

Trust Board Meeting 20th October 2022

A meeting of the Trust Board of All Saints Schools Trust took place on Thursday, 20th October 2022 @ 4.30pm – at Wingfield Barns

In attendance:

Name	Initial	Role	Attendance
John Atkinson	JA	Observer	Apologies
Russell Ayling	RA	Trustee	Present
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	Apologies
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
Odile Wladon	OW	Clerk	Minuting

Meeting Attendance record:

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

Minutes:

Item	Description
1.	Apologies for Absence: Paul Kirkwood and John Atkinson. Apologies accepted.
2.	Declarations of Interest in subsequent agenda items: There were none.
3.	Minutes of the meeting held 15th September 2022: The minutes were agreed as a true record of the meetings.
4.	Risk Management Not much change from last month. Key to note: ECT: <ul style="list-style-type: none"> • Require additional training. • Recruitment is problematic; however there are no vacancies at the moment. This is noted as an emerging risk. • The Trust should look to offer placements through the training providers. • UEA have not had their licence to train teachers ratified.

Item	Description
	<p>Charsfield:</p> <ul style="list-style-type: none"> • Numbers are a concern with only 32 pupils on roll. • Governing Body: JW reported that it is now much improved and some new governors who have attended induction and safeguarding training. • Learning Walk in October which was good. Standards meetings and a monitoring programme has been drawn up. A teacher has resigned at the school and there is recruitment underway. • Finance – the risk is likely to rise given the current economic situation. It is planned that all schools will remain open in the event of strikes. <p>Energy costs:</p> <ul style="list-style-type: none"> • Being managed as best we can. • Electricity is being managed by Vertas through block buying. • Budgets included a 40% increase but will need to be reforecast based on current knowledge and these will be represented to Trustees. <p>Trustee questions/comments:</p> <p>Is it time to look at sustainable options? CEO responded - decarbonisation survey has been undertaken and the plan is there but the funding is the difficulty. Now is the time for Leaders to manage staff expectations. Chair commented – the Trust wants to deliver the best education possible despite the financial situation, therefore budgets will be closely monitored.</p> <p>It is important to note what is essential and how this can be identified and that Trustees need to look at the impact of any change. CEO responded – it is important to have an early conversation with regards to recruitment.</p> <p>Is it possible to look at movement across the Trust schools? TJ – this already occurs at the moment. KP – HR officer is already enabling this to happen and conversations are already taking place.</p> <p>Assessment of admin staff highlighted areas where improvement could be made, is it time to do this with the support staff across the Trust? CEO responded – Leaders will be held to account for budget pressures and this has started now.</p>
5.	<p>Safeguarding</p> <ul style="list-style-type: none"> • Quotes from Ofsted. “Staff understand their responsibility to safeguard pupils. This includes having robust checks in place to ensure that all adults are safe to work with children”. “Leaders give safeguarding a high priority. Staff receive regular training to help them remain vigilant to spot any signs of concern. They understand how to report their concerns and regard that every piece of information is important to help leaders in addressing issues. Leaders act tenaciously. They pursue concerns to ensure that vulnerable pupils receive the support they need to keep safe”.

Item	Description
	<p>Trustees noted the following areas for improvement:</p> <ul style="list-style-type: none"> • More training for one admin assistant. • Cases are monitored closely. • Lots more monitoring required. • Staff are being trained in “pit stop” well being programme to work along the play-based therapy. • All trustees have been encouraged to take part in Safeguarding Training. • RA raised interesting feedback from the training: <ul style="list-style-type: none"> ○ Trustees need to understand more about trends of referrals. ○ Online safety, information on who has tested the filtering systems, does the trust board know that there is a routine system about how well the systems are tested. ○ Online safety how it is delivered and what is the quality of the delivery – does CEO get a report to enable them to get the information. ○ Information sharing protocols – policy needed to clearly identify what the Trust accepts. ○ Individual schools have to do an LA safeguarding audit – can Trustees have a report on what the trends are. ○ Trustee – Wellbeing and Mental Health monitoring: Amanda Hull was appointed as Trustee responsible. ○ DSLs in schools work in teams do we ever get reports about the impact that the DSLs are having and sharing good practice. RA will visit schools to share good practice. ○ Promote main (DSL) training for safeguarding governors. ○ Social media – needs to be kept under review with ever changing platforms.
6.	<p>GDPR: No reports have been made.</p>
7.	<p>Financial updates:</p> <ul style="list-style-type: none"> (i) CIF bid updates were noted and Ingleton Woods are writing 17 bids at the moment. (ii) Annual Trustees Report – still being written, will be circulated once completed. (iii) Trustees approved an emergency resolution to halt all spending from carried forward reserves unless the spending has been approved by the Trust Board. JH – will send an update to all governing bodies regarding the Trust decision.
8.	<p>Reports:</p> <ul style="list-style-type: none"> (i) CEO: <ul style="list-style-type: none"> • Numbers Charsfield and Laxfield are down, however Dennington has the best figures for a long time. Eye is stabilising and increasing, Stradbroke is as high as possible. When reviewing against PAN, Hardwick may be an area of concern. • Attendance is not at 95% in some schools and is being addressed. • Thanks were expressed to Trust staff for the quick move to the new premises.

Item	Description
	<ul style="list-style-type: none"> • It would be good to see the area used for all training and meetings. Training for parents could be a good place to start. • Two enquiries about the estate manager position. • Performance management has been undertaken. CEO needs to be reviewed again. • Eye's draft report will be released 31st October to allow for 5 days review. • Stradbroke and Fressingfield Ofsted reports have been received and published. • Thorndon's SIAMS was good. • The leadership of Thorndon is going well, with the external works in hand. • SEN Unit is being investigated as an area that the Trust could branch into. It was noted that the Trust would have to look carefully at land issues regarding use of sites within the Trust and legal advice will be sought on the matter. • Expansion: steady growth, even during the pandemic. There haven't been many schools to rebroker over the last few years. Twitter is being used to promote the news and successes from across the Trust schools. <p>(ii) HR committee recommendations:</p> <ul style="list-style-type: none"> • Staff increments that were agreed to be paid in October should be deferred to November which will be beneficial to the staff with the changes to NI. • Trust wide staff survey is being investigated. • Harpur vs Brazel – part time support staff, supreme court decision. How to calculate the holiday pay, not a new law but it is precedence that the Trust should follow. Trust to ensure compliance with the outcome that 5.6 weeks holiday pay should be paid to all support staff (pro rata for part time staff). Suffolk County Council have recommended 2 years back pay, this will require a full audit of staff affected. Average pay for the 150 contracts will be required to enable the back pay to be calculated. A model for work with an estimation based on the worst case scenario will be prepared for the auditors. Trustees agreed to seek independent legal advice on the full requirements.
9.	<p>Policies:</p> <p>A. Approved:</p> <p>(i) Equality – approved for consultation.</p> <p>(ii) Shared Parental Leave – reviewed and approved</p> <p>B. It was agree a Trust wide admissions policy is not feasible for ASST. All schools to go out for formal consultation this year to ensure that all schools are working to the same timetable.</p>

Item	Description
10.	Ofsted: covered under CEOs report.
11.	Confidential Trust expansion: See confidential minutes <div style="text-align: right;">KP/PPW/AH left at this point.</div>
12.	Confidential Staffing: See confidential minutes
13.	Date for meeting: 8 th December 2022

Meeting closed at: 6.50pm

Signed: _____ Date: