

Trust Board Meeting 16th July 2021

A meeting of the Trust Board of All Saints Schools Trust took place on Friday, 16th July at 4.30pm at Wortham Primary School

Attendance

Name	Initial	Role	Attendance
Russell Ayling	RA	Trustee	Apologies
Melanie Barrow	MB	Trustee/CEO	Present
Nancy Ford	NF	Trustee	Present
James Hargrave (Chair)	JH	Trustee/Chairman	Present
Amanda Hull	AH	Trustee	Present
Isobel Hunter	IH	Trustee	Apologies
Thomas Jarrett	TJ	Trustee	Present (part)
Paul Kirkwood	PK	Trustee	Present
Peter Robinson	PR	Trustee	Present
Jill Wright	JW	Trustee	Present
Ben Sear	BS	Trustee	Present
Paul Parslow-Williams	PPW	Deputy CEO	Present
Karen Preece	KP	CFO	Apologies
Claire Flatman	CF	Exec. Headteacher	Present

Meeting Attendance record:

Date	RA	MB	GD	NF	JH	AH	IH	TJ	PK	PR	BS	JW
17.09.20	n/a	✓	✓	✓	✓	X	X	✓	n/a	✓	n/a	✓
22.10.20	n/a	✓	✓	✓	✓	✓	✓	✓	n/a	✓	n/a	✓
10.12.20	n/a	✓	✓	✓	✓	X	✓	✓	n/a	✓	n/a	✓
04.03.21	n/a	✓	X	✓	✓	✓	✓	✓	n/a	✓	n/a	✓
18.03.21	n/a	✓	✓	✓	✓	✓	✓	✓	n/a	✓	n/a	✓
13.05.21	n/a	✓	n/a	✓	✓	✓	✓	✓	n/a	✓	n/a	✓
17.06.21	n/a	✓	n/a	✓	✓	✓	X	✓	✓	✓	n/a	✓
08.07.21	n/a	✓	n/a	✓	✓	✓	✓	✓	X	✓	n/a	✓
16.07.21	X	✓	n/a	✓	✓	X	✓	✓	✓	✓	✓	✓
Total	0/1	9/9	4/5	9/9	9/9	6/8	7/9	9/9	2/3	9/9	1/1	9/9

Minutes:

Item	Description
1.	Welcome to new Trustees
2.	Apologies for Absence were received from Russell Ayling, Amanda Hull and Thomas

Item	Description
	Jarrett (joined meeting at item 7). Trustees consented to the absences.
3.	Declarations of Interest – none were noted
4.	<p>Minutes of meeting held 17th June 2021</p> <p>(i) Minutes were agreed as a true record of the meeting.</p> <p>(ii) Matters/actions arising from the minutes not otherwise on the agenda.</p> <p>AP.48 deferred to Autumn</p> <p>AP.49 deferred to Autumn</p> <p>AP.50 ongoing</p> <p>AP.52 approved by HR subject to minor amendments</p>
5.	<p>Risk Management:</p> <p>Trustees noted:</p> <ul style="list-style-type: none"> • Due to a timing issue Hardwick’s data was not included. • Changes noted: <ul style="list-style-type: none"> ○ Trustees is a less risk as recruitment has taken place - downgraded ○ Some were updated but none have been upgraded. ○ Maintenance across all schools due to supply of materials being slow. ○ Covid is causing problems across the construction section due to staff having to self-isolate. ○ Leadership at St Peter and St Paul is an ongoing matter and is being monitored. ○ All other matters for continued monitoring. • COVID risk: <ul style="list-style-type: none"> ○ COVID - Govt guidance all restrictions lifted and back to normal for next term. ○ Positive case of sibling at Occold and a positive case at Gt Whelnetham. ○ Governor vacancies at Gt W and Charsfield – are being progressed ○ Staff with long covid – Trust needs to ensure there an adequate resource to find supply cover, some schools can be very affected with staffing levels. There could be a situation where schools may have to close if there is a major break out.
6.	Chairs Report: No items for this meeting
7.	<p>CEO Report</p> <p>Key priorities for July were noted as follows:</p> <ul style="list-style-type: none"> • Main priority has been supporting St Peter and St Paul. • New SENDCo in place at St Peter and St Paul. • NPQs and early years framework has taken time, but is now on hold till September. • Stradbroke roof leaking – patch repair may cost £10k • Covid continues to be a challenge • Biggest challenge is inspections in the autumn – important to be prepared.

Item	Description
	<ul style="list-style-type: none"> • COVID Guidance for September was summarised and noted. • Budgets – pupil premium has enabled to the budgets to be recalibrated. • Early Careers framework – induction programme has become 2 years with additional 5% PPA in 2nd year in addition to the 10% already in place. • Two NQTs in the Trust and the new framework will be monitored. <p style="text-align: right;">TJ joined at this point</p> <ul style="list-style-type: none"> • Unity and Inspiration are delivering the new teacher training. • NPQs – capacity needs to be balanced, working with Unity and providing coaches to their programmes with MB/CF/PPW/DJ will be trained as coaches. • CEO & DCEO have continued with learning walk – all 10 complete with reports being written, MB has visited a Gov Body meeting. • Coaching – offered as part of NPQEL and has become invaluable, the coach is excellent John Kane. Has helped with the wellbeing of leaders. The spend was deemed worth it. CF the best thing for her to shape and challenge and focus on the things that need to be done in the new role. He has a view of the structure across the Trust. School leaders have also said they have benefited. • End of term coaching sessions enable the person to reflect on what has happened and focus on what can be achieved next term. • CIF bid for St Peter and St Paul – the roof is on and watertight; a bit of masonry needs to be refixed. Fascia boards have been installed. Damage to the hall floor will be fixed over the summer. • CIF bids came through late: <ul style="list-style-type: none"> ○ Wortham – successful bid for safeguarding. <p style="margin-left: 40px;">Those bid that are most likely to be successful at appeal:</p> <ul style="list-style-type: none"> ○ Charsfield boiler ○ Dennington safeguarding ○ Occold boiler and pipework ○ Wortham – successful bid for safeguarding • Leadership and CPD – conference online first day back • DfE Academisation programme continues. • St Peter and St Paul: <ul style="list-style-type: none"> ○ Thanks to CF/PPW and OW for the support. PPW and MB will continue to run the school for the near future. Staff are happy. Executive decision to redeploy funds from library books to SEN support. ○ Issue with recruiting activity workers – employee benefit don't have to pay for wrap around care if they are at a school within the Trust. P11D benefit for staff. ○ Nurture groups at Eye – a few pupils at the school who have some needs that need to be accommodated. Use can be made of pupil premium to support afterschool provision.
8.	<p>Finance</p> <p>(i) The BFR3Y was reviewed by finance and audit committee. Trustees noted the</p>

Item	Description
	<p>reserves and the 3-year forecast. It was noted that there was some negative figures, which reflects an accurate position assuming nothing is done. The return was noted and approved by Trustees.</p> <p>(ii) Trustees noted the budget briefing for LGB. A PowerPoint presentation was given and governors found it useful in particular the benchmarking. Positive feedback has been received and will continue in an online format. Governors appreciated the transparency.</p> <p>(iii) Trustees received an update from the Finance & Audit Committee</p> <ul style="list-style-type: none"> • Internal audit report – a lot of content, KP has done an amazing job of getting the audit underway and completed. Controls have been reviewed and two schools were visited. The report will feed well into the Internal Scrutiny for next year – urging Trusts to have an internal governance review, which we have. Cyber security is in hand and will be completed by the autumn term. • Letter for the Accounting Officer with deadline dates for reporting. • Occold Toilet Project was authorised.
9.	<p>Governance Review</p> <p>Trustees noted:</p> <ol style="list-style-type: none"> 1. Visions & Values – will be an agenda item for the autumn term for a round table discussion to agree the overarching headline. 2. Strategic Plan: <ol style="list-style-type: none"> a. Regrading of staff has taken place. b. Structure - a finance apprentice has been appointed into the Central Team. c. A further review of the structure moving forward will take place during the next academic year should the Trust expand d. Offer document – is dependent on point 1 being agreed. 3. LGB: <ol style="list-style-type: none"> a. Review of LGB membership/Trust Board - completed b. Recruitment of Trustees done 4. SOD – still outstanding, c/f to September 2021 5. Communication – Stakeholder Engagement has been updated by PPW/PR/OW and was presented to Trustees for review. This was accepted as a Plan and will be brought forward to COGs at the start of next term. When actions are completed they are “struck” through – it should be reviewed on a regular basis. 6. Governors conference will be held online next term – PPW to do Ofsted briefings linked to 7. 7. Training sessions for governance within a MAT – will be kicked off at the Conference. JH to check with BP to see if she is able to undertake the training. 8. GovHub – ongoing <p>Invite to be sent to BP to join us a meeting next term to see what we have done.</p>

Item	Description
10.	Trust Expansion No reports as yet – all decisions are pending.
11.	Committee structure: Learning and Achievement Committee was established: <ul style="list-style-type: none"> • Paul Kirkwood and Russell Ayling were appointed, with MB and PPW – with feedback to the Heads. • TORs will need to be approved when drafted. • Information from Learning Walks will form the basis of the first meeting. Finance & Audit Committee – It was approved that Ben Sears will join the Finance & Audit Committee.
12.	GDPR: Nothing to report
13.	AOB <ul style="list-style-type: none"> • It was agreed that a review of splitting Finance & Audit Cttee into Finance & Estates Cttee and an Audit & Risk Cttee, will be investigated. • PPW – documents have been uploaded to GovHub with information on learning walks. CPD information shared. Visions and values etc. An in depth survey of staff and CPD was undertaken which showed where support is needed and who can deliver it. The survey highlighted areas where CPD is required and that ¼ of staff have less than 3 years experience and may need additional support. EYFS is an example of where support has been prepared with Autism training already delivered with 52 members of staff across the Trust attending. Teaching staff were surveyed in the first instance and it is hoped to enlarge this. It will be reviewed at SLT meeting.
14.	Dates for meetings for next academic year, locations to be confirmed and all meetings to start at 4.30pm: 16 th September 2021 21 st October 2021 9 th December 2021 3 rd March 2022 12 th May 2022 16 th June 2022 14 th July 2022

Meeting closed at: 5.30pm

Signed: _____ **Date:**

Actions from current meeting and items from previous meetings:

Action Point	Reference		To be completed by:
AP.48	12/5/20 Item 5 Updates 16/6/20 04/3/21	<p>“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.</p> <p>Update: will investigate for September, do not want to overload at the moment with Arbor transfer</p> <p>May update: Demonstrations to SLT will be organised for My concern and CPOMS – for a recommendation to be made in September 2021</p>	MB/PPW Autumn 2021
AP.49	12/5/20 Item 8 13/5/21	<p>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.</p> <p>This matter has been deferred for a year.</p>	KP
AP.50	17/9/20 Item 10 Update 04.3.21	<p>Admissions Policy – trust wide policy to be investigated.</p> <p>Update: ongoing, however all schools have issued policies</p>	OW
AP.52	17/9/20 Item 10 Update: 04/3/21	<p>Recruitment – review application process to determine if a common process can be used.</p> <p>Update: formatting of forms, problems arise with formatting out of synch when formatting on a phone. Absences etc cannot be requested before interview, therefore these must sit outside the application form.</p>	HR Cttee

Actions from Governance Review:

Rec. Number	Detail	By Who	By when
1	Vision & values Update: discussion planned for Sept. 2021 meeting.	CEO/Chair/Chairs of Cttees	17/6/21
2	Strategic Plan (Growth Plan) Review central team, grading and growth Update: regrading has taken place, apprentice has been appointed. Structure will be revisited in line	Finance Committee	Asap 16/7/21

	with Trust expansion/ Offer document – to be developed and placed on website Update: Document is awaiting updated Vision and Values – see point 1.	PPW – document OW – website	Asap
3	Review LGB membership to ensure Trust independence Update: completed Recruitment of 2 x co-opted Trustees Update: completed	James Hargrave to speak with COG/Trustee MB, JH and NF with Alister Gourley (member)	Asap Asap
4	Amend Scheme of Delegation Update: c/f	JW, NF, JH & OW	16/7/21 to be implemented Sept 21
5	Communication – formal process to be established Update: completed and will be shared with COGs at Autumn meeting	PPW, PR & OW	16/7/21 to be implemented Sept 21
6	Annual Govs Conference Update: will be held online during the Autumn term.	Tbc	Autumn 2021
7	Training for Local Governors on governance within a MAT	Tbc	
8	Improve use of GovHub	OW	Sept 2021
9	Communications Policy (linked to 5)		