

**PUBLIC MINUTES OF THE TRUST BOARD  
HELD ON MONDAY 17 DECEMBER 2018  
AT 8.10PM AT HIGHAMS PARK SCHOOL**

Present:

|                   |           |
|-------------------|-----------|
| Alan Benton       | Trustee   |
| Tracy Penfold     | Trustee   |
| Sophie Boyack     | Trustee   |
| Claudine Crossley | Trustee   |
| Christina Edward  | Trustee   |
| Ginette Hogan     | Trustee   |
| Jonathan Kemp     | Trustee   |
| Richard Palmer    | Trustee   |
| Andy Sikora       | Trustee   |
| Nicky Whitehead   | Trustee   |
| Phil Grundy       | Principal |

In attendance:

Tom Capewell (Vice-Principal)  
Nick Hyde (Vice-Principal)  
Summaya Aziz (Chief Finance Officer)  
Sue Gill (Minute taker)

**Action Log:**

|       |  |
|-------|--|
| 3.2.1 | Principal to confirm frequency of List 99 checks |
| 6     | Link visit template to be sent to the Chair      |
| 8     | Trustees approved the CIF Projects               |
| 12    | Trustees approved the term dates 2019-2020       |
| 13    | Nine policies were ratified                      |

**1. Welcome and Apologies**

- 1.1 Trustees were welcomed to the meeting.
- 1.2 An apology for absence was received and accepted from Tim Morris.
- 1.3 The Clerk confirmed that the meeting was quorate with 10 Trustees present.

**2. Declarations of Pecuniary Interests/Gifts and Hospitalities**

Trustees had nothing to declare in relation to the agenda items.

**3. Minutes**

- 3.1 Trustees received the minutes of the Trust Board meeting held on 24 September 2018 and agreed these to be an accurate record of the meeting. The Chair signed a copy of the minutes and these were retained by the school for filing.

**3.2 Action points**

- 3.2.1 The Chair confirmed that the action points had taken place. Outstanding action was noted as follows:
  - Minute 4.2 – KS5 data to be saved on the portal once validated.
  - Minute 9.1 – The Clerk distributed the skills analysis template and asked Trustees to complete and return at the end of the meeting.

- Minute 11.1 – The Principal will report back to the next meeting re. frequency of List 99 checks

#### **4. Reports from Committees**

##### **4.1 Resources (Jonathan Kemp)**

The following was highlighted:

- The meeting focussed on the accounts that was discussed earlier in the meeting
- The committee remained positive about the financial position of the school
- Trustees received the Vision 2020 document, the main focus was on financial savings. A five year strategy was produced
- The committee's ambition was to maintain a balanced budget and maintain the £300,000 in reserves. It was thought to be achievable by 2020.
- The appointment of Tim Morris as Company Secretary was working out very well.

##### **4.2 Academy Effectiveness (Tracy Penfold)**

The following was highlighted:

- The committee approved a number of policies including SEND, Equality and Attendance and Persistent Absence Plan.
- Trustees received an update on pupil exclusion and inclusion

#### **5. Report on Student Progress (Nick Hyde)**

##### **5.1 Key Stage 4**

5.1.1 This was discussed in detail at the last Academy Effectiveness Committee and Trust Board meetings. All analysis carried out so far was based on the school's systems targets generated by the Fischer Family Trust (FFT). It was encouraging that the information in the report was similar to what the school expected the students to achieve. All departments created self-evaluation plans.

##### **5.1.2 Q: Were the FFT predictions/calculations accurate?**

A: They were accurate. All figures for subjects except Business Studies were close. English and Maths were within 1%.

5.1.3 Attention was drawn to the actual results, pupil progress and high to low chart broken down in detail by pupil group, subjects, disadvantaged pupils and context. Further information noted included pupil progress in Progress 8 and average point score.

##### **5.1.4 Q: What was driving the attainment of Progress 8?**

A: The smaller GCSE subjects, not the EBAC. The open score was slightly lower traditionally. There had not been many non GCSE subjects. They no longer counted towards the final figures.

5.1.5 It was noted that girls outperformed boys, not just in the school, but also nationally. However, in the current Years 10 and 11, both boys and girls were equivalent in terms of targets.

##### **5.1.6 Q1: What was the target to ensure that these boys do not underperform next year?**

A: There was nothing specific targeted at those students. They were supported at KS5. The numbers of students undertaking subjects were highlighted.

##### **Q2: If Business Studies was not undertaken, would it have given a positive score in Progress8?**

A: It would have helped, but not in the open score. There was a difference nationally in Progress8 English and Maths

5.1.7 There was a significant gap of disadvantaged students making progress from 2017 to 2018. The school was working with all students who were underachieving, hence

narrowing the gap. The profile of the students was being raised. It was important that all students, including Pupil Premium had access to resources in order to achieve.

## **5.2 KS3 Progress**

5.2.1 This item was included in the schedule of business and was best placed to be discussed at an Academy Effectiveness Committee meeting rather than the Trust Board. Trustees noted the example of the attainment comparators by subject from the summer term 2018.

5.2.2 It was noted that members of the senior management leadership team, Nick Hyde (KS3), Tom Capewell (KS4) and Nigel Armsby (KS5) had Raising Achievement Team meetings with Heads of each department at least three times a year (once a term). Though conversations are also held on a regular basis, throughout the year. Those subjects displaying concerns obviously had priority and relevant intervention plans. All departments had access to the same tracking data.

## **6. Update on School Priorities**

Trustees were encouraged to make contact with the relevant members of staff and arrange link visits. Once visits were carried out they will be expected to complete a template, which will be shared with the Trust Board at every meeting.

**ACTION: Minute taker to email the visit template to the Chair.**

## **7. Company Secretary Report**

Trustees formally received the report, noting the improvements and trends. Future reports will include the previous so that Trustees can note the comparison.

## **8. Approval of CIF Projects**

8.1 It was noted that the closing date for applications was within the next week. Approval was sought for the following:

- First West Wing roof (£260,000). The school will be contributing £26,000 towards the cost.
- Second renovations to the canteen including the removal of asbestos (£450,000). The school will be contributing £46,000.

8.2 Trustees gave their approval.

## **9. Trustee Training**

### **9.1 List of training undertaken by Trustees**

Training undertaken by Trustees was noted. Claudine Crossley had recently completed the Governor Accreditation Programme – Module 1 and attended the The effective use of Pupil Premium.

Ginette Hogan attended Gang Culture Prevention.

Tracy Penfold attended The effective use of pupil premium, An introduction to school finance, Headteachers performance management, Safeguarding – an introduction. Also attended the Governors Briefing, the Chairs Group and NGA regional meetings

### **9.1.2 Outline of Trustee Training Day**

Trustees were reminded of the Development Day on Saturday 12 January 2019.

## **10. Link Trustees**

10.1 Link reports were received from Claudine Crossley and Tracy Penfold.

### **10.2 Appointment of Link Trustees**

|               |   |                   |
|---------------|---|-------------------|
| Pupil Premium | - | Claudine Crossley |
| Training      | - | Ginette Hogan     |

**ACTION: Governor Services to note.**

**11. Update on DBS checks**

It was noted that Sophie Boyack's DBS check was completed and Tracy Penfold's check in her role as Chair was processing.

**12. Proposed Term Dates 2019-2020**

The school decided to adhere to the same term dates as Waltham Forest and Redbridge. The dates were agreed by the Trustees.

**13. Policies for Ratification**

Trustees ratified the following policies:

- HPAT Pay
- Performance Management
- Online Safety
- Sickness Absence Management
- SEND
- Attendance and Persistent Absence
- Equality
- Curriculum
- Literacy

The policies were signed and dated.

**14. Chair's action**

14.1 The Chair thanked those governors who had confirmed their attendance for the GDC meeting in January 2019.

14.2 Appreciation was extended to those members of staff who ushered and supported students following a recent tragic incident at the local underground station.

14.3 Congratulations were extended to the winner of the Christmas card competition and the winning form of the annual Christmas parcels.

**15. Date of next meeting**

The next meeting will be held on 1 April 2019 at 7.00pm at the school.

**16. Confidential item**

16.1 Principal's Performance Management

This was recorded as a confidential minute.

The meeting closed at 9.20pm.

Chair: ..... (print)

..... (sign)

Date: .....