s) taken since the last meeting for trustees' consideration and to report on any other matters

12. STATUTORY GUIDANCE TO NOTE, POLICIES AND DOCUMENTS FOR APPROVAL

12.1 Statutory Guidance re Cost of Uniform

Trustees are asked to the guidance issued November 2021

Trustees are asked to approve the following policies –

12.2. Initial Teacher Training Policy (Alison Riches)

12.3 Early Career Teacher Policy (Nigel Armsby)



12.4 Careers Policy and Statement and Provision (Cally Halkes)

12.5 Careers Education Policy (Cally Halkes)

12.6 Supporting Students with Medical Conditions (Cally Halkes)

12.7 Equality Statement (Phil Grundy)

12.8 Equality Policy (Phil Grundy)

12.9 Public Sector Equalities Objectives – (Phil Grundy)

12.10 Vexatious Complaints – (Tom Capewell)

The following policies were recommended for approval by the Resources Committee

12.11 School Uniform and Equipment List (Tom Capewell)

12.12 Home School Agreement (Tom Capewell)

12.13 Reserves Policy (Phil Grundy)

Trustees are asked to approve the following the document

12.14 Letting Rates 21/22 – academic year (applicable for new lettings from February 22)

Trustees are to note these rates will be incorporated into the existing Lettings Policy on approval.

13. DATES AND TIMES OF NEXT MEETINGS

13.1 Resources Committee 10th March 22 10.15am

Audit Committee 10th March 22 follows Resources Committee

Full Board meeting 31st March 22 5.30pm

Academy Effectiveness Committee 31st March 22 following the FB meeting.

14. ANY OTHER BUSINESS