



Present: Tracy Penfold (Chair) - Trustee
 Phil Grundy - Principal
 Alan Benton - Member and Trustee
 Sophie Boyack - Trustee
 Claudine Crossley - Trustee
 Dave Brown - Trustee
 Christina Proffitt - Trustee
 Ginette Hogan - Trustee
 Richard Palmer - Trustee

Also in attendance: Tom Capewell and Nick Hyde (Deputy Principals)
 Tim Morris (Company Secretary/Secretary to the Board)
 Summaya Aziz (Chief Finance Officer)
 Sue Gill (Clerk to the Trustees)
 Abi Agibee Adekunle – (Interim SBM)

Action summary:

2.2	Pecuniary interest information to be uploaded onto website.
3.1	Chair to contact members regarding trustee term of office.
7.2.2	Principal to allocate link areas of the SEF to Trustees.
12	Trustees to send information on training sessions they have attended to the Chair.
15	Future meetings were noted as follows: Resources Committee 27th January 22 at 10.15am Audit Committee 27th January 22 follows Resources Committee Resources Committee 18th November 22 at 10.15am Full Board meeting 10th February 22 at 5.30pm Agenda items will include Complaints Policy and Vexatious complaints.

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 The Chair welcomed everyone to the meeting.
- 1.2 An apology for absence was received and accepted from Andy Sikora.
- 1.3 The meeting was quorate with eight Trustees and the Principal present.

2. DECLARATION OF INTEREST

- 2.1 Members and Trustees had nothing to declare in any of the agenda items.
- 2.2 Register of Pecuniary Interest
 The Company Secretary confirmed that all forms had been received and will be published on the website.

ACTION: Pecuniary interest information to be uploaded onto website.

2.3 Standing declarations:

- Tracy Penfold - Chair of Governors – Edinburgh Primary School and governor on Opossum Federation
- Claudine Crossley - Churchfields Primary School

3. TRUST BODY

3.1 To confirm Trust Board Membership

It was noted that Christina Proffitt's term of office will end on 17 March 2022.

ACTION: Chair to contact members regarding their term of office.

3.2 The Company Secretary confirmed that the details held about Trustees on GIAS and Companies House were up to date.

3.3 Trustee Code of Conduct

The Company Secretary confirmed that all were completed and returned.

3.4 Skills Audit

The Company Secretary confirmed that all were completed and returned apart from the Chair.

3.5 Keeping Children Safe in Education

Trustees confirmed that they had read the guidance.

4. MINUTES OF THE FULL BOARD MEETING – 30 September 2021

4.1 Trustees approved the previous minutes for content and accuracy.

4.2 Matters arising

These were noted from the agenda:

5.3	Christina Proffitt's details were updated on Companies House
5.5	Trustees completed the Code of Conduct
5.6	Trustees completed the skills audit
5.7	The Chair directed trustees to LA safeguard training in May 2022
5.8	The Chair emailed the training programme to Trustees
13.1.1	Feedback on the safeguarding audit was reported later in the meeting
13.2	The Safeguarding link report was uploaded
17	The letter from RSC was placed on the portal

5. RESOURCES SCHOOL ITEMS – OVERVIEW (Part 1)

8.3 October Monthly Finance Report

Summaya Aziz reported that there had not been much movement since the budget was set in July 2021. There was a variance surplus of £77,000 linked to two additional streams of income: The Tutoring programme and Pupil Premium recovery. These were noted separately and will be received in instalments. It was too early to set other variances. The pay increments will be paid from this month.

5.2 The Chair informed Trustees that Summaya Aziz will leaving the school at the end of term. She formally thanked her for her work wished her well for the future.

Summaya Aziz left the meeting.

6. SCHEDULE OF DELEGATION

There were minor amendments to the document which was now on the portal. Trustees approved the document.

7. STRATEGIC SCHOOL ITEMS

7.1 Covid and School update

7.1.1 The Covid update was noted, it was flagged that this continued to be problematic with staff and students. With the number of unplanned times off, the school has had to utilise far more temporary and supply teachers to keep the school running. The school now had its own cover teachers. Two of the four supply teachers had been on long term sickness absence.

Q: Did all sickness absence come out of the school budget?

A: All absence came from school budget.

7.1.2 After October half term, the school had hit the infection threshold of five linked cases or 10% of the year group (24). This had to be discussed with Public Health England. The local authority had judged the school as amber. There was a list of action/information to consider. The Principal informed the meeting that he was encouraging everyone to test. Approximately 530 tests were carried out a week. The school hosted a second vaccination evening.

7.1.3 There had been no formal assemblies and parents' evenings had moved back to online. No year groups have had to be closed. The school had tried to increase the frequency of positive staff engagement to try to counteract the negative burden. Trustees were given a staffing update. No teaching staff members were leaving. One support staff member had reduced their hours, an LSA and two members from the Finance Team were leaving at the end of term. Rather than recruit another CFO, it was decided to recruit a School Business Manager (SBM), whose job will be to oversee everything on the school site, including HR, administration, I.T. and maintenance. Abi Agibee Adekunle was currently the interim SBM. The Financial Controller post will be replaced like for like.

7.1.4 Re. school events, the Principal informed Trustees that there will be a Sixth Form open evening. If it was possible to be held as a face to face event, then times will be staggered, as they had to restrict the numbers of people coming into the school. The current Highams Park Year 11 students and parents will attend at a separate time to external Year 12 students and their parents. The impact of that will be that the school will shut for the other year groups last period and first period to allow preparation for and clearing away from the evening. This was supported by the Trustees.

7.1.5 The Principal informed Trustees that central government asked schools to provide students an opportunity to complete Covid tests on return to school in the new year. Tests will be made available to students when they return. On behalf of the Trust Board, the Chair echoed sentiments to the Principal, appreciation to the staff body for managing the current situation and keeping the school running and open.

7.2 School Evaluation Form (SEF)

7.2.1 Sections will be taken forward at the Academy Effectiveness Cttee. All Trustees were in receipt of the document and if they had any questions, they were asked to contact the authors of the sections. The SEF was shared across the SLT. Trustees can be linked up with different parts and members of staff.

7.2.2 It was noted that the SEF fed into the school development priorities. It was important that Trustees understood the strengths and weaknesses and how they were resolved.

Q: How were areas allocated?

A: This will be actioned at the next board meeting in February 2022. The Principal could draft a list. If Trustees had a preference, they were asked to let him know.

ACTION: Principal

7.3 School Holidays 22-23

7.3.1 Trustees approved the additional Bank Holiday to observe the Queen's Platinum Jubilee. This day had been added to the end of the Christmas 2021 holiday. Students will return on Wednesday 5 January 2022.

7.3.2 Trustees approved the School Dates for the academic year 22/23

8. RESOURCES SCHOOL ITEMS – OVERVIEW (Part 2)

8.1 Feedback from Resources Committee Meetings held 14 October and 18 November

8.1.1 The Chair highlighted discussions at the meeting held on 18 November 2021 meeting about Looked After Children (LAC) and the need for a write off. Out of £24,000, £17,200 was an over estimation of accrued income. £6,800 was unclaimed LAC funding.

8.1.2 An assumption was made that the school would receive all the funding. The full amount was not received automatically and for some cases it was not appropriate to claim. The Resources Committee was now going to monitor that invoices were submitted on the system so that funding was received. This had no effect on the support given to the students, but it did have a detrimental effect on the budget. Trustees approved the write off of £24,000

8.2 Feedback from Risk and Audit Committee Meetings held on 14 October and 18 November

There was an internal scrutiny visit taking place. The work of Juniper was noted, with eight items of action. There was one outstanding item, the lettings rate to be approved. The risk register was reviewed and updated and was recently enhanced to include prioritisation. The Principal had identified the top six items. The next review will look at this. The process of tendering is to commence for the external auditor. Contact will be made with the dfe framework regarding procurement.

8.3 October Monthly Finance Report

This was discussed earlier in the meeting.

8.4 Internal Audit Visit Report one

This item was deferred, as it was not completed.

9. TEACHING AND LEARNING SCHOOL ITEMS – OVERVIEW

9.1 Pupil Premium Statements 21/22

It was noted that Cally Halkes had done some work with Claudine Crossley on this, using the new template. The statement will be published on the website by the end of term and will include additional funding streams and money spent on mental health. Trustees approved the statement for publication.

10. SAFEGUARDING

10.1 Safeguarding Audit Feedback

The Chair reported that this will be tracked and reviewed. Online training was no longer available. Trustees could attend the training session run by Governor Services on 3 May 2022. This was part of the action plan generated from the local authority visit.

10.2 Safeguarding link visit

The Chair and Claudine Crossley visited the school in November. The report was on the portal.

11. LINK TRUSTEE VISIT REPORTS

11.1 SEND Link Visit report

Claudine Crossley met with Brian Dooley (SENDSCO). This was more of an introductory meeting, they discussed interventions and CPD for staff. A training

session will be held next term for all staff. The focus would be to make the teachers aware that some behavioural issues could be because of SEND.

12. TRUSTEE TRAINING

The Chair emailed a training log. Trustees to send information on sessions attended to the Chair.

ACTION: Trustees.

13. CHAIR'S ACTION

There was nothing to report since the last meeting.

14. POLICIES FOR APPROVAL

14.1 School Admissions Policy

This included information on the new Admissions Code from September 2021. Trustees approved the policy.

14.2 Pay Policy

14.3 Business Continuity Plan

14.4 Trustees approved the above named policies and document. The Chair to sign and date the approved documents.

ACTION: Chair.

15. DATES OF NEXT MEETING

15.1 Future meetings were noted as follows:

Resources Committee 27th January 22 at 10.15am

Audit Committee 27th January 22 follows Resources Committee

Resources Committee 18th November 22 at 10.15am

Full Board meeting 10th February 22 at 5.30pm

15.2 Agenda items will include Complaints Policy and Vexatious complaints.

16. ANY OTHER BUSINESS

There were no other items for discussion.

17. PRINCIPAL'S PERFORMANCE MANAGEMENT

This was recorded as a confidential minute.

The meeting closed at 6.20pm.

Chair: (print)

..... (sign)

Date:

Chair's Initials:
