



**MINUTES OF THE FULL BOARD MEETING OF THE HIGHAMS PARK SCHOOL HELD
ON THURSDAY 8 DECEMBER 2022 following the AGM AT THE SCHOOL**

Present: Trustees: Claudine Crossley, Christina Profitt, Andy Sikora (Teams), Richard Palmer, Maria Eze, Tracy Penfold (Chair), Nigel Armsby (Observer+ Principal Designate)

Also in Attendance: Tim Morris, Company Secretary
Nick Hyde Deputy Principal
Tom Capewell Deputy Principal
Jacob Adeshina Academy Business Manager

Clerk to the Trustees: Caroline Russell

1. WELCOME AND APOLOGIES FOR ABSENCE

1.1 Welcome

All were welcomed to the meeting.

1.2. Apologies for Absence

Apologies for absence were received from Erik Mesel, (Trustee)

1.3. Quorum

The meeting was quorate with 7 trustees present.

2. DECLARATIONS OF INTEREST

2.1 Register of Pecuniary Interest

Tim Morris confirmed all forms had been received and the school website had been updated

2.2 Declarations of Interest in the Current Agenda Items

There were none.

2.3 Standing Declarations

Claudine Crossley – Governor – Churchfields Infants School.

3. TRUST BODY

3.1 Tim Morris confirmed all trustee details were up to date on GIAS and Companies House.

3.2 Tim Morris confirmed all trustee code of conduct forms had been completed and returned.

3.3 All trustees confirmed that they had read KCSIE 22. There was discussion over trustee safeguarding training, trustees had either undertaken individual LA training or NGA training.

4. MINUTES

4.1. Minutes of the Last Meeting

These were received and accepted.

5. ACTIONS FROM PREVIOUS MINUTES

5.1 All actions were confirmed as completed.

AOB

SCHOOL MEALS



Currently charge £2.16, it proposed they are increased to £2.35 from January 2023, this still remains below the cost of a FSM. Increase required due to rising costs to Taylor Shaw. Need to monitor up take of meals following increase.

We need to inform the parents/carers of the increase.

QU: If costs reduce will the meal price reduce? **AN:** This will be reviewed if costs fall.

QU: Are pupils refused food if they have no money? **AN:** The pupil will be asked to go to the finance dept where they are given £5 credit. The parent /carers of the pupil are contacted and asked to top up their child's account.

QU: Are all items increasing? **AN:** yes, all prices are increasing by some degree.

QU: Can we find out what the take up of FSM? **AN:** yes, we can look to find out uptake and found out why pupils are not having the FSM.

APPROVED: Increase from £2.16 to £2.35 from January 23.

ACTION: School to write to parents/carers.

6 STRATEGIC SCHOOL ITEMS

6.1 SEF – Intent Overview – Widest offer of subjects in the borough.

KS3 - 3 periods maths, 3 periods English in a week – considering increasing the number in a week as this is one of lowest in the borough. This is welcomed by the Maths and English leads. The impact will affect what subjects are offered at KS3.

QU What subjects will be affected? **AN:** This needs to be explored further. Do not want to remove subjects as want to continue offering a broad and balance curriculum.

Increasing literacy and reading will impact other subjects to improve essays writing etc.

It is anticipated the increase will have a significant impact on progress at KS4

This needs to be explored in January 23 if it is to implemented in September 23.

AS levels have now been removed. Need to see the impact on subjects as three best performing subjects previous took AS levels. Subjects not taking AS levels now have more time for taught subject content as there is no study leave given for AS exams.

QU: What about the pupils who start with 4 A levels? **AN:** A number of students start 4 A levels realise they only need 3 during the course of the year. The option to take an AS level is still there if a pupil decides they wish to sit it.

Qu when is the SEF updated? **AN:** It is a live document

6.2 SDP – Nigel Armsby went through SDP

Behaviour and attitudes is the big area of focus for January 23 onwards, with a number of changes being made.

Quality of Education – need improve progress KS4 results and improve disparities in subjects.

Leadership and Management – need more consistency on how departments are line managed.

QU: Has this been communicated to staff **AN** yes it will during the January inset day.



New roles for Neil Tobas – KS3 lead and Tim Jolly – KS4 lead, Danielle Stephens current KS5 lead. KS3 and KS4 will be managed the same as KS5. Will allow early identification of areas of pupil improvement.

Period 6 Interventions – will run for a number of weeks and then assess for impact. Tried in Science and pupils improved by approximately a grade.

Behaviour and attitudes – Nigel Armsby visited Woodbridge Secondary and Walthamstow Academy, both have very similar behaviour systems

Identifying online revision programmes as pupils tend to engage with them more ie Mathswatch and GCSE Pod is used in History.

- 6.3 SLMT structure from January 23
Nigel Armsby ran through the structure document.
Main priority will be behaviour and discipline and building capacity into SLMT to deal with issues. Visit to Woodbridge highlighted they had more capacity to deal with behaviour issues.
Nigel Armsby provided an overview of the proposed structure SLMT responsibility from January 23.
New structure will provide 4 people in SLMT who have behaviour responsibility – currently there are 2.

Qu: will there be kick back from the pupils? **An** Maybe but need to stand firm. At other schools things settled down after half a term.

Employment of Behaviour support officers to run the inclusion/integration room and carry out the tours to free SLMT time.

Currently have Behaviour Mentors to help provide support to students.

There was general discussion on permanent exclusions.

A one-page behaviour summary will be produced ready for January 23.

- 6.4 School Email
Agreed: all email correspondence received and sent will via the trustee email address from January 23. Sensitive documents will be password protected.

- 6.5 School Dates 23/24
Approved: trustees approved school holiday dates for 23/24. Noting additional day has been allowed at the start of the term for a 'moving day'. This is to allow the temporary classrooms to be set up ready for pupils.

7. FEEDBACK FROM MEETINGS AND SCHOOL ITEMS – OVERVIEW

- 7.1 Resources Committee Meeting -
All documents presented are available on the portal. In summary catering and the rebate, the contract register, census numbers, support staff pay award and the building works were discussed
- 7.2 Staffing Committee Meeting –



All staff entitled to move up one spinal point did follow the October performance review. There are now 48 members on TE11 which is the highest point on the UPS scale, so they cannot progress any further.

- 7.3 Feedback from Audit and Risk Committee meeting -
Nick Hyde presented the GDPR audit. This identified additional policies needed. The committee agreed that the school should buy into the LA GDPR SLA (free until April 24) which provided for a yearly audit. Internal Audit report nr 1 was presented.
- 7.4 October Monthly Finance Report
Deficit £115,000 – includes 3% pay increase, need to include further 2%. This will be updated and included in the November report.
- 7.4 Internal Audit Report one
Trustees noted the report and the one low priority action concerning the pecuniary interest details on the website. Tim Morris confirmed this has been actioned.

8. TEACHING AND LEARNING ITEMS

- 8.1 Pupil Premium Statement 22/23
Tom Capewall has updated the figures and added outcomes from 21/22 into the document presented at the Academy Effectiveness Committee.

Qu: Has PP nr increased? **An** Number of premium pupils have decreased slightly

Action: Tom Capewell needs to liaise with Enuma Afulukwe over the allocate of the funding between headings.

Action: Trustees to send any questions to Tom Capewell.

Action: To send finalised document to trustees for approval.

Trustees thanks Tom Capewell for the work he'd carried out to update the statement.

9. SAFEGUARDING

- 9.1 Link visit for this term is due to take place next week.
Report for first half term was tabled.

10. LINK TRUSTEE REPORTS

- 10.1 Claudine tabled the SEND Link report.
Point made that a lot of pupils have come back after the Summer with anxiety and the staff are trying to support them

11. TRUSTEE TRAINING

- 11.1 Trustees are asked to pass details of training courses attended to Ginette Hogan.

12. CHAIRS ACTION

12. None

13. POLICIES FOR APPROVAL



13.1 Pay Policy – this was approved by round robin email to all implementation in December's pay round.

The trustees approved the following policies:

- 13.2 Cyber Security Policy
- 13.3 IT Major Incident Policy
- 13.5 Careers Policy
- 13.6 Behaviour Policy
- 13.7 Attendance Policy
- 13.8 EAL Policy
- 13.9 Equality Statement

These policies will be placed on the portal for trustee and were emailed to trustees for approval.

- 13.4 GDPR Policy
- 13.10 Curriculum Policy
- 13.11 Literacy Policy
- 13.12 Freedom of Information Requests policy
- 13.13 Freedom of Information Publication Scheme

14. DATES AND TIMES OF NEXT MEETINGS

- Academy Effectiveness Committee – 11th January 2023 at 5.00 pm
- Resources Committee 26th January 2023 at 10.15 am
- Full Board meeting 2nd February 2023 at 5.00 pm
- Audit Committee 2nd March 2023 at 8.00 am follows

15. AOB

Admissions Arrangements for entry 24/25 and Admission Appeals for entry 23/24 – Trustees noted that these documents have not changed from last year and need to be published on the school website by 28th February 23

LA Monitoring Letter

Trustees noted the letter that has been received from the LA. The letter states that the school remains rag rated as green and is considered to be 'good'

FFT – NH ran though the FFT document. This will contain the same information that will be issued in the ASP from the DFE.

Each department has a FFT breakdown for their department.



The meeting closed at 8.26 pm.

Chair: (print)

..... (sign)

Date: