



Meeting of the Trustees of All Saints Schools Trust

Minutes of the Meeting held on Tuesday, 18th June 2019 at 4.00pm
At Dennington Primary School, Dennington

In attendance:

Melanie Barrow	MB	CEO/Trustee	Present
Judi Bush	JB	Trustee	Absent
Garry Deeks	GD	Trustee	Present (part)
Nancy Ford	NF	Trustee	Present
James Hargrave	JH	Chair / Trustee	Present
Isobel Hunter	IH	Trustee	Present
Thomas Jarrett	TJ	Trustee	Present (part)
Jill Wright	JW	Trustee	Present
Paul Parslow-Williams	PPW	Exec. Headteacher/Deputy CEO	In attendance
Karen Preece	KP	CFO	In attendance
Odile Wladon	OW	Clerk	In attendance

		Action
1.	Apologies for Absence Apologies for absence were received from Judi Bush. Apologies were accepted.	
2.	Declarations of Interest Item 7 – Chairs Report: JH is Chair of Stradbroke Parish Council	
3.	Minutes of meetings held on 25th April 2019 and 21st May 2019 The minutes of both meetings were approved as a true record of the business conducted. Action List/Matters arising from the agenda: AP.2 c/f AP.32 copy of revised job description to be sent to OW/JH AP.33 completed AP.34 Trustees that the review of Governance will be commissioned by JH. A brief for the work will be circulated via email from approval before being sent out for a tender process. AP.35 Completed and noted in item 7 – Chairs Report AP.36 Case Studies have been revised and uploaded to GovernorHub. All Trustees were asked to submit comments to MB by July.	
4.	Risk Assessment Trustees noted that the Trust Risk for Financial processing has been downgraded further to the staff restructuring. Trustees noted that areas of risk could change with a new school joining the MAT. Trustees noted that MB has offered CPD to individual schools to ensure that updating of risk assessments is carried out consistently across the MAT. <i>TJ arrived at this point</i>	
5.	Finance (1) Thanks were expressed to the Finance Team for their work in preparing the budget for 2019/20.	

<p>(2)</p> <p>(3)</p> <p>(4)</p> <p>(5)</p> <p>(6)</p> <p>(7)</p>	<p>Trustees approved the budget for 2019/20 with no increase to the 5% central charge.</p> <p>Trustees agreed that the budget analysis should be shared with all MAT schools as it served as internal benchmarking for Local Governing Bodies.</p> <p>Trustees noted the following:</p> <ul style="list-style-type: none"> a. The pension grant is not guaranteed after 2019/20 b. No UPS Threshold payments have been budgeted c. CEO pension not covered by Grant d. The MAT has an in-year deficit which will be covered by the addition of Great Wheltenham to ASST. e. Costs have been considered and prudently budgeted f. Wortham, Fressingfield and Occold were noted as the schools with the highest risk and will be closely monitored. <p>The BFR return is due at the end of July and will be based on the budget as approved above.</p> <p>The MDIF bid is currently being audited.</p> <p>Review of management accounts was deferred to a later meeting.</p>	
<p>6.</p>	<p>CEO's Report</p> <ul style="list-style-type: none"> • Finance restructuring is complete and has already made a difference. Schools have commented on how useful it has been to have additional staff to consult at MAT level. • Sandlings Primary school staff attended the Curriculum CPD. It was noted that this training was an opportunity for middle leaders to demonstrate their strengths. • Hannah Hunt and Gemma Watts are undertaking the NPQH. Hannah Cargoe will undertake NPQSL in the Autumn. • Congratulations were passed to Claire Flatman who has become a Local Leader of Education (LLE) • Bids and Grants – TJ recommended that all bids could be put out to tender for consultants. • An update on the Trust Conference was given. 	
<p>7.</p>	<p>Chair's Report</p> <ul style="list-style-type: none"> • Stradbroke Parish Council will shortly be commencing work on the feasibility study for the new Nursery building on the site of Stradbroke Primary School. The Parish Council have sought permission from the ASST to brief 2 scenarios, one with the additional land from the site behind the school and one without. Trustees agreed to this. • The Chair visited Wortham Primary School to speak with the governors further to a letter received concerning the finance restructuring. The Chair listened to concerns raised and reported that the meeting was constructive. It was agreed that a review of lessons learned would be undertaken. 	
<p>8.</p>	<p>Trust Expansion</p> <p><u>Great Wheltenham CofE Primary School</u></p> <ul style="list-style-type: none"> • 3 engagement sessions were offered for parents and governors. • There is some concern over mixed aged classes. The deputy head will be able to help with the “culture” change the school needs to make. • SEN issues have been raised with MB at a surgery run at the school, this surgery will be repeated. • An issue with the land for the Preschool has been identified and is being dealt with by LBMW. • Should the conversion affect the deadline, SCC have stated they will appoint MD as substantive head from September 2019. <p><i>GD left at this point</i></p>	

<p>9.</p> <p>(1)</p> <p>(2)</p>	<p>HR Committee</p> <p>The following policies were approved:</p> <ul style="list-style-type: none"> • Organisational Change Management Policy • Scheme of Time Off for Trade Union Duties and Activities • Teachers Assessment of Industrial Injury • Travelling Allowance Policy <p>It was noted that advice from JCC is that if changes to a standard SCC policy are made these should be taken to unions.</p> <p>IH and NF attended the Trustee Network and reported on items of interest as follows:</p> <ul style="list-style-type: none"> • Scheme of delegation could be reviewed on a rolling basis • Some MATs undertake mini “ofsted” reviews on schools by other schools within the MAT. • Some Trusts make “Trust Awards” to pupils to raise the profile of the Trust. • Staff charters were available 	
<p>10.</p>	<p>ASST Review</p> <p>It was agreed that the review of Governance would take place before any other reviews were undertaken.</p>	
<p>11.</p>	<p>Matters for Information</p> <p>Trustees felt that there should be more review of Pupil Data at Trust level. It was suggested that an Academic Standards Committee could be established. Review of the data would enable Trustees to review schools performance and help growth.</p> <p>PP-W will lead on collating all pupil data.</p> <p>IH requested that papers relating to Trust Board meetings should be uploaded to GovernorHub at least 48 hours before any meeting. This will enable Trustees to review documents fully before each meeting.</p>	

The meeting closed at 6.50pm.

Actions from current meeting and items from previous meetings:

Action Point	Reference		To be completed by:
AP.2	17/04/18 Item 9	Local Governing Body Terms of Reference: amendment to Section 3.1.3.	JH to complete
AP.32	28/02/19 Item 3.2 25/4/19 18/6/19	Responsibilities between CFO and Clerk role to be clarified with job description presented to Trust Board for approval. IH to review Job Description Revised Job Description to be circulated to OW/JH	CEO/Chair/CFO
AP.34	26/3/19 Item 8. 18/6/19	A review of governance including structure and schedule of Trust Board meetings. JH to circulate Brief for review to Trustees for comment	MB/JH/Clerk JH
AP.36	21.5.19 Item 6. 18/6/19	MB agreed to look again at the case studies, make any revisions necessary and add relevant data Updates have been made and Trustees were asked to submit comments to MB by July.	MB All

Signed: _____

Date: _____

Chairman