

## Meeting of the Trustees of All Saints Schools Trust

Minutes of the meeting held on Tuesday, 4<sup>th</sup> February 2020 at 4.30pm at Gt Whelnetham Primary School

### In attendance:

Melanie Barrow	MB	Trustee/CEO	Present
Garry Deeks	GD	Trustee	Absent
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
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	✓	✓	✓	✓	✓	✓	✓
<b>Total</b>	<b>0/1</b>	<b>4/4</b>	<b>3/4</b>	<b>4/4</b>	<b>4/4</b>	<b>2/2</b>	<b>3/4</b>	<b>3/4</b>	<b>2/2</b>	<b>4/4</b>

		Action
<b>1</b>	<b>Welcome</b> The Chairman welcomed all to the meeting. <b>Apologies for Absence</b> No apologies were received.	
<b>2</b>	<b>Declarations of Interest</b> There were declarations of interest to note at this meeting.	
<b>3</b>	<b>Meeting held on 10<sup>th</sup> December 2019</b>	
(1)	The minutes were approved as a true record of the business conducted.	
(2)	Action List and Matters Arising (not otherwise on the agenda) AP.2 Removed – will form part of the Governance review. AP.39 completed	

	<p>AP.40 Complete - SCC handbook will be used.</p> <p>AP.44 completed and well received.</p> <p>AP.45 Complete - HR Committee meeting arranged</p>	
4	<p><b>Risk Management</b></p> <ul style="list-style-type: none"> <li>Trustees noted that additional Exec Heads may be required.</li> <li>Trustees noted the up to date risk register</li> <li>Trustees noted the change to Property &amp; Assets – this is due to RAAC (concrete) Surveys required at Eye &amp; Laxfield.</li> </ul>	
5	<p><b>Finance:</b></p> <p>Management Accounts</p> <p>Trustees noted the following:</p> <ul style="list-style-type: none"> <li>All schools are receiving monthly report</li> <li>All schools are in line with budget. It was noted that Wortham had returned to a positive position and that money is still owed by SCC to Gt Whelnetham.</li> <li>The Accounts for November 2019 and December 2019 were signed.</li> </ul>	
6	<p><b>Reports:</b></p> <p>(1) <b>CEO</b></p> <p>A full report was circulated prior to the meeting. The Trustees noted the following key points:</p> <ul style="list-style-type: none"> <li>Guidance on use of Asbestos Registers will be given to schools during visits to update Asbestos Return.</li> <li>The matter of whether ASST should bid for an SEN unit was discussed.</li> <li>Laxfield needs to expand to be able to accommodate the pupil numbers it is attracting. Wortham may be able to attract additional pupils if it could accommodate more pupils. TJ will provide MB with possible funding options available.</li> <li>A full update on the position at Gt Whelnetham was noted.</li> <li>Reports produced by John Atkinson: the reports were reviewed and Trustees noted both the positive and negatives elements from each school, it was also noted that mentoring has been put into place where needed.</li> <li>Trustees noted that there is a general decline in reception pupil numbers for the next academic year. Trustees noted that Dennington could be adversely affected by the local playgroup being without a location at the moment and that numbers are Eye are affected by the lack of pre-school provision.</li> <li>PPW advised that the new ofsted framework would be looking at Curriculum therefore the inste day in January had focused on moderation of writing in Science.</li> <li>Support and evidence in the form of “deep dive” has been collated and produced for Maths and Science.</li> </ul> <p>(2) <b>CHAIR</b></p> <p>The NLG proposal for the governance review was reviewed and the spending was approved. Cost quoted at £2000 plus travel expenses.</p>	<p><b>AP.46</b></p>

<p><b>7</b></p> <p>(1)</p> <p>(2)</p> <p>(3)</p>	<p><b>Policies</b></p> <p>Trustees approved the Trust Charter – subject to minor grammatical changes.</p> <p>The Trustees approved the following policies:</p> <ul style="list-style-type: none"> <li>a. Equality Policy</li> <li>a. Managing Allegations of Abuse – SCC update</li> <li>b. Biometric Data</li> <li>c. Anti-Bullying Policy</li> <li>d. Classroom Observation Protocol</li> <li>e. Online safety</li> <li>f. Staff Well Being</li> </ul> <p>The following approved policies were recommended for review by HR committee:</p> <ul style="list-style-type: none"> <li>a. Safer Recruitment</li> <li>b. Staff Code of Conduct</li> <li>c. Safeguarding</li> </ul>	<p><b>AP.47</b></p>
<p><b>8</b></p> <p>(1)</p> <p>(2)</p> <p>(3)</p>	<p><b>Committees:</b></p> <p>Leadership Meeting – the minutes of the meeting held 27<sup>th</sup> January were reviewed and the following noted:</p> <ul style="list-style-type: none"> <li>• advice was received that ordering needs to be done by May half term to help with the preparation of year end.</li> <li>• Charlotte Atkinson will carry out “Subject Leadership and Deep Dive Training” for all staff CPD to be held at Wortham.</li> <li>• Wortham are issuing fines for in term holidays.</li> </ul> <p>Finance Cttee – no report. Next meeting: 14<sup>th</sup> February 2020 @ Laxfield</p> <p>HR Cttee – no report. Next meeting: 11<sup>th</sup> February 2020 @ Stradbroke</p>	
<p><b>9</b></p> <p>(1)</p> <p>(2)</p>	<p><b>Data Dashboard:</b></p> <p>Trustees noted the performance figures which have been submitted by Heads and collated by PPW.</p> <p>Trustees commented that it may be useful to have National and Suffolk averages included for comparison.</p>	
<p><b>10</b></p>	<p><b>Matters for information:</b></p> <p>Recommended for Trustees – UK Govs Forum Trust to identify curriculum expertise.</p>	
<p><b>11</b></p>	<p><b>Items for next agenda:</b></p> <p>Workload of CEO and DCEO</p> <p>Review of Leadership across Trust Schools</p>	
<p><b>12</b></p>	<p><b>Date of next meeting:</b> Tuesday, 10<sup>th</sup> December 2019, 4.30pm @ Fressingfield</p>	

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

Action Point	Reference		To be completed by:
AP.46	04/02/20 Item 6 (1)	School expansion. TJ will provide MB with possible funding options available.	TJ
AP.47	04/02/20 Item 7 (1)	Grammatical changes to Trust Charter – revised copy to be sent to OW for uploading to website.	NF

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

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

Chair