

Trust Board Meeting 8th December 2022

A meeting of the Trust Board of All Saints Schools Trust took place on Thursday, 8th December @ 4.30pm – at Wingfield Barns

Attendance: (Trustees only invited)

Name	Initial	Role	
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
Thomas Jarrett	TJ	Trustee	Apologies
Paul Kirkwood	PK	Trustee	Present
Peter Robinson	PR	Trustee	Apologies
Ben Sear	BS	Trustee	Present
Jill Wright	JW	Trustee	Present
Karen Preece	KP	CFO	In attendance

Meeting Attendance record:

Date	RA	MB	NF	JH	AH	TJ	PK	PR	BS	JW
15.09.22	X	✓	✓	✓	✓	X	X	✓	✓	✓
20.10.22	✓	✓	✓	✓	✓	✓	X	✓	✓	✓
08.12.22	X	✓	✓	✓	✓	X	✓	X	✓	✓

Minutes:

Item	Description
1.	Apologies for Absence Apologies were received from Russell Ayling, Thomas Jarrett and Peter Robinson Trustees accepted the apologies.
2.	Declarations of Interest in subsequent agenda items There were none.
3.	Minutes of the meeting held 18th October 2022: Minutes were accepted as a true record of the meetings
4.	Risk Management Areas noted as RED: <ul style="list-style-type: none"> • Electricity costs • Cost of back pay • ITT – cyber crime • Harpur vs Brasel • Leadership model • Wortham’s end of year position
5.	Trust expansion: Since the original presentation to Benhall Primary School there has been a leadership change, they are keen to join ASST and require leadership from Easter 2023. The roll

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	<p>has fallen recently, but the staffing situation is being resolved. PPW is keen to take on the leadership from Easter 2023. Work to be done but nothing that hasn't been seen before. Gives growth and potential, lowest numbers for a while.</p> <p>Negative – poor management, in a deficit position, some costs are not budgeted for. Teaching needs to be stabilised which may mean finances the first year may take a hit. The HTN doesn't appear to correlate with the provision provided.</p> <p>Trustees discussed whether a financial restructure should be a requirement before a conversion.</p> <p>Trustees noted that deficit and staff turnover is a sign of instability within the school.</p> <p>It was decided to progress with the proposal subject to the school agreeing to start the restructuring discussed.</p> <p>Other schools expressing an interest: two smaller schools to the east of the region have asked for a visit.</p>
6.	<p>Policies:</p> <ul style="list-style-type: none"> (i) Equalities Policy – deferred to next meeting (ii) Attendance Policy – approved.
7.	<p>Finance:</p> <ul style="list-style-type: none"> (i) Trustees noted the key points of the Financial Audit. 3 observations were noted: <ul style="list-style-type: none"> 1. Pecuniary interests – need to be kept up to date and published on websites. 2. Procurement requirements – One projected was noted as not having received 3 quotes, it was also noted that isn't always possible. Policy doesn't refer to benchmarking. The policy has been updated. 3. Staff leavers – Recommendation on a leaver form to ensure all leavers are correctly recorded. <p>Trustees reviewed and approved the audit.</p> (ii) Trustees reviewed and noted the Annual Accounts inc Trustees Report and noted that Wortham was the only school with a deficit. Trustees noted that the situation will be resolved with a meeting with governors. All schools are currently having budgets for the current year reworked due to pay awards and increased utilities costs. <p>The report and accounts for 2021/22 were approved and signed by the CEO and Chair.</p> (iii) Trustees noted advice regarding Harpur vs Brazel and noted that the outcome of the court case will affect staff with less than 5 years service as those with more than 5 years already receive more holiday.

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	<p>Trustees approved the following: The revised holiday pay calculation will be changed in January or February payroll.</p> <p>Trustees noted that employees have 3 months to make a claim for back pay from when the new calculation is used. Further guidance is awaited.</p> <p>(iv) Trustees noted the following policies were reviewed and approved by the Finance and Audit Committee:</p> <ul style="list-style-type: none"> a. Accounting b. Central Cost Recharge c. Charging & Remissions d. Financial Management e. Financial Regulations f. Investment Management g. Leasing h. Purchase Card i. Reserves
8.	<p>Strategic away day:</p> <p>(i) Feedback on questions given to leadership group was noted. The comments will be reviewed by the HR Committee at the next meeting. Actions received an update and will be rag rated and reviewed next meeting.</p> <p>(ii) ASST Strapline – suggestion of Achieving Successful Schools Together deferred to next term.</p>
9.	<p>Leadership:</p> <p>(i) Trustees approved a recommendation from working party reviewing Scheme of Delegation that delegation point 4.6 from the current scheme should be removed and that the Trust Board approves the appointment of Executive Head Teachers. This approval therefore suspends item 2.12 in the current TOR for LGBs pending a full review of the suite of documents.</p> <p>See confidential minutes for item (ii) and (iii) All actions were approved and the CEO will take this forward.</p>
10.	<p>Other matters:</p> <p>(i) Ofsted report: St Peter & St Paul, Eye Trustees noted and received the report.</p> <p>(ii) Ratification of broadband and IP phones: Trustees approved the appointments as per paper previously circulated.</p> <p>(iii) Flooring Stradbroke: Trustees approved a quote for flooring for the Horsa building at Stradbroke at a cost of £12,848 from Culvers Contractor</p> <p>(iv) Laxfield car park:</p>

Item	Description
	<p>Trustees approved the decision for Smith and Ward to have ownership of the site.</p> <p>(v) Trustees approved the reappointment of the following as Trust appointed governors:</p> <ul style="list-style-type: none">a. Steve Lovett – Charsfieldb. Isobel Hunter – Worthamc. Jeni Smith – Occold
11.	Date for meeting: 23rd February 2023

Meeting closed at: 18.50

Singed: _____

Date: