



Highams Park Academy Trust

To: Sophie Boyack, Claudine Crossley, Christina Edward, Phil Grundy (Principal), Ginette Hogan, Jonathan Kemp, Richard Palmer, Tracy Penfold, Andy Sikora, Nicky Whitehead.

Members Alan Benton, Steve Carter, Richard Hutchinson, Paul Phillip, Steve Riches

Copies to: Summaya Aziz, Tom Capewell, Nick Hyde, Sue Gill (Clerk to the Trustees)

Also in Attendance: Tim Morris Company Secretary/Secretary to the Board

Gary Miller from Price Bailey

Trustee Board Meeting including AGM

Monday 17 December at 7.00 pm in the 6 Form Block (N16)

A meeting of the Board of Trustees will be held on the above date when you are 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.

Part 1 Annual General Meeting Agenda

- 1. Welcome from the Chair of Trustees**
- 2. Apologies for Absence**
- 3. Declaration of Trustees' Pecuniary Interests/Gifts and Hospitalities**
- 4. Price Bailey presentation on the audited accounts 2017-18 (Gary Miller)**
(including discussion of the Trustee Report with Members and Trustees)
- 5. Minutes of the AGM Meeting held on 18 December 2017**
The draft minutes of the meeting are attached
- 6. Matters arising from the minutes not on the Agenda**
- 7. Appointment of Auditors for 2018/19**



Part 2- Full Board Meeting Agenda

8. Declaration of Trustees' Pecuniary Interests/Gifts and Hospitalities

9. Minutes of the Full Board meeting 24 September 2018

10. Matters arising from the minutes not on the Agenda

11. Reports from Committees

11.1 Resources

The Chair will present a short summary of the business and decisions taken at the last Resources Committee meeting (including draft minutes).

11.2 Academy Effectiveness Committee

The Chair of the Committee will present a short summary of the business and decisions taken at the last Academy Effectiveness Committee meeting (including draft minutes).

12. Report on student progress (Nick Hyde)

12.1 Key Stage 3 progress

12.2 Key Stage 4 FFT Trustee Pages

13. Update on School Priorities (Phil Grundy)

14. Company Secretary Report (Phil Grundy)

15. Approval of CIF Projects (Summaya Aziz)

16. Trustee Training (Tracy Penfold)

Trustee update on Training attended

Outline of Trustee Training Day Saturday 12 January 2019
(including Keeping Children Safe in Education)

17. Link Trustees (Tracy Penfold)

18. Update on DBS checks (Tracy Penfold)

19. Proposed Term Dates for 2019-20 (Phil Grundy)



Highams Park
Academy Trust

20. Policies for ratification

From Resources Committee

- HPAT Pay Policy
- Performance Management Policy
- Online Safety Policy
- Sickness Absence Management Policy

From Academy Effectiveness Committee

- SEND Policy
- Attendance and Persistent Absence Policy
- Equality Policy
- Curriculum Policy
- Literacy Policy

21. Chairs Action

22. Date of next Meeting – April 1 2019

23. Any Other Business

24. Confidential item (HPS staff will be asked to leave the room)

Staffing Committee report on Principal's Performance Management Review