



Present: Tracy Penfold (Chair) - Trustee
Phil Grundy - Principal
Alan Benton - Member and Trustee
Claudine Crossley - Trustee
Dave Brown - Trustee
Christina Proffitt - Trustee
Andy Sikora - Trustee
Ginette Hogan - Trustee
Richard Palmer - Trustee

Also in attendance: Tom Capewell and Nick Hyde (Deputy Principals)
Tim Morris (Company Secretary/Secretary to the Board)
Jacob Adeshina (Academy Business Manager)
Ella Coulson (Clerk to the Trustees)

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
4.1	Minutes from 28 March 2022 to be brought forward to the July meeting to be agreed.		
5.3.3	Trustees to read through the 5 questions and feedback to PG.		
12.1	AGREED Trustees approved and agreed the Complaints policy.		
12.2	AGREED Trustees approved the Payment of Trustee expenses.		
	Date of next meeting: 14 th July 2022		

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 The Chair welcomed all those present to the meeting.
- 1.2 Apologies for absence were received and accepted from Christina Proffitt.
- 1.3 The Clerk confirmed that the meeting was quorate.

2. DECLARATIONS OF INTEREST

- 2.1 There were no declarations made pertaining to any of the agenda items for this meeting.
- 2.2 Standing declarations – Tracy Penfold, Chair of Governors Edinburgh Primary School, Governor Opossum Federation. Claudine Crossley, Governor at Churchfields Infants School

3. TRUST BOARD MEMBERSHIP

- 3.1 Trustees are to note Sophie Boyack resignation from the Board of Trustees on 19 April 22.
- 3.2 Trustees to note terms of office expiry - Two parent trustees – 8 June 22 and 16 July 22.
- 3.3 Details held on Companies' House and GIAS are up to date.

- 3.4 Trustees nominated Claudine Crossley for the role of vice chair unanimously. Therefore, with no other votes and no objections, Claudine Crossley was elected as Vice Chair.

4. MINUTES

- 4.1 Governors are waiting to receive the minutes of the Trustee Full Board meeting held on 28 March 2022.

Action: Carry forward to the next meeting in July.

- 4.2 Trustees sent their well wishes to Sue Gill.

5. STRATEGIC SCHOOL ITEMS

5.1 Company Secretary Report – main points

The Company Secretary Report was tabled and the main points discussed.

- 5.1.1 Generally, there are only slight changes in the overall number of students in each year group from the previous report. However, it is worth noting that the number of students in Year 7 is increasing towards the PAN.
- 5.1.2 The numbers of fixed-term exclusions have grown from Term 1 to Term 2 this year.
- 5.1.3 In addition to the FTE the school has also used 5-day provision at Heathcote for 2 students which has been reciprocated.
- 5.1.4 There has been a staff survey and staff INSET around behaviour to address the behaviour of some students in the school. Expectations have been reinforced through assemblies. An outside agency delivered a workshop to Year 9 to raise aspirations as this year group is has been affected most by COVID since starting secondary school.
- 5.1.5 Attendance at HPS has been above the national figures for most of the term,
- 5.1.6 It was noted that the impact of COVID on absence has been slightly higher in the younger year groups.
- 5.1.7 The new online attendance and late form is making communication with home more efficient but works needs to be done to make the administration of linking 3 different systems more streamlined and time effective.
- 5.1.8 Further investigation needs to be completed to see what other integration can be done between the system and Arbor.
- 5.1.9 During the Autumn Term of the 2021/22 Academic Year 96 out of a total of 98 teaching staff were observed, 101 lesson observations were conducted in total in the Autumn Term.
- 5.1.10 During the Spring Term of the 2021/22 Academic Year 91 out of a total of 102 members of staff were observed, 95 lesson observations were conducted in total in the Spring Term.
- 5.1.11 Based on evidence from the 196 lesson observations that have been conducted so far in the 2021/22 academic year the school would judge the quality of Teaching and Learning at Higham's Park School to be GOOD. A number of areas of identified strengths, emerging areas, and areas for development were outlined in the report.
- 5.1.12 Continuous Professional Development and Learning:
There has been a whole school drive to improve the quality of feedback through DIRT. This has formed the basis of several whole school INSET sessions and in department INSET time. Specific training programmes have also been designed for teachers at certain level. This includes teachers new to the profession (ECT). As several the Pastoral Team are new to their position, a bespoke programme has been delivered to the Heads and Deputy Heads of Year.

5.2 Feedback from the Trustee Evening

- 5.2.1 A Paper was uploaded onto the portal for trustees to read.

5.3 School Development Update

- 5.3.1 Trustees reported the need for a more user-friendly version of the SDP to be produced to help them identify strengths and weaknesses of the school.

Action: Trustees to read through the 5 questions and feedback to PG.

5.4 Overview of the white paper

PGY outlined the main implications of the White Paper for the school. The main points are outlined below.

- Closer collaboration with other schools
- Central career development opportunity for staff
- Increased starting salary for teachers
- Greater National focus on behaviour, attendance, and wellbeing
- Providing a “richer, longer and rounded” education.
- Additional teaching for underperforming students
- A change in the admission (in year) process for Academies
- A move to all schools being in or moving toward being part of a MAT by 2030
- Schools with 2 or more consecutive Ofsted ratings below good, could be forced to join an academy chain or change academy chain.
- It was also suggested that there was the possibility of increased financial scrutiny of all schools via the requirement to conduct ESFA benchmarking and reviews.

PGY outlined a number of options that the school needed to consider which would need to be discussed in further meetings.

6. **RESOURCES SCHOOL ITEMS**

6.1 Feedback from Resources Committee on 28 April 2022

- 6.1.1 Previous Minutes will be brought to the next resources meeting. Sue Gill is currently on long term sick leave.
- 6.1.2 March 2022 monthly figures were a separate item on the FB agenda.
- 6.1.3 The 3-year budget forecast was being further developed.
- 6.1.4 Trustees looked at the spending plan for the reserves currently held by the school.
- 6.1.5 It was reported that the new utilities contract was an extension of the existing contract. JA is to provide further details.
- 6.1.6 Catering: JA recommended to increase the price of a fixed meal from £2.16 to £2.26 from September 22 which matches the FSM rate. The committee have asked for evidence of the need for this increase. JA was asked to form a timeline for retendering the catering contract.

6.2 Feedback March Financial report

- 6.2.1 With an income forecast of £10,440,371 and Budget of £10,357,970 (increase of £82,401) and an expenditure Forecast of £10,321,632 and a Budget of £10,357,970, (decrease £36,337), the overall forecast budget for 21/22 was a surplus of £118,738.00.
- 6.2.2 Agency and Premises lines still have the contingency figures held in them. It was hoped that not all the contingency funds will be spent and there will be a further expenditure saving.
- 6.2.3 Two payments have been received for the National/School led tutoring funding. The school will need to contribute a percentage and to ensure that details of students included in this programme were reported in the census return. Trustees noted that if the money is not spent it will be clawed back.
- 6.2.4 The support staffs pay award will be included within the April monthly report.

- 6.2.5 With the social health care levy, the employer's national insurance contribution has increases from 1st April 22. A grant to cover this additional cost should be given to school shortly.
- 6.2.6 Neither the additional forecast expenditure nor income have been included in the March report.
- 6.3 School Rebuilding programme
 - 6.3.1 RP ran through the current progress of the project.
 - 6.3.2 RP reported a higher occupancy of classrooms.
 - 6.3.3 The plans for the SRP will be drafted in the summer 2022.
 - 6.3.4 The next academic year the plans will go out to tender and the modified designs will be confirmed.
 - 6.3.5 Work should begin at the end of the summer term 2023 and into 23/24 and 24/25, it will be a two-year build with the aim to be completed in 2025.
- 6.4 Internal Audit Report
 - 6.4.1 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 of the trust accounts being 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

- Feedback from Academy Effectiveness Committee Meeting held on 28 March 2022
- 7.1 The committee looked at feedback of KS4 and KS5 data and a staffing update.

8. SAFEGUARDING

- 8.1 Link Visits are due to be arranged.

9. LINK TRUSTEE VISIT REPORTS

- 9.1 No link visit occurred prior to the meeting.

10. TRUSTEE TRAINING

Trustees were reminded to let the chair know if they complete any training so it can be recorded.

11. CHAIRS ACTION AND REPORT

Action: Pension Indexation Payment and Support Staff 21/22 pay award was approved via Chairs Action.

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

- a. AGREED Trustees approved and agreed the Complaints policy.
- b. AGREED Trustees approved the Payment of Trustee expenses.

13. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

14 July 2022

14. ANY OTHER BUSINESS/CONFIDENTIAL ITEMS

- 14.1 Trustees were reminded to look at the consultation and send any comments to the chair.

Chair: (print)

..... (sign)

Date: