



Trust Board Meeting 17th June 2021

A meeting of the Trust Board of All Saints Schools Trust took place on Thursday, 17th June at 4.30pm via Video Conference

Attendance

Name	Initial	Role	Attendance
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
Paul Kirkwood	PK	Trustee	Present
Peter Robinson	PR	Trustee	Present
Jill Wright	JW	Trustee	Present
Paul Parslow-Williams	PPW	Deputy CEO	Present
Karen Preece	KP	CFO	Present

Meeting Attendance record:

Date	MB	GD	NF	JH	AH	IH	TJ	PK	PR	JW
17.09.20	✓	✓	✓	✓	X	X	✓	n/a	✓	✓
22.10.20	✓	✓	✓	✓	✓	✓	✓	n/a	✓	✓
10.12.20	✓	✓	✓	✓	X	✓	✓	n/a	✓	✓
04.03.21	✓	X	✓	✓	✓	✓	✓	n/a	✓	✓
18.03.21	✓	✓	✓	✓	✓	✓	✓	n/a	✓	✓
13.05.21	✓	n/a	✓	✓	✓	✓	✓	n/a	✓	✓
17.06.21	✓	n/a	✓	✓	✓	X	✓	✓	✓	✓

Minutes

Item	Description
1.	Welcome to new Trustee Trustees welcomed Paul Kirkwood to the Trust Board as a Trustee appointed by Members following the resignation of Garry Deeks.
2.	Information was shared with Trustees concerning a staffing matter. See confidential minutes.
3.	Apologies for Absence (i) Apologies were received from Isobel Hunter. (ii) Trustees accepted the apologies.

Item	Description
4.	Declarations of Interest – There were none
5.	Minutes of meetings held 13th May 2021 (i) Minutes were agreed as a true record of the meeting (ii) Matters/actions arising: see table below
6.	Risk Management: Trustees noted that the report was written prior to the matter discussed at item 2. (i) There is no externally validated data . (ii) Curriculum it is important to ensure that it is up to date. (iii) Recruitment of Trustees has improved and this risk will be updated. (iv) Setting in year budgets was challenging but this has been resolved with Sports Premium continuing. (v) Declining rolls lead to budget setting difficulties and schools need to be aware they will need to make cuts. This is discussed at Leadership meetings, at the termly Chair of Local Governing Body meetings and a Finance Governors briefing is taking place. Important to look at numbers on census day and reviewing the 3 years budgets accordingly. (vi) Guidance received that all schools should become an academy and this could be lead to MAT (vii) CIF bids have been written and we are awaiting further announcements. (viii) Financial Audit is due to start shortly. (ix) Key – training on Trust mergers. Individual school risk registers to be brought to Finance & Audit committee.
7.	CEO Report (i) Key priorities have been adjusted further to item 2. (ii) Work on NPQs – ASST has volunteered to be Coaches. (iii) Governance – has been an issue with many local governors not returning after COVID. (iv) COVID – tricky position, matters have changed now that restrictions are not being lifted on 21 st June. More taking place this year than last – an update on transition is awaited. End of year productions hopefully outside, or 50% of usual capacity inside socially distanced. (v) Uncertainty over what happens in September – plans will be reviewed over the next few weeks. (vi) Monitoring schedule – has been set back by issues related to item 2. Quick wins have been identified, eg marking. (vii) PPW has been to Hardwick to review the curriculum to bring it in line with the rest of the Trust. (viii) PPW – reported on Wortham and the growth that has been seen in the staff. (ix) Four school visits have been completed and work will try to complete these by the end of the summer term, other matters permitting. Recommendation to have a learning and achievement committee of the Trust Board. <p style="text-align: right;">Action: AP53</p>

Item	Description
	<ul style="list-style-type: none"> (x) Coaching sessions have been undertaken and have been very useful (xi) Audit starts shortly. (xii) Roof – St Peter & St Paul, Apex Roofing are being monitored and Paul Kirman will be having weekly meetings. A scope change was submitted to the DfE due to the delayed start time. (xiii) CIF monitoring will be submitted by end of June. (xiv) Pupil numbers across the Trust were reviewed. (xv) Potentials for growth of the Trust were discussed as well as marketing current schools using the Trust as a selling point. It was noted that some schools have overlapping catchment areas. The successful work undertaken at Gt Whelnetham will be good for showing the work of the Trust. (xvi) Trust expansion has gone quiet at the moment. It was noted that the Government has an ambition for schools to be part of a strong trust. It is expected that there will be a push to encourage schools to join academies.
8.	<p>LGB Chairs’ Briefing</p> <ul style="list-style-type: none"> (i) First was held at the beginning of June. (ii) Format worked well. (iii) 50% of the Chairs attended so timing will be looked at. (iv) Trying to plan an online conference for September. (v) The presentation was shared with Trustees.
9.	<p>Business Continuity Plan:</p> <p>Trustees noted and accepted the updated plan which reflects the growth in the Trust with up to date information about Hardwick.</p> <p>A minor amendment was noted to a contact telephone number.</p>
10.	<p>School Visits</p> <p>This item was covered under the CEO report</p>
11.	<p>Chairs Report</p> <p>Nothing further to report other than item 2.</p>
12.	<p>Finance</p> <ul style="list-style-type: none"> (i) PE Premium had been confirmed during the course of the morning on the date of the meeting. (ii) COVID catch up is likely to continue. (iii) Budget prepared on a series of assumptions approved by Finance & Audit Cttee. (iv) 3% staffing costs increased factored in for budgeting purposes. (v) Due to late announcements, PE premium and COVID catch up not included. This gives an opportunity to look purely at GAG which highlights whether the core structure can cope. Many schools were in deficit. KP worked with Governors and Heads. All schools have good levels of reserves and the rationale for using some of this to balance budgets were reviewed. (vi) Charsfield – declining pupil numbers. (vii) Dennington- rising pupil numbers. Looking to provide a better pupil:teacher ratio (viii) Eye – in year positive. Lower pupil numbers and staffing structure improved.

Item	Description
	<p>(ix) Fressingfield – slight deficit. Staffing can be an issue moving forward.</p> <p>(x) Gt Whelnetham – large deficit but has good reserves</p> <p>(xi) Hardwick – transition school with large reserves. Time must be given to allow them to settle in.</p> <p>(xii) Laxfield – HTN and SEN funding is good. Good level of reserves</p> <p>(xiii) Occold – declining pupil numbers.</p> <p>(xiv) Stradbroke – strong growth in pupil numbers; had to open another class that has required an additional teacher.</p> <p>(xv) Wortham – small deficit has increased to £2k with a change in staffing.</p> <p>(xvi) MAT – increase in central charge to 6%, apprentice levy now payable has led to a deficit budget but reserves are able to sustain. Apprenticeship opportunities are being investigated.</p> <p>Trustee comments:</p> <p>A. Trustees noted their thanks to KP for the summary page which was very helpful.</p> <p>B. TJ reported that the Finance & Audit Committee reviewed the budgets in detail at the meeting held 11th June 2021. He noted thanks to KP and Pam Pickard for the work.</p> <p>C. Trustees approved the budgets as at the date of the meeting.</p> <p>D. Budget Forecast Return is due at the end of the summer term and any revisions to the current budget positions will be approved by Finance & Audit prior to the BFR submission date.</p> <p>E. Quotes received were approved for central services: Schools Choice £85k and Vertas £115k.</p> <p>F. Management Accounts for April were noted and KP reported that all schools are on target and that Charsfield’s position has improved.</p>
13.	<p>Governance Review</p> <p>Trustees noted the Action Plan (appended to minutes) and received the following updates:</p> <p>(i) Aims, Visions & Values have been updated, however an extra comment was received therefore these will be reviewed at next meeting.</p> <p>(ii) Strategic Plan</p> <p>(iii) Powerpoint of “offer” to be updated and sent to OW for uploading to website.</p> <p>(iv) Review of LGB membership – no Trustee is a Chair of LGB</p> <p>(v) Recruitment of 2 co-opted Trustees – process is underway</p> <p>(vi) Meetings to review Scheme of Delegation and Communication will be convened as soon as possible.</p> <p>(vii) Plans for a governors conference are on-going</p> <p>(viii) Whole governor training for LGBs on governance within a MAT will be investigated.</p> <p>(ix) OW is in communication with Governor Hub on improving use within the trust board.</p>

Item	Description
14.	Trust Expansion: this was covered in CEO report
15.	GDPR: There were no reports to note at this meeting. All schools had received an FOI request for the same information. All schools were given advice on how to respond.
16.	Policies Trustees reviewed and approved the following policies (i) Disciplinary Policy (Staff) (ii) Grievance Policy (iii) Whistleblowing Policy
17.	AOB PPW – updated Trustees on the nursery provision for Occold. The School were approached by 3 rd party provider – it was felt this was a better option as they can cover more age groups. This will still meet the needs of the school and the village.
18.	Next meeting: Friday 16 th July 2021 @ 4.00pm at Wortham Primary School

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 17/06/21	<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> <p>MB received quotes from CPOMS and My Concern – a demonstration is to be arranged with both companies. Leaders can now look at both.</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 17/06/21	Recruitment – review application process to determine if a common process can be used. 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. PP has updated the application form in line with GDPR and will be taken to HR Committee.	HR Cttee
AP.53	17/6/21	To establish a learning and achievement committee	Trust Board



Actions from Governance Review:

Rec. Number	Detail	By Who	By when
1	Vision & values	CEO/Chair/Chairs of Cttees	17/6/21
2	Strategic Plan (Growth Plan): Review central team, grading and growth Offer document – to be developed and placed on website	Finance Committee PPW – document OW – website	Asap 16/7/21 Asap
3	Review LGB membership to ensure Trust independence Recruitment of 2 x co-opted Trustees	James Hargrave to speak with COG/Trustee MB, JH and NF with Alister Gourley (member)	Asap Asap
4	Amend Scheme of Delegation	JW, NF, JH & OW	16/7/21 to be implemented Sept 21
5	Communication – formal process to be established	PPW, PR & OW	16/7/21 to be implemented Sept 21
6	Annual Govs Conference	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)		