

## Meeting of the Trustees of All Saints Schools Trust

Minutes of the meeting held on Monday, 1<sup>st</sup> October at 4.30pm at Stradbroke Primary School

### In attendance

Melanie Barrow	MB	Trustee/CEO	Present
Garry Deeks	GD	Trustee	Present (part to item 6)
Nancy Ford	NF	Trustee	Present
James Hargrave (Chair)	JH	Trustee/Chairman	Present
Isobel Hunter	IH	Trustee	Present
Thomas Jarrett	TJ	Trustee	Absent
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	JB	MB	GD	NF	JH	IH	TJ	JW
02/09/19	X	✓	✓	✓	✓	X	✓	✓
01/10/19	n/a	✓	✓	✓	✓	✓	X	✓
<b>Total</b>	<b>0/1</b>	<b>2/2</b>	<b>2/2</b>	<b>2/2</b>	<b>2/</b>	<b>1/2</b>	<b>1/2</b>	<b>2/2</b>

		Action
<b>1</b>	<p><b>Apologies for Absence</b></p> <p>JH informed Trustees that Judi Bush had resigned as a Trustee due to family issues. He had passed on thanks to her for the work undertaken during her time as a Trustee.</p> <p>CVs have been received from two candidates for the vacant Trustees positions. JH &amp; MB and a representative of the Diocese will be carrying out interviews shortly.</p>	
<b>2</b>	<p><b>Declarations of Interest</b> None were received</p>	
<b>3</b>	<p><b>Meeting held on 2<sup>nd</sup> September 2019</b></p> <p>The minutes were approved as a true record of the business conducted.</p> <p>Action List and Matters Arising (not otherwise on the agenda)</p> <p>AP.2 c/f</p> <p>AP.32 c/f CEO to include as an item in Trust Capacity Bid</p> <p>AP.34 completed</p>	

	<p>AP.37 in progress. It was recommended that explanation is given to LGBs regarding deficit budgets and the impact this may have on other schools' reserves.</p> <p>AP.38 on going. KP to look @ producing a policy on reserves.</p> <p>Other matters: Trustees agreed that the Clerk could be paid to carry out the uploading of policies onto the ASST website. NF to provide Clerk with analysis of policies she had undertaken.</p>	
<b>4</b>	<p><b>Risk Register</b></p> <p>Trustees noted risk register and noted additional matters:</p> <ul style="list-style-type: none"> <li>• Recruitment of Trustees now there are 2 vacancies</li> <li>• Policies &amp; Procedures – need to be kept up to date and on website.</li> <li>• Minutes – easily accessible</li> <li>• Advice on Brexit and possible issues with allergens.</li> <li>• Schools are updating their registers regularly. It was agreed that an extra line will be added to each school for risk assessment of property.</li> </ul>	<b>AP.39</b>
<b>5</b>	<p><b>Policies:</b></p> <p>The following policies were reviewed and approved -</p> <ul style="list-style-type: none"> <li>• Pay Policy</li> <li>• Safeguarding and Child Protection Policy</li> </ul> <p>Other policy matters -</p> <ul style="list-style-type: none"> <li>• Hannah Hunt will look at producing a policy on Online Safety.</li> <li>• An NQT Induction Policy is required.</li> <li>• Trustees agreed that the Clerk could be paid to carry out the uploading of policies onto the ASST website. NF to provide Clerk with analysis of policies she had undertaken.</li> <li>• IH agreed to forward all notes from HR meetings to MB</li> <li>• Other policies that will need to be produced: Biometric Information Policy, Accessible Website and Procurement Policy</li> </ul>	<p><b>AP.40</b></p> <p><b>AP.41</b></p> <p><b>AP.42</b></p>
<b>6</b>	<p><b>Finance:</b></p> <p>Annual Pay Award 2019/20 was approved at 2.75%</p> <p>Schools Choice 19/20 central services quote was approved.</p> <p>Lloyds Bank – managing cash balances see AP. 38</p> <p>Additional account reviewed giving overnight rate of 0.6%</p> <p>recommendation that £300k be placed in such an account.</p> <p>Bank statements to be reviewed by Finance Cttee.</p>	
<b>7</b>	<p><b>CEO Report</b></p> <p>The following key priorities for Sept/Oct identified:</p> <ul style="list-style-type: none"> <li>• Trustees noted that GW converted @ midnight 30/9/19 -1/10/19</li> <li>• Embedding of Trust Practices within GW</li> <li>• Staffing issues at GW</li> <li>• Financial oversight of end of year closure, forthcoming audit and Trustees report</li> <li>• Trust Capacity Bid (see item 9)</li> <li>• CIF Bids</li> </ul>	

	<ul style="list-style-type: none"> <li>• Land and buildings return</li> </ul> <p>Trustees noted updates on the following:</p> <ul style="list-style-type: none"> <li>• Health &amp; Safety</li> <li>• NLE Training</li> <li>• Risk Management</li> <li>• Expansion</li> <li>• Recruitment &amp; Succession Planning and ITT</li> <li>• Trust wide events.</li> </ul> <p>NF asked for Report to be circulated to Chairs of LGB – MB will do so with amendment to GW paragraph.</p>	<b>AP.43</b>
<b>8</b>	<p><b>Leadership Meeting Minutes</b></p> <p>The minutes were reviewed and the following points noted:</p> <ul style="list-style-type: none"> <li>• PPW had attended a Family Fisher Trust conference in London and found it very interesting; information was share on the tools available and data.</li> <li>• Data Training @ £60 all day inc lunch. Confirmation of numbers needed asap.</li> </ul>	
<b>9</b>	<p><b>Trust Capacity Bid</b></p> <p>The bid will include funding for:</p> <ul style="list-style-type: none"> <li>• Deputy CEO role</li> <li>• an Executive Assistant at Grade III for one day per week.</li> <li>• John Atkinsons costs.</li> </ul>	
<b>10</b>	<p><b>Corporate Business Plan</b></p> <p>Trustees noted that the plan contained information on key areas and school improvement.</p> <p>Trustees noted a typing error on page 5 RDAT should read RSC.</p> <p>The plan will be reviewed and updated in March.</p>	
<b>11</b>	<p><b>Key Performance Standards</b></p> <p>Trustees thanked PPW for the excellent work on a brilliant document. This document provides evidence of challenge.</p>	
<b>12</b>	<p><b>Schools Context Dashboard</b></p> <p>Trustees reviewed the data and asked whether it could be shared with LGBs.</p>	<b>AP.44</b>
<b>13</b>	<p><b>Matters for information</b></p> <p>The Draft Trustees Report will be circulated and all were asked to send comments to MB asap.</p>	<b>AP.45</b>
<b>14</b>	<p><b>Items for next agenda:</b></p> <p>Annual Report 18/19 Financial Statements 18/19 Auditors Letter Management Accounts</p>	
<b>15</b>	<p><b>Date of next meeting:</b> Tuesday, 10<sup>th</sup> December 2019, 4.30pm @ Laxfield</p>	

**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 1/10/19	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 to include as an item in Trust Capacity Bid	CEO/Chair/CFO
AP. 37	2/9/19 Item 6.1 1/10/19 Item 6	Deficit figure at Fressingfield School to be investigated.  It was recommended that explanation is given to LGBs regarding deficit budgets and the impact this may have on other schools' reserves.	GD
AP.38	2/9/19 Item 6.1 1/10/19 Item 6	Auditors will be asked to comment on criteria for a Reserves Policy. KP to look @ producing a policy on reserves	KP  KP
AP.39	1/10/19 Item 4	It was agreed that an extra line will be added to each school for risk assessment of property.	PPW
AP.40	1/10/19 Item 5	NQT Induction Policy required.	MB
AP.41	1/10/19 Item 5	NF to provide Clerk with analysis of policies she had undertaken.	NF
AP.42	1/10/19 Item 5	IH to send through all notes from HR meetings to MB	IH
AP.43	1/10/19 Item 7	CEO report to be circulated to LGB Chairs with amendment to GW paragraph	MB
AP.44	1/10/19 Item 12	Schools context dashboard document to be shared with LGBs.	??
AP.45	1/10/19 Item 13	Draft Trustee Report – comments to MB asap	Trustees

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

Date: \_\_\_\_\_

Chairman