



To: Alan Benton, Dave Brown, Claudine Crossley, Maria Eze, Phil Grundy (Principal), Ginette Hogan, Erik Mesel, Richard Palmer, Tracy Penfold, Christina Proffitt, Andy Sikora

Copies to: Tom Capewell, Nick Hyde (Deputy Principals), Nigel Armsby (Vice Principal)  
Jacob Adeshina (ABO)  
TBC by LA (Clerk to the Trustees)

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

### **Trustee Full Board Meeting**

This meeting will be held in N16 on Thursday 29<sup>th</sup> September at 5.00pm when you will be 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@highamparkschool.co.uk](mailto:tmorris@highamparkschool.co.uk) Tim Morris Company Secretary/Secretary to the Board.

### **FULL BOARD - AGENDA**

#### **1. WELCOME AND APOLOGIES FOR ABSENCE**

- 1.1 Apologies for absence accepted
- 1.2 Apologies for absence not accepted
- 1.3 To consider disqualification for non- attendance
- 1.4 Quorum

#### **2. APPOINTMENT OF OFFICERS**

- 2.1 Election of Chair for the Trust Board for the academic year 2022/2023
- 2.2 Election of Vice Chair for the Trust Board academic year 2022/2023

#### **3. DECLARATION OF INTEREST**

##### **3.1 Register of Pecuniary Interest**

Trustees are required to complete and submit the Declaration of Pecuniary Interests to Tim Morris.

**ACTION:** Forms also sent Members of the Trust for completion and SLMT

##### **3.2 Declaration of Interest in Agenda Items**

Trustees to declare any interests they have in any of the following agenda items

##### **3.3 Standing declarations**

Tracy Penfold, Chair of Governors Edinburgh Primary School, Governor Opossum Federation. Claudine Crossley, Governor at Churchfields Infants School



#### **4. TRUST BODY**

##### **4.1 Trust Board membership**

To confirm Trust Board membership – noting any current vacancies and identifying members whose term of office will end during this academic year

##### **4.2 Parent Trustees Appointment**

To confirm the progress of the appointment of Parent Trustees, Maria Eze and Erik Mesel.

##### **4.3 Ensure details held about Trustees on GIAS and Companies House are up to date.**

##### **4.4 To confirm a section 128 check has been completed.**

##### **4.5 Trustee Code of Conduct**

Trustees are requested to agree and sign the Trustee code of conduct 22/23 and return to Tim Morris

##### **4.6 Skills Audit**

Trustees are requested to complete the skills Audit and return to Tim Morris if applicable

##### **4.7 Keeping Children Safe in Education**

Trustees are requested to confirm that they have read and understood the document by the close of this half term. Trustees are asked to note that new trustees are required to attend safeguarding training as part of their induction. All other trustees need to regularly update their safeguarding training.

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

5.1 Trustees are asked to approve the previous minutes for content and accuracy.

##### **5.2 MATTERS ARISING**

#### **6. SCHEME OF DELEGATION 22/23**

6.1 Trustees are asked to approve the Scheme of Delegation 22/23 noting any changes

#### **7. COMMITTEE MEMBERSHIP**

7.1 Trustees are asked to approve the membership of the following committees

- **Academies Effectiveness**
- **Resources Committee**
- **Audit Committee**
- **Pay Panel**
- **Student Disciplinary**

#### **8. LINK TRUSTEES**

8.1 Trustees are asked to agree the Link Roles for 22/23

#### **9. COMPANY SECRETARY REPORT**

#### **10 STRATEGIC SCHOOL ITEMS**

10.1 School Development Priorities (Plan update) – Phil Grundy



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

11.1 To confirm the following

- Related Party Transactions for the academic year 21/22
- Gifts and Hospitality received for the academic year 21/22
- School Insurance policy for the academic year 22/23

11.2 Schools Rebuilding Programme and current CIF projects – Richard Palmer

Trustees to note the current position with regards to the above schemes.

11.3 Finance update August 2022 – Jacob Adeshina

Trustees to note the current financial end of month figures and notes from the Chairs/Finance link governors meeting for the August monthly figures

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

12.1 KS 4 and KS 5 Exam Results 21/22 - Nick Hyde

Trustees to note the results from summer 21/22

12.2 Feedback on new year 7 intake (Nick Hyde)

## **13.SAFEGUARDING**

13.1 Safeguarding Link Visit. - Tracy Penfold

Trustees note the report from the safeguarding link Trustee

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

14.1 The Chair to report on any action(s) taken since the last meeting for trustees' consideration.

Sent out calendar of dates including LBWF training for the autumn term

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 SEND Policy (Brian Dooley)

15.2 SEND School Offer (Brian Dooley)

15.3 Safeguarding Policy (James Lampshire)

15.4 Child on Child Abuse and HSB Policy (James Lampshire)

15.5 Online Safety Policy (Tom Capewell)

15.6 Business Continuity Plan 22/23 (Jacob Adeshina)

15.7 Behaviour Policy (Tom Capewell) –deferred until next meeting following a WF update

15.8 Equality and Diversity Policy (Phil Grundy) - deferred

## **16 DATES AND TIMES OF NEXT MEETINGS**

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



# Highams Park *Academy Trust*

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. ANY OTHER BUSINESS**

The year 7 open evening is on 13<sup>th</sup> October 22 at 5.30pm. We are looking for trustee volunteers to come in to meet prospective parents/carers/pupils.