

## Trust Board Meeting 12<sup>th</sup> May 2022

A meeting of the Trust Board of All Saints Schools Trust was held on Thursday, 12<sup>th</sup> May 2022 @ 4.30pm, Via Teams

### Invited:

Name	Initial	Role	
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	Present (part)
Peter Robinson	PR	Trustee	Present
Ben Sear	BS	Trustee	Present
Jill Wright	JW	Trustee	Present
Paul Parslow-Williams	PPW	DCEO	In attendance
Karen Preece	KP	CFO	In attendance

### Meeting Attendance record:

Date	RA	MB	NF	JH	AH	IH	TJ	PK	PR	BS	JW
16.09.21	✓	✓	✓	✓	✓	X	X	✓	✓	✓	✓
04.11.21	✓	✓	X	✓	✓	X	✓	X	✓	✓	X
09.12.21	✓	✓	✓	✓	X	✓	✓	✓	✓	✓	✓
27.01.22	✓	✓	✓	✓	X	X	✓	✓	X	✓	✓
03.03.22	✓	✓	✓	✓	✓	X	✓	✓	✓	✓	✓
12.05.22	✓	✓	✓	✓	✓	X	✓	✓	✓	✓	✓

### Minutes:

Item	Description
1.	<p><b>Apologies for Absence:</b> Paul Kirkwood arrived at item 5</p> <p><b>Trust Board membership:</b> Isobel Hunter's term of office has now ended. JH/NF/TJ/JW were reappointed as Trustees by the Diocese</p>
2.	<p><b>Declarations of Interest in subsequent agenda items</b> James Hargrave – related party transaction item 11.</p>
3.	<p><b>Minutes of the meetings held 3<sup>rd</sup> March 2022</b></p> <p>(i) The minutes were agreed as a true record of the meetings</p> <p>(ii) Matters/actions arising from the minutes not included on the agenda: none were discussed at this meeting.</p>
4.	<p><b>Risk Management</b></p> <p>(i) There was a skills deficit identified on the LGB at Charsfield and Jill Wright was seconded on to the LGB.</p>

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	<p>(ii) A conference for Governors conference will be arranged to make sure that governors are aware of their role within the trust. RA volunteered to be involved. A date early in September will be investigated.</p> <p style="text-align: right;">Action: JH/MB/OW</p> <p>(iii) Cybercrime – aim is to achieve Cyber Essentials and Cyber Essentials Plus and these are being addressed through the current IT tender.</p> <p>(iv) A potential issue on the oil tanks at Eye was reviewed and it was not identified as an emergency.</p> <p>(v) 20 CIF bids have been submitted.</p>
5.	<p><b>Safeguarding</b></p> <p>(i) RA will work with MB/PPW to look across all schools to ensure that the systems are robust and effective.</p> <p>(ii) RA highlighted that the role of governors and trustees is looked at; this will be highlighted to governors at the conference.</p> <p>(iii) Governors need to be able to be involved regularly to ensure that children are safe and do not fall through the net.</p> <p>(iv) Where old cases are closed before the new system was implemented a note is made to say there is an archive paper file. All new cases are electronic and the supporting documentation is uploaded. Governors should be regularly reminded of how the system works to ensure that governors are aware and up to date.</p> <p>(v) Most important matter is when a case is not active, there must be reference to that if that is the main system you are reliant on and it is important that this is common practice.</p> <p>(vi) Ukrainian refugee pupils – it was noted that the Safeguarding Policy can be used to help in situations where language can be an issue. All concerns should be logged on MyConcern.</p>
6.	<p><b>GDPR</b></p> <p>New online training has been rolled out across schools and will be undertaken on an annual basis.</p>
7.	<p><b>Reports:</b></p> <p>(i) CEO: including</p> <ul style="list-style-type: none"> <li>• Ukrainian children action plan was noted and received by Trustees. This will be reviewed in depth at the Learning &amp; Achievement Committee.</li> <li>• IT Support Tender – the tender has been running and due to end Wednesday, 18th May. All quotes are anticipated by that time. MB, KP, PPW and JH will review the tenders. A one year contract will be entered into initially to allow for the Trust to move to another supplier if needed. JH and PPW will join the review process. Trustees approved that once the review is complete KP &amp; MB can appoint the successful candidate. With the award being made on Friday, 20<sup>th</sup> May.</li> <li>• Great Whelnetnam – an appointment has been made for HOS. A teacher from within the Trust was appointed to the position.</li> <li>• St Peter &amp; St Paul – DfE have confirmed that the school age range is 3-11. Trustees confirmed that the school can accept 3 year olds from September and that initially there will be a combined reception / nursery class, with</li> </ul>

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	<p>work to refurbish to be undertaken on the existing building to be used as additional space.</p> <p>A request to split the year 6 class from September was reviewed. It was noted that the top end of the school is always top heavy with pupils wanting to attend Hartismere. There are requests from families that would take the class size of year 6 to 40. Trustees noted that the projected budget for 2022/23 could be a surplus therefore the cost of an additional teacher to split the class would be manageable and would not impact adversely on the carry forward. Trustees approved this split of the schools and use c/f for this.</p> <p>NF – we need a marketing plan. Developing a brochure is a possibility but also to get Trustees and Governors to promote the schools within communities.</p> <ul style="list-style-type: none"> <li>• PPW successfully applied for Primary Chemistry Curriculum Boxes from the Royal Society of Chemistry.</li> </ul> <p>(ii) Chair</p> <ul style="list-style-type: none"> <li>• Remaining original trustees JH/NF/TJ/JW have been reappointed by the Diocese for another term of 4 years from 1/4/22.</li> <li>• Isobel Hunter was a Member appointed Trustee and will be contacted after the members meeting.</li> </ul> <p>(iii) Leadership</p> <ul style="list-style-type: none"> <li>• Trustees noted the minutes of the last meeting and noted what has been reviewed and discussed.</li> </ul> <p>(iv) Learning &amp; Achievement Committee</p> <ul style="list-style-type: none"> <li>• The committee will be visiting all schools within the Trust.</li> <li>• The in depth focus of the committee looking impact of resources on finance and the impact on the pupils learning.</li> <li>• Trustees reported that the last meeting have been very useful. Trustees received presentations on two different ways of teaching mixed aged classes to demonstrate how the education is delivered. Trustees wanted to understand the resources required and it was noted that it was more about organisation of the classes. The next meeting is scheduled to look at SEND and how well schools are able to quality assure that needs are met and that the resources are appropriate for the pupils.</li> <li>• PK reported that Hannah Hunt and Emily Rowe were noted as inspiring and very informative.</li> <li>• In addition, the deep dives carried out by MB &amp; PPW were reviewed.</li> </ul> <p>(v) Finance &amp; Audit Committee</p> <ul style="list-style-type: none"> <li>• 3 months of management accounts were reviewed (Jan, Feb &amp; Mar). Update on how these might be made more accessible with new software. It was noted the work undertaken by KP.</li> <li>• Telephony and broadband tender approved by Committee which should provide a better service.</li> <li>• A number of policies, Trade Union Facility Service and the Gifts &amp; Hospitality.</li> </ul>

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	<ul style="list-style-type: none"> <li>SRMSAT return was submitted ahead of the deadline.</li> <li>BFR return is due in July and will be brought to a Trust meeting.</li> </ul>
8.	<p><b>Trust Development Plan</b></p> <ul style="list-style-type: none"> <li>PPW &amp; MB have discussed what forms the basis. The area that needs to get up and running is the infrastructure behind the trust and an intranet is identified as a priority. This forms part of the IT tender document.</li> <li>Most of the plan is ongoing and is reviewed regularly. Areas were RAG rated and Trustees noted these areas and the investment made in supporting the curriculum ie phonics bug.</li> <li>Trustees noted the areas for focus in the coming year, intranet and specialist provision. Embedding the Central Team changes and it was noted the success of the apprentice role which has led to an appointment. The ambition is to get a Central Team that can aid school improvement.</li> <li>It was noted that the Trust continued to expand even during the COVID pandemic, expansion in the West should be an area for review.</li> <li>It was noted that the Trust should look to provide an SEN unit with specialist provision – the status of the school sites will be considered particularly with regard to Church Schools.</li> </ul> <p>Action: Away day for Trustees to work with the Leadership team to look at strategic year plan will be arranged. An independent facilitator will be appointed. This could include coaching for Trustees. This will be arranged for September.</p>
9.	<p><b>Trust expansion</b> See confidential minutes.</p> <p>Thorndon – Trustees noted the due diligence report showed a much healthier financial position. The conversion grant will cover the cost of system migration. Ben Sear left at this point.</p>
10.	<p><b>Personnel matters:</b> See confidential minutes. Trustees recommended that a review of the central team and all salaries is undertaken. JH left at this point.</p>
11.	<p><b>Related party transaction</b> Trustees noted and approved a payment of invoice for Stradbroke Media for website support.</p>
12.	<p><b>Date for meeting:</b> Thursday, 16<sup>th</sup> June 2022 @ 4.30pm location to be confirmed.</p>

**Meeting closed at 6.40pm**

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

Date:

**Actions from Governance Review:**

Rec. Number	Detail	By Who	By when
	Offer document – to be developed	PPW – document	Completed (needs to be



	and placed on website	OW – website	sent to OW to be uploaded to website)
4	Amend Scheme of Delegation	JW, NF, JH & OW	Pending further establishment of Cttees
6	Annual Gvs Conference Update: will be held online during the Autumn term.	Tbc	Outstanding
7	Training for Local Governors on governance within a MAT	Tbc	Outstanding