



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 30<sup>th</sup> September at 5.30 pm 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](mailto:tmorris@highamsparkschool.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. APPOINTMENT OF OFFICERS**

- 2.1 Election of Chair for the Trust Board for the academic year 2021/2022
- 2.2 Election of Vice Chair for the Trust Board academic year 2021/2022

#### **3. DECLARATION OF INTEREST**

- 3.1 Register of Pecuniary Interest – Trustees are required complete and submit to Tim Morris the Declaration of Pecuniary Interests.

**ACTION:** Forms need to be sent Members of the Trust for completion

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

#### **4. TRUST BODY**

- 4.1 To confirm Trust Board membership – noting any current vacancies and identifying members whose term of office will end during this academic year



- 4.2 To confirm Tracy Penfold reappointment from 18<sup>th</sup> December 21 by members as a foundation trustee for further four-year term.
- 4.3 Ensure details held about Trustees on GIAS and Companies House are up to date.
- 4.4 To confirm a section 128 check has been completed.
- 4.5 Trustee Code of Conduct – Trustees are requested to agree and sign the Trustee code of conduct 21/22 and return to Tim Morris
- 4.6 Skills Audit – Trustees are requested to complete the skills Audit and return to Tim Morris
- 4.7 Keeping Children Safe in Education – Trustees are requested to confirm that they have read and understood the document by the close of this half term.
- 4.8 Governor Services SLA – to confirm approval of SLA for LBWF Governor Services Clerking/Minute Taking Services and Training Package for 21/22

## **5. MINUTES OF THE FULL BOARD MEETING – 15<sup>TH</sup> JULY 2021**

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

5.2 MATTERS ARISING

## **6. SCHEDULE OF DELEGATION 21/22**

6.1 Trustees are asked to approve the schedule of delegation 21/22 noting the changes to the committee remits (as agreed in July 21)

## **7. COMMITTEE MEMBERSHIP**

7.1 Trustees are asked to approve the membership of the following committees

- **Academies Effectiveness**
- **Resources Committee**
- **Audit Committee**
- **Pay Panel**
- **Pupil Disciplinary**

## **8. LINK TRUSTEES**

8.1 Trustees are asked to agree the Link Roles for 21/22

## **9. STRATEGIC SCHOOL ITEMS**

9.1 Risk Assessment for September 21 school opening – Phil Grundy

Trustees are asked to note the risk assessment.

9.2 School Development Priorities – Phil Grundy

Trustees are asked to approve the school development priorities 21/22

## **10. RESOURCES SCHOOL ITEMS - OVERVIEW**

10.1 Pupil Numbers September 21 – Phil Grundy

Trustees are asked to note the current numbers in year 7 and the year 12.

10.2 Report on Covid Absences – Staff and Students – Cally Halkes

Trustees are asked to note the report.

10.3 Schools Rebuilding Programme and current CIF projects – Richard Palmer

Trustees to note the current position with regards to the above schemes.

10.4 Finance update July/August 2021 – Summaya Aziz



Trustees to note the current financial end of month figures and notes from the Chairs/Finance link governors meeting for the August monthly figures

10.5 Utilities Contract Renewal

Trustees are asked to note approval was given under Chairs Action.

10.6 Internal Audit Scope of Work 21/22

Trustees are asked to consider and approve the proposed scope of work for this academic year.

## **11. TEACHING AND LEARNING SCHOOL ITEMS – OVERVIEW**

11.1 Teacher Assessed Grades 20/21 - Nick Hyde

Trustees to note the headline results from summer 20/21. In depth feedback will be given at the Academy Effectiveness Committee following the close of this meeting. All non-committee members are welcome to stay as observers.

## **12.SAFEGUARDING**

12.1 Safeguarding Audit Feedback – Tracy Penfold

Trustees to note that the LBWF Safeguarding Team are carrying an audit on the 22<sup>nd</sup> September 21.

12.2 Safeguarding Link Visit. - Tracy Penfold

Trustees note the report from the safeguarding link governor.

## **13. CHAIR'S ACTION**

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

## **13.POLICIES FOR APPROVAL**

13.1 SEND Policy (Brian Dooley / Cally Halkes)

13.2 SEND Provision (Brian Dooley / Cally Halkes)

13.3 Safeguarding Policy (James Lampshire)

13.4 Peer on Peer Abuse and Harmful Sexual Behaviour Policy (James Lampshire)

13.5 Equality and Diversity Policy (Cally Halkes)

13.6 Online Safety Policy (Tom Capewell)

## **14. DATES AND TIMES OF NEXT MEETINGS**

14.1 Resources Committee 14<sup>th</sup> October 21 10.15am

Audit Committee 14<sup>th</sup> October 21 follows Resources Committee

Pay Committee 18<sup>th</sup> November 21 9.15am (To be confirmed)

Resources Committee 18<sup>th</sup> November 21 10.15am

AGM then Full Board meeting 9<sup>th</sup> December 21 5.30pm

## **15. ANY OTHER BUSINESS**

## **16. CONFIDENTIAL ITEM**

2 items