



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 and Training**

**Monday 15 July at 5.00 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](mailto:tmorris@highamsparkschool.co.uk) Tim Morris Company Secretary/Secretary to the Board.

**Training 5.00 pm – 7.00 pm in P16**

**The new Ofsted Framework (Terry James)**

**Break 7.00pm – 7.30 pm**

**Light refreshments will be available**

**Agenda for Trustee Board Meeting 7.30pm – 9.30 pm**

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

**2. Minutes of the Full Board meeting 1 April 2019**

**3. Matters arising from the minutes not on the Agenda**

**4. Reports from Committees - Information**

#### **4.1 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).
- CIF Projects – **Full Board Approval** (Jon Kemp)

#### **4.2 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).

**5. Company Secretary Report (Tim Morris) – information / discussion**



**6. Financial updates (Summaya Aziz) – information / discussion**

- 6.1 Benchmarking
- 6.2 Appointment of internal auditors
- 6.3 Letters from the ESFA
- 6.4 Approval of the final budget 2019/20 (including Pupil Premium funding Confirmation) – **Ratification**
- 6.5 Budget Forecast Return 3 year - **Ratification**
- 6.6 Five Year Plan

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

- 7.1 Trustee update on Training attended

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

- 8.1 Tracy Penfold
- 8.2 Claudine Crossley

**9. Policies**

- 9.1 Health and Safety (Summaya Aziz / Tracy Penfold) – **Discussion**

**10. Policies for ratification from previous Committees**

**From Resources Committee**

- 10.1 Accessibility Plan

**From Academy Effectiveness Committee**

- 10.2 Sex Education Policy – working draft policy (Acknowledged with changes to be made 2020)

**11. Update on New School Website (Nick Hyde) - Information**

**12. GDPR report update (Nick Hyde) - Information**

**13. Update on School Develop Plans 2018/19 - Information**

**14. Trustee Meeting dates 2019/20 - Information**

**15. Any Other Business – information**

**16. Chairs action**

**17. Date of next Meeting - Information**

- 17.1 Monday 23 September 2019 (7.00 – 9.00 pm in N16)
- 17.2 Agenda items

**18. Any other business**

**19. Confidential items**