



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)

Summaya Aziz, (CFO)

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 9th December 21 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@highamsparkschool.co.uk Tim Morris Company Secretary/Secretary to the Board.

FULL BOARD - AGENDA

1. WELCOME AND APOLOGIES FOR ABSENSE

- 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 Register of Pecuniary Interest – Tim Morris to confirm all forms have been received.
Action: Publish 21/22 statement on website
- 2.2 Trustees to declare any interests they have in any of the following agenda items
- 2.3 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 Proffitt's term ends 17th March 22
- 3.2 Ensure details held about Trustees on GIAS and Companies House are up to date.
- 3.3 Trustee Code of Conduct Tim Morris to confirm all completed and returned
- 3.4 Skills Audit – Tim Morris to confirm all completed and returned
- 3.5 Keeping Children Safe in Education – Trustees to confirm they have read the guidance

4 . MINUTES OF THE FULL BOARD MEETING – 30th September 21

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



4.2 MATTERS ARISING

ACTIONS FROM FULL BOARD MEETING 30th SEPTEMBER 21

5.3 Company Secretary to update Christina Proffitt's details on Companies House – item 4.2 this agenda

5.5 Trustees to complete Code of Conduct – item 4.3 this agenda

5.6 Trustees to complete skills audit – item 4.4 this agenda

5.7 Chair to organise safeguarding training for trustees – item 11

5.8 Chair to email training programme to trustees – programme sent round and reminder sent for courses in November

13.1.1 Feedback on safeguarding audit – Item 9.1

13.2 Safeguarding link report to be uploaded - completed

17 Letter from RSC to be placed on portal – completed

5. SCHEDULE OF DELEGATION 21/22

5.1 Trustees are asked to approve the schedule of delegation 21/22 noting the minor changes.

6. STRATEGIC SCHOOL ITEMS

6.1 Covid and School Update – Phil Grundy

6.2 School Evaluation Form – Phil Grundy
Trustees are asked to note the current SEF.

6.3 School Holidays 22/23
Trustees are asked to approve the dates for next academic year

7. RESOURCES SCHOOL ITEMS - OVERVIEW

7.1 Feedback from Resources Committee Meetings held 14th October and 18th November
Trustees are asked to note feedback

7.2 Feedback from Risk and Audit Committee Meetings held 14th October and 18th November
Trustees are asked to note feedback

7.3 October Monthly Finance Report
Trustees are asked to note October finance position

7.4 Internal Audit Visit Report one
Trustees to note the report and any actions needed.

8. TEACHING AND LEARNING SCHOOL ITEMS – OVERVIEW

8.1 Pupil Premium Statements 21/22
Trustees are asked approve the statement for publication

Action: to publish on school website before 31st December 21

9.SAFEGUARDING

9.1 Safeguarding Audit Feedback – Tracy Penfold



Trustees to note the Action Plan generated from the LBWF visit

9.2 Safeguarding Link Visit.- Tracy Penfold

Trustees note the report from the safeguarding link governor.

10. LINK TRUSTEE VISIT REPORTS

10.1 SEND Link Visit report

Trustees are asked to note Claudine Crossley's report

11. TRUSTEE TRAINING

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

12. CHAIR'S ACTION

12.1 The Chair to report on any action(s) taken since the last meeting for trustees' consideration.

13. POLICIES FOR APPROVAL

13.1 School Admissions Policy

Trustees are asked to note and approve the minor amendment

13.2 Pay Policy

Trustees are asked to approve the policy

13.3 Business Continuity Plan 21/22

Trustees are asked to approve the plan for 21/22

14. DATES AND TIMES OF NEXT MEETINGS

14.1 Resources Committee 27th January 21 10.15am

Audit Committee 27th January 21 follows Resources Committee

Resources Committee 18th November 21 10.15am

Full Board meeting 10th February 22 5.30pm

15. ANY OTHER BUSINESS

16. CONFIDENTIAL ITEM

2 items