



Trust Board Meeting 4th March 2021

A meeting of the Trust Board of All Saints Schools Trust took place on Thursday, 4th March at 4.30pm via Video Conference

Attendance:

Name	Initial	Attendance	Role
Melanie Barrow	MB	Present	Trustee/CEO
Garry Deeks	GD	Absent	Trustee
Nancy Ford	NF	Present	Trustee
James Hargrave (Chair)	JH	Present	Trustee/Chairman
Amanda Hull	AH	Present	Trustee
Isobel Hunter	IH	Present	Trustee
Thomas Jarrett	TJ	Present	Trustee
Peter Robinson	PR	Present	Trustee
Paul Parslow-Williams	PPW	Present	Executive Head/ Deputy CEO
Karen Preece	KP	Present	CFO
Jill Wright	JW	Present	Trustee
Odile Wladon	OW	In attendance	Clerk

Meeting Attendance record:

Date	MB	GD	NF	JH	AH	IH	TJ	PR	JW
17.09.20	✓	✓	✓	✓	X	X	✓	✓	✓
22.10.20	✓	✓	✓	✓	✓	✓	✓	✓	✓
10.12.20	✓	✓	✓	✓	X	✓	✓	✓	✓
04.03.21	✓	X	✓	✓	✓	✓	✓	✓	✓

Minutes:

Item	Description
1	Apologies for Absence Garry Deeks absent – GD had previously advised that due to a timing conflict with Fressingfield Local Governing Body meeting he may be late.
2	Declarations of Interest None were received
3	Meeting held on 10th December 2020 (i) Minutes agreed as a true record of the meeting. (ii) Action List and Matters Arising AP.48 will investigate for September, do not want to overload at the moment with Arbor transfer AP.49 c/f AP.50 c/f all schools have issued policies

Item	Description
	<p>AP.51 completed</p> <p>AP.52 formatting of forms, problems arise with formatting out of synch when formatting on a phone. Absences etc cannot be requested before interview, therefore these must sit outside the application form.</p> <p>AP.53 completed</p>
<p>4</p>	<p>Risk Assessment/Register including COVID risk assessment</p> <ol style="list-style-type: none"> i. All schools have updated their risk assessments and have been reviewed by MB. ii. Eye roof work has been noted as a potential risk to Trust. iii. Ofsted – No data is available for 2 years and Trustees noted that the Leadership team have been advised focus will be on curriculum. iv. John Atkinson – follow up visits have been placed on hold due to COVID v. Monitoring – Trustees monitor all areas via reports submitted such as CEO report and the remote learning monitoring which is tabled for review at this meeting. vi. Training – MB and JH have discussed this. JH it is intended to follow up training needs following the governance review and any recommendations made at that time. vii. Post COVID – TJ suggested an additional line showing risk following COVID, including COVID catch up funding. Also noting any concerns coming from Schools and points they have picked up from families and community.
<p>5</p>	<p>CEO Report</p> <p>Trustees noted:</p> <ol style="list-style-type: none"> i. MB has attended some reference groups which have been useful ii. There has been a rise in Child Protection issues which MB has dealt with. iii. Stradbroke Primary School – maternity leave has been covered early and Trustees noted that there could be an in year deficit, which can be covered by reserves. iv. All schools are reopening 8th March 2021. v. Remote learning has been key focus. vi. £80 per pupil for COVID funding is likely to increase and may be based on free school meals. vii. Hardwick – the following matters had taken some time to resolve: <ul style="list-style-type: none"> • Issues concerning the use of the Children’s Centre have been raised with Suffolk County Council • Solar panels • Land boundaries have been rectified <p>Trustees noted that conversion is on target to convert on 1st April, but there a two week extension may be required due to these issues.</p> viii. Fressingfield/Charsfield Executive Headship. PPW and Mark Taylor have moved the process forward. A meeting of the governing body of Fressingfield is underway to review the matter. <p>Trustees approved the plan for the establishment of the Executive Head</p>

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	<p>position.</p> <p>ix. Trust CPD – remote sessions have been successful.</p> <p>x. Monitoring schedules for MB and PPW to visit schools, it is hoped that in person visits to schools will be possible in the Summer Term. Reports from each visit will be uploaded to Trust Board papers. These visits will highlight where support can be found within the Trust.</p> <p>xi. Eye roof bid – Trustees noted that the first tranche of funding has been received.</p> <p>xii. CIF bids: Trustees noted the bids that have been submitted and outcomes awaited.</p> <p>xiii. Ofsted Reference Group – MB has attended these and found these useful and information obtained will be shared across the Leadership Team.</p> <p>Trustees' questions/comments:</p> <ul style="list-style-type: none"> • Can a staff survey take place? This is being considered for the end of the year. • Updates were given over staffing matters at Laxfield and Stradbroke. • It was noted that CIF bids were very clear – MB is managing the expectations of the Leadership Team and through them the expectations of Local Governing Bodies. • TJ offered to speak with Local Governing Bodies on the process of CIF bidding and outcomes.
6	<p>Chair's Report</p> <p>i. Governance review is now nearly complete. A special meeting of the Trust Board has been convened for 18th March 2021 to consider the outcomes of the review.</p> <p>ii. MB & JH attended a meeting with Suffolk County Council regarding the possibility of a new Nursery building should the proposed development behind Stradbroke Primary School go ahead. Looking to working with Suffolk County Council, Mid Suffolk and the Parish Council. It is hoped that Suffolk County Council will take the matter forward with Mid Suffolk.</p>
7	<p>Reports</p> <p>i. Data Analysis – PPW presented a report on the latest data on pupil progress.</p> <ul style="list-style-type: none"> • The purpose was to determine where the children were in September and the progress made over the Autumn Term. • Headline – most schools had just under half of pupils below where they should have been, improved to just over half by Christmas. • Drill down of data used to identify areas where gaps were present and catch up required taking into account the latest lockdown closure. • More assessments will take place during the course of the reaming academic year. • In almost all areas, pupils made progress. <p>Trustees questions/comments:</p> <ul style="list-style-type: none"> • Year 6, what is procedure to help them cope with moving on? PPW reported that it is hoped high schools will be more open to in person

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	<p>visits, last year most visits were remote. Tuition will continue for Year 6 and it is likely, that a formative assessment will take place in some form to ensure pupils are prepared for Year 7.</p> <ul style="list-style-type: none"> • Is there an aim to repeat process? PPW reported, it is planned to reassess during the summer term. This would ensure 3 data points, some may be able to fit in a 4th during this half term as a diagnostic tool and not under exam conditions. • Thanks were expressed for a comprehensive report. <p>ii. Remote Learning Monitoring – PPW presented a review on Home Learning</p> <ul style="list-style-type: none"> • Monitoring of governance and leadership of the schools during lockdown. • Trust produced a template for schools to use, to monitor engagement and staff confidence. This is also used to document the good practice that has taken place. Expectation that Leadership would report back to governors. • Level of detail was excellent and will be shared with governors during this term. • There is consistency between schools and each school is providing substantive content. • The review demonstrates that schools are offering a complete curriculum which is adjusted for online learning. • Trust central team has helped to get devices out to every pupil that needed one. • The monitoring highlighted a good mix of live teaching and pre-recorded content. • It noted that the “live” teaching element was good for the mental health of pupils to be able to see their classmates. • It was noted that younger children may have had parents present and this did not affect the delivery of the learning and that teachers may have had to teach the parent or carer at the same time. • Feedback has been given. • Supervised virtual play times have helped with mental health issues. • Levels of engagement have been high, between 80% and 90%. Invitations to attend school were extended to those who struggled. • Trustees noted that the provision of education has been secure and allowed equality for all pupils. • CPD for staff was targeted when monitoring highlighted possible issues – an example of the offer was shared with Trustees. Training was reviewed after a two week bedding in period. • Trust wide support and working together has been very successful and an asset to all schools. This is a model of collaboration for curriculum learning moving forward. The level of high quality CPD and learning was • All training has been videoed uploaded as evidence to support the monitoring.

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	<p>Trustees questions/comments:</p> <ul style="list-style-type: none"> • How can this excellent practice be taken forward? PPW reported that use of online platforms will help with homework setting particularly with the older age groups. This will also help collaborative working across the Trust. • Feedback from staff has been really positive. • Can videos that are on Occold website be shared across the Trust? This will be uploaded on the Trust website, and an intranet across all schools is being investigated. <p style="text-align: right;">Action point 54.</p> <ul style="list-style-type: none"> • Thanks were expressed for the excellent report and Trustees asked for thanks to be passed on to staff involved.
8	<p>Senior Leadership Team</p> <ol style="list-style-type: none"> i. 2 meetings have taken place. This forum helped to highlight all training requirements and ensured that no school in the Trust was left behind. ii. All other matters raised were covered in other minute items.
9	<p>Finance</p> <ol style="list-style-type: none"> i. A report from the Finance Cttee Meeting was received: <ul style="list-style-type: none"> • Internal Audit schedule was reviewed and approved. • November & December Management Accounts – were reviewed focusing on COVID costs. • KPIs were reviewed. • DfE Chart of Accounts was noted and will be reviewed on an ongoing basis, it was noted that no change will be made in September 2021. • AAR return was submitted within the deadline. • Benchmarking data is underway – it is intended to present to F&A and authority was delegated to the Committee to approve the data to be submitted. Once complete this will presented to the Board. • CIF – money is starting to be received. • Catering – discussions have taken place with Chartwells and a way forward which will not penalise schools was agreed. • Arbor is in schools and is operational, with training ongoing. Trust access to data is much improved and as a consequence reporting to Trustees will be made easier. • Budget reviews will be undertaken with each school and to look at scheduling for major spends. This would be in addition to any successful CIF bid. ii. Trustees formally ratified the decisions approved via email: <ol style="list-style-type: none"> a. PSF contract renewal for a further 3 years. b. Quote from Apex for roof at Eye primary. iii. Management Accounts for January were reviewed. No major issues were

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	noted other than catering invoices as per 9 ii above.
10	<p>Trust Expansion</p> <p>i. See update within minute ref 5 vii. (CEO report)</p> <p>ii. Trustees noted a draft budget for Hardwick for April to August 2021. There is a projected deficit at the end of 5 months but no concerns were raised. This will be updated on an ongoing basis. KP & MB will be working closely with the Headteacher on the budget moving forward.</p>
11	<p>Policies approved:</p> <p>i. Online Safety Policy section 3.1 needs to be updated and 3.2 mention of specific governor needs removing. Change footer to ASST.</p> <p>ii. Complaints Procedure with minor editing as follows:</p> <ul style="list-style-type: none"> • Trust exclusion policy • Safeguarding policy • Anonymous complaints • 4.1 everyone held to account. • Governing body complaints to CEO and Chair • Review panel membership • Record keeping • Remove last para in record retention.
12	<p>GDPR</p> <p>Trustees noted that on line training for all staff was launched after February half term.</p>
13	<p>AOB</p> <p>i. Trustees noted that a temporary central contract will not be renewed.</p> <p>ii. Trustees agreed that with Hardwick joining it is time to undertake another review of the central structure, looking at this alongside the Trust Growth Plan.</p>
14	<p>Date of next meeting:</p> <p>i. Governance Review – Thursday, 18th March 2021 @ 5.30pm</p> <p>ii. Full Trust Board – Thursday, 13th May 2021 @ 4.30pm (Date of AGM)</p>

Actions from current meeting and items from previous meetings:

Action Point	Reference		To be completed by:
AP.48	12/5/20 Item 5 Updates 16/6/20 04/3/21	<p>“My Concern” – has been discussed with leaders, Karen Miller has offered a demonstration. Trust wide licence – ie licence per pupil not school has been investigated and will be reviewed at a future leadership meeting.</p> <p>Update: will investigate for September, do not want to overload at the moment with Arbor</p>	MB/PPW Autumn 2021

		transfer	
AP.49	12/5/20 Item 8	TJ suggested that the advice received from Schools Choice should be reviewed after the lockdown situation. KP will be tendering for HR guidance next year for review.	KP
AP.50	17/9/20 Item 10 Update 04/03/21	Admissions Policy – trust wide policy to be investigated Update: ongoing, however all schools have issued policies	OW
AP.52	17/9/20 Item 10 Update: 04/3/21	Recruitment – review application process to determine if a common process can be used. Update: formatting of forms, problems arise with formatting out of synch when formatting on a phone. Absences etc cannot be requested before interview, therefore these must sit outside the application form.	HR Cttee
AP.54	04/3/21	On line learning To ensure all videos etc are available on the Trust Website and used as CPD and evidence of the offer that was made available across the Trust during lockdown.	PPW/MB

Meeting closed at: 18.45

Signed: _____

Date: