

Meeting of the Trustees of All Saints Schools Trust

Minutes of the meeting held on Friday, 17th July 2020 at 4.30pm via video conference

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
Pam Pickard	PP	Central Finance Team	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	✓	✓	✓	✓	✓	✓	✓
17/03/20	n/a	✓	✓	✓	✓	✓	✓	X	✓	✓
12/05/20	n/a	✓	X	✓	✓	✓	✓	✓	✓	✓
16/06/20	n/a	✓	✓	✓	✓	✓	✓	✓	✓	✓
17/07/20	n/a	✓	X	✓	✓	✓	✓	✓	✓	✓
Total	0/1	8/8	5/8	8/8	8/8	6/6	7/8	6/8	6/6	8/8

Item	Description
1	Apologies for Absence
2	Declarations of Interest
3	<p>Meeting held on 16th June 2020</p> <p>(i) Trustees approved minutes as a true record of the meeting.</p> <p>(ii) Action List and Matters Arising - will be deferred to next full Trust Board Meeting</p> <p>One brief update received on Governance Review</p> <p>Becky Pointer is in a position to start the review and will work with OW and JH on paper part over the summer with indepth work in the new academic year.</p>
4	<p>Risk Assessment - September Reopening</p> <p>Trustees received a brief report from the CEO</p> <ul style="list-style-type: none"> New academies financial handbook has been issued, internal audit is an area

	<p>highlighted this year. External Auditor noted that ASST has looked at ways to continue with scrutiny given the COVID-19 difficulties. The auditors noted that the governance review was a good example of scrutiny.</p> <ul style="list-style-type: none"> • All risk assessments have been received and noted. • All leaders know their settings and know that the provisions put in place will work. • CEO confident that risk assessments are as rigorous and thorough as they can be at this date. These have been shared with LGBs. • RPA insurance. DfE have been asked to confirm that RPA would cover a school should a claim come forward. RPA have confirmed that they will defend and cover the Trust. • Important to show that Risk Assessments are interim and are assessed daily to reflect new guidance. • There are no confirmed cases of COVID-19 across the Trust. • If parents refuse to send their children back, there will be a two weeks grace period, and a dialogue will be maintained, working alongside the EWO and parents. Fining will be last resort. • Thanks were expressed to all the leadership team on the work undertaken on reopening. Trustees felt the processes had been handled well and a credit to all schools.
<p>5</p> <p>(i)</p> <p>(ii)</p>	<p>School Admissions 2021/22 and 2022/23</p> <p>The Admissions Policy for 2021/22 was ratified with the following variation to the Supplementary Information Form for Church schools admission which had been issued in light of the lockdown measures during COVID-19 and Church attendance.</p> <p>In the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship.</p> <p>These changes will apply to St Peter & St Paul, Eye and All Saints, Laxfield.</p> <p>Trustees agreed that the Trust Admissions Policy for 2022/23 would be reviewed at the September meeting.</p>
<p>6</p>	<p>Growth Plan</p> <p>Trustees received a Growth Plan prepared by Paul Parslow-Williams which compared ASST to other Trusts. The Plan looked at pathways on how the trust could grow.</p> <p>Trustees commented on the plan.</p> <p style="text-align: right;">IH left meeting at this point</p> <p>The Chair noted that Trustees were grateful for the report. Leadership review alongside a governance review and continued growth should be a regular item for the Trust to look at, either a working group or a focused meeting “away day”.</p> <p>Trustees accepted the growth plan.</p>

7	<p>Hardwick Primary School</p> <p>a. Trustees reviewed the due diligence reports and received updates from MB and KP.</p> <p>b. Following consideration of the due diligence reports, Trustees voted on agreement to allow Hardwick Primary School to join All Saints Schools Trust All Trustees agreed.</p> <p>c. A request will be taken to Head Teacher Board 24th September; applications for this are due by 14th August. Consultation process at Hardwick will take place early in the next term.</p>
8	<p>Finance</p> <p>Update on budget:</p> <p>a. Trustees approved that Fressingfield can use revenue reserves to fund the proposed improvements to carpets and touch screen Good use of funding to improve the building and benefits the children.</p> <p>b. Trustees noted a non-material change to central service with a different provider (Clear7) being sourced by GDPR, plus occupational health and employee assistance being funded centrally and placed with OPA Health Ltd and Wellbeing Solutions Management.</p> <p>c. Minor changes being made to budgets with PE premium being added and non-material changes in staffing being uploaded.</p>
9	<p>Governor Planner</p> <p>Trustees noted and agreed the meeting dates for the next academic year.</p>
9	<p>AOB:</p> <ul style="list-style-type: none"> • CIF bids – will be placed with Ingleton Woods. • PEX Policy – Trustees noted new regulations to say if a child is permanently excluded then all funding, including SEN and GAG, must follow the child to the new school. • Learning platform across the Trust is being investigated with each school signing up for the £1,000 funding. • Thank you to MB and PPW for the work this difficult term. • Confidential matter discussed.
10	<p>Date of next meeting: Thursday, 17th September @ 4.30pm. venue to be confirmed</p>

Actions from current meeting and items from previous meetings:

Action Point	Reference		To be completed by:
AP.48	12/5/20 Item 5 Update 16/6/20	“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.	MB/PPW

Action Point	Reference		To be completed by:
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

Meeting closed at 4.40pm

Signed: _____