

Meeting of the Trustees of All Saints Schools Trust

Minutes of the meeting held on Thursday, 22nd October at 4.30pm via Video Conference

Attendance:

Name	Initial	Role	
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
Paul Parslow-Williams	PPW	Executive Head/ Deputy CEO	Present
Karen Preece	KP	CFO	Present
Jill Wright	JW	Trustee	Present
Becky Poynter	BP	Governance Review	Present
Odile Wladon	OW	Executive Assistant/Clerk	Present

Meeting Attendance record:

Date	MB	GD	NF	JH	AH	IH	TJ	PR	JW
17.09.20	✓	✓	✓	✓	X	X	✓	✓	✓
22.10.20	✓	✓	✓	✓	✓	✓	✓	✓	✓

Item	Description
1	<p>Apologies for Absence All present.</p> <p>Becky Poynter was introduced to those present. BP is carrying out the governance review.</p> <p>BP confirmed that she has so far reviewed many documents, including the Growth Plan and Scheme of Delegation.</p> <p>With regards to compliance BP noted that everything seems to be in place. Initial thoughts are that work may needed to review the SOD and keeping it line with Growth Plan – plus values and visions may need to be updated to reflect what is going on.</p> <p>Skills Audit – OW to circulate and return by 6th November. BP will have conversations with a couple of Trustees after receipt of audit.</p>
2	<p>Declarations of Interest None received.</p>

Item	Description
3	<p>Meeting held on 17th September 2020</p> <p>(i) Minutes were approved as a true record of the meeting</p> <p>(ii) Action List and Matters Arising: AP.48 still under investigation AP.49 Ongoing AP.50 Ongoing AP.51 Ongoing AP.52 Looked at Application form and request for references – one query taken to HR, hard to fill in online as formatting shifts. Looking for a revised format – will be taken back to HR in the New Year.</p>
4	<p>Risk Assessment</p> <p>Trustees noted that the risk assessment was mostly unchanged, noting the following:</p> <ul style="list-style-type: none"> • Baseline assessments have been undertaken and will reviewed and reported back during the course of the year. • Ofsted inspection is expected at Great Whelnetham • LGBs risk has been up graded following a significant number of governors resigning at a school and help and intervention will be required. • Trust governance has continued during lockdown via video conference. • RAAC is not present in any schools and therefore this is down graded. • Other than those noted – risk levels have been maintained
5	<p>CEO Report</p> <p>Plans change day to day and SLT are having to be reactive. Baseline assessment has been vital. Audit is being carried out remotely. CIF bids are being assessed. Land & Buildings return on track.</p> <p>Challenges to note and questions raised:</p> <ol style="list-style-type: none"> a. COVID – what will happen if a teacher falls sick? No plans to bring staff from other schools. Plans are to follow guidance to close bubbles and then reopen when permitted. b. COVID fund – £80 per pupil part received. How would this be best spent? Looking at ways to make the most impact. The funds will be targeted at as many pupils possible, therefore looking at using additional teaching time and targeted intervention. <p>Are there any expectations from DfE for this? CF has devised a template to account for the funds usage, including justification, expected impact and outcomes – evidence can be cross referenced to show what impact has been. Looking at targeting technology – google classrooms up and running, families need to be able to use the technology and schools are looking to purchase chrome books, survey to find out what internet is like, how many devices and users. Coordination has been undertaken centrally. There will be a need to report to account for spending.</p>

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	<ul style="list-style-type: none"> c. Hardwick – have received academy order. MB and Daryl Jones will be meeting to have an initial discussion on land issues. Conversion process is starting. d. Trust CPD – EYFS online training has been sourced. e. Coaching – All leaders will be offered the chance to undertake training. f. Financial Audit – Trustees will be invited to F&A to review audit meeting g. CIF Bids – Ingleton Wood are undertaking schools visits and preparing. Eye roof is underway and tenders are being sought. h. School support – MB, PPW and Mrs Watts (Head of School at Occold) visited St Peter and St Paul. PPW and GW undertook lesson observations in EYFS. PPW commented that staff very different to comments made a year ago by John, the painting of the school has made a difference to the atmosphere doesn't seem so gloomy. MB did a safeguarding audit and staff files report underway. i. TCAF bid – no update since the beginning of September. Need to be signed off nationally. News expected soon. j. 878 pupils in the Trust and will increase to over 1000 when Hardwick join in April. k. Head of Charsfield – discussions between Mark Taylor and GD and PPW. Plans are on hold pending decision on TCAF bid outcome. GD noted this will enable leadership training within the school.
6	Trust Expansion Covered in CEO report.
7	<p>Baseline Data Review</p> <ul style="list-style-type: none"> a. No chance to assess children for some time, interested to see where they were following lockdown. Useful for all to do a similar assessment at the same time. b. This data has two roles, level of detail down to individual pupils which enables schools to support interventions and show improvement. Able to compare across the Trust. c. SATS and other recognised tests were undertaken. d. Trustees noted the outcome of these assessments and the impact the break in education has had. e. Assessment will be carried out again after Xmas to see if there have been changes and to see if interventions have worked. f. IH – very interesting piece of work. Was PPW surprised by these results? PPW -Probably what was expected – sad that is has affected the poorer children disproportionately. NF – really interesting. The lower than expected results in writing – if this translating school learning and home learning. Will this lead to a change in home learning set in the future? Important to let the children know that the expectation of writing is expected on a word processor as it is in paper form. Important to teach children best practice for “online” writing too. MB – changes have been made in preparing for another potential lock down situation. PPW – google classrooms gives teachers to give feedback immediately. The level of the offer has been improved through the new platform. Assessment

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	<p>for learning is embedded in the platform. Better way for managing homework and is being used within the class room.</p> <p>GD – could there be a sense of panic for teachers? Must be remembered that children always lose some knowledge returning from the 6 week summer holiday. Key issue is supporting the teachers to support the pupils that need the most support.</p> <p>MB - Noticeable that the children are hungry for learning. Behaviour better across the trust. Pupils have a renewed appreciation of school.</p>
8	<p>Corporate Business Plan 2020-21</p> <ul style="list-style-type: none"> a. Trustees noted that a 3 year plan was drawn up when Trust established in 2018 and this would be last year in the current format. b. Next year it is proposed that the format will change and incorporate the growth plan and revised vision and values – to ensure they reflect the new school joining. <p>Trustees noted the following key issues:</p> <ul style="list-style-type: none"> c. Trust Improvement and Development Plan – PPW looking at an intranet to make sharing data more efficient. d. Developing early years is already on going e. Great Whelnetham update – CF doing a fantastic job f. Hardwick – helping them to raise attainment a priority g. PPW – very aware that demand on small schools, of raising the subject knowledge is difficult and something the trust can show its strength in. <p>The document was adopted by Trustees and thanks to MB and PPW for their work</p>
9	<p>Chair's Report</p> <p>Progressing with governance review as pointed out by BP in introduction. Current priority is ensuring Hardwick progresses smoothly.</p>
10	<p>Finance</p> <ul style="list-style-type: none"> (i) Trustees reviewed the August 2020 Management Accounts. All schools ahead of budget. Strong cost controls. Well managed within limits. Strategic 3 year budget and more planning is required. KP will look at doing a formal budget review within 6 months. There were no questions from Trustees. TJ – noted that no questions shows how far we have come in a year, the new system is working well and informing LGBs. He expressed his thanks to KP and the team for their work. Discipline and accuracy of HTs for all the schools regarding staff is impressive. JH thanks to the finance team for where we are. (ii) F&A Committee meeting scheduled for 27th November @ 2pm to review Audit, all Trustees welcome to attend.
11	<p>Policies for approval:</p> <ul style="list-style-type: none"> (i) Pay Policy – formally approved.

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	<p>(ii) GDPR – Trustees reviewed and approved the following:</p> <ul style="list-style-type: none"> • Data Protection Policy • Privacy Notices for: Staff, Parents, Pupils and Volunteers • Subject Access Request Form • Data Breach Notification form • Records Management <p>(iii) Appraisal & Performance Management - approved subject to minor changes.</p> <p>(iv) Remote Learning Policy - approved</p> <p>Policy for discussion:</p> <p>(v) Complaints Procedure – OW – to compare existing policy with the model policy to include the serial/persistent</p> <p style="text-align: right;">AP.53</p>
12	<p>Local Governing Bodies</p> <p>(i) Trustees reviewed a request from Dennington & Charsfield to separate their Governing Bodies. Federation has ceased therefore governors would like to have separate governing bodies. Trustees approved the dissolution of the joint governing body and the establishment of the separate governing bodies.</p> <p>(ii) Guidance for LGBs during the continued COVID-19 pandemic A document will be circulated for review and once approved, circulated to schools.</p> <p>NF left at this point</p> <p>(iii) Governance at St Peter & St Paul Primary School, Eye A number of governors have left the LGB, including NF. This leaves the LGB without a Chair and Vice Chair. The LGB will need support from the Trust. Firstly, in an interim way and then in the longer term to help re-establish governance going forward. Need for an interim board, Trust Board to seek the expertise of an experienced chair for a period of time. PPW to go on the board to give a steer from the Trust. SOD allows for the Trust to appoint people to run the school to establish regular governance and these do not have to be appointed by the Diocese. Trustees gave authority to MB and JH to appoint an interim chair and establish alternative arrangements. Board of 6, one is PPW remaining governors at Eye and an experienced Chair.</p>
13	Date of next meeting: Thursday, 10 th December @ 4.30pm

Actions from current meeting and items from previous meetings:

Action Point	Reference		To be completed by:
AP.48	12/5/20 Item 5 Update	“My Concern” – has been discussed with leaders, Karen Miller has offered a demonstration. Trust wide licence – ie licence per pupil not school has	MB/PPW

	16/6/20	been investigated and will be reviewed at a future leadership meeting.	
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
AP.50	17/9/20 Item 10	Admissions Policy – trust wide policy to be investigated	OW
AP.51	17/9/20 Item 10	Safer Recruitment Policy – format and flow to be reviewed.	NF
AP.52	17/9/20 Item 10	Recruitment – review application process to determine if a common process can be used.	HR Cttee
AP.53	22/10/20 Item 11 (v)	Complaints Procedure – OW – to compare existing policy with the model policy to include the serial/persistent	OW

Meeting closed at 7.00pm

Signed: _____