



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  
  
Jacob Adeshina, (ABO)  
  
Caroline Russell (Clerk to the Trustees)

Also in Attendance: Tim Morris Company Secretary/Secretary to the Board  
Erik Mesel – Observer  
Maria Ese - Observer

### **Trustee Full Board Meeting**

This meeting will be held at Highams Park School on **Thursday 14<sup>th</sup> July 2021** at **5.00pm** in N16 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.

### **AGENDA**

#### **1. WELCOME AND APOLOGIES FOR ABSENCE**

- 1.1 Welcome including new Parent Trustees who are observing tonight.
- 1.1 Apologies for absence accepted
- 1.2 Apologies for absence not accepted
- 1.3 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. MINUTES**

- 3.1 To receive minutes of the Full Board Meeting held on 12<sup>th</sup> May 2022
- 3.2 Matters arising

#### **4. REPORTS FROM COMMITTEES**

- 4.1 Report from Academy Effectiveness Committee held on 12<sup>h</sup> May 2022
- 4.2 Report from Resources Committee held on 30<sup>th</sup> June 22  
Including update on Building projects and CIF bids
- 4.3 Report from Audit and Risk Committee held on 30<sup>th</sup> June 22

#### **5. FINANCE**

##### **5.1 Budget 21/22 and 3 year Budget Plan (BFR3Y)**

Trustees asked to approve the combined budget 22/23 and the 3-year budget forecast return.



## **5.2 3<sup>rd</sup> Quarterly Budget Report 21/22**

Trustees note the May budget report 21/22

## **6. AUDIT**

### **6.1 Internal Audit Reports 21/22**

Trustees are asked to note the findings and management comments from Internal Audit Report Internal Audit Report 3 – carried out June 22. Trustees are asked to note actions have been entered onto the audit tracker spreadsheet

### **6.2 Internal Audit Programme 22/23**

Trustees to approve the recommendation of three financial audits over 22/23  
Trustees are to note the non- financial audit will be discussed at the next A&R

### **6.3 External Auditors Letter of Engagement**

## **7. RISK REGISTER AND BUSINESS CONTINUITY PLAN**

Trustees are asked to note the current Risk Register and BCP. Trustees are asked to note that it will be updated following any further DfE announcements issued during the summer.

## **8 SCHOOL DEVELOPMENT PRIORITIES**

PG to present the draft SDP 22/23

## **9. SUMMER SCHOOL**

PG to provide update on proposed summer school for transitioning Year 6's into Year 7

## **10 SCHOOL LED TUTORING**

TCL to update school's position

## **11. INCLUSION FIGURES**

TCL to present inclusion figures and analysis

## **12. SAFEGUARDING**

### **12.1 Safeguarding Visit**

Trustees are asked to note the next link visit is due to take place on 19<sup>th</sup> July 22– covering the summer term.

## **13. GOVERNOR SERVICES SLA**

Trustees are asked to approve proposed services.

## **14. RESIDENTIAL TRIPS**

Trustees to note residential trips proposed for 22/23.

## **15. CHAIRS ACTION AND REPORT**

Including feedback on Parent trustee election

## **16. POLICIES**

17.1 Health and Safety Policy (JA)

17.2 Careers programme 22/23 (TPM)

17.3 Accessibility Policy from the Resources Committee (RP)

## **17. DATE AND AGENDA ITEMS FOR THE NEXT MEETING**



**Highams Park**  
*Academy Trust*

**17.1 Date of future meetings**

**17.2 Agenda Items**

**18. ANY OTHER BUSINESS/CONFIDENTIAL ITEM**

Confidential Items