



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, Ange Osman (Deputy/Deputy Associate Principals)

Jacob Adeshina, (ABO)

Charlotte Herbert (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 N16 on Thursday 2<sup>nd</sup> February 2023 at 5.00pm 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. DECLARATION OF INTEREST**

- 2.1 Trustees to declare any interests they have in any of the following agenda items
- 2.2 Standing declarations – those noted in the published document on the school website

**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.

**4. MINUTES OF THE FULL BOARD MEETING – 8<sup>th</sup> DECEMBER 2022**

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

**5. ACTIONS FROM FULL BOARD MEETING 8<sup>th</sup> DECEMBER 2022**

- 3.1 Members to complete interest forms

**6. STRATEGIC SCHOOL ITEMS**

- 6.1 Company Secretary's Report  
Trustees are asked to note the Company Secretary's Report
- 6.2 School Development Plan 22/23



Trustees are asked to note progress on the Leadership and Management actions during the Autumn Term

**6.3 School Rebuilding Programme**

Trustees are asked to note progress to date.

**6.4 School Dates 23/24**

Trustees are asked to acknowledge the extra Bank Holiday for the Coronation on 8<sup>th</sup> May 2023

Trustees are asked to approve the amendment to the school dates 22/23 – the removal of the ‘moving day’ on September 8<sup>th</sup> 2023. The School will now be open.

**7. FEEDBACK FROM SUB COMMITTEE MEETINGS**

**7.1 Feedback from Resources Committee Meeting held 26<sup>th</sup> January 2023**

Trustees are asked to note feedback

**7.2 December Monthly Finance Report**

Trustees are asked to note December finance position

**7.3 School Resource Management Self-Assessment**

Trustees to approve the SRMSA for submission – deadline 15<sup>th</sup> March 23.

**7.4 Feedback from Academy Effectiveness Committee held 11<sup>th</sup> January 23**

**8. TEACHING AND LEARNING SCHOOL ITEMS – OVERVIEW**

**8.1 KS3 Data – Nick Hyde**

**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 approve the following policies

**13.1 Children with Medical Needs**

**13.2 Initial Teacher Training**

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



# Highams Park

## *Academy Trust*

Audit Committee 2<sup>nd</sup> March 2023 at 8.00 am  
Resources Committee 9<sup>th</sup> March 2023 at 10.15 am  
Full Board meeting 16<sup>th</sup> March 2023 at 5.00 pm

### **15. ANY OTHER BUSINESS**

Notified to the Company Secretary upto 2 days before the meeting

### **16. CONFIDENTIAL ITEMS**