



## Meeting of the Trustees of All Saints Schools Trust

Minutes of the Meeting held on Friday, 7<sup>th</sup> September 2018 at 2pm  
At Stradbroke Primary School

In attendance:

Judi Bush	JB	Trustee	Absent
Garry Deeks	GD	Trustee	Present
Nancy Ford	NF	Trustee	Present
James Hargrave	JH	Trustee	Present
Isobel Hunter	IH	Trustee	Present
Thomas Jarrett	TJ	Trustee	Present
Jill Wright	JW	Trustee	Present
Melanie Barrow	MB	Co-Executive Principal/CEO	Present
Mark Carlyle	MC	Co-Executive Principal	Present
Claire Flatman	CF	Headteacher	Present
Paul Parslow-Williams	PPW	Headteacher	Present
Karen Preece	KP	CFO	Present
Mark Taylor	MT	Headteacher	Present
Odile Wladon	OW	Clerk	Present

		Action
<b>1.</b>	<b>Apologies for Absence</b> Apologies were received from JB. Consent to this absence was approved by unanimous vote	
<b>2.</b>	<b>Elections</b>	
2.1	JH was appointed Chairman by unanimous vote	
2.2	NF was appointed Vice-Chairman by unanimous vote	
<b>3.</b>	<b>Declarations of Interest</b>	
3.1	It was agreed that a completed list of members' interests would be uploaded to the website.	<b>AP24</b>
3.2	JH declared a related party transaction in agenda item 13.3 – Websites and would take no part in the discussions or vote regarding this agenda item.	
<b>4.</b>	<b>Minutes of meeting held on 9<sup>th</sup> July 2018</b>	
4.1	The correct spelling of Garry Deeks was noted. Members voted to approve the minutes as a true record of the business conducted.	
4.2	Action list and matters arising (not otherwise listed on the agenda):	
AP2	LGB Terms of reference: c/f	
AP3	Cttee Structure & Membership: staff forum to be convened	
AP4	Appt of Company Secretary: Job description of Clerk and CFO still to be	

<p>AP8</p> <p>AP10</p> <p>AP11</p> <p>AP14</p> <p>AP15</p> <p>AP19</p> <p>AP21</p> <p>AP22</p> <p>AP23</p>	<p>clarified</p> <p>c. draft Safeguarding Policy to be sent to MB, once approved needs to be put into Trust house style.</p> <p>d. a copy of the Diocese Complaints Policy still needs to be obtained</p> <p>Business Continuity Plan: MB requires information from all schools to be able to finalise.</p> <p>Transition tasks: a redacted support staff contract will be circulated to the HR Committee.</p> <p>New action: A new contract should be drawn up for PP-W</p> <p>It was noted that copies of all contracts should be held by the Trust.</p> <p>Academic timetable: completed</p> <p>Clerking: on agenda</p> <p>Central Charges: meeting will take place in March 2019</p> <p>Cleaning at St Peter and St Paul: looking at Minster Cleaning. Fressingfield expressed an interest to join. A joint approach will be made.</p> <p>It was agreed that a list of what can be done jointly would be prepared prior to budget setting.</p> <p>Risk Management: complete. Now included as an agenda item.</p> <p>Skills Audit: JH will work with JB to evaluate skills audit. Additional Trustee yet to be identified.</p> <p>Completed</p>	<p><b>AP25</b></p>
<p><b>5</b></p> <p>5.1</p> <p>5.2</p> <p>5.3</p>	<p><b>Matters of report</b></p> <p>Chairman's report:</p> <ul style="list-style-type: none"> <li>• Members' email accounts need to be set up. Elliot Sheppard will need to undertake this work, MB will follow up.</li> <li>• Wave 2 update - Occold, Dennington &amp; Charlesfield: all 3 schools successfully converted on 1<sup>st</sup> September. Help was received from the Diocese. Some local issues that arose with land ownership have been resolved to the satisfaction of all parties.</li> <li>• JH &amp; MB attended a DfE conference which they found useful.</li> </ul> <p>CEO's report:</p> <ul style="list-style-type: none"> <li>• Another local primary school is keen to join the Trust. MB will engage with the school and the local authority.</li> <li>• The Leadership Group held discussions with SCC and will report back to the Trust Board.</li> <li>• The Trust Induction Policy was approved subject to comments that MC will provide to MB.</li> <li>• The approval of the Safeguarding Policy will be c/f to the next meeting</li> </ul> <p>Co-Executive Principal's report: ASST Conference</p> <ul style="list-style-type: none"> <li>• The ASST Conference received overwhelming positive feedback. It will have a positive impact on staff, governors and pupils.</li> <li>• The areas that went well were quality of speakers, collaboration opportunities and the venue.</li> <li>• Areas that could be improved were timings within the day and lunch, which was considered shambolic.</li> <li>• The next conference could incorporate more targeted sessions ie splitting governors and staff for certain areas.</li> </ul>	<p><b>AP26</b></p> <p><b>AP8c</b></p>

	<ul style="list-style-type: none"> <li>• Suggestions that came out of the conference: <ul style="list-style-type: none"> <li>○ Next conference, could incorporate more targeted sessions ie splitting governors and staff for certain areas</li> <li>○ Could Maths and Science be the focus for next year.</li> <li>○ PD days need to coincide</li> <li>○ CF stated that the feedback will be reviewed by Leadership team.</li> </ul> </li> </ul>	
<b>6</b> 6.1  6.2  6.3	<b>Committees</b> Finance: Members noted the following documents: <ul style="list-style-type: none"> <li>(a) ESFA return</li> <li>(b) FMGS return</li> </ul> Members noted that Management Accounts need completing and are a key document for due diligence. Member approved the appointment of Justine from SBM services as the internal auditor. Thanks were expressed to KP and her colleagues for their work in the production of these documents. HR: Pay policy is underway Headteachers' Group: Members noted that there are a number of actions to follow up. It was recommended that Mike Jude should be appointed as independent reviewer for MB. Mike Jude will be able to drill down later in the year and review a high level snapshot.	
<b>7</b> 7.1 7.2	<b>Standing items:</b> There were no issued for local governing bodies. Engagement will be set up on governor hub Action: NF to ensure that governor forum takes place before Trust board meetings. It was noted that governor planner was really useful, dates for Trust meetings will be added. Members noted that committee and local governing bodies to set its own dates and that all documents should be uploaded to governor hub.	<b>AP27</b>
<b>8</b> 8.1 8.2	<b>Corporate Business Plan</b> The corporate business plan including a one year improvement and development plan delivered by MB was approved. Clerking will be added agenda item for the next meeting. KP will update JH on the cost of clerking services at present.	<b>AP28</b>
<b>9</b>	<b>Matters of report</b> NF updated members of a change to the contracts for Academy's when booking courses with Schools Choice, non-attendance will now be charged to the school.	
<b>10</b>	<b>Date of meetings for 2018-19 Academic Year</b> JH will circulate a doodle poll to help set the dates.	

**Actions from current meeting and items from previous meetings:**

<b>Action Point</b>	<b>Reference</b>		<b>To be completed by:</b>
AP. 2	17/4/18 Item 9	Local Governing Body Terms of Reference: amendment to Section 3.1.3.	JH to complete
AP. 3	17/4/18 Item 11	Committee Structure and Membership: the HR Committee to establish and convene a Staff Forum.	IH and GD to organise
AP. 4	17/4/18 Item 15	Appointment of Company Secretary: job descriptions for Clerk to be drawn up and responsibilities clarified between CFO and Clerk.	JH to complete
AP. 8, c & d	17/4/18 Item 19	Policies: c) Review of Safeguarding and child protection policies to create a single policy for the ASST with appendices for individual schools. d) AG to provide advice on the Diocese Complaints Policy.	NF with HR Committee support  AG supporting HR Committee
AP. 10	17/4/18 Item 21	Business Continuity Plan: MB to develop the Business Continuity Plan and present to Trustees for approval.	MB
AP. 11	17/4/18 Item 22	Transition Tasks: MB to contact Schools Choice for a Contract Template to then be reviewed by the HR Committee. A re-dacted contract will be provided for the Hr Committee in the short term.	MB initially with support HR Committee
AP. 19	17/5/18 Item 5.2	Schedule a meeting to discuss central charges for March 2019.	KP to organise
AP. 22	09/07/18 Item 2.2	JB to send out email concerning Skills Audit	KB
AP. 24	7/9/18 Item 3.2	Completed list of members' interests to be uploaded to the website	KP
AP. 25	7/9/18 Item 4.2	A new contract should be drawn up for PP-W	MB
AP.26	7/9/18 Item 5.1	Elliot Sheppard to set up members' email accounts.	MB to organize
AP. 27	7/9/18 Item 7.2	Gov. Forum to take place prior to Trust Board meetings	NF
AP.28	7/9/18 Item 8.2	Update of cost of clerking at present to JH	KP

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Chairman**