



## Trust Board Meeting 9<sup>th</sup> December 2021

A meeting of the Trust Board of All Saints Schools Trust took place on Thursday, 9<sup>th</sup> December 2021 @ 4.30pm, Via Teams

### Present:

| 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          | Absent  |
| Isobel Hunter          | IH      | Trustee          | Present |
| Thomas Jarrett         | TJ      | Trustee          | Present |
| Paul Kirkwood          | PK      | Trustee          | Present |
| Peter Robinson         | PR      | Trustee          | Present |
| Ben Sears              | BS      | Trustee          | Present |
| Jill Wright            | JW      | Trustee          | Present |
| Paul Parslow-Williams  | PPW     | Deputy CEO       | Present |
| Karen Preece           | KP      | CFO              | Present |

### 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  | ✓  | ✓  | ✓  | ✓  | ✓  | ✓  |

### Minutes:

| Item | Description  |
|------|--|
| 1.   | <b>Apologies for Absence</b><br>Apologies were received from Amanda Hull. Trustees accepted her apologies.   |
| 2.   | <b>Declarations of Interest</b> - None were received.  |
| 3.   | <b>Minutes of meeting held 4<sup>th</sup> November 2021</b><br>(i) Agreed the minutes as a true record of the meetings<br>(ii) Matters/actions arising from the minutes will be deferred to the next meeting. AP.49 on going, will look at it in 2022 – will now include payroll and HR.<br><u>Governance review:</u><br>a) Becky Poynter will be invited to join in the new year.<br>b) Point 2 needs to be uploaded to the ASSTwebsite<br>c) Point 4 still outstanding<br>d) Point 5 completed |

| Item | Description   |
|------|---|
|      | <ul style="list-style-type: none"> <li>e) Point 6 ongoing</li> <li>f) Point 7 ongoing</li> <li>g) All completed actions to be removed with only outstanding matters carried forward.</li> </ul>   |
| 4.   | <p><b>Risk Management: Schools &amp; COVID</b></p> <ul style="list-style-type: none"> <li>I. Trustees reviewed the up to date risk assessments and noted that updated guidance may be issued regarding COVID.</li> <li>II. A number of the schools within the Trust have experienced high numbers of COVID cases.</li> <li>III. MB &amp; PPW noted that absence figures are high and that letters have been sent to all parents and contact made with specific families who have a significant number of absences noted.</li> <li>IV. COVID testing delays are contributing to this.</li> <li>V. Trustees noted that persistent absence could be a safeguarding issue.</li> </ul>   |
| 5.   | <p><b>Safeguarding:</b></p> <ul style="list-style-type: none"> <li>i. All information was uploaded to Arbor by 14th December. Schools are being reviewed both in person and remotely. All schools are using Arbor and the transfer of information has been slow for some of the larger schools. A reminder email will be sent to admin staff to remind them all information.</li> <li>ii. Arbor now has MAT functionality too.</li> <li>iii. Safeguarding has been very time consuming this term, with long term cases coming to a head all at the same time – these were high level and are in hand.</li> <li>iv. Governing Body training will be offered by the Trust.</li> <li>v. MAT Single central record is now complete and fully compliant.</li> <li>vi. RA will be joining the online DSL training on 4<sup>th</sup> January 2022.</li> <li>vii. MyConcern: has been introduced to record CP cases. All schools will be converting this and it will be requirement for all schools that may join the Trust. Reports can be drawn from across the Trust to show a Trustwide picture.</li> </ul> |
| 6.   | <p><b>GDPR:</b> Updated training will be circulated in the New Year.</p>  |
| 7.   | <p><b>CEO Reports:</b></p> <p>Key points:</p> <ul style="list-style-type: none"> <li>i. CPD for Trust in the New Year will be online. PPW will lead on Rosenshine’s principals and phonics.</li> <li>ii. PPW is recording a video of best practice to use as a phonics/reading induction tool.</li> <li>iii. Schools are using a play based therapist for children with CP Plan.</li> <li>iv. The Chair of LGB of a local school has made contact with a view to starting a conversation about them joining ASST.</li> <li>v. Another school that has previously made contact and requested another presentation as they are now a SAT, they have indicated that they are interested in looking into joining the Trust.</li> <li>vi. H&amp;S / DfE conditions surveys: Laxfield, Eye and Occold underway – other</li> </ul>   |

| Item | Description   |
|------|---|
|      | <p>schools will follow shortly.</p> <p>vii. CIF bids still in progress and will be ready for next Wednesday, contributions from schools is outstanding.</p> <p>viii. Eye – Gemma Watts will be starting in January and there have been some hand over dates. School is in a better place. A meeting took place with Suffolk County Council regarding the Nursery and potential school expansion. It is intended to open the pre-school facility as soon as possible.</p> <p>ix. It was noted that Jungle Cubs at Occold have closed the facility and therefore a facility at Eye would be beneficial across more than one Trust.</p> <p>x. Thanks were expressed to Odile Wladon for her help with Eye during this half term.</p> <p>xi. Defibrillators held in schools would be available for community use should they be required.</p> <p>xii. Laxfield Ofsted report –SLT are ensuring all leaders are working together, John Atkinson gave training on Ofsted readiness which was attended by all Senior Leaders. A<br/>A trustee enquired whether there was anything that Trustees can do to support schools to get ready? MD pointed out that the establishment the Learning and Achievement Cttee will be beneficial and RA as Safeguarding lead has been very useful.</p> <p>xiii. Jill Wright has undertaken a learning walk at Charsfield to assist train the Local Governors with this monitoring tool. NF volunteered to help where needed.</p> <p>xiv. Laxfield report – Trustees noted the fundamental comment about curriculum and how this is implemented and sequenced over time, from the Foundation stage through the whole school. Trustees noted that depth is important, as well as high standards, as this shows added value.</p> |
| 8.   | <p><b>Trust Expansion:</b></p> <p>I. A presentation was made to a local Trust following their request to investigate a merger with ASST.</p> <p>II. PPW, JH, MD and OW updated Trustees on the presentation and discussions that have taken place since.</p> <p>III. The recommended next stage would be to have Trustee to Trustee discussions to agree a process for taking the matter forward. Alongside SLT members discussing matters on curriculum and support. It was suggested that these meetings could find out whether there are differences in the ethos and values of the Trusts alongside the financial due diligence.</p> <p>IV. It was agreed to arrange an open meeting of both Trustees with the output to be agreement on a process to move this forward with check points built in. A draft timeline will be circulated ahead of the meeting.</p>   |
| 9.   | <p><b>Governance at St Peter and St Paul:</b></p> <p>I. Trustees noted that an IEB is still in place.</p> <p>II. Trustees agreed to re-establish a governing body.</p> <p>III. Trustees agreed to suspend the following Terms of reference for 12 months:</p>   |

| Item              | Description  |
|-------------------|--|
|                   | <p>a. 6.1 The LGB shall elect the Chair</p> <p>IV. The LGB at St Peter &amp; St Paul will be reestablished in January 2022</p> <p>V. Trustees approved the appointment of Odile Wladon as Trust Governor and approved her appointment as Chair.</p>  |
| <p><b>10.</b></p> | <p><b>Finance:</b></p> <p>(i) Financial Accounts to 31.8.21 and Audit Findings</p> <p>Accounts:</p> <ul style="list-style-type: none"> <li>• Trustees noted that Finance &amp; Audit Committee reviewed the accounts in detail.</li> <li>• TJ thanked the Trustees who joined the meeting to listen to the Auditors speak to the accounts.</li> <li>• The Trustee report was reviewed.</li> <li>• <b>The Accounts for the year ended 31<sup>st</sup> August 2021 were approved by Trustees.</b> These will be signed and submitted to Companies House.</li> </ul> <p>Audit:</p> <ul style="list-style-type: none"> <li>• Findings were discussed at Finance &amp; Audit committee and Trustees noted the adjustments included in the report.</li> <li>• RAG rating report highlighted the areas that could be improved and KP noted these will be used to make improvements for this financial year.</li> <li>• Thanks were expressed to KP for the work on the audit, which shows a healthy position and a clean bill of health.</li> </ul> <p>(ii) October 2021 Management Accounts –</p> <ul style="list-style-type: none"> <li>• Trustees noted these and that there has been some unexpected and unbudgeted expenses.</li> <li>• Showing a positive position, Trustees noted that budgets will be rerun in January 2022 to show a more up to date position.</li> <li>• The reserves for Hardwick have now been received.</li> </ul> <p>(iii) Fressingfield – expenditure for furniture from reserves was approved by Trustees.</p> <p>(iv) Financial Management Policies were reviewed by Finance &amp; Audit and were approved by Trustees.</p> <p>(v) Water leak at Laxfield - £11,000 bill is expected and Trustees agreed this should be paid. A claim against insurance is underway.</p> <p>(vi) Decarbonisation surveys are underway and a strategic plan will be available for the next Trust Board.</p> |
| <p><b>11.</b></p> | <p><b>See confidential minutes</b></p>   |
| <p><b>12.</b></p> | <p><b>Date for meeting: 3<sup>rd</sup> March 2022, @ 4.30pm location to be confirmed.</b></p>  |

**Meeting closed at: 7.10pm**

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

Date

**Actions from previous meetings:**

| Action Point | Reference            |   | To be completed by: |
|--------------|----------------------|---|---------------------|
| AP.49        | 12/05/20<br>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. This matter has been deferred for a year. | KP                  |
|              | 16/09/21<br>09/12/21 | This will be dealt with during the current academic year. Noted as ongoing and will now also include payroll.   |                     |

**Actions from Governance Review:**

| Rec. Number | Detail   | By Who                         | By when  |
|-------------|--|--------------------------------|--|
|             | Offer document – to be developed and placed on website                     | PPW – document<br>OW – website | Completed (needs to be sent to OW to be uploaded to website) |
| 4           | Amend Scheme of Delegation   | JW, NF, JH & OW                | Pending further establishment of Cttees                      |
| 5           | Communication – formal process to be established                           | PPW, PR & OW                   | Autumn 2021 to be shared with COGs                           |
| 6           | Annual Govs Conference Update: will be held online during the Autumn term. | Tbc                            | Outstanding  |
| 7           | Training for Local Governors on governance within a MAT                    | Tbc                            | Outstanding  |