



Meeting of the Trustees of All Saints Schools Trust

Minutes of the Meeting held on Monday, 2nd September 2019 at 4.45pm
At Dunston Hall, Norfolk

In attendance:

Melanie Barrow	MB	CEO/Trustee	Present
Judi Bush	JB	Trustee	Absent
Garry Deeks	GD	Trustee	Present
Nancy Ford	NF	Trustee	Present
James Hargrave	JH	Chair / Trustee	Present
Isobel Hunter	IH	Trustee	Absent
Thomas Jarrett	TJ	Trustee	Present
Jill Wright	JW	Trustee	Present
Paul Parslow-Williams	PPW	Exec. Headteacher/Deputy CEO	In attendance
Karen Preece	KP	CFO	In attendance
Odile Wladon	OW	Clerk	In attendance

Meeting Attendance record:

Date	JB	MB	GD	NF	JH	IH	TJ	JW
02/09/19	X	✓	✓	✓	✓	X	✓	✓
Total	0/1	1/1	1/1	1/1	1/1	0/1	1/1	1/1

		Action
1.	Election of Chair: James Hargrave was unanimously elected Chair. Election of Vice Chair: Nancy Ford was unanimously elected Vice Chair	
2.	Apologies for Absence Apologies for absence were received from Isobel Hunter and Judi Bush. Apologies were accepted.	
3.	Declarations of Interest None were noted	
4.	Minutes of meeting held on 18th June 2019 The minutes the meeting were approved as a true record of the business conducted. Action List/Matters arising from the agenda: AP.2 c/f AP.32 job description to be reviewed. AP.34 Trustees that the review of Governance will be commissioned by JH. A brief for the work will be circulated via email from approval before being sent out for a tender process. AP.35 Completed and noted in item 7 – Chairs Report AP.36 completed	
5.	Risk Assessment Trustees noted that schools need to update the risk assessment. An updated assessment will be reviewed at the October meeting, the assessment will include any updates on financial risks.	

<p>6. 6.1</p>	<p>Finance Management Accounts Accounts up to the end of July have been prepared; these were reviewed and signed off at the Finance Committee on 2nd September. The accounts highlight the following:</p> <ol style="list-style-type: none"> 1. The Trust account has no issues. 2. Wortham School is using its reserves. 3. Fressingfield School are dipping in and out of deficit – forecast shows deficit could be £20k-£30k. GD will look into this and report back. 4. Trustees agreed that scrutiny on reserves is required. Auditors will be asked to comment on criteria for a Reserves Policy. <p>6.2 SLT Benchmarking – see confidential minute.</p>	<p>AP37 AP38</p>
<p>7.</p>	<p>School Performance 2018/19 A “school on a sheet” report will be brought to next meeting. The reports will:</p> <ul style="list-style-type: none"> • Summarise using key performance indicators • Will allow the Trust to ask questions • Will be present to the each school leader/SLT to respond • Will be the start of a conversation. 	
<p>8.</p>	<p>Trust Expansion Gt Whelnetham conversion has not happened due to issues about land, in particular the Nursery. An update from Suffolk County Council is awaited following a meeting with the site trustees. The resolution to the problem could be a lease with ASST replacing SCC as an interested party. Current situation is that Leadership from 1st September has been offered by ASST in return for top slice plus Leadership on an interim basis. Trustees noted that the legal fees have been high on this matter.</p>	
<p>9.</p>	<p>Matters for Information There were none.</p>	
<p>10.</p>	<p>Items for next Agenda CEO report Pay Policy Annual Pay Award 2019/20 School Targets 2019/20</p>	

The meeting closed at 6.30pm.

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.32	28/02/19 Item 3.2 25/4/19 18/6/19	Responsibilities between CFO and Clerk role to be clarified with job description presented to Trust Board for approval. IH to review Job Description Revised Job Description to be circulated to OW/JH	CEO/Chair/CFO
AP.34	26/3/19 Item 8. 18/6/19	A review of governance including structure and schedule of Trust Board meetings. JH to circulate Brief for review to Trustees for comment	MB/JH/Clerk JH
AP. 37	2/9/19 Item 6.1	Deficit figure at Fressingfield School to be investigated.	GD
AP.38	2/9/19 Item 6.1	Auditors will be asked to comment on criteria for a Reserves Policy.	KP

Signed: _____

Date: _____

Chairman