

## Trust Board Meeting 16<sup>th</sup> June 2022

A meeting of the Trust Board of All Saints Schools Trust was held on Thursday, 16<sup>th</sup> June 2022 @ 4.30pm, at Stradbroke Primary School

### Invited:

Name	Initial	Role	
Russell Ayling	RA	Trustee	Present
Melanie Barrow	MB	Trustee/CEO	Present
Nancy Ford	NF	Trustee	Present
James Hargrave (Chair)	JH	Trustee/Chairman	Present
Amanda Hull	AH	Trustee	Present
Thomas Jarrett	TJ	Trustee	Present
Paul Kirkwood	PK	Trustee	Present
Peter Robinson	PR	Trustee	Present
Ben Sear	BS	Trustee	Present via video
Jill Wright	JW	Trustee	Present
Paul Parslow-Williams	PPW	DCEO	In attendance
Karen Preece	KP	CFO	In attendance
John Atkinson	JA		In attendance

### Meeting Attendance record:

Date	RA	MB	NF	JH	AH	IH	TJ	PK	PR	BS	JW
16.09.21	✓	✓	✓	✓	✓	X	X	✓	✓	✓	✓
04.11.21	✓	✓	X	✓	✓	X	✓	X	✓	✓	X
09.12.21	✓	✓	✓	✓	X	✓	✓	✓	✓	✓	✓
27.01.22	✓	✓	✓	✓	X	X	✓	✓	X	✓	✓
03.03.22	✓	✓	✓	✓	✓	X	✓	✓	✓	✓	✓
12.05.22	✓	✓	✓	✓	✓	X	✓	✓	✓	✓	✓
16.06.22	✓	✓	✓	✓	✓	n/a	✓	✓	✓	✓	✓

### Minutes

Item	Description
1.	<b>Apologies for Absence:</b> There were none
2.	<b>Declarations of Interest in subsequent agenda items :</b> There were none
3.	<b>Minutes of the meeting held 12<sup>th</sup> May 2022</b> (i) To agree the minutes as a true record of the meetings amend 1 & 7 Remove reference to CFO salary to confidential minutes (ii) Matters/actions arising from the minutes not included on the agenda – deferred.
4.	<b>Risk Management</b> (i) Trustees noted that all areas where the scoring has changed are highlighted using red text.

Item	Description
	<p>(ii) 4 NQTs start in September important to monitor that training is delivered.</p> <p>(iii) Biggest risk property and assets: 20 CIF bids were made but only one successful, this was Wortham for replacement windows.</p> <p>(iv) Energy costs are rising and there was an issue with supply.</p> <p>(v) Trustees were advised that a request from Fressingfield for works on the boiler will be circulated for approval as works are urgent and need to be booked to ensure that the work is completed ahead of the winter.</p>
<b>5.</b>	<p><b>Safeguarding</b></p> <p>(i) Trustees noted a NGA newsletter highlighting the changes coming forward in September 2022 relating to training. There will be a requirement for safeguarding training for LGBs.</p> <p>(ii) Schools are responsible for operation with the Trust being responsible for systems etc. RA &amp; MB will look at how to move forward to ensure that systems are quality assured to ensure they are effective.</p> <p>(iii) Annual safeguarding audits have been submitted to SCC and all schools have confirmed that notes are placed on My Concern if there are old closed files in paper form only. All new cases from January are on the system.</p> <p>(iv) MB can receive alerts from all schools to monitor how cases are dealt with.</p> <p>(v) Governors need to be aware how cases are dealt with – this should be recorded in minutes.</p>
<b>6.</b>	<p><b>GDPR</b></p> <p>A near breach was noted as having been successfully dealt with and no further action required.</p>
<b>7.</b>	<p><b>Reports:</b></p> <p>(i) CEO</p> <ul style="list-style-type: none"> <li>• Recruitment has not been as easy as in the past and the HR committee is looking at potential offers the Trust could make. One suggestion was Private Health Care which is under review.</li> <li>• Some academies are looking to lengthen the school day and subsequently lengthen the school holidays. This will be investigated with full consultation for all stakeholders with some terms of reference. A working group will be formed of MB/PPW/RA and HR committee</li> <li>• Staff wellbeing within schools as this has been a challenging time.</li> <li>• Comtech have been appointed as the preferred supplier for IT services.</li> <li>• Leadership coaching day booked as it will take place on a PD day.</li> <li>• Deep dives are ongoing.</li> <li>• Strategic away day – booked for Thursday, 17<sup>th</sup> November.</li> <li>• Governors Conference – 17<sup>th</sup> September @ Fressingfield – the conference will either be streamed live or recorded for those governors who can't attend.</li> <li>• Ukrainian refugees – they have settled in well and some understandably come with challenges. The additional funding is now available. The older KS2 children visit Eye for a combined Forest School afternoon.</li> <li>• A TCAF bid is being prepared for submission.</li> </ul> <p>(ii) Chair – nothing in addition.</p> <p>(iii) Leadership – no report</p>

Item	Description
	<p>(iv) Learning &amp; Achievement Committee</p> <ul style="list-style-type: none"> <li>• Looked at SEN, Mark Taylor gave a talk and looked at systems and the green paper, this was noted as operational and not practice in the classroom.</li> <li>• Trustees felt it was a useful presentation but next step is to look at operations in schools. The committee will be visiting Occold to look at SEND in action alongside EAL.</li> <li>• Trustees talked in detail about MATS approach to Ukrainian pupils</li> <li>• Future focus will be to look at how the MAT is receiving and reviewing data and how Arbor is being used for different reports.</li> </ul> <p>(v) Finance &amp; Audit Committee –</p> <ul style="list-style-type: none"> <li>• Trustees went through every school in detail and approved the budgets to come forward today for approval.</li> <li>• Internal Audit is on track.</li> <li>• Need to further the conversations around the central team and time made available to CEO and DCEO to do their roles.</li> <li>• Chairs of all the committees could come together to further the conversation to move the matter forward.</li> <li>• KP – allied to all of this, would be a discussion on the MAT charging</li> <li>• HR Committee – discussed as part of the CEO report.</li> <li>• Recruitment and retention – Trust has 200 plus employees, it is time for Trustees to think about what other economies of scale can the Trust can offer employees. Supervision for staff might be a first offer to look at this would also link with staff wellbeing.</li> </ul>
<b>8.</b>	<b>Trust expansion - See confidential minutes</b>
<b>9.</b>	<p><b>Budgets</b></p> <p>(i) Trustees noted that the Finance &amp; Audit Committee have requested regular updates from the schools which are proposing an in year deficit for 2022/23 to ensure that their long term plans are in place and can be monitored.</p> <p>(ii) Trustees approved the budgets as presented</p> <p>(iii) KP was thanked for her work and the F&amp;A committee for the review.</p> <p>(iv) Two requests to spend revenue reserves:</p> <ol style="list-style-type: none"> <li>a. Hardwick require £35k on IT (could a lease be an option) and £10k to library – it was suggested that they look at lease options.</li> <li>b. Occold – Intercoms and staff toilets £12k in total.</li> <li>c. Trustees approved these projects.</li> </ol>
<b>9.</b>	<p><b>Policies for review</b></p> <p>The following policies were approved:</p> <ol style="list-style-type: none"> <li>a) Access to Personal Files</li> <li>b) Arrangements for Managing Allegations of Abuse</li> <li>c) Capability Procedure</li> <li>d) Domestic Abuse</li> <li>e) Confidentiality</li> <li>f) Stress Toolkit</li> <li>g) Uniform</li> </ol>



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Item	Description
10.	<b>Deep dive:</b> This item was deferred
11.	<b>Staff matter - See confidential minutes</b>
12.	<b>Date for meeting:</b> Thursday, 14 <sup>th</sup> July 2022 @ 4.30pm online.

**Meeting closed at 6.45pm**

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

Date: