

## Trust Board Meeting 27<sup>th</sup> April 2023

A meeting of the Trust Board of All Saints Schools Trust took place on Thursday, 27<sup>th</sup> April 2023 @ 4.30pm – at Wingfield Barns

### Present:

Name	Initial	Role	
John Atkinson	JA	Trustee	Apologies
Russell Ayling	RA	Trustee	Present via video link
Melanie Barrow	MB	Trustee/CEO	Present
Nancy Ford	NF	Trustee	Present
James Hargrave (Chair)	JH	Trustee/Chairman	Present
Thomas Jarrett	TJ	Trustee	Apologies
Paul Kirkwood	PK	Trustee	Apologies
Peter Robinson	PR	Trustee	Present
Ben Sear	BS	Trustee	Present
Jill Wright	JW	Trustee	Present
Karen Preece	KP	CFO	In attendance
Odile Wladon	OW	Clerk	In attendance

### Meeting Attendance record:

Date	JA	RA	MB	NF	JH	AH	TJ	PK	PR	BS	JW
15.09.22	n/a	X	✓	✓	✓	✓	X	X	✓	✓	✓
20.10.22	n/a	✓	✓	✓	✓	✓	✓	X	✓	✓	✓
08.12.22	n/a	X	✓	✓	✓	✓	X	✓	X	✓	✓
23.02.23	n/a	X	✓	X	✓	n/a	✓	✓	✓	✓	✓
27.04.23	X	✓	✓	✓	✓	n/a	X	X	✓	✓	✓

### Minutes:

Item	Description
1.	<b>Absences:</b> Apologies were received from Tom Jarrett, Paul Kirkwood and John Atkinson.
2.	<b>Trustee vacancy:</b> Trustees noted the appointment of John Atkinson as a Member appointed Trustee from the beginning of April. Members meeting – James Hargrave has been appointed as a Member of ASST. The role of Archdeacon will include the role of Member of ASST.
3.	<b>Declarations of Interest in subsequent agenda items</b> There were none.
4.	<b>Minutes of the meeting held 23<sup>rd</sup> February 2023:</b> The minutes were agreed as a true record of the meeting.
5.	<b>Risk Management</b> Benhall St Mary – need to be transferred to My Concern Restructure taken place and Directors in place. <ul style="list-style-type: none"> <li>• Secondment programme:</li> </ul>

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	<p>A teacher at Eye has been seconded to HOS at Occold. Existing ECT will have contract extended.</p> <ul style="list-style-type: none"> <li>• Recruitment: TAs – review with possibility of training for teaching. NF suggested that the Trust could also look at exchanges between schools. No applicants for 2 x vacancies. ASST must start offering placements and help with training.</li> </ul> <p>RA – is SEND proving difficult across the Trust? MB noted that is becoming increasingly difficult.</p> <ul style="list-style-type: none"> <li>• Harpur vz Brazel – has been resolved and there have been no comments from staff.</li> <li>• Finance: An unfunded 5% rise could be difficult for schools, the budgeting process underway. Energy costs continue to be a risk across the Trust but this is stabilising.</li> <li>• Expansion – ASST CEO are talking with 3 schools.</li> <li>• Cyber Crime and attack – still a concern but policies and procedures have been put in place.</li> <li>• Property &amp; Assets Dennington now have a new boiler and control panel which is making the heating work better. LED programme is being rolled out across the schools.</li> </ul>
6.	<p><b>Safeguarding</b> MB &amp; RA visited a number of schools to look at SCR. RA &amp; PPW checked the SCR at Great Wheltham. Starting to use Clarity to produce reports, MB to undertake more training on report production. Social media checks are undertaken alongside DBS and permission is sought from candidates. RA will speak at the upcoming Governors Conference.</p>
7.	<p><b>GDPR</b> No areas of concern to report. A response to an FOI request was prepared by the Data Protection Officer.</p>
8.	<p><b>Reports</b> (i) <b>CEO</b> Number on roll declining across the Trust. CPD – use is being made of the Wingfield Barns. Leadership, moderation and SEN are planned. NLE deployment – MB has been working with Clarion Trust. The Trust should receive £6,000 for the work Leadership from the Trust have also been involved. Cockfield Primary – 5 consultation meetings have taken place. An application has been submitted to the Head Teacher Board. There are a few matters that</p>

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	<p>will need to be resolved: a shared village hall attached to the school, a biomass boiler and a cess pit off site. A new head has been appointed for the school. Benhall – the academy order has been issued for the school to join the Trust. PPW has started to provide interim leadership. All paperwork must be with DoE by 1<sup>st</sup> July.</p> <p>Sandlings – are undertaking a thorough due diligence procedure.</p> <p>Sextons Manor – are very interesting and initial discussions taken place.</p> <p>Other – networking is taking place.</p> <p>SEMH Unit – consideration is being given to a bid.</p> <p>Estates manager – approval was given to extend Philip Palmer’s contract till the end of the financial year.</p> <p>LED lighting project – underway. Work at Stradbroke and Thorndon has been undertaken. The difference is noticeable given that some of the lighting could not be replaced. Trustees asked for their thanks to be passed on to Philip Palmer.</p> <p>TCAF – MB has prepared a bid £250,00. The bid is to help establish hubs in East and West, an SEN Conference, an Inclusion Lead, Clerk to Governing Bodies.</p> <p>Trust had 5<sup>th</sup> anniversary on 1<sup>st</sup> April.</p> <p>Clerk has been longlisted for National Governance Award.</p> <p>(ii) <b>Chair</b></p> <p>Steve Lovett has resigned as Trust Governor for Charsfieldw/ef end August 2023.</p> <p>An email was received from Wortham Governors concerning the recent change to the SODs and TORs. Trustees noted that they had reviewed the comments from all local governors. Trustees noted that local governance is strategic and not operational, and the scheme of delegation and TORs reflects this. Trustees noted a response from the Chair to the Governors.</p> <p>CF and PPW will be invited to the next Trust Board meeting.</p>
9.	<p><b>Tenders:</b></p> <p>Trustees reviewed the outcomes of the following tenders, and agreed a way forward:</p> <p>(i) Catering – public sector procurement. Tender was run by Minerva. Presentation last week. Trustees approved that Aspens be awarded the contract and they will take over the catering as of 1<sup>st</sup> June. The subsidy will be charged per pupil per school.</p> <p>(ii) Audit</p> <p>Trustees reviewed a report on audit tenders. Trustees decided it was best practice to change Auditors after such a long period and recommend that Members approve the appointment of Price Bailey as Trust auditor for the year.</p>
10.	<p><b>Policies:</b></p> <p>The following policies were approved:</p> <p>(i) Driving on Business</p> <p>(ii) Harassment &amp; Bullying</p> <p>(iii) Risk Management</p> <p>(iv) Lone Working</p>

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11.	<p><b>Leadership:</b></p> <p>(i) Trustees noted that the positions in the new structure have been filled.  Director of East – PPW  Director of West – CF  Thorndon/Laxfield/Stradbroke – DJ  Eye – Executive Head GW  Deputy Heads have become Heads of School.</p> <p>(ii) Trustees noted that all parents have been informed.</p>
12.	<p><b>Strategic away day:</b>  RAG Rated actions – <i>deferred to summer term.</i></p>
13.	<p><b>Other matters:</b></p> <p>i. Teaching &amp; Learning Committee:  RA thanked MB for the minutes of L&amp;A meeting.  RA impressed with the school (Gt Whelnetham).  Clear there is an investment in managers time at the school to appreciate what the staff are doing.  PK &amp; RA were extremely impressed. It is important that the school highlights the positive in the school.</p> <p>ii. Management Accounts:  January and February 2023 were received. Several locations which are struggling: Wortham Charsfield and Stradbroke are projecting a deficit but this could even out through the year.</p>
14.	<p><b>Date for meeting: 22<sup>nd</sup> June 2023</b></p>

Meeting closed at: 6.15pm

Signed: \_\_\_\_\_

Date: