



To: Nigel Armsby (Principal), Alan Benton, Dave Brown, Claudine Crossley, Maria Eze, Ginette Hogan, Erik Mesel, Richard Palmer, Tracy Penfold, Christina Proffitt, Andy Sikora

Copies to: Tom Capewell, Nick Hyde (Deputy Principals)

Jacob Adeshina, (ABO)

Clerk TBA (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 8th December 22 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

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. DECLARATION OF INTEREST

- 2.1 Register of Pecuniary Interest – Tim Morris to confirm all forms have been received.
Action: Publish 22/23 statement on website
- 2.2 Trustees to declare any interests they have in any of the following agenda items
- 2.3 Standing declarations Claudine Crossley, Governor Churchfields Infants School

3. TRUST BODY

- 3.1 To confirm Trust Board membership
- 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 Keeping Children Safe in Education – Trustees to confirm they have read the guidance

4. MINUTES OF THE FULL BOARD MEETING – 29th September 22

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

5. ACTIONS FROM FULL BOARD MEETING 29th SEPTEMBER 22

- 3.1 Members to complete interest forms
- 4.5 Trustees to sign code of conduct
- 4.7 Trustees to confirm that they read KCSIE 2022
- 4.7 Trustees to undertake safeguarding training as required by KCSIE 22
- 9.0 To arrange to speak to student who has been supported with interventions



6. STRATEGIC SCHOOL ITEMS

6.1 School Evaluation Form – Nigel Armsby

Trustees are asked to note the current SEF.

6.2 School Development Plan 22/23

Trustees are asked to note the current SDP

6.3 SLMT structure from January 2023 – Nigel Armsby

6.4 School Email

Trustees are asked to note that from January all correspondence will be sent via their school emails with sensitive documents attached with password protection.

6.5 School Dates 23/24

Trustees are asked to approve the dates for next academic year

7. FEEDBACK FROM MEETINGS AND SCHOOL ITEMS - OVERVIEW

7.1 Feedback from Resources Committee Meetings held 3rd November and 17th November

Trustees are asked to note feedback

7.2 Feedback from Staffing Committee held on 17th November

Trustees are asked to note feedback

7.3 Feedback from Risk and Audit Committee Meetings held 14th October and 17th November

Trustees are asked to note feedback

7.4 October Monthly Finance Report

Trustees are asked to note October finance position

7.5 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 22/23

Trustees are asked to approve the statement for publication

Action: to publish on school website before 31st December 22

9. SAFEGUARDING

9.1 Safeguarding Link Visit - Tracy Penfold

Trustees note the report from the safeguarding link governor.

10. LINK TRUSTEE VISIT REPORTS

10.1 Trustees to discuss any Link Visits since last meeting

11. TRUSTEE TRAINING

Trustees are asked to provide the Ginette Hogan 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

Trustees are asked to note the following

13.1 Pay Policy

Recommended for approval by the resources committee on the 17th November and was approved by trustees via round robin email on the *****

Trustees are asked to approved the following policies

Recommended by Resources Committee 17th November

13.2 Cyber Security Policy

13.3 IT Major Incident Policy

Recommended by Academy Effectiveness Committee 1st December

13.4 Careers Policy

13.5 Behaviour Policy

13.5 Attendance Policy

13.7 EAL Policy

13.8 Equality Statement

Brought to this meeting for approval

13.9 Data protection Policy

13.10 Curriculum Policy

13.11 Literacy Policy

13.12 Freedom of Information Policy

13.13 Freedom of Information Publications Scheme

14. DATES AND TIMES OF NEXT MEETINGS

Academy Effectiveness Committee – 11th January 2023 at 5.00 pm

Resources Committee 26th January 2023 at 10.15 am

Full Board meeting 2nd February 2023 at 5.00 pm

Audit Committee 2nd March 2023 at 8.00 am follows

15. ANY OTHER BUSINESS

Notified to the Company Secretary up to 2 days before the meeting