



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

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

Trustee Board Meeting

Monday 1 April 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.

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

2. Minutes of the Full Board meeting 17 December 2018

3. Matters arising from the minutes not on the Agenda

4. Overseas Educational Visits (Linda Richardson / Micky Gordon) – Presentation, discussion and decision

5. Exclusion Training (Steve Riches)

6. Reports from Committees - Information

6.1 Resources Committee

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

6.2 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).

7. Company Secretary Report (Phil Grundy) – information / discussion

7.1 Feedback from ASCL

7.2 National issues



8. Financial updates (Summaya Aziz) – information / discussion

- 8.1 Five Year Plan
- 8.2 Succession planning

9. Trustee Training updates (Tracy Penfold) – information / discussion

- 9.1 Trustee update on Training attended

10. Link Trustees Visits (Tracy Penfold) - information / discussion

- 10.1 Sophie Boyack
- 10.2 Tracy Penfold
- 10.3 Ginette Hogan
- 10.4 Richard Palmer

11. Policies

- 11.1 Complaints Policy (Tim Morris / Tracy Penfold) – **ratification**
- 11.2 Uniform Policy (Tom Capewell / Claudine Crossley) – **ratification**
- 11.3 Home School Agreement (Tom Capewell / Sophie Boyack) - **ratification**

12. Policies for ratification from previous Committee

From Resources Committee

- Charging and Remissions Policy
- Whistleblowing Policy
- Code of Conduct
- Disciplinary Procedures
- Bullying and Harassment Policy
- Risk register

From Academy Effectiveness Committee

- Supporting Pupils with Medical Conditions
- Behaviour Policy
- Careers statement

13. Any Other Business - information

- 13.1 Update to Term Dates for 2019-20 (Phil Grundy)
- 13.2 CIF bid outcome (if available – Summaya Aziz)
- 13.3 PM arrangements for Principal (Tracy Penfold)
- 13.4 Training Day / Review Day (Tracy Penfold)
- 13.5 Trustee action plan (Tracy Penfold)
- 13.6 Fund Raising (Sophie Boyack)

14. Date of next Meeting

- 14.1 Monday 15 July at 7.00 – 9.00 pm in N16
- 14.2 Agenda items

15. Confidential items



Highams Park
Academy Trust