



**MINUTES OF A MEETING OF THE HIGHAMS PARK ACADEMY TRUST FULL BOARD  
MEETING HELD ON THURSDAY 7 DECEMBER 2023 AT 6.00 P.M. AT THE SCHOOL  
AND VIRTUALLY**

Present: Tracy Penfold (Chair) - Trustee (TP)  
Nigel Armsby - Principal (NA); Claudine Crossley (CC); Mark Balaam (MB);  
Erik Mesel (EM), Maria Eze (ME); Richard Palmer (RP); Alan Benton (AB),  
Ginette Hogan (GH)

Clerk to the Trustees: Caroline Russell

Also present: Nick Hyde, Deputy Principal (NH)  
Jacob Adeshina, School Business Manager (JA)  
Tim Morris, Company Secretary (TM)

**Summary of agreements and actions:**

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
2	Declarations of Interest: TM to check that MB's details have been received and displayed.	TM	Ongoing
3	Trust Board Membership: (i) TP/TM to check re end of term of office with DB. (ii) TM to check that trustee details are up to date re GIAS and Companies House records.	TP/TM TM	Ongoing Ongoing
7	School Term Dates 2025/26: To be presented to full Board as soon as possible.	School-TM	As soon as possible
8	Risk Register 2023/4: Update to be provided re actions, mitigations and revised impact and probability ratings.	School-JA	Ongoing
10.	Building Refurbishments: Use of reserves <b>AGREED</b> per minute.	School	Ongoing
11	Nationally Recommended Support Staff Pay Award: <b>AGREED</b> Backdated to 01/04/2023	School-JA	As soon as possible
13	(i) Pupil Premium Funded Statement: To be published on School website by 31-12-2023. (ii) LA Monitoring Letter: Principal to challenge rating.	School-TM School-NA	31-12-2023 Ongoing
16.	Trustee Training: ME to email details of training undertaken to TM for record on training log.	ME/TM	Ongoing
18.	Policies: <b>AGREED</b> per minute. Amend reserves policy per Academies Financial Handbook	All to note/TM to action.	Ongoing

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20.	<p>Dates and Times of Future Meetings:</p> <p><b>Academy Effectiveness Committee:</b> 25 January 2024-5pm</p> <p><b>Resources Committee:</b> 25 January 2024-10.15 a.m.</p> <p><b>Full Board:</b> 1<sup>st</sup> February 2024-5pm.</p> <p><b>Audit Committee:</b> 29 February 2024-8.00 a.m.</p>	<p>All to note.</p> <p>School to action.</p>	<p>Ongoing</p> <p>25/01/2024</p> <p>25/01/2024</p> <p>01/02/2024</p> <p>29/02/2024</p>
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1. **WELCOME AND APOLOGIES FOR ABSENCE:** All were welcomed to the meeting by the chair. Apologies for absence were received and accepted from Dave Brown and Angy Osman.
2. **DECLARATIONS OF INTEREST:** TM confirmed that all forms have been received and published within the 2023/24 statement on the School website. There were no declarations of interest relating to the current agenda items and standing declarations were noted per the School website.  
**ACTION:** TM to check that Mark Balaam's details have been received and displayed.
3. **TRUST BOARD:**
  - 3.1. Terms of Office: It was noted that Dave Brown's current term of office expires in February 2023.  
**ACTION:** TP/TM to check DB's future intentions.
  - 3.2. Trustee Details on GIAS and Companies House:  
**ACTION:** TM to check that these are up to date.
  - 3.3. Keeping Children Safe in Education 2024:  
All trustees to confirmed that they had read and understood this
4. **MINUTES OF THE FULL BOARD MEETING HELD ON 05/10/2023:** These were received and accepted for content and accuracy. Completed of actions/matters arising were noted per the agenda.
5. **APPOINTMENT OF SCHOOL IMPROVEMENT PARTNER:** The appointment of Kim Rowe was approved.
6. **STRATEGIC SCHOOL ITEMS-NA PRESENTED**
  - 6.1 School Evaluation Form: NA noted overviews of the School's overall effectiveness following OFSTED inspection in March 2023. This confirmed the School as still 'good' overall but with areas needing improvement  
There is a 2-year opportunity to improve. NA noted that the 2023 'A' level results were very good – ALPS 2 and that the Key Stage 4 Progress 8 indicator at -0.04 was an improved outcome.
    - 6.1.1. Pupil Behaviour and Attendance-Requires Improvement: This has improved but there are still high numbers of suspensions and pupil exclusions. Too many Key Stage 4 students are being removed from lessons. There is a small core group, predominantly boys, who are regularly in the reflection zone/reintegration room. However, the Year 11 regime will continue in order to allow the teaching and learning of the majority of children to be uninterrupted.  
The best year group is year 9 with few sanctions applied in Key Stage 3.  
**Q.** Regarding the core group how much learning are they getting? **A.**

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May be limited as not enough work is set in the reintegration room but there is an after-school study club or interventions with more work set.

**Q.** Is progress declining? **A.** They presented with behaviour problems but should be able to accelerate after mocks. The girls are more focussed on learning.

**Q.** Any lessons being learnt for the future? **A.** Yes, need to be consistent.

**Q.** Boys mature later? **A.** There is a focus on protection of learning for the vast majority of students who want to learn. Yes, there is some later maturation.

**Q.** Is it working that students are going to intervention and not detention working?

**A.** Yes, it's run by specialists and working especially in practical subjects with food and drink provided. There has been a good uptake for the Key Stage 4 study centre with a capacity of 60 at which they can do Bedrock reading, Sparks maths and homework. It's a better provision for SEND students with a narrowing of the gap between pupil premium and non pupil premium students. There is also support for high prior attainers re stretch and challenge in lessons.

6.1.2. Personal Development-Good: This is good but appointment of a careers advisor is needed. This area is currently being supported by the LA.

6.1.3. Leadership and Management-Good: There is development work re the SEF, SDP and trustees.

**Quality of 6<sup>th</sup> Form Provision:** This is good with outstanding results.

**Attendance and Punctuality and Broadening Extra-Curricular Provision:**

Improvements are needed in these areas. The SEF is to be updated next term when it is expected to self evaluate 'good'.

**Q.** Can the SDP/SEF show green rated actions in the summer term presentation reflecting what is done well in School? **A.** yes **Q.** So they accept that there's a general situation to address and that some

exclusions are for serious one-off incidents outside the control of the School?

**A.** Either way it's too high. **Q.** But context is taken into consideration? **A.** Yes, the inherited position is accepted but with improvement expected over the next 2 years.

Permanent exclusions are largely for 1 off serious incidents. There is only 1 for persistent disruption. Suspensions are higher than the national average but students are now more aware of the actions which will lead to suspension.

6.2 Educational Visits with a Residential Element: These were **AGREED** as follows:

**Year 7:** 65 students to Dorset.

**Year 9:** 25 students to Iceland

**Years 12/13** English department visit to the Peak District.

A visit to France is possible next year, the United States is too costly.

## **7. FEEDBACK FROM COMMITTEE MEETINGS AND SCHOOL ITEMS-MINUTES ARE AVAILABLE-TP AND GH GAVE VERBAL SUMMARIES:**

7.1. **Resources Committee 19/10/2023 and 16/11/2023:** The census figures for Years 7-11 were confirmed at 1198, 6<sup>th</sup> form numbers at 352 representing a small increase in basic funding for 24/25. A fencing contract has been signed and new fencing is to be provided to the rear of the field to prevent unauthorised incursion or exit. The annual Health and Safety report was considered, draft annual accounts were presented and policies considered and recommended to full Board for ratification.

7.2. **Staffing Committee 16/11/2023:** Incremental progression by eligible staff and the setting of performance management targets were noted. 47 teaching staff are not eligible to progress as at the top of their pay scales.

7.3. **Risk and Audit Committee 16/11/2023:** This was noted re the audit report

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(received by the Annual General Meeting) and risk register.

- 7.4. **Academy Effectiveness Committee 30/11/2023:** This received a curriculum Presentation re the reading priority to support children with reading ages one or more years below chronological. There is a new online literacy programme and after school interventions. There is communication home if students are not attending. New software has been purchased to screen for dyslexia and dyscalculia. A report was received about the SDP re Looked After Children and new special educational needs and disability passports to identify student needs.

A presentation was received re the pupil premium statement to be put on the School website by the deadline date of 31/12/2023.

It was noted that of the National Tutoring Programme is to be discontinued as not considered to be as effective as School led provision.

The SEF noted that 6<sup>th</sup> form results were very good in 2023.

**8. RESOURCES, AUDIT AND RISK SCHOOL BASED ITEMS**

- 8.1. October 2023 Monthly Financial Monitoring Report: TP recorded thanks to Trustees for overseeing work to develop the monitoring of staffing actual and predicted costs. Teachers' National Insurance should be significantly under-budget with a consequent positive effect on the year end carry forward. The current predicted in year deficit was noted with premises costs queries if the School Rebuilding Programme is postponed.

- 8.2. Internal Audit Visit Report nr1 : This was noted. Bank payments are to be incorporated into the Scheme of Delegation and the Business Continuity Plan reviewed by the Board.

- 8.3. Risk Register 2023/4: Modification of this was noted to identify the highest 10 risks. **ACTION:** Update to be provided re actions, mitigations and revised impact and probability ratings.

9. **SCHOOL DATES 2024/25:** These were approved with the 29/11/2024 INSET day to be added for a total of 5 INSET days. Provision during the last week of the summer term is to be decided.

**ACTION:** 2025/26 dates to be presented to full Board as soon as possible.

**10. BUILDING WORKS TENDER FOR ALTERATIONS TO 'P' BLOCK AND 6<sup>TH</sup> FORM OFFICE:**

- 10.1. These were noted to include staff room, office and toilet refurbishment. Appointment of Robyland for an adjusted tender price of £155,048 was noted, these works to be funded from reserves.
- 10.2. The reserves policy was noted as being to hold at least £1 million in reserves. The Board noted that with the predicted in year deficit, use of energy efficiency grant and tender costs for 'P' block, Reserves could reduce to £1,239,000 leaving £239,000 available if the current reserves policy is maintained noting the need to set a balanced budget in 2024/25.
- Q.** So the refurbishments will be in place before the School Rebuilding Programme is started? **A.** Yes, will enable some current issues to be resolved.
- Q.** Will the same number of toilets be maintained? **A.** Yes, to a DFE design which is more open and therefore easier to supervise.
- Q.** What can be done to reduce student damage to toilet facilities? **A.** Supervision and visibility will be improved by the new DFE spec to put basins and dryers outside the cubicle areas.



**ACTION:** It was **AGREED** to accept the tender and proceed with the works. The works will be funded from trust reserves. The total approved reserves commitment is £170,000 (tender cost, plus professional fees).

11. **SUPPORT STAFF PAY AWARD:** This was approved it being **AGREED** to follow national pay rates. backdated to April 2023 JA is developing a support staff pay.
12. **ISSUES WITH PAYROLL COMPANY:** These were noted with an advance payment to be recovered in January when the backdated pay award element is paid.
13. **TEACHING AND LEARNING ITEMS**
  - 13.1. Pupil Premium Funded Pupil Statement 2023/4: This was presented in detail to the Academy Effectiveness Committee.  
**ACTION:** Agreed for publication on the School website by 31-12-2023.
  - 13.2. Local Authority Monitoring Letter:
    - This was noted as downgrading the School from green to yellow due to concerns regarding the numbers of suspensions and risks arising from the School Rebuilding Programme (Noted to arise principally from the LBWF planning department, with appointment of a new case officer a source of potential delay but delegated authority for agreement given).
    - However, recent GCSE and 'A' Level results were excellent, resourcing has improved and behaviour as observed by the School Improvement Partner is 'good'.**ACTION:** Principal to challenge with LA.
14. **SAFEGUARDING:** TP reported that she has visited with a report to be e-circulated.
15. **LINK GOVERNOR VISITS:** Reports will be made by GH, ME and GM.  
**ACTION:** Agenda item next meeting.
16. **TRUSTEE TRAINING:**  
**ACTION:** ME to email details of training undertaken to TM.
17. **CHAIR'S ACTION:** This item was noted.
18. **POLICIES:** These were **AGREED** as follows:  
**Recommended by Resources Committee on 19/10/2023 and 16/11/2023:**  
Pay; Cyber-Security; IT Major Incident Response Plan; Debt Management; Premises Hire; Grievance; Discretionary Leave of Absence; Sickness Absence.  
**Recommended by the Academy Effectiveness Committee on 03/12/2023:**  
Careers (contact details to be provided); Careers Policy Statement; Attendance; English as an Additional Language.  
**To Full Board:**  
Curriculum (general principles, to be updated re OFSTED inspection framework) and Trust reserves (policy to be updated to reflect Academies Financial Handbook re reserves)/redundancy (updated March 2023) and Staff Code of Conduct.
19. **DATES AND TIMES OF FUTURE MEETINGS:**
  - Academy Effectiveness Committee: 25 January 2024 4-5pm.
  - Resources Committee-25-01-2024-10.15 a.m.
  - Full Board-01-02-2024-5pm
  - Audit Committee-29-02-2024-8.00 a.m.
  - Agenda Item for Next Full Board Meeting
  - Link Governor Reports.



- 20. ANY OTHER BUSINESS:** There was none.  
**The meeting closed at 7.15 p.m.**

Chair: ..... (print)

..... (sign)

Date: .....

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