



Present:

Tracy Penfold (Chair)	Trustee
Phil Grundy	Principal
Ginette Hogan	Trustee
Andy Sikora	Trustee
Claudine Crossley	Trustee
Dave Brown	Trustee
Alan Benton	Trustee

Also in Attendance:

Tom Capewell and Nick Hyde (Deputy Principals)
Nigel Armsby (Vice Principal)
Tim Morris Company Secretary/Secretary to the Board
Jacob Adeshina (Chief Finance Officer)
Ella Coulson (Clerk to the Trustees)
Maria Eze (Observer)

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
5.1.14	AGREED The budget and the 3-year plan was approved as is by trustees.		
7.2	AGREED Trustees approved and were happy to continue to use the risk register.		
13.2	AGREED Trustees happy to revert to individual meetings.		
16.	AGREED Trustees approved the policies. AGREED Schedule of meetings agreed.		
	Date of next meeting:	All /GS	Immediate

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 The Chair welcomed all those present to the meeting.
- 1.2 Apologies for absence were received and accepted from Christina Proffitt and Richard Palmer.
- 1.3 The Clerk confirmed that the meeting was quorate.

2. DECLARATIONS OF INTEREST

- 2.1 There were no declarations made pertaining to any of the agenda items for this meeting.
- 2.2 Standing declarations – Tracy Penfold, Chair of Trustees Edinburgh Primary School, Trustee Opossum Federation. Claudine Crossley, Trustee at Churchfields Infants School

3. TRUST BOARD MEMBERSHIP

- 3.1 Claudine Crossley is a co-opted trusted from the 8 June 2022.
- 3.2 Jeanette Hogan is a co-opted trusted from the 16 July 2022.
- 3.3 Details held on Companies' House and GIAS are up to date.

MINUTES

- 3.4 Trustees accepted the minutes of the Trustee Full Board meeting held on 12 May 2022.

4. REPORTS FROM COMMITTEES

- 4.1 Academy Effectiveness Committee held 12th May 22 –
Reviewed KS4 and 5 spring data, the SEND Green paper and the proposed SEND school structure. Draft minutes are on the portal.
- 4.2 Resources Committee held 30th June 22 –
Reviews proposed three-year budget plan, the monthly budget report from May 22, Catering, the Business Continuity Plan, update of the SRP.

Letting Rates 22/23 – JA presented proposed rates for 22/23.

ACTION : BOARD APPROVED NEW RATES

5. STRATEGIC SCHOOL ITEMS

6.1 FINANCE – BUDGET 22/23 and 3 Year Budget Plan

- 6.1.1 The budget for 22/23 has an anticipated income of £11,187,439.
- 6.1.2 Revenue spend is £11,137,402.
- 6.1.3 The school has a projected revenue surplus 22/23 of £50,036.
- 6.1.4 The school has a capital income 22/23 of £32,149.
- 6.1.5 The school's expenditure 22/23 is £80,000.
- 6.1.6 £32,109 of that is capital spend
- 6.1.7 The school has projected capital 22/23 deficit of £47,875.
- 6.1.8 The school has a projected in year deficit 22/23 of £2,175
- 6.1.9 22/23 figures do not consider the schoolteachers pay increase.
- 6.1.10 There is a rise from 3% to 5% which is a total salary cost of £125,000 which will increase the deficit.
- 6.1.11 The school does not yet know if any of the teachers' pay award will be re funded by the government
- 6.1.12 The school does have some contingency.
- 6.1.13 If the school submits the 3-year budget forecast, showing a surplus with a managed deficit, the school can put in the pay rise but show a higher deficit in years 2 and 3.
- 6.1.14 This applies to support staff who are asking for a 10% rise, the government are saying 4.5% but have not yet agreed anything.
- 6.1.15 **AGREED The budget and the 3-year plan was approved as is by trustees.**
- 6.1.16 The school is preparing the DFR to go to trustees, they want to know how the school will use the reserve because there was some money available last year.
- 6.1.17 Depending on level of reserve the school has; the government may give the school more but the school is above that threshold.
- 6.1.18 The school wants to justify the application of the reserve.
- 6.1.19 If the school is confident that they can run the school on the current staff levels that is the best they can do.
- 6.1.20 The majority of the reserve will be towards running the academy.
- 6.1.21 In the budget it talks about the national tutoring programme, the likelihood is that the money will go to tutoring partners.
- 6.1.22 Current position at the end of May 22
Current forecast revenue income 21/22 is £10,789,170
Current forecast revenue expenditure 21/22 is £10,406,984
Current forecast revenue surplus is £382,186
Current forecast capital income 21/22 is £30,915
Current forecast capital expenditure 21/22 £80,000
Current forecast capital deficit 21/22 £80,000

Current forecast overall surplus £302,186.

Note within the agency figure there is an inbuilt contingency of £90,000 which has to date not been spent thus the overall surplus could increase by a further £90,000.

7 AUDIT

Internal Audit Report 21/2

- 7.1 There were 3 findings from the final internal audit.
- 7.2 2 of them were classified as medium risk, one was a low priority.
- 7.3 There was 1 website compliance issue.
- 7.4 One policy document was requiring an update

Internal Audit Programme 22/23

7.5 Trustees approved financial audit programme for 22/23.

- 7.6 It was noted that no financial audits for 22/23 will be discussed at the next audit committee.

Health and Safety Audit Report – verbal, awaiting report

- 7.7 There was a table issue and a lanyard issue which was a safeguarding problem. Some staff members were not wearing a lanyard.
- 7.8 The health and safety policy should have been considered last week; the reminder was to update the policy which was due to be updated anyway.

External Auditors Letter of Engagement

- 7.9 The external letter of engagement will be signed off once audit dates have been circulated.

8. RISK REGISTER AND BUSINESS CONTINUITY PLAN

- 8.1 The risk register went to the audit committee and was recommended for approval.
- 8.2 AGREED Trustees approved and were happy to continue to use the risk register.
- 8.3 The BCP went to resource committee and recommended for approval
- 8.4 AGREED Trustees approved the BCP for 22/23

9. SCHOOL DEVELOPMENT PRIORITIES

- 9.1 It was the work of the senior management team at the time.
- 9.2 The school have worked through and updated priorities
- 9.3 There is a Senior Management inset in the break, will bring it back to say it is now ready to go and the new one to start in September.
- 9.4 The school has normally acknowledged the previous trustees meeting and worked with the comments, input, and challenges from trustees. This will now be completed at these meetings going forward.
- 9.5 They are now the top priorities of the school.

Q: There is a variation between students with SEND, pupil premium seems to be missing in the priority areas.

A: There is a separate item for children with additional needs. Separate point to put more emphasis on. The updated version will be shared with trustees.

10. SUMMER SCHOOL

- 10.1 The school will be funding the summer school.
- 10.2 There is a 3-day programme running on Monday, Tuesday, and Wednesday.
- 10.3 There is a lower uptake on the summer school because students have been able to come in with parents, met with teachers and have already spent time in the school.
- 10.4 The trustees asked for their thanks to be passed on to the Mrs Hickman and the members of staff who are coming in during the holidays

11. SCHOOL LED TUTORING

- 11.1 The school is moving towards tuition partners.
- 11.2 They delivered in English remotely and delivered 98 hours.
- 11.3 They delivered 57 hours in sociology.
- 11.4 A total of 155 hours tutoring, the school wanted to deliver more but has not worked out in the way they have foreseen.
- 11.5 £155 x £40 equals to £6000 that the school directly fund.
- 11.6 It was all small groups, no 1:1 and all year 11.
- 11.7 The school have ideas on how to move on next year.
- 11.8 The school are keen to go with Pearson, who offer over 1000 tutors and have a good system in place.
- 11.9 Each block costs £810 which equates to £54 a session.
- 11.10 £18 per pupil because its 3 children per class.
- 11.11 They provide the online environment with thorough safeguarding checks.
- 11.12 As now it stands the preference in the main is for them.
- 11.13 The school could have 13 sets of students which will mean 39/40 in each year group having sessions
- 11.14 The school have timetabled 16 lessons a week on staff allocation to do after school lessons which could become a focus for GCSE.

12. INCLUSION FIGURES

- 12.1 The report was sent to trustees prior to the meeting.
- 12.2 It was noted that it would be useful to see the breakdown between the different behaviour categories

Q: Any ideas why there is an issue with truancy?

A: The school had a problem with truancy from lessons, children were making the choice to not go to lessons and go to the toilet for example instead. They now spend an hour with the head of year to repay the time and the school links in with home as well. It was not working and the school was not getting through to children. It was having a negative impact on inclusion figures.

Q: Why did they chose to truant?

A: They have truanted since Christmas and a small number always will. The response to truancy has pushed it up especially in the younger year groups. The school will always try to stop it from happening, but it has risen this academic year. It is difficult for kids to get back into that cycle of going to lessons and keeping it up. You get a knock-on effect, if you have kids not particularly motivated, there is pressure on their friend to bunk the lesson with them. The school must dig down into where the influencers are and make the links.

- 12.3 The number of female students in inclusion has proportionally gone up.
- 12.4 The school need to start making it clear to children that they will see the impact of missing the time in that lesson.

Q: Can we have a breakdown on what number out of the SEND children have an EHCP?

A: The over whelming educational need of those who end up here is SEND. 53 of those have SEND but do not know what amount has an EHCP.

Q: Do you feel there has been a turnaround?

A: Where truancy is concerned yes, other behaviours leading there, no. It is much more effective and knowing who the kids are and spotting. Staff are to let us know when children do not turn up for class but have been at previous lessons. The school has taken some good steps.

- 12.5 The school is looking to recruit an additional social and emotional expert in the TA team.
- 12.6 The school will illustrate to trustees that there is a lot of work going on behind the scenes not always possible to see.
- 12.7 The school is trying to get under the skin of the behaviour.
- 12.8 A reasonable chunk of the visits will be taken up, every single child who goes no matter how many times, involves extra work from a mentor or behaviour mentor, some may be quite simple.
- 12.9 The bigger deterrent is in the youngest year group.
- 12.10 Year 11's is driven towards their GCSE's.
- 12.11 Year 11's gets it, the schoolwork intensive with them on next steps.
- 12.12 The school started with year 10 students earlier on to link together on what they are doing now and their aspirations. They have an extra maturity.

Q: Is there capacity for two behaviour mentors?

A: Yes, we do have two from next year.

Q: If the impact of the mentor means the inclusion room figures drop, then that is great.

A: Yes, agreed. We are taking a step in the right direction.

- 12.13 The school will bring new examples to the next meeting to give trustees a better picture, trustees will have a better understanding for when Ofsted do come.

13. SAFEGUARDING

- 13.1 It has been raised about securing the gate during school hours.
- 13.2 It was discussed and spoke at a management meeting a few weeks back.
- 13.3 A parent came in for a meeting as students left for the day, normally a member of staff is standing there but things have changed.
- 13.4 It is not worth pulling the secure line to the outside gate, there is the potential that the fence line may be interrupted and changed through the project anyway.
- 13.5 The reality is any school will have doors at the point to have a way out.
- 13.6 The process is of making sure when students go out and come in that others do not.
- 13.7 It is all part of the improvement work that will go on.
- 13.8 It is not necessary to move that line now.

Q: I noticed there was a couple of mentions of mental health and exam stress, is there anything in place for those students when it comes to results day?

A: We have staff available to guide, counsel, congratulate and help support students with what their options and direction of travel may be. Specific and different routes, support in changing options, know students have got the results and move through more smoothly. Intentionally constructed the day to physically come in and meet with us. Some receive university confirmation prior to coming into school, vast will get what they want and jump straight in.

14. TRUSTEE SERVICES 22/23 SLA

- 14.1 The school had 12 meeting this year.
- 14.2 The school will be reverting to individual meetings, not back to back meetings
AGREED Trustees happy to revert to individual meetings.

AGREED Trustee Services SLA 22/23 – bespoke service of minuting Board and Committee Meetings, and the LA training package

15. RESIDENTIAL TRIPS

15.1 Trustees noted those for 22/23.

15.2 Great to see the chance to leave the country again.

16. CHAIRS ACTION

16.1 New trustees who were successful in trustee applications made introductions.

16.2 Staff survey responses were received online, once results are through will let trustees know.

16.3 Approved via Chair Action to enable Order to arrive during summer break – 300 PC's. JA procured three quotes. Net cost to the School will be £96,000 after the receipt of £30,000 cashback for the old PC's

17. POLICIES FOR APPROVAL

a. AGREED Trustees approved the policies.
Health and Safety Policy
Careers Programme 22/23
Accessibility Policy

b. AGREED Schedule of meetings agreed.

18. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

c. TBC

19. AOB

19.1 Following the Principal Recruitment Programme – On 13th July 22 via a Teams Meeting the Board ratified the appointment of Nigel Armsby as the Principal of HP from January 2023.

19.2 Board members are asked to let the Tim Morris know if they wish to be considered for role as Chair of the Board to enable voting to take place at the first meeting of the academic year.

The meeting closed at 7.00pm.

Chair: (print)

..... (sign)

Date: