



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, (ABM)
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 Monday 28th March 2022 at 4.30 p.m. 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@highamsparkschool.co.uk Tim Morris Company Secretary/Secretary to the Board.

Pre-meeting with Heads of Department in the Hall – Curriculum Intent

Art - Sophie + Tim M + Chris (meet in S4)
Business Studies - Dave + Tim J + Arif
MFL - Claudine + Cally + Seb
Technology - Richard + Alison + Catherine
English - Christina + Tom + Sam – arranging via Teams
Sociology- Ginette + Dan + Suwani
History - Alan + Nigel + Jon
Music - Andy + Nick + Hannah
Maths - Tracy + Phil + Irfan

FULL BOARD – AGENDA

1. WELCOME AND APOLOGIES FOR ABSENSE

- 1.1 Apologies for absence accepted – Christina Proffitt
- 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 Infants School, Governor Opossum Federation. Claudine Crossley, Governor at Churchfields Primary School

3. TRUST BODY

- 3.1 To confirm Trust Board membership –
Trustees to note terms of office expiry –
One foundation trustee – 16th July 22, Two parent trustees – 8th June 22 and 16th June 22.
- 3.2 Ensure details held about Trustees on GIAS and Companies House are up to date.

4. MINUTES OF THE FULL BOARD MEETING – 10th February 2022

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



4.2 MATTERS ARISING

ACTIONS FROM FULL BOARD MEETING 10th February 2022

3.2 Christina's Proffitt's reappointment to be updated on GIAS and at Companies House – **Company Secretary to confirm – agenda item 3.2**

5.3 Date to be agreed for trustee evening – **held on the 17th March 22**

6.5.2 School to confirm who submits the SRMSA form–**form submitted 14th March 22**

7.2 Detailed report for on referrals to the inclusion room-**agenda item 5.1**

7.2.5 Confirm verbal abuse exclusions relating to SEND students

9 and 10.2 Safeguarding Link Visit report – **agenda item 9 and 10**

Career Link Visit – **On AEC agenda**

14 Company Secretary to confirm new FB/AEC meeting date – **arranged for 28th March 22**

5. STRATEGIC SCHOOL ITEMS

5.1 Inclusion Figures – Tom Capewell

Trustees to note inclusion room referral numbers

5.2 Staff Wellbeing – Phil Grundy

Trustees to note staff wellbeing document

5.3 School Development Plan Update – Phil Grundy

Trustees to note the SDP update.

5.4 Feedback from the Trustee Evening 17th March 2022 – Tracy Penfold

Trustees found the meeting to be very helpful and constructive and another is to be arranged the first week after Easter.

5.5 SIP Visit arrangement update – Tracy Penfold

Trustees are to note that our existing SIP is currently unavailable. Contact has been made a possible alternative SIP. We hope that, subject to appointment, to arrange for the SIP to visit the school during the summer term.

6. RESOURCES SCHOOL ITEMS - OVERVIEW

6.1 Feedback from Resources Committee Meeting held 10th March 22

Trustees are asked to note feedback

6.2 Feedback from Audit and Risk Committee Meeting held 10th March 22

Trustees are asked to note feedback

6.3 January Monthly Finance Report

Trustees are asked to note January 22 finance position

6.4 School Resource Management Self-Assessment

Trustees are asked to note that the document was submitted by the required date 15th March 22

6.5 School Rebuilding Project – Phil Grundy/Rich Palmer

Trustees are to note the current progress of the scheme

6.6 Internal Audit Report 2 – Jacob Adeshina

Trustees are to note the findings from the report. The introduction of having six full board meetings each academic year allows the trust to meet the ATH requirement that trust accounts are to be shared with trustees six times a year.

7. TEACHING AND LEARNING SCHOOL ITEMS – OVERVIEW

7.1 Feedback from Academy Effectiveness Committee Meeting held 10th February 22

Trustees are asked to note feedback



8. SAFEGUARDING

8.1 Safeguarding Link Visits

Trustees are asked to note the link visit reports

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. STAUTORY GUIDANCE TO NOTE, POLICIES AND DOCUMENTS FOR APPROVAL

Trustees are asked to approve the following policies –

- 12.1 Attendance and Punctuality Policy (Cally Halkes/Sophie Boyack)
- 12.2 Relationship and Sex Education Policy (Cally Halkes/Ginette Hogan)
- 12.3 Expenses procedure (Jacob Adeshina/Tracy Penfold)
- 12.4 Charging and Remissions Policy (Jacob Adeshina/Tracy Penfold)

The following policies were recommended for approval by the Resources Committee

- 12.5 Gifts and Hospitality Procedure

13. DATES AND TIMES OF NEXT MEETINGS

13.1 Resources Committee 28th April 22 10.15am

Audit Committee 28th April 22 follows Resources Committee

Full Board meeting 12th May 22 5.30pm

Academy Effectiveness Committee 12th May 22 following the FB meeting

13.2 Agenda Items

Complaints Policy

14. ANY OTHER BUSINESS