

Meeting of the Trustees of All Saints Schools Trust

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

In attendance:

Name	Initial	Role	Attendance
Melanie Barrow	MB	Trustee/CEO	Present
Garry Deeks	GD	Trustee	Present
Nancy Ford	NF	Trustee	Present
James Hargrave (Chair)	JH	Trustee/Chairman	Present
Amanda Hull	AH	Trustee	Absent
Isobel Hunter	IH	Trustee	Absent
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
Odile Wladon	OW	Clerk	In attendance

Meeting Attendance record:

Date	MB	GD	NF	JH	AH	IH	TJ	PR	JW
17.09.20	✓	✓	✓	✓	X	X	✓	✓	✓

Item	Description
1	Election of Chair and Vice-Chair James Hargrave elected as Chair Nancy Ford elected as Vice-Chair
2	Apologies for Absence Amanda Hull – unable to attend due to child care issues.
3	Declarations of Interest TJ is a Board member of LGPS. Trustees noted that he is happy to stay on to the end of the term given his role a Trustee of ASST.
4	Meeting held on 17th July 2020 (i) Minutes approved as a true record of the meeting. (ii) Action List and Matters Arising AP.48 still looking into it, ongoing action. AP.49 not progressed yet c/f
5	Risk Assessment Trust risk – Trustees noted that:

Item	Description
	<p>(i) COVID is the biggest risk, and were relieved to note there had been no confirmed cases. Attendance hit hardest during the previous week as testing slow.</p> <p>(ii) Pupil performance kept the same as little data available to update. All pupils in the Trust are to be tested to see where any gaps are highlighted.</p> <p>(iii) “Mocksted” inspections are showing schools are good / outstanding.</p> <p>(iv) Leadership – Mark Taylor looking to undertake NPQEL. Biggest risk is multiple leaders go down with COVID.</p> <p>(v) Staffing – Eye had a vacancy, successfully filed with an NQT</p> <p>(vi) Finance:</p> <ul style="list-style-type: none"> • upgraded a little, pupil premium has allowed all schools to set balance in year budgets. • Prospective new school added. • Finance updated to reflect new Executive Headship allowing schools to balance. • Biggest threat is Covid and closing of bubbles. • RAAC concrete – confirmation received that there is none therefore risk mitigated. • Eye’s roof has attracted CIF funding therefore no longer a risk. <p>(vii) Individual school risk assessments.</p> <ul style="list-style-type: none"> • Some parents requested sight of risk assessment and asked for changes to be made. This puts extra pressure on leaders in school when dealing with challenging situations and requests. • Requests for information on whether certain children are being tested must be protected under GDPR. • Trustees reflected on what should be done with a request to confirm whether there were any confirmed cases in a school. MB recommended and Trustees agreed this should be reviewed on a case by case basis. • Trustees noted guidance that if 2 positive tests in a bubble, then the bubble may close. • Schools will keep a dialogue with parents and follow the flowchart and advice from DfE.
6	<p>CEO Report</p> <ul style="list-style-type: none"> • New Exec Head at Gt Whelnetham – reduced to 4 classes, good teachers in all classes. • Trustee report drafted – 3rd year as a Trust, anticipate the year eg CIF visits already undertaken. • Hardwick – managed to get the application to the Head Teachers Board. • KP and PP have been working on year end; Trustees noted there were still some issues in finishing the year end as there are still invoices appearing.

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	<ul style="list-style-type: none"> • CIF bids – successful bid for Eye to repair roof. Terms and conditions agreed including a Salix loan of 10% paid back over 5 years balance £100k granted to school, tendering process has started. • GD asked whether a salix loan is going to be an expectation going forward? Response: Hopefully not but could be the way forward. The public works loan board has been opened up to CIF bids – low interest but a worrying change. • PR – can they be paid off early? • MB – guidance given that loan should be take • KP – Salix loans offered as part of the CIF bid process and are interest free therefore no point in paying off early. • GD – are there other sources of money to support capital projects? Can other organisations offer a contribution towards capital? • MB – contribution from schools budgets can be made, up to 12% of the cost. • TJ – Regarding loans from other organisations, the answer is no unless you have Sec of State approval, donation possible but not loan. • CIF bid new writer produced a report, each school has been sent the list and respond to MB so that bids can be prepared. • TCAF bid was submitted for £86k – awaiting the outcome. • Google classroom – priority for all schools in case of lockdown in the coming months. Guidance produced distance learning – very prescriptive, some of the guidance is very hard to achieve particularly if a key worker base would be still required. • Baseline assessment will help the schools plug the gaps with intervention.
7	<p>Chair's Report</p> <ul style="list-style-type: none"> • Review of governance is under way. • Paperwork has been sent through. • Becky Poynter will be attending next meeting and talking to a cross section of Local Governors and all Trustees. • Hope to complete this term and receive a report from it.
8	<p>Trust Expansion</p> <p>(i) Update on Hardwick Primary School.</p> <ul style="list-style-type: none"> • Application in to head teachers board, on agenda for 24th sept. • TCAF bid outcome due by end of September as panel have sat. • Consultation started this week, delivered consultation to staff on Monday at Gt Whelnetham. Very well received. It flowed very well with Daryl making a speech at the beginning setting out Hardwicks pathway to academisation. Governors were there and supported the Head Teachers comments. • All parent consultations were moved to online following guidance on “rule of 6”. These took place on Wednesday 16th September evening, and as a consequence bigger attendance. • It is clear that a dialogue has been had on every step of the process.

Item	Description
	<ul style="list-style-type: none"> • Consultation questionnaire has been opened, a letter and paper copies of questionnaire going out today. Closes on Friday. Then governing body meets to make a decision. SCC state the 1st April will be the target date. <p>(ii) Report from John Atkinson</p> <ul style="list-style-type: none"> • Strategic piece. • PPW stated it was a very useful report, showing next steps for the Trust. Includes a whole trust wide strategy to support schools through the Ffsted process. CEO and DCEO can be there when there is a ofsted inspection. • Curriculum – Trustees noted that it is challenging for a school with 3 teachers support a curriculum of 10 subjects, therefore a trust wide curriculum strategy is essential to support current schools and provide to joining schools. • Trustees noted that early years needs attention. • PPW and MB could be able to visit schools more often to ensure schools are Ofsted ready. Ofsted focus team ready to help schools and meet inspectors. • JH noted that comments about small trusts are pertinent but we do need to take control of our own destiny.
9	<p>Finance</p> <p>(i) The Finance & Audit Committee reviewed the following:</p> <ol style="list-style-type: none"> a) July management accounts – all schools showing healthy surplus. Still a trickle through of invoices therefore cannot yet close off the year end. Draft August management accounts by end of September as work still required on year end. Charging structure for caterers was agreed limited to free school meals funding. b) Internal Audit report – remote audit work on financial planning and monitoring. Action plan is being worked on. This allows Trust to fulfil the Trusts scrutiny requirements. c) External Audit timetable – being carried out remotely, all items need to be uploaded. Planning meeting in July. Year end will be shut down next week. d) A TCAF bid has been submitted. e) CIF bid approved for Eye – £110k approved with 10% balance issued as a SALIX loan. f) Draft Budget Forecast Return – looking positive. <p>(ii) Trustees noted these documents and approved the BFR for submission.</p>
10	<p>Policies:</p> <p>(i) Pay Policy Trustees reviewed the draft Pay Policy following the national agreement reached on support staff pay scales. Trustees approved the draft in pending the release of the Teachers par review. The revised scale for support staff was approved.</p> <p>(ii) Admissions Policy 2022/23</p>

Item	Description
	<p>Trustees noted there were no changes required to the over subscription criteria for Eye and Laxfield. A trust-wide admissions policy will be investigated.</p> <p style="text-align: right;">AP.50</p> <p>(iii) Trustees reviewed and approved the following policies:</p> <ul style="list-style-type: none"> • Safer Recruitment Policy – approved. NF to look at the format and flow of policy. <p style="text-align: right;">AP.51</p> <p>The HR cttee will review the application process to determine if a common application procedure can be introduced.</p> <p style="text-align: right;">AP.52</p> <ul style="list-style-type: none"> • Governor’s Code of Conduct - approved • Child Protection Policy - approved • Health & Safety Policy - approved
11	Draft Annual Report 2019/20 Trustees noted the draft annual report.
12	For information (confidential minute)
12	Date of next meeting: Thursday, 22 nd October @ 4.30pm

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
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
AP.50	17/9/20 Item 10	Admissions Policy – trust wide policy to be investigated	OW
AP.51	17/9/20 Item 10	Safe Recruitment Policy – format and flow to be reviewed.	NF
AP.52	17/9/20 Item 10	Recruitment – review application process to determine if a common process can be used.	HR Cttee



Meeting closed at 6.45pm

Signed: _____