



Meeting of the Trustees of All Saints Schools Trust

Minutes of the Meeting held on Thursday, 28th February at 4.00pm
At Dennington Primary School - Dennington

In attendance:

Judi Bush	JB	Trustee	Present
Garry Deeks	GD	Trustee	Absent
Nancy Ford	NF	Trustee	Present
James Hargrave	JH	Chair / Trustee	Present
Isobel Hunter	IH	Trustee	Present
Thomas Jarrett	TJ	Trustee	Present
Jill Wright	JW	Trustee	Present
Melanie Barrow	MB	Co-Executive Principal/CEO	Present
Claire Flatman	CF	Headteacher	In attendance
Steven Ginn	SG	Headteacher	In attendance
Paul Parslow-Williams	PPW	Headteacher	In attendance
Karen Preece	KP	CFO	In attendance
Mark Taylor	MT	Headteacher	In attendance
Odile Wladon	OW	Clerk	In attendance

		Action
1.	Apologies for Absence Apologies were received from Garry Deeks. Trustees accepted the apology.	
2.	Declarations of Interest There were none.	
3.	Minutes of meeting held on 18th January 2019	
3.1	Trustees voted to approve the minutes as a true record of the business conducted.	
3.2	Action list and matters arising not otherwise on the agenda:	
(a)	JH to give password for ASST twitter account to PPW	
(b)	All Policies should include details of the lead committee/trustee	
AP.2	c/f	
AP.3	c/f	
AP.4	Completed. New item: responsibilities between CFO and Clerk role to be clarified with job description presented to Trust Board for approval.	AP. 32
AP.8	All completed see 3.2 (a) above	
AP.19	The timing of this item needs to be reviewed.	
AP.24	Completed	
AP.26	A tender process will be arranged for continuing IT support.	
AP.27	Dates have been circulated	

AP.29 AP.31	Completed c/f	
4.	<p>Policies</p> <ol style="list-style-type: none"> 1. Charging & Remissions – policy approved by Trustees with the removal of Section 8.3 and removal of repetition of “voluntary contribution” in section 3.1, plus deletion of 6.2 which is not relevant to Primary Schools. 2. Freedom of Information –not accepted. Advice on GDPR compliance should be sought from the Data Protection Officer. A statement that members of the public can contact any member of staff or email admin@asst.org.uk should be added. References to working days should be changed to school days. 	
5.	<p>Risk</p> <ol style="list-style-type: none"> 5.1 Risk Management Policy was approved. 5.2 Risk assessment was revised and the amendments noted. 5.3 Trustees noted the guidance received concerning Brexit planning. 	
6.	<p>Matters for report:</p> <p>6.1 Chairs Report</p> <ul style="list-style-type: none"> • Eye Neighbourhood Plan – a further letter has been submitted to the ENP team following a meeting with two members of the team. An acknowledgement of the letter has been requested. The ENP process will be closely monitored. • Stradbroke Neighbourhood Plan- this plan was approved in a referendum. This policy should be positive for the school as a site included in the plan should give land/carpark to the school, plus a site for a new nursery. • Dennington Planning Meeting – a meeting took place about a proposal submitted to for the Local Plan to build on the field that the school currently use. The proposals include another playing field being provided plus a 30 space carpark. <p>6.2 CEO’s Report</p> <ul style="list-style-type: none"> • SCC has issued a list of schools due for expansion and Eye was included in this. Work not expected to start until 2022. • Trustees agreed that expansion of the Trust is an option and opportunities should be investigated thoroughly. Due diligence will be key and benchmarking of finances is a good starting point. • CIF bids – guidance received indicates that emergency loans could be applied for to repair the 2 roofs. • MDIF – all bids must be reviewed by a suitably qualified accountant. • Policy Matrix was tabled and reviewed. • National Professional Qualification in Executive Leadership – MB and PPW attended. • SCITT – the funding of this scheme has been revised since offers were made to students. This could impact on budgets for the year and is being reviewed. The Pay Policy will need to be reviewed to set a new scale point for unqualified teachers. 	AP.33
7	<p>Leadership Team</p> <ul style="list-style-type: none"> • Plans are underway for the ASST Conference at Dunston Hall 	

	<ul style="list-style-type: none"> • PPW will deliver a Curriculum CPD course at Stradbroke on 21st May 2019 • Reception figures across the Trust are low and will be monitored. • SEN High Tariff funding – it was noted that the audit by SCC has been poorly managed and the precise figures are still not yet known. 	
8	<p>Standing Items</p> <p>Governor Forum it was recommended that a non-Trust Board Member chair this forum.</p>	
9	<p>Decisions</p> <p><u>Finance Restructure</u></p> <p>The new structure was approved by majority vote. Timescale for restructure process was approved. Trustees noted that following recommendations from HR the process will start on Monday (4th March 2019) and to ensure all staff are notified simultaneously the letter will be sent via email.</p>	
	<p>Dates of next meeting:</p> <p>26th March 2019 @ 4pm – to be held at Eye.</p>	

The meeting closed at 6.30pm for discussions on confidential items on the agenda.

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.3	17/04/18 Item 11	Committee Structure and Membership: the HR Committee to establish and convene a Staff Forum.	IH and GD to organise
AP. 19	17/05/18 Item 5.2	Schedule a meeting to discuss central charges for March 2019.	KP to organise
AP.26	28/02/19 Item 3.2	A tender process will be established for the IT support	Finance team
AP.27	07/09/18 Item 7.2	Gov. Forum to take place prior to Trust Board meetings	NF
AP. 31	11/12/18	Leadership Team to prepare an analysis of budget implications of paying support staff for PD day	Leadership Group
AP.32	28/02/19 Item 3.2	Responsibilities between CFO and Clerk role to be clarified with job description presented to Trust Board for approval.	CEO/Chair/CFO
AP.33	28/02/19 Item	Pay Policy to be reviewed to set a new scale for unqualified teachers.	MB/HR Cttee

Signed: _____

Date: _____

Chairman