

## Meeting of the Trustees of All Saints Schools Trust

Minutes of the meeting held on Tuesday, 16<sup>th</sup> June 2020 at 4.30pm via video conference

### In attendance:

Melanie Barrow	MB	Trustee/CEO	Present
Garry Deeks	GD	Trustee	Present
Nancy Ford	NF	Trustee	Present
James Hargrave (Chair)	JH	Trustee/Chairman	Present
Amanda Hull	AH	Trustee	Present
Isobel Hunter	IH	Trustee	Present
Thomas Jarrett	TJ	Trustee	Present
Peter Robinson	PR	Trustee	Present
Jill Wright	JW	Trustee	Present
Paul Parslow-Williams	PPW	Executive Head/ Deputy CEO	In attendance
Karen Preece	KP	CFO	In attendance
Pam Pickard	PP	Central Finance Team	In attendance
Odile Wladon	OW	Clerk	In attendance

### Meeting Attendance record:

Date	JB	MB	GD	NF	JH	AH	IH	TJ	PR	JW
02/09/19	X	✓	✓	✓	✓	n/a	X	✓	n/a	✓
01/10/19	n/a	✓	✓	✓	✓	n/a	✓	X	n/a	✓
10/12/19	n/a	✓	✓	✓	✓	✓	✓	✓	✓	✓
04/02/20	n/a	✓	X	✓	✓	✓	✓	✓	✓	✓
17/03/20	n/a	✓	✓	✓	✓	✓	✓	X	✓	✓
12/05/20	n/a	✓	X	✓	✓	✓	✓	✓	✓	✓
16/06/20	n/a	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>Total</b>	<b>0/1</b>	<b>7/7</b>	<b>6/7</b>	<b>7/7</b>	<b>7/7</b>	<b>5/5</b>	<b>7/6</b>	<b>5/7</b>	<b>5/5</b>	<b>7/7</b>

Item	Description	Action
1	<b>Chairs Welcome</b> JH welcomed all to the last scheduled meeting of the academic year and noted it has been a very strange year.	
2	<b>Apologies for Absence</b> There were no absences	
3	<b>Declarations of Interest</b> None were declared	
4	<b>Meeting held on 12<sup>th</sup> May 2020</b> (i) The minutes of the meeting were agreed as a true record of the meeting.	

<p>(ii) AP.48  AP.49</p>	<p>Action List and matters arising: “My Concern” – has been discussed with leaders, Karen Miller has offered a demonstration. Trust wide licence – ie licence per pupil not school has been investigated and will be reviewed at a future leadership meeting. c/f</p>	
<p><b>5</b></p>	<p><b>Risk Management</b></p> <ul style="list-style-type: none"> <li>• The usual risk assessment has been updated to reflect COVID-19 risks.</li> <li>• It was noted that funding could be an issue, and during the budgeting process there has been conservative use of reserves.</li> <li>• The overall risk has mostly been maintained – operational matters have been helped by quicker testing.</li> <li>• Ofsted inspections suspended at the present – there could be difficulty in complying with government advice and responding to Ofsted framework. It was noted that it is important to ensure all schools are curriculum ready in the autumn.</li> <li>• Staff absences will need to be monitored.</li> <li>• Trustee vacancies have been filled.</li> <li>• Risk to finance has been downgraded – central trust staff and staff in each school have done a fantastic job to keep invoices processed with finances up to date.</li> <li>• RAAC assessment from Eye not yet received.</li> <li>• CIF bids have been delayed from May 2020 to June 2020.</li> </ul>	
<p><b>6</b></p>	<p><b>CEO Report</b> The key priorities for June:</p> <ul style="list-style-type: none"> <li>• COVID-19 planning and response</li> <li>• Planning for further school reopening – educationally vulnerable pupils allowed to return.</li> <li>• Succession planning at Great Whelnetham</li> <li>• School expansions. Proposed expansion at Laxfield will be dealt with in phases.</li> <li>• Liaisons regarding possible Trust expansion. Trustees noted that to help the founding schools, the ASST needs to be financial viable. The Trust also needs to avoid a position where it could be viewed as stagnant and be subject to a takeover from a bigger Trust. It was noted that any communication about expansion would need to be managed sensitively.</li> <li>• Schools recommended to investigate “Thrive” as a mental health programme for schools, following concerns raised about this matter.</li> <li>• It was noted that the free school meals programmed had been extended over the summer holidays.</li> </ul> <p>JH expressed thanks to MB for her excellent leadership of the Trust during this COVID-19 crisis.</p>	
<p><b>7</b></p>	<p><b>Chair’s Report</b> Review of governance: is ongoing and contact is being made with Becky Pointer to plan a way forward.</p>	

	Trust expansion: a meeting with a school that has expressed an interest in joining ASST will take place shortly.	
<b>8</b>	<p><b>FINANCE</b></p> <p>(i) Staff Absence Insurance Trustees approved in principle that the Insurance will be taken “in-house” – full guidelines will be submitted to Finance &amp; Audit Committee to review.</p> <p>(ii) Schools Choice Trustees approved the quote from Schools Choice and noted that a tendering process will take place next year for HR and Payroll services. The GDPR/DPO requirements will be reviewed.</p> <p>(iii) COVID-19 Cost implications All contracts included in original budgets have been honoured. Negotiations are underway with Chartwells; the offer from the Trust is that all income from fsm and meal element of pupil premium will be paid to Chartwells. Trustees voted against paying the additional 20% staffing costs for furloughed staff at Chartwells. ASST are not entitled to the additional grant offered by the Government; as schools are unable to claim if they have in year surplus.</p> <p>(iv) In year Position and 2020/21 Budget approval Trustees noted that there were no areas of concern for in year positions. Central Trust showing a deficit as CEO role increased to 3 days a week and credit interest lower than budgeted. Finance &amp; Audit reviewed reserves policy.</p> <p><b>Budget 2020/21:</b></p> <ol style="list-style-type: none"> <li>1. Request from Charsfield &amp; Dennington to use reserves was agreed. It was noted that if the PE funding is received (unconfirmed at time of meeting), then no school will have a deficit budget.</li> <li>2. Trust central charge agreed as part of proposed budget and remains unchanged, with no changes to current staffing structure.</li> <li>3. Trustees formally approved the submitted budgets for 2020/21 with no amendments.</li> </ol>	
<b>9</b>	<p><b>Matter for information</b></p> <p>(i) Papers for circulation: Redacted CEO report.</p> <p>(ii) Trustees approved the buy-in to SCC trade union facility time, at a cost of £1587.00, which equates to £6 per member of staff or £1.75 per pupil.</p> <p>(iii) HR Committee meetings to resume next academic year.</p> <p>(iv) Provisional meeting planner to be circulated.</p>	
<b>10</b>	<p><b>Date of next meeting:</b> It was noted that no further Trust Board meetings are scheduled for this academic year – extraordinary meeting will be called if necessary.</p> <p>The date for the next meeting is to be confirmed.</p>	

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

Action Point	Reference		To be completed by:
AP.48	12/5/20 Item 5 Update 16/6/20	“My Concern” – has been discussed with leaders, Karen Miller has offered a demonstration. Trust wide licence – ie licence per pupil not school has been investigated and will be reviewed at a future leadership meeting.	MB/PPW
AP.49	12/5/20 Item 8	TJ suggested that the advice received from Schools Choice should be reviewed after the lockdown situation. KP will be tendering for HR guidance next year for review.	KP

Meeting closed @ 6.25pm

Signed: \_\_\_\_\_  
Chairman

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