



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

Copies to: Tom Capewell, Nick Hyde, Angie Osman

Jacob Adeshina, (ABO)

LA appointed (Clerk to the Trustees)

Also in Attendance:

Tim Morris Company Secretary/Secretary to the Board

Trustee Full Board Meeting

This meeting will be held at Highams Park School on **Wednesday 5th July 2023 at 5.00pm** in N16 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@highamsparkschool.co.uk Tim Morris Company Secretary/Secretary to the Board.

AGENDA

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 Welcome
- 1.2 Apologies for absence accepted
- 1.3 Apologies for absence not accepted
- 1.4 Quorum

2. DECLARATION OF INTEREST

- 2.1 Trustees to declare any interests they have in any of the following agenda items
- 2.2 Standing declarations – as declared on the school website

3. MINUTES

- 3.1 To receive minutes of the Full Board Meeting held on 18th May 2023
- 3.2 Matters arising

4. REPORTS FROM COMMITTEES

- 4.1 Report from Resources Committee held on 29th June 23
- 4.2 Report from Audit and Risk Committee held on 15th June 23

5. FINANCE

5.1 Budget 23/24 and 3 year Budget Plan (BFR3Y) – ITEM DEFERRED

Trustees asked to approve the combined budget 23/24 and the 3-year budget forecast return.

5.2 Monthly Budget Report 22/23

Trustees to note the April budget report 22/23



6. AUDIT

6.1 Internal Audit Reports 22/23

Trustees are asked to note the findings and management comments from Internal Audit Report Internal Audit Report 3 – carried out June 23. Trustees are asked to note actions have been entered onto the audit tracker spreadsheet

6.2 Internal Audit Programme 23/24

Trustees to approve the recommendation of three financial audits over 22/23

Trustees are to note the non- financial audit will be considered at the next Audit and Risk Committee

6.3 Risk Register 23/24

Trustees are asked to note the current risk register.

7. BUSINESS CONTINUITY PLAN 23/24

Trustees are asked to note the BCP.

8 SCHOOL DEVELOPMENT PRIORITIES

NA to present the draft SDP 23/24. Trustees are asked to note the final detailed version will be presented at the October 23 Full Board Meeting

9. TIMETABLEING CHANGES TO YEAR 9 RSE AND PSHE CURRICULUM.

NA to report how the year 9 RSE and PSHE curriculum will be taught

10. SUMMER SCHOOL

NA to provide update on proposed summer school for transitioning Year 6's into Year 7

11 SCHOOL LED TUTORING

NT to provide update on Tutoring programme for 22/23 and plans for 23/24

12. SAFEGUARDING

12.1 Safeguarding Visit

13. GOVERNOR SERVICES SLA

Trustees agreed the SLA 23/24 via email dated 6th July 23

14. CHAIRS ACTION AND REPORT –

Staff survey has been sent out. Close date 7th July 23
SIP Visit on 4th July 23

15. POLICIES

17.1 Health and Safety Policy (JA)

17.2 Careers programme 22/23 (

17.3 School Uniform Policy

17.4 Gifts and Hospitality Policy (JA)

17.5 RSE policy

The following policy was approved via email dated 1st June 23

17.6 Behaviour Policy (NA)



16. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

17.1 Date of future meetings –

AEC – 13th July 23 6pm

FB – 5th October 23

17.2 Agenda Items

Residential Trips 23/24

18. ANY OTHER BUSINESS/CONFIDENTIAL ITEM

Chair of the Trust Board – If anyone wishes to be put themselves forward for nomination at the first board meeting in September please let Tim know so we can arrange for voting on the night.

19. CONFIDENTIAL ITEMS

3 Items