



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, Nigel Armsby, John Davisson

Sue Gill (Clerk to the Trustees)

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

Trustee Board Meeting

Monday 23 September 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.

AGENDA

1. Welcome and Apologies for Absence

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

Please note Trustees will be asked to update their pecuniary interest forms for the coming year – please complete prior to the meeting

3. Appointment of Officers

- 4.** (i) Election of Chair for each committee
(ii) Election of Vice Chair for each committee

5. Minutes of the Board Meeting held on 15 July 2019 - Agreement

6. Matters arising from the minutes not on the Agenda

7. Trustee Code of Conduct – Paperwork to be sent out prior to the meeting

8. Scheme of Delegation - Approval



9. School Items – Results KS4 (Nick Hyde) and KS5 (Nigel Armsby) – Information and Discussion

- 9.1 KS4 results and analysis
- 9.2 KS5 results analysis and 6th Form pupil numbers

10. Governance Matters (Chair of Trustees)

- Confirm Trustee DBS checks are up to date.
- Confirm details are update on Edubase
- Confirm any trustee terms of office due to expire this academic year
- To note publication of trustee information on the school website i.e. meeting attendance, committee membership etc
- Review of Internal Auditors Scope of Work

11. Policies – Discussion / Approval

- 11.1 Safeguarding Policy (**John Davisson**)
- 11.2 HPAT Pay Policy including Update on changes to teachers' pay award (**Summaya Aziz**)
- 11.3 Pupil Premium Spending Statement (**Nick Hyde**)

12. School Development plan 19/20 (Phil Grundy)

- To ratify SDP 19/20 and agree trustees SDP link areas

13. Company Secretary's Report – Information and Discussion (Tim Morris)

14. CIF Project update – Information (Richard Palmer)

15. Chair's Action

- The Chair to report on any urgent action(s) taken since the last meeting

16. Date of next meeting - Information

- Monday 3rd December 2019 (Including the AGM)

17. Confidential Information

18. AOB Notification of which has been given