

Trust Board Meeting 15th September 2022

A meeting of the Trust Board of All Saints Schools Trust took place on Thursday, 15th September 2022 @ 4.30pm – via video conference

Attendance:

Name	Initial	Role	
Russell Ayling	RA	Trustee	Absent
Melanie Barrow	MB	Trustee/CEO	Present
Nancy Ford	NF	Trustee	Present
James Hargrave (Chair)	JH	Trustee/Chairman	Present
Amanda Hull	AH	Trustee	Present
Thomas Jarrett	TJ	Trustee	Present
Paul Kirkwood	PK	Trustee	Absent
Peter Robinson	PR	Trustee	Present
Ben Sear	BS	Trustee	Present
Jill Wright	JW	Trustee	Present
Paul Parslow-Williams	PPW	DCEO	Present
Karen Preece	KP	CFO	Present

Meeting Attendance record:

Date	RA	MB	NF	JH	AH	TJ	PK	PR	BS	JW
15.09.22	X	✓	✓	✓	✓	X	X	✓	✓	✓

Minutes:

Item	Description
1.	<p>Election of Chair James Hargrave was elected Chair of the Trust Board. Trustees will be reviewing succession planning at the away day.</p> <p>Vice Chair Nancy Ford was appointed Vice Chair</p>
2.	<p>Apologies for Absence Apologies were received from Russell Ayling and Paul Kirkwood. The apologies were accepted.</p>
3.	<p>Declarations of Interest in subsequent agenda items: No declarations</p>
4.	<p>Minutes of the meeting held 21st July 2022: accepted as a true record.</p>
5.	<p>Risk Management: Trustees noted the following areas to monitor:</p> <ol style="list-style-type: none"> Charsfield – pupil numbers a risk and results need to be thoroughly reviewed. Leadership models within the Trust are in need of review. Energy costs: gas and oil prices are a concern as electricity is purchased through Vertas. Governance – training will be provided to ensure that Trust policies are adhered to, in particular with respect to the Reserves Policy. Guidance on fiscal

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	<p>responsibility will also be highlighted.</p> <p>e. Staffing – Harpur vs Brazel: holiday pay, all term time and casual contracts will be entitled to 5.6 weeks holiday per week regardless of contracts. The Trust should ensure that ASST is complying and paying its staff accordingly.</p> <p>f. CIF bids – only 1 in 20 bids were successful. Fressingfield boiler may need urgent repairs and the roof at Stradbroke may need interim repair.</p>
6.	<p>Safeguarding</p> <p>a. RA will be able to deliver training to Governors on safeguarding at the upcoming conference.</p> <p>b. Trustees reviewed the outcome of two monitoring visits.</p> <p>c. The updates to KCSIE were noted.</p> <p>d. A date is being arranged for Trustee training on Safeguarding</p> <p>e. My Concern is fully operational and is being used effectively.</p>
7.	<p>GDPR: No matters to report.</p>
8.	<p>Reports:</p> <p>(i) CEO</p> <ul style="list-style-type: none"> • Trustees reviewed the information on schools and noted areas of concern, with numbers at Charsfield and the SEN funding at Fressingfield. Pupil premium was noted as high in Charsfield, Gt Whelnetham and St Peter and St Paul. • Attendance was down due to COVID outbreaks during 2021/22. • Maths Mastery is a focus for this term. • <u>Trust Capacity Fund</u> – a bid of £230,000 was submitted and was successful, the 15 areas covered were reviewed by Trustees. • Trustees noted urgent actions needed to be taken to be able to fulfil the requirement to spend the funds ahead of the 31/3/23 including the audit of the expenditure. • The areas covered by the bid are: <ol style="list-style-type: none"> 1. Training/CPD for Staff at Thorndon 2. Funding to allow CEO to become substantive position 3. Safeguarding training at Thorndon 4. Audit of TCAF expenditure 5. IT support to build intranet 6. CPD to support Governance 7. HR organisational development and system wide processes. 8. IRS Financials project to migrate financial codes. 9. Establishment of central services into Thorndon 10. Central staffing reorganisation 11. PE training for staff at Thorndon 12. Establishing central processes. 13. Develop Maths Mastery including supply cover 14. Central team costs of recruitment including time 15. SENCO at 2 x schools. • An advert has been circulated internally for HR role as a secondment. • Trust Finance Officer has been funded to March 2023 • MB and KP were thanked for their work in preparing the bid.

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	<p>Trustees noted:</p> <ul style="list-style-type: none"> • that the funding for Trusts to take on RI schools may be cut and this will need to be followed. MB noted that NLE work is still ongoing. • How will the funding for a premises role be made best use of. It was noted that H&S audit monitoring will be the priority. • the Regional Director and the Suffolk Lead will be visiting Great Whelnetham on 7th October. • Stradbroke Nursery – an outside provider has approached the Trust to run a pre-school provision. The building may need to have some remedial work. A successful bid to the Diocese has provided an outside building to provide a prayer space and nurture area. • Eye nursery – has been refurbished including a sensory room. • Laxfield car park – the Trust has been given the land and Trustees noted the acquisition of the land. • Governors conference has been postponed. • Strategic away day is scheduled for 17th November. <p>Ofsted: The report on Fressingfield has been received and it is positive. The school remains good and the school will not be inspected again for 4 years. Trustees noted the following comments: <i>“Pupils with special educational needs and/or disabilities are accurately identified with carefully considered plans that accurately meet their needs.”</i> <i>“Robust monitoring by the trust ensures that there are secure systems in place to hold leaders to account, in particular for the quality of education. This means that action taken by leaders in ensuring that pupils achieve well over time.”</i> Trustees thanked Paul Parslow Williams and Claire Flatman for the support during the inspection and to the staff for the excellent result.</p> <p>Trust expansion: No updates on schools that have previously expressed an interest. There is potentially another school but no approach has been made.</p> <p>(ii) Chair Cost of living crisis in schools, it would be easy to look at the impact on Trust budgets however the real concern is the impact on some families and it is important for all schools will remain open, therefore a prudent budgeting of reserves is essential.</p> <p>(iii) Finance & Audit Committee</p> <ul style="list-style-type: none"> • Trustees reviewed and discussed the revised Reserves policy. • June management accounts were reviewed and the impact of energy increases is noticeable. • Benchmarking was reviewed and the reports were made available for

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	<p>Trustees to review as a useful tool when looking at Trust expansion.</p> <ul style="list-style-type: none"> • Audit timetable and the unsuccessful CIF bids which was a nationwide issue. • Capital funds were reviewed. • Trustees noted ratified the following central contracts: Vertas £148,000 Schools choice £49,000.
9.	<p>Staffing:</p> <p>(i) Pay: Teachers – Trustees agreed that the proposed scales are paid in October 2022 payroll and revised if necessary should they increase later. Support Staff – Trustees agreed that the proposal of £1925 is paid in October 2022 payroll (back dated to April 2022) with any further changes can be paid later. KP noted that the Teachers rise was budgeted but the Support Staff rise is higher than forecast. Finance & Audit will review the impact of the pay rise on the budgets should these rises remain unfunded. Thanks were expressed to KP and F&A Cttee for the prudent budgeting.</p> <p>(ii) Structure: A proposal on central team and leadership and to agree a way forward was discussed at the end of the meeting due to confidential nature of the matters to be discussed.</p> <p>(iii) Office Space:</p> <ul style="list-style-type: none"> • More space is required to provide more classroom space for the increased number of pupils expected from a large development in Laxfield. • Confidential matters need private space for discussions to take place. • The CEO has no office space. • A suitable office has been identified at Wingfield Barns. • Cost: £750 per month including electricity and broadband. Business rates may be payable. <p>Trustees agreed that the office space is rented on a one year contract. <i>TJ left the meeting at this point.</i></p>
10.	<p>Policies</p> <p>Trustees approved the following policies:</p> <ul style="list-style-type: none"> (i) Reserves Policy (ii) Child Protection & Safeguarding Policy (inc Prevent) (iii) Child on Child Abuse (iv) Health & Safety <p><i>PPW/KP left the meeting at this point</i></p>
11.	SEE CONFIDENTIAL MINUTES
12.	Date for meeting: 20th October 2022

Meeting closed at: 6.15pm

Signed: _____ Date: _____