



To: Alan Benton, 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 Thursday 12th May 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.

FULL BOARD – AGENDA

1. WELCOME AND APOLOGIES FOR ABSENCE

- 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 Primary School, Governor Opossum Federation. Claudine Crossley, Governor at Churchfields Infants School

3. TRUST BODY

- 3.1 To confirm Trust Board membership –
Trustees are to note Sophie Boyack resignation from the Board of Trustees on 19th April 22
Trustees to note terms of office expiry - Two parent trustees – 8th June 22 and 16th July 22 (refer to item 13).
- 3.2 Ensure details held about Trustees on GIAS and Companies House are up to date.
- 3.3 Election of Vice Chair to the Board

4. MINUTES OF THE FULL BOARD MEETING – 28th March 2022

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

ACTIONS FROM FULL BOARD MEETING – 28th March 2022

5. STRATEGIC SCHOOL ITEMS

- 5.1 Company Secretary Report – Tim Morris
Trustees to note student numbers, Exclusion & Inclusion numbers, Attendance figures, Quality of Teaching and Learning, staff training and staff changes
- 5.2 Feedback from the Trustee Evening 20th April 2022 – Tracy Penfold
- 5.3 School Development Plan Update – Phil Grundy
- 5.4 Overview of the White Paper – Tracy Penfold/Phil Grundy



6. RESOURCES SCHOOL ITEMS - OVERVIEW

6.1 Feedback from Resources Committee Meeting held 28th April 22

Trustees are asked to note feedback

6.2 Feedback from Audit and Risk Committee Meeting held 28^h April 22

Trustees are asked to note feedback

6.3 March Monthly Finance Report

Trustees are asked to note March 22 finance position

6.4 School Rebuilding Project – Phil Grundy/Rich Palmer

Trustees are to note the current progress of the scheme

6.5 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. This will be recorded as an Appendix to Full Board Meeting Agendas moving forward.

7. TEACHING AND LEARNING SCHOOL ITEMS – OVERVIEW

7.1 Feedback from Academy Effectiveness Committee Meeting held 28th March 2022

Trustees are asked to note feedback

8. SAFEGUARDING

8.1 Safeguarding Link Visits

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 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

- Pension Indexation Payment
- Support Staff 21/22 pay award

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

Trustees are asked to approve the following policies –

- 12.1 Complaints Policy (Tim Morris)
- 12.2 Payment of Trustee Expenses (Jacob Adeshina / Dave Brown)

13. DATES AND TIMES OF NEXT MEETINGS

13.1 Resources Committee 30th June 22 10.15am

Audit Committee 30th June 22 follows Resources Committee

Full Board meeting 14^h July 22 5.30pm

Academy Effectiveness Committee 14th July 22 following the FB meeting

14. ANY OTHER BUSINESS