



Meeting of the Trustees of All Saints Schools Trust

Minutes of the Meeting held on Tuesday, 21st May 2019 at 5.30pm
At Stradbroke Primary School, Stradbroke

In attendance:

| | | | |
|-----------------------|-----|------------------------------|----------------------|
| Melanie Barrow | MB | CEO/Trustee | Present |
| Judi Bush | JB | Trustee | Present |
| Garry Deeks | GD | Trustee | Present (part) |
| Nancy Ford | NF | Trustee | Present |
| James Hargrave | JH | Chair / Trustee | Present |
| Isobel Hunter | IH | Trustee | Present |
| Thomas Jarrett | TJ | Trustee | Absent |
| Jill Wright | JW | Trustee | Present |
| | | | |
| Phillip Cranwell | PC | Project Manager | In attendance (part) |
| Paul Parslow-Williams | PPW | Exec. Headteacher/Deputy CEO | In attendance |
| Karen Preece | KP | CFO | In attendance |
| | | | |
| Odile Wladon | OW | Clerk | In attendance |

| | | Action |
|----|---|--------|
| 1. | Apologies for Absence Apologies for absence were received from Thomas Jarrett. Apologies were accepted. | |
| 2. | Declarations of Interest None were noted. | |
| 3. | Minutes of meetings held on 25th April 2019 Approval of the minutes of the meeting was deferred to the next meeting. | |
| 4. | Great Whelnetham Trustees thanked MB and PPW for the work in preparing a risk assessment and action plan. These documents were reviewed and Trustees noted the following: <ul style="list-style-type: none"> • A notice of financial concern was issued to the school by SCC. • The classes will be reduced to 5. • Meetings have been arranged on 24th May with staff and parents, and with governors on 23rd May. • GAG will be based on Oct 2018 census of 135 pupils. • Budget prediction for next year is improved with the reduction to 5 classes and the removal of TLR, plus Head of School. • The office staff will need to be restructured to ensure consistency across the | |

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|----|--|--------------|
| | <p>Trust.</p> <ul style="list-style-type: none"> • MB and PPW will be able to support the school in the initial stages and Trustees reviewed the impact this could have on current schools and the CEO's role. • Trustees reviewed the risks that could follow once the announcement is made as follows: <ul style="list-style-type: none"> ○ More parents could withdraw their children – it was noted that currently there have been new joiners. The risk is lessened as the neighbouring schools are full ○ Mixed aged classes not properly understood – this will be explained at the parents meeting on 24th May. ○ SEN needs to be reviewed. • Trustees also noted the capacity of the SLT given the pace of expansion, but also noted the risks should expansion not happen quickly enough. <p>Trustees voted unanimously to support a proposal as follows: The Trustees ratify sponsorship of the academy with effect from 1st September 2019, with the caveat that if major issues are identified, Trustees will be reconsumed.</p> <p>Trustees voted to instruct LBMW to start the process, their costs will be covered by the grant which will be paid to ASST.</p> | |
| 5. | <p>School Transport</p> <p>GD updated Trustees that 18-20 families at Fressingfield could be impacted by the changes SCC have made to home to school transport. The school are looking at ways to deal with this, this includes a proposal to offer a subsidy towards the costs that families may now incur.</p> <p><i>GD left at this point.</i></p> | |
| 6. | <p>Case Studies</p> <p>JH thanked Phillip Cranwell for this work on these.</p> <p>Trustees reviewed these and felt they were unclear as to whether the case studies referred to ASST or individual schools and if schools which ones were being referenced. Trustees queried who the expected audience was and noted it was for professionals rather than parents. MB agreed to look again at the case studies, make any revisions necessary and add relevant data</p> <p><i>PC left at this point.</i></p> | AP.36 |
| 7. | <p>Charlsfield Staffing restructure</p> <p>Trustees voted to approve a voluntary redundancy at Charlsfield.</p> | |
| 8. | <p>Budget Forecast return – Trustees noted that it has been uploaded and submitted.</p> | |
| 8. | <p>Date of next meeting: Finance Committee – 14th June 2019 @ 2.30pm, Laxfield ASST Trust Meeting – 18th June 2019 @ 4.00pm, Dennington</p> | |

The meeting closed at 7.15pm.

Actions from current meeting and items from previous meetings:

| Action Point | Reference | | To be completed by: |
|--------------|---|--|---------------------|
| AP.2 | 17/04/18 Item 9 | Local Governing Body Terms of Reference: amendment to Section 3.1.3. | JH to complete |
| AP.32 | 28/02/19 Item 3.2 25/4/19 | Responsibilities between CFO and Clerk role to be clarified with job description presented to Trust Board for approval. IH to review Job Description | CEO/Chair/CFO |
| AP.33 | 28/02/19 Item 6.2 25/4/19 Item 3.2 | Pay Policy to be reviewed to set a new scale for unqualified trainee teachers. AP.33 c/f – offer made this year will need to be honoured. This needs to be completed by budget setting. It was noted that the Pay Policy must reflect that the Trust must approve cost of living increased and Schools are responsible for performance element. Heads salaries are approved at Trust level. Support staff scales will straddle 1/4/19. | MB/HR Cttee |
| AP.34 | 26/3/19 Item 8. | A review of governance including structure and schedule of Trust Board meetings. | MB/JH/Clerk |
| AP.35 | 25.4.19 Item 8. | Email received from COG at Wortham Primary School. JH will be visiting Wortham to discuss these matters with the Governors. | JH |
| AP.36 | 21.5.19 Item 6. | MB agreed to look again at the case studies, make any revisions necessary and add relevant data | MB |

Signed: _____

Date: _____

Chairman