



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

Copies to: Nick Hyde (Deputy Principals), Angy Osman

Jacob Adeshina (ABO)

TBC by LA (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 5<sup>th</sup> October 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 ABSENSE**

- 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. APPOINTMENT OF OFFICERS**

- 2.1 Election of Chair for the Trust Board for the academic year 2023/2024
- 2.2 Election of Vice Chair for the Trust Board academic year 2023/2024

#### **3. DECLARATION OF INTEREST**

- 3.1 Register of Pecuniary Interest

Trustees are required to complete and submit the Declaration of Pecuniary Interests to Tim Morris.

**ACTION:** Forms also sent Members of the Trust for completion and SLMT

- 3.2 Declaration of Interest in Agenda Items

Trustees to declare any interests they have in any of the following agenda items

- 3.3 Standing declarations

Those as stated on the school website

**Note: Item 12.2 KS5 Results will be presented here with sections of the Company Secretary Report (Attendance, Exclusion and Inclusion Data)**



#### **4. TRUST BODY**

##### **4.1 Trust Board membership**

To confirm Trust Board membership – noting any current vacancies and identifying members whose term of office will end during this academic year.

##### **4.2 Staff/Foundation Trustees Appointment**

4.3 Ensure details held about Trustees on GIAS and Companies House are up to date.

4.4 To confirm a section 128 check has been completed.

##### **4.5 Trustee Code of Conduct**

Trustees are requested to agree to adopt the Trustee code of conduct 23/24 and, if adopted the Chair will sign on behalf of the board

##### **4.6 Keeping Children Safe in Education**

Trustees are requested to confirm that they have read and understood the document by the close of this half term. Trustees are asked to note that new trustees are required to attend safeguarding training as part of their induction. All other trustees need to regularly update their safeguarding training.

#### **5. MINUTES OF THE FULL BOARD MEETING – 5<sup>TH</sup> JULY 2023**

5.1 Trustees are asked to approve the previous minutes for content and accuracy.

##### **5.2 MATTERS ARISING**

#### **6. SCHEME OF DELEGATION 23/24**

6.1 Trustees are asked to approve the schedule of delegation 23/24 noting any changes

#### **7. COMMITTEE MEMBERSHIP**

7.1 Trustees are asked to approve the membership of the following committees

- **Academies Effectiveness**
- **Resources Committee**
- **Audit Committee**
- **Pay Committee**
- **Student Disciplinary**

#### **8. LINK TRUSTEES**

8.1 Trustees are asked to agree the Link Roles for 23/24

#### **9. COMPANY SECRETARY REPORT**

#### **10 STRATEGIC SCHOOL ITEMS**

10.1 School Development Priorities – Nigel Armsby

10.2 Residential Trips 23/24

#### **11. RESOURCES SCHOOL ITEMS – OVERVIEW**

11.1 To confirm the following –

Related Party Transactions for the academic year 22/23

Gifts and Hospitality received for the academic year 22/23

School Insurance policy for the academic year 23/24



**11.2 Schools Rebuilding Programme Richard Palmer**

Trustees to note the current position with regards to the above scheme.

**11.3 Finance update August 2022 – Jacob Adeshina**

JA to update trustees on the current draft position of the 22/23 budget

**11.4 Budget 23/24**

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

**12.1 KS4 Exam Results 22/23 - Nick Hyde**

**12.2 KS5 Exam Results 22/23 – Liam McDonnell**

Trustees to note the results from summer 22/23

**12.3 Feedback on new year 7 intake (Nick Hyde)**

**13.SAFEGUARDING**

**13.1 Safeguarding Link Visit. - Tracy Penfold**

Trustees are asked to note the next visit will take place after half term

**13.2 Safeguarding Audit**

Trustees note the comments from the LA Safeguarding Team.

**14. CHAIR'S ACTION**

14.1 The Chair to report on any action(s) taken since the last meeting for trustees' consideration.

**15.POLICIES FOR APPROVAL**

15.1 SEND Policy (Carl Robinson)

15.2 SEND Information Report (Carl Robinson)

15.3 Safeguarding Policy (James Lampshire)

15.4 Child on Child Abuse and Harmful Sexual Behaviour Policy (James Lampshire)

15.5 Equality and Diversity Policy (Neil Tobias)

15.6 Online Safety Policy (James Lampshire)

**16 DATES AND TIMES OF NEXT MEETINGS**

16.1 19<sup>th</sup> October 23 10.15am - Resources Committee

16<sup>th</sup> November 23 10.15 am - Pay Committee to Audit Committee to Resources Committee

30<sup>th</sup> November 23 5.00 pm - Academy Effectiveness Committee

7<sup>th</sup> December 23 5.00pm AGM then Full Board meeting

**17. ANY OTHER BUSINESS**

The year 7 open evening is on 12<sup>th</sup> October 23 at 5.30pm. We are looking for trustee volunteers to come in to meet prospective parents/carers/pupils.

**18. CONFIDENTIAL ITEMS**