

Trust Board Meeting 23rd February 2023

A meeting of the Trust Board of All Saints Schools Trust was held on Thursday, 23rd February 2023 @ 4.30pm – at Wingfield Barns

Present:

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

Meeting Attendance record:

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

Minutes:

Item	Description
1.	<p>Absences</p> <p>(i) Trustees noted the resignation of Amanda Hull</p> <p>(ii) Apologies for Absence were received from Russell Ayling and Nancy Ford.</p> <p>(iii) Trustees consented to the absences.</p>
2.	<p>Declarations of Interest in subsequent agenda items</p> <p>There were none.</p>
3.	<p>Minutes of the meeting held 8th December 2022:</p> <p>The minutes were agreed as a true record of the meeting.</p>
4.	<p>Risk Management</p> <p>The following areas were noted:</p> <ul style="list-style-type: none"> • Energy costs • Estate manager has mitigated some of the risk eg Dennington boiler • ESFA – deadlines met, Land & Buildings return • Member of staff vacancy – was filled via secondment from the Trust • Recruitment - ECT and recruiting new teachers • Harpur vs Brasel – letter to all staff as a letter of variation to contract, no

Item	Description
	<p>comments received.</p> <ul style="list-style-type: none"> • SOD – agenda item • Decs of Interest – completed in timely manner • Charsfield risk – Inspection has been carried out. • Cyber Risk and Policies are an agenda item. Where the cloud is stored has been closely investigated.
5.	<p>CEO updates:</p> <p>(i) CEO Report</p> <ul style="list-style-type: none"> • Ofsted: 3 Ofsted inspections over 3 weeks. <ul style="list-style-type: none"> ○ Dennington 2 day inspection – Good. Early years was highlighted as an area of concern. All early years practitioners within the Trust attended a training session at Wingfield Barns. ○ Occold – solid inspection. One day inspection remains Good. ○ Charsfield – One day inspection remains Good. Trustees thanked Jill Wright for helping out with the Governance at the school. • Main barn at Wingfield is used for CPD. Staff CPD is being well received. Year 6, Early Years and TAs have been over so far. • NLE deployment – 10 days support for Clarion Trust inc Early Years and TA support, plus Teacher support • PIA reading consultation. <p>(ii) Trust expansion/development – including due diligence report</p> <p>Cockfield Primary due diligence undertaken.</p> <ul style="list-style-type: none"> • Local Governors have voted to continue discussions. Head Teacher is leaving and they have been advised to advertise the position. Governors will be visiting Great Wheltham next week. • Finance due diligence – the school has reserves and has recovered from a difficult situation 3 years ago. Pay awards have hit the budget, leading to £13k in year deficit but there are reserves to fund this. SEN funding appears low. Reserves mitigate risk. Trustees fully reviewed the report prepared by the CEO. • MB/OW will investigate the matter of the split of the Village Hall, the current paperwork is not up to date and needs investigating. • TJ suggested looking at LA forecast for pupils for clarity. <p>Trustees voted for the due diligence to continue.</p> <p>Benhall Primary</p> <ul style="list-style-type: none"> • SCC need the school to advertise for a Head Teacher from Easter to September. • Parents have made it clear they do not want much disruption. • The School would like to interview PPW with a view to appoint him from Easter. • Trustees noted that the school have a delegated budget and therefore are responsible for staff appointment.

Item	Description
	<ul style="list-style-type: none"> • Application to DfE has gone in, has Diocese permission and will be reviewed at March Head Teachers Board. • View for conversion in September. <p>Sandlings Primary</p> <ul style="list-style-type: none"> • Discussions have taken place. • Built on the plans of an US Elementary School. • MoD own the land within Rendlesham Forest and lease it for the school. • Trying to find out from DfE what happens when schools on MoD land convert. Could be similar to the structure for Church Schools. <p>(iii) Finance –</p> <ul style="list-style-type: none"> • Laxfield & Wortham numbers are low for September, other schools are ok. • HTN funding across the Trust total £319,499 • Horsa building at Stradbroke – the quote did not include project management. Philip Palmer, Estate Manager, split the project into smaller blocks and brought the project back in budget. • Dennington - Philip Palmer has resolved the boiler issue by arranging for the LPG to heat the whole school. • CIF bids – it is hoped that Philip Palmer may be able to take this on. 10 bids were submitted. <p>(iv) SCR Monitoring and Safeguarding RA & MB checked SCRs at Eye, Thorndon and Wortham. The reports were noted after review.</p>
6.	<p>Policies</p> <p>(i) Equalities Policy – approved.</p> <p>(ii) Cyber Awareness Policy – approved. Trustees noted that Cyber Awareness training is taking place across all schools.</p> <p>(iii) RPA Cyber Response Plan – approved.</p>
7.	<p>Governance Review</p> <p>(i) Trustees reviewed and noted the comments received from local governing bodies.</p> <p>(ii) Trustees reviewed and approved the following documents:</p> <p>a) SOD</p> <p>b) Policy Matrix</p> <p>c) TORS:</p> <ul style="list-style-type: none"> • Trust Board • F&A Committee • L&A Committee • HR Committee • LGBs • Leadership Group

Item	Description
	Thanks were expressed to the Working Group for their work on the documents.
8.	<p>Finance & Audit Committee:</p> <ul style="list-style-type: none"> (i) Approved projects for LED lighting at Thorndon (ii) Catering contract: tender document was reviewed. (iii) Additional capital funding will be pooled for work across all schools £150k. 3 quotes will be sought for each school and the money will be targeted to the schools in need. Trustees approved this action. (iv) SRMA checklist was approved. (v) The committee thanked the CFO and Central Team for their work.
9.	Staffing items: (see confidential minutes)
10.	<p>Strategic away day:</p> <ul style="list-style-type: none"> (i) RAG Rated actions – deferred. (ii) ASST Strapline – reviewed and approved the proposal that the strapline for the Trust should be “Achieving Successful Schools Together”.
11.	Date for meeting: 27th April 2023

Meeting closed at: 6.15pm

Signed:

Date: