

**MINUTES OF A MEETING OF THE FULL BOARD OF THE TRUSTEES OF THE
HIGHAMS PARK ACADEMY TRUST HELD ON THURSDAY 5th October 2023 AT 5.00pm
AT THE SCHOOL AND VIRTUALLY**

Present: Trustees : Dave Brown Ginette Hogan
 Erik Mesel Claudine Crossley (Vice Chair)
 Alan Benton Mark Balaam
 Nigel Armsby-Principal
 Tracy Penfold (Chair)
 Maria Eze

Also in Attendance: Tim Morris, Company Secretary
Jacob Adeshina, School Business Manager
Neil Tobias – Assistant Principal (Attendance Lead)
Jaz Syed – Behaviour Lead
Liam McDonnell – Assistant Principal (Head of 6th Form)
Ange Osman – Associate Deputy Head
Nick Hyde – Deputy Head

Clerk: Jeanette Scull

No.	ACTION	Who	When
3	ACTION: Forms also sent Members of the Trust for completion and SLMT	ALL	Next meeting
8	Trustees are asked to agree the Link Roles for 23/24	ALL	Next meeting
	ACTION: All trustees to update KCSIE and SG training. New Trustees to book as part of induction.	ALL	ASAP
9	ACTION: Objectives and action plans to be shared with school trustees.	NA	Next meeting
10.2	ACTION: Trustees to confirm Y groups and locations of residential	ALL	Next meeting
17	Trustees approved Kim Rowe SIP carrying out a review. Trustees approved to go out to tender regarding site work.		

FULL BOARD – AGENDA

1. WELCOME AND APOLOGIES FOR ABSENCE

1.1 Apologies for absence accepted: Carl Robinson (Assistant Principal), Richard Palmer (Trustee)

1.2 Quorum - Meeting was declared Quorate by Chair.

Chair's Initials:

2. APPOINTMENT OF OFFICERS

2.1 Election of Chair for the Trust Board for the academic year 2023/2024
Tracy Penfold nominated by Alan Benton, Seconded by Ginette Hogan

2.2 Election of Vice Chair for the Trust Board academic year 2023/2024
Claudine Crossley nominated by Tracy Penfold, Seconded by Alan Benton.

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.

Reminder given at meeting for Trustees to submit as soon as possible.

ACTION: Forms were 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.
None declared.

3.3 Standing declarations.

Those as stated on the school website.

None declared.

PRESENTATIONS

These items minutes are in in relevant sections.

Item 12.2 KS5 Results will be a presentation (LM)

Update on behaviour strategies in school presentation (JS)

Item 9 Company Secretary report will be a presentation.

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.

Dave Brown membership expires Feb 24

4.2 Staff/Foundation Trustees Appointment

Staff Trustees elected and appointed by Members:

Richard Palmer (Support Staff Trustee)

Mark Balaam (Teaching Staff Trustee)

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

Tim Morris confirmed in meeting that all is up to date

4.4 To confirm a section 128 check has been completed.

Chair confirmed in meeting that it had been checked

4.5 Trustee Code of Conduct

Trustees agreed to adopt the Trustee code of conduct 23/24

Chair's Initials:

Chair signed on behalf of the board. Copy retained by school.

4.6 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.
- New trustees were informed that they are required to attend safeguarding training as part of their induction.
- All other trustees were informed that they need to regularly update their safeguarding training.
- All trustees were reminded about Safeguarding training. Clerk informed about Waltham Forest training on Governor Hub and that as of today there were 6 places left.
- TP mentioned that she had signed up for LGFL Safeguarding Training
- KCSIE is updated and all trustees reminded to read and sign. Will also be carried over to next meeting for confirmation.

5. MINUTES OF THE FULL BOARD MEETING – 5TH JULY 2023

5.1 Trustees are asked to approve the previous minutes for content and accuracy. Trustees received minutes. They accepted and approved minutes as an accurate account of meeting. Chair signed. Copy retained by school.

5.2 MATTERS ARISING

All confirmed in meeting.

6. SCHEME OF DELEGATION 23/24

6.1 Trustees are asked to approve the schedule of delegation 23/24 noting any changes. Trustees approved and confirmed.

7. COMMITTEE MEMBERSHIP

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

These committees remain with same membership and are approved.

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

8. LINK TRUSTEES

8.1 Trustees are asked to agree the Link Roles for 23/24

Carried over to the next meeting. Chair asked for expressions of interest.

Q: Do we volunteer for an area we are interested in or an area that has a need for link role?

A: Please express and interest and we can look at how we work out the roles. Sometimes it is possible to shadow an area of interest.

9. COMPANY SECRETARY REPORT

- Report shared with trustees in detail on screen. Including admissions, staffing and SDP priorities.
- Four key objectives outlined which will be shared in detail with trustees.
- Attendance discussed in detail – trustees scrutinised figures.
- Staff survey discussed – positive.

Chair's Initials:

Q: There is a lot of data for attendance. Is this approach balanced?

A: Yes. The data collection is from existing sources and this is a priority for the school and an issue nationally since lockdowns. This has an impact on learning.

Q: Overall the SDP is focussed on attainment, is there a need for wellbeing?

A: This appears more in the subject department action plans which will be shared.

10 STRATEGIC SCHOOL ITEMS

10.1 School Development Priorities

Covered in previous Company Secretary Report.

10.2 Residential Trips 23/24

School to confirm what year groups and which locations for school residential trips.

11. RESOURCES SCHOOL ITEMS – OVERVIEW

11.1 To confirm the following –

Related Party Transactions for the academic year 22/23

JA confirmed Nil

Gifts and Hospitality received for the academic year 22/23

JA confirmed Nil

School Insurance policy for the academic year 23/24

JA confirmed in place

11.2 Schools Rebuilding Programme - Richard Palmer (presented by NA)

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

Trustees noted and confirmed.

11.3 Finance update August 2022 – (JA)

- Trustees updated on the current draft position of the 22/23 budget.
- Details figures were shared with trustees, which will be presented in more detail at the December Full Board Meeting.
- Pre-Audit figures shared, there is an audit within the next two weeks.
- End of Year accounts are being finalised.
- There are some adjustments, details in shared with trustees. Some of the challenges explained: inflation, pay costs and building costs.
- Figures on the bottom line remain positive.

Q: Are these pay costs fully resolved or are they ongoing?

A: Teachers pay changes is carried out annually and there is no more adjustment there. Support staff pay may change as there is a change to costs of term time only due to changes in annual leave entitlement which is related to gross pay costs. Back pay is resolved.

11.4 Budget 23/24

23/24 budget approved by trustees at end of last term. Figures in detail were shared with trustees in meeting. The budget needs to be reviewed as there are some necessary adjustments. This is available to trustees on the portal. Figures and context for adjustment needs was shared and will be reviewed.

Chair's Initials:

Q: Is this a question of accuracy and we are assured of current accuracy?

A: Yes, all figures are now accurate and but will be reviewed.

12. TEACHING AND LEARNING SCHOOL ITEMS – OVERVIEW

12.1 KS4 Exam Results 22/23 – (NH)

- Key points and headlines shared with trustees – presentation on screen to support discussion.
- DfE progress figures discussed – breakdown of Progress 8 shared. HP remains close to other schools of similar type – slightly higher.
- Key findings discussed – in comparison results are back to 2019 level before disruption.
- Trustees received detail breakdown of figures and context for EBAC. Previous down at 32% - National Average for EBAC entry is 39% but in Y10 EBAC is over 40%.
- Attention was drawn to attainment data which is on the school website. Current Progress 8 data shared for Eng, Maths and EBAC.
- Maths steady progress, English: new HoD changed and improvements in Quality of Education and challenge already noted.
- English HoD visited Norlington School: two takeaways that are being adopted are essay structure and 20 sentences as strategies to improve students' performance. Where developments in marking have been identified. There will be examiners report after mocks to support this.
- Attainment table for all measures shared. Period 6 lessons has had the most impact. Even more than 1-1 tutoring. Period 6 lessons will continue. Shown to have an impact on grades. From starting points, we can see that the equivalent of 36 grades went up by 2.

Q: What grades went up?

A: Depends on the subject and target grades set, varied

This could be broken down in a number of ways but is an indicator of progression.

Key Stage 4 Analysis

Breakdown of progress in all or any subjects by and by metrics have informed the school development plan. School can focus on departments or areas where targets did not inform actual grades accurately.

FFT data dashboard booklet shared with trustees. FFT have created an early version which reflects a data set of a third of schools nationally. This informs the picture of progress. Trustees' attention drawn to current Progress 8. The information shared covers pupil groups, cohorts and national trends. Subject residual scores were also shared with trustees.

PP and SEND are in line but remain a school priority.

EAL and ethnicity shared and outlined to trustees.

Subjects ranked by progress.

Q: What is the impact of mobility coming into the school for a student on the subjects they can access for continuity?

A: School does everything possible to ensure continuity where possible.

Key Stage 4 Summary data and headlines summarised with school context.

Chair's Initials:

12.2 KS5 Exam Results 22/23 – (LM) PowerPoint presentation with extensive breakdown shared. Trustees to note the results from summer 22/23

- Enrolment figures are good, 350 target was met.
- Retained 74% of Y11. Intake included students from other schools with 6th form.
- Outcomes are pleasing 6th Form in top 10% for outcomes nationally.
- No subjects are underachieving shows teaching and interventions are effective.
- ALPs scoring is used to track termly and by subject.
- BTec subjects are in the top 25% nationally.
- Sports and Business scoring was shared.
- Indicators show where the gaps are for students. It is also important to remember that this cohort of students did not sit GCSE so this was their first exams.
- Gaps identified and vulnerable groups shared with trustees, Ever 6, LAC and SEND. Detailed breakdown shared.

Destinations

- Y13 Data for destinations
- HP students achieved university place first choice 88%
- Russell Group (RG) and equivalent 24% national average last year was 15% - Disadvantaged 8%.

Q: Disadvantaged students, did they not get a place or not apply for a place at RG universities?

A: Tended not to apply also tended to apply in London possibly to remain at home.

Apprenticeship is currently a less popular choice. Information about Gatsby Benchmarks and Baker Clause shared.

Current Y13

Predictions using ALPs scores shared. Predictors show disadvantaged groups are a line of inquiry for achievement. This is a focus.

Q: We are ambitious for all of our students. Can we compare disadvantaged students against other schools?

A: Yes, and they are doing better in terms of progress currently more data available later in the year.

Q: How many have changed courses or resat?

A: Small number – details shared.

Q: Is there a strategy to increase EPQ?

A: We do have more students doing EPQ but we are mindful of workload and share with students.

Q: Looking at the data. English Lit what is the position?

A: This reflects a change of exam board.

Q: New Art 3D Design course how is it going?

Chair's Initials:



A: We have strategies to support the students including support on skilling up in the subject and coursework. Also grading is currently cautious.

Q: Have grades gone up in relation to entry criterion.

A: We are consistent. All students are equipped to access courses. We offer bridging for internal students and are realistic about if students have the capacity. Our criteria is lower than other schools in area.

Strategies to improve – shared.

- Line management meetings to challenge and support.
- Pathways and looking at extracurricular offer.
- Old Vic 'Take the Lead' for Y13 includes 50% disadvantaged students.
- Independent Study
- QA cycles and impact reports.
- Ensuring bursary take up.
- 16 – 19 tuition.
- Mentoring

Congratulations on success for 6th Form team – both results and progress shared.

Behaviour update (JS) Presentation on screen

Report on suspension figures across three term period broken down by year and across year groups by cohorts shared. Data was broken down by student characteristics for trustees. SEND data and context for SEND data was shared including that high number may reflect repeat incidents which would be looked at for additional context and intervention. Most common incidents shared in detail with trustees.

Discussion about newly established provision for reflection and internal exclusion.

Reflection Zone

This provision for same day behaviour that may interrupt the learning of others and students may return to lessons when they are regulated, have reflected and are ready to return.

Staff in Reflection Zone is enhanced and included behaviour support officers for consistency in approach as well as other pastoral staff. Behaviour Mentors, Counsellors, Sports Mentors.

Students are given 3 choices to make changes to their own behaviour in class before needing to move to RZ. In RZ expectations are made clear. The room is in student services area. Behaviour can be tracked and reviewed so we can build a picture.

Q: How long are students in RZ for?

A: They will miss the next lesson and then will return unless they are still not able to.

Q: SEN students is this approach accessible and appropriate for them?

A: Yes, when they attend they are offered 1-1 support.

Comment: Now these provisions are in place behaviour has improved significantly and I feel as a teacher here prouder of the school community and the accountability for itself. Very positive.

Reintegration Room

Chair's Initials:

This is a next day sanction for a more serious incident. Parents will be informed in advance. There are meetings at end of each day to review behaviour and decisions about use of RI room. Reintegration room is also in the student services area as it is quieter and away from distraction. Incidents that triggered RI room are logged and picture is built up.

Staff log all incidents as
Behaviour Points
Serious Incident

Q: At what points do students know?

A: Call is made to parents, and they know about sanction for next day. They do not return to lessons on day of incident.

Q: Where numbers are higher are these same students or more incidents

A: This is tracked and discussed can reflect but data is available internally.

Q: Are you anticipating more permanent exclusions?

A: Same criteria is applied, not necessarily.

Q: what is the threshold where student may be seen to need a different approach.

A: We look at the data and context to agree ways forward.

Q: What if it is context or need?

A: Mentors and coaches are available.

Q: How quick is provision available?

A: It is inhouse so very quickly.

Permanent exclusion and rescinds.

Data and context shared with trustees.

Q: Is rescind same as off rolling?

A: No, it is an opportunity to take context into account.

Q: Do school know destinations of Permanent Exclusions?

A: Yes, the school does have this information.

Chair thanked JS.

12.3 Feedback on new year 7 intake (NH)

Detail of Y7 profile documents shared with trustees.

- Intakes are Average, however they were above average in CATs Test. This is in line with National Average.
- Reading ages are also in line with National Average.

13.SAFEGUARDING

13.1 Safeguarding Link Visit. - Tracy Penfold

Trustees are asked to note the next visit will take place after half term.

13.2 Safeguarding Audit

Trustees note the comments from the LA Safeguarding Team. TP thanked the Safeguarding Team.

Chair's Initials:



14. CHAIR'S ACTION

14.1 The Chair to report on any action(s) taken since the last meeting for trustees.
consideration. – None

15. POLICIES FOR APPROVAL

15.1 SEND Policy

Trustees approved and accepted policy.

15.2 SEND Information Report

Trustees approved and accepted policy.

Q: The SEND Report reads clearly - what is the purpose of both?

A: SEND Information report is statutory and is published explaining information for families and interested parties about school provision.

15.3 Safeguarding Policy (J L)

Trustees approved and accepted policy.

15.4 Child on Child Abuse and Harmful Sexual Behaviour Policy

Trustees approved and accepted policy.

15.5 Equality and Diversity Policy

Trustees approved and accepted policy.

15.6 Online Safety Policy

Trustees approved and accepted policy.

16 DATES AND TIMES OF NEXT MEETINGS

16.1

- 19th October 23 10.15am - Resources Committee
- 16th November 23 10.15 am - Pay Committee to Audit Committee to Resources Committee
- 30th November 23 5.00 pm - Academy Effectiveness Committee
- 7th December 23 5.00pm AGM then Full Board meeting

17. ANY OTHER BUSINESS

The year 7 open evening is on 12th October 23 at 5.30pm. We are looking for trustee volunteers to come in to meet prospective parents/carers/pupils.

ACTION: Trustees to inform school if they can attend parent/carer/pupil event on 12th October.

Q: Can we discuss our purpose and maybe have a badge that IDs us.

A: Yes.

Trustees approved Kim Rowe SIP carrying out a review.

Trustees approved to go out to tender regarding internal alterations to P block and sixth office area.

18. CONFIDENTIAL ITEM

Details and outcome of confidential items shared by Chair for information with Trustees. Matter is now resolved.

Chair thanked all for attending and declared meeting closed at 7.50 pm.

Clerk short discussion for some points that needed clarity for minutes.

Chair's Initials:



Chair: (print)

..... (sign)

Date:

Chair's Initials: