



Attendance: Tracy Penfold (Chair of Trustees)  
Phil Grundy (Principal)  
Claudine Crossley (Trustee)  
Christina Proffitt (Trustee)  
Ginette Hogan (Trustee)  
Maria Eze (Trustee)  
Alan Benton (Trustee)  
Dave Brown (Trustee)  
Erik Mesel (Trustee)  
Richard Palmer (Trustee)  
Andy Sikora (Trustee)

Also in Attendance: Tom Capewell and Nick Hyde (Deputy Principals)  
Nigel Armsby (Vice Principal)  
Tim Morris Company Secretary/Secretary to the Board  
Jacob Adeshina (Chief Finance Officer)  
Harun Guleid (Clerk to the Trustees)

**Summary of agreements and actions:**

<b>Minute reference</b>	<b>Formal agreements and/or actions identified</b>	<b>Named person(s) for action(s) identified</b>	<b>Completion date</b>
3.1	Members to complete forms regarding the Trust for completion and SLMT.	All	Immediate
4.5	Trustees to complete and sign the code of conduct 22/23	All	Immediate
4.6	Trustees to complete the skills audit	All	Immediate
4.7	Trustees to confirm by close of this half term that they have read and understood the KCSIE document	All	Immediate
4.7	New trustees to ensure they attend the safeguarding training as part of their induction.	Maria Eze & Erik Mesel	Immediate
4.7	To note: Trustees approved the Scheme of Delegation 22/23		
8.1	To Note: Trustees agreed the Link Roles for 22/23		
9	Suggestion for one or two trustees to speak to students who have gone through the intervention		TBC
15	To Note: Trustees approved the policies		
	Date of next meeting:	All /GS	Immediate

Chair's Initials:

**1. WELCOME AND APOLOGIES FOR ABSENCE**

- 1.1 The Chair welcomed all those present to the meeting.
- 1.2 There were no apologies as everyone was present
- 1.3 The Clerk confirmed that the meeting was quorate.

**2. APPOINTMENT OF OFFICERS**

- 2.1 Election of Chair of the Trust Board 22/23  
Tracy Penfold was re-elected for the forthcoming academic year
- 2.2 Election of Vice Chair of the Trust Board 22/23  
Claudine Crossley was elected for the forthcoming academic year

**3. DECLARATION OF INTEREST**

- 3.1 Register of Pecuniary Interest  
Trustees were requested to complete the Pecuniary Interest forms and give to Dr Morris. Forms have been sent to the Members.

**ACTION:** Trustees and Members to complete interest forms

- 3.2 Declaration of Interest in Agenda Items  
There were no declarations made pertaining to any of the agenda items for this meeting.
- 3.3 Standing declarations – Tracy Penfold, Chair of Trustees Edinburgh Primary School, Trustee Opossum Federation. Claudine Crossley, Trustee at Churchfields Infants School

**4. TRUST BODY**

- 4.1 Trust Board membership  
No current vacancies and currently no members whose term of office will end during this academic year.
- 4.2 Parent Trustees Appointment  
Appointment of Maria Eze and Erik Mesel as new parent trustee was confirmed. Commencing from 29<sup>th</sup> September for a term of four years.
- 4.3 Chair confirmed details held about Trustees on GIAS and Companies House are up to date.  
**ACTION:** Parent trustee details to be added to GIAS and Companies House
- 4.4 Section 128 check has been completed.
- 4.5 **ACTION:** Trustees to complete and sign the code of conduct 22/23.
- 4.6 **ACTION:** Trustees to complete the skills audit,  
Chair to send out responses received last year.
- 4.7 **ACTION:** Trustees to confirm by close of this half term that they have read and understood the Keeping Children Safe in Education document.  
**ACTION:** New trustees to ensure they attend the safeguarding training as part of their induction.  
Trustees were reminded of the LA Safeguarding training on 1<sup>st</sup> November 22

**5. MINUTES OF THE FULL BOARD MEETING – 14<sup>TH</sup> JULY 2022**

- 5.1 Trustees approved the previous minutes for content and accuracy.
- 5.2 Matters Arising:

Chair's Initials:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
5.1.14	AGREED The budget and the 3-year plan was approved as is by trustees.		
7.2	AGREED Trustees approved and were happy to continue to use the risk register.		
13.2	AGREED Trustees happy to revert to individual meetings.		
16.	AGREED Trustees approved the policies. AGREED Schedule of meetings agreed.		

## 6 SCHEME OF DELEGATION 22/23

**NOTE:** Trustees approved the Scheme of Delegation 22/23, noting changes.

## 7 COMMITTEE MEMBERSHIP

**NOTE:** Trustees approved the membership of the following committees:

- i. Academies Effectiveness
- ii. Resources Committee
- iii. Audit Committee
- iv. Pay Panel
- v. Student Disciplinary

## 8. LINK TRUSTEES

8.1 **NOTE:** Trustees agreed the Link Roles for 22/23

## 9. COMPANY SECRETARY REPORT

### Students

Figures for Year 7 in 2022 is 239 and is likely to go to the PAN or above but the school is waiting for information of joiners from the Local Authority and late appeals.

Year 7-11 numbers are close to or above the PAN with the boy / girl split for Years 7-11 closing. Historically the school tends to have more boys than girls due to the local girl's schools. The number of girls compared to boys in the school's 6th form continues to be higher. This is due to local girl's schools not having their own (or limited) post-16 provision.

118 year 13 students have received their first choice at university with seven receiving their insurance and seven others taking a Gap Year. 12 Year 13 students have also taken up apprenticeships.

There continues to be a growth in the diversity of ethnicity in the school with White British continuing to be the largest group but there also continues to be a drop in numbers since last year.

### Recruitment

The school are in the process of recruiting another Cover Supervisor. The school are also recruiting for a Teacher of Modern Languages, an LSA and a Learning & Behaviour Mentor.

Chair's Initials:

School is also looking for a replacement Business Studies teacher and an Associate Deputy Principal.

### Behaviour

Total number of students who served a fixed-term exclusion being 84. (Just over 5% of the school population) with male students being far more likely than female students to serve a fixed-term exclusion which matches national trends around behaviour.

Students from black backgrounds, those with SEND and Pupil Premium students are all overrepresented in fixed-term exclusion figures. This matches the picture with the Inclusion Room and is something that the school would need to better understand, particularly around ethnicity.

#### ***Q) Has the proportion increased in behaviour problems changed significantly?***

*A) This has not increased significantly, however Covid would have had an impact.*

**ACTION:** Suggestion for one or two trustees to speak to students who have gone through the intervention and what has the school done to support them.

## **10 STRATEGIC SCHOOL ITEMS**

- 10.1 Phil Grundy presented the School Development Priorities (Plan update) which looked at expectations of behaviour and conduct with clear structures communicated to staff around the behaviours that they should be picking up and those that should be escalated.

The principal also highlighted that pupils should receive further guidance about what they did wrong, the impact of their actions, how they can do better in the future and what will happen if their behaviour fails to improve.

## **11. RESOURCES SCHOOL ITEMS - OVERVIEW**

- 11.1 Related Party Transactions 21/22 – Jacob Adeshina confirmed there were none

Gifts and Hospitality received 21/22 - Jacob Adeshina confirmed there were none

- 11.2 Schools Rebuilding Programme

Works due to commence in September 23. Temporary buildings will be erected during the summer holidays. Phil Grundy and Richard Palmer will be having weekly meetings with the DFE and the Building Contractor to finalise designs to allow a planning application to be submitted January 23.

#### ***Q) Will there be constant noise?***

*A) DFE have experience in these programmes and will be mindful when students are taking exams*

- 11.3 Finance Update August 2022

End August 22 – P12 – Provisional 21/22 year end figures

Forecast Revenue Income 21/22 £10,668,081

Budget Revenue Income 21/22 £10,357,970

Additional £310,111 revenue funding received for 21/22

Forecast revenue Expenditure 21/22 £10,155,77

Budget revenue expenditure 21/22 £10,357,971

Chair's Initials:

Saving of £202,194 on revenue expenditure for 21/22  
(Note when the balanced budget 21/22 was set it included a built in contingency of £180,000)

Capital Income/Expenditure 21/22 end of year figures to be confirmed

## **12. TEACHING AND LEARNING SCHOOL ITEMS - OVERVIEW**

### **12.1 KS4 Exam Results**

Headlines -

Attainment 8 - 5.14

Maths and English grade 5 – 58%

All subjects achieved better than 2019, but drop back slightly from 2021 (TAG)

Subjects have been identified in the SDP for support.

Disadvantage Gap similar to national average

SEND gap has reduced and is smaller than the national average

### **KS5 Exam Results**

A level - Overall achieved red grade 3 ALPS score

AS levels – Overall achieved black grade 5 ALPS score

AS levels were not sat on 20/21.

BTEC – Overall achieved black grade 6 ALPS score

Subjects have been identified in the SDP for support

### **12.2 Nick Hyde presented the CAT 4 test results for year 7.**

The results indicated that on average the students achieved above the national average for all categories of the test.

## **13. SAFEGUARDING**

### **13.1 Link meeting to be arranged last week of half term.**

SCR has been spot checked by the Chair this half term

## **14. CHAIR'S ACTION**

### **14.1 Chair confirmed she sent out calendar of dates including LBWF training for the Autumn term. Furthermore, has also sent out the Academy Trust Handbook 2022, DFE guidance on Behaviour, DFE guidance on Suspensions and Permanent Exclusions, DFE guidance on searching, screening, and confiscation.**

## **15. POLICIES FOR APPROVAL**

### **15.1 NOTE: Trustees agreed to approve the following policies:**

- i. SEND Policy
- ii. SEND School Offer
- iii. Safeguarding Policy
- iv. Child on Child Abuse and HSB Policy
- v. Online Safety Policy
- vi. Business Continuity Plan 22/23
- vii. Behaviour Policy – deferred to next meeting
- viii. Equality and Diversity Policy – deferred to next meeting

## **16. DATE AND AGENDA ITEMS FOR THE NEXT MEETING**

### **16.1 20<sup>th</sup> October 22 10.15am - Resources Committee**

17<sup>th</sup> November 22 10.15 am - Pay Committee to Audit Committee to Resources Committee

1<sup>st</sup> December 2022 5.00 pm - Academy Effectiveness Committee

Chair's Initials:

8<sup>th</sup> December 2022 5.00pm AGM then Full Board meeting

Monthly Finance Meeting –  
21<sup>st</sup> September 22 – August 22 Accounts  
19<sup>th</sup> October 22 – September 22 accounts  
16<sup>th</sup> November 22 – October 22 accounts

**17. AOB**

The year 7 open evening is on 13<sup>th</sup> October 22 at 5.30pm. Trustees are invited to attend.

The meeting closed at 7.50pm.

Chair: ..... (print)

..... (sign)

Date: .....