

Meeting of the Trustees of All Saints Schools Trust

Minutes of the meeting held on Tuesday, 12th May 2020 at 4.30pm via video conference

In attendance:

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

Meeting Attendance record:

Date	JB	MB	GD	NF	JH	AH	IH	TJ	PR	JW
02/09/19	X	✓	✓	✓	✓	n/a	X	✓	n/a	✓
01/10/19	n/a	✓	✓	✓	✓	n/a	✓	X	n/a	✓
10/12/19	n/a	✓	✓	✓	✓	✓	✓	✓	✓	✓
04/02/20	n/a	✓	X	✓	✓	✓	✓	✓	✓	✓
17/03/20	n/a	✓	✓	✓	✓	✓	✓	X	✓	✓
12/05/20	n/a	✓	X	✓	✓	✓	✓	✓	✓	✓
Total	0/1	6/6	5/6	6/6	6/6	4/4	5/6	4/6	4/4	6/6

Item	Description	Action
1	<p>Chairs Welcome</p> <p>On behalf of all Trustees, the Chairman expressed thanks for the huge amount of work undertaken by MB/PPW/KP/OW and all Trust staff. He noted that for teaching staff these were challenging times and the work undertaken has been excellent.</p> <p>He asked that the thanks of the Trustees be cascaded down to Senior Leaders and all staff at schools.</p>	
2	<p>Apologies for Absence</p> <p>GD was absent. Trustees accepted the absence.</p>	

3	<p>Declarations of Interest There no declarations to note.</p>	
<p>4 (i) (ii) AP.46</p>	<p>Meeting held on 13th March 2020</p> <p>Minutes of the meeting held 13th March 2020 were accepted as a true record.</p> <p>Action List and Matters Arising (not otherwise on the agenda) <i>Complete</i></p> <p>MB is currently obtaining 3 quotes for extra classroom in Laxfield. It was noted that quote should be obtained from a company on the procurement framework. TJ has made suggestions on the possible funding options. It was noted that a detailed look at the preferred quote will take place and all options for funding will be explored.</p>	
AP.47	<i>Complete</i>	
5	<p>CEO & DCEO REPORTS</p> <p>Everyone has worked very hard at the Haven particularly given the short notice. There has always been enough staff available with the opportunity for off rota time.</p> <p>Challenges are now greater given recent advice.</p> <p>Free School Meal vouchers – has taken a day per week to resolve. The system took a long time to get up and running.</p> <p>All have been deluged with returns for accountability, including returns on vulnerable children and those with EHCP.</p> <p>KP & PP have been working remotely with Schools to set budgets for 2020/21.</p> <p>MB stated that staff have gone the extra mile to cater for their schools with resources online. Everyone will learn from this experience and pull together best practice for use in the case of a future lockdown situation. It was noted that Purple Mash had worked particularly well.</p> <p>PPW echoed the comments made by MB as Leaders they are delighted that teachers were able to adapt their practice for teaching and learning consistently across the Trust.</p> <p>Staff have spoken with parents both before and during the lockdown. A lot of thought has gone into the resources.</p> <p>Teachers have learned a new way of working and could be used going forward in particular the use of electronic learning.</p> <p>Chair thanked PPW for such a thorough report to enable Trustees to see what has been going on across the whole of the Trust. He welcomed the</p>	

planning and preparation which can be helpful if a lockdown situation arises again.

It was noted that some “real time” interaction between pupils and staff can be useful but it is understood that “live” teaching is not always possible.

JW thanked PPW for the comprehensive report.

AH as a parent of children in the Trust the resources have been excellent and appreciated, she noted these were accessible and achievable.

TJ raised the matter of the recording of safeguarding issues. “My Concern” system has been reviewed and will be revisited to see if an ASST trustwide licence can be purchased rather than 9 individual licences. It was noted that a central database that all Exec Heads can access would be useful and that a procedure should be put in place even if it isn’t an online tool.

AP.48

Re-opening risk assessment:

- PPW produced a document from guidance received immediately prior to the meeting.
- DfE have acknowledged that social distancing is going to prove to almost impossible in certain circumstances.

Areas where schools will need guidance is:

- How to prepare to re-open
- What to do when re-open
- How to get pupils to school

The risk assessment takes all points from the DfE and applies at RAG rating. All schools will be working against the same document. The completed assessments should be shared with individual LGBs and all school assessments with the Trust.

No guidance on children of critical works (definition changed from key workers). ASST will plan for critical worker children to return to their own schools.

TJ asked if there were any schools in the Trust that will be unable to invite all the R/Y1/Y6 year groups back. MB/PPW stated that a straw poll had been undertaken and at this time it seems that all schools will be able to accommodate the numbers, there may be issue with staff numbers, as some staff are currently following advice to shield.

Concerns were raised for the proposed return in July given the size of some of the schools. DfE have asked for the challenges that there are for the ASST – size/number of classroom will be an issue. The ASST have advised that to keep to social distancing guidance it is not possible to have all pupils back in Trust schools.

	<p>Medically vulnerable children and children of families with a carer who is shielding will not be accepted to return.</p> <p>Information schools reopening and guidance from NGA which clarify the decisions.</p> <p>Reopening of schools is an operational decision by Heads and in consultation with the LGBs and Trustees</p>	
6	<p>Chairs Report</p> <p>Review of governance – as soon a COVID-19 lock down was announced the review was put on hold. The reviewers have made a suggestion that we ask them to undertake the field work – reviewing documents off line, if they are able to they will speak to some of the people involved either via video or over the phone. Consent has been given for them to go ahead and start to arrange interviews.</p>	
7	<p>Vulnerable Children Tracker</p> <p>ASST collated information on all vulnerable children across the Trust to demonstrate how vulnerable pupils have been catered for. The process highlighted additional children, some of which were invited to attend the Haven.</p>	
8	<p>Policies for approval:</p> <p>(i) CP COVID-19 Policy Appendix</p> <p>New legislation that was introduced to cover children moving across sites and is on display in the Haven.</p> <p>Chair used emergency power to approve the document as an emergency action. This appendix has not been published on line due to the confidential information contained in it.</p> <p>Trustees approved this document.</p> <p>(ii) Good Work Plan</p> <p>JH used Chairs emergency power to approve letters for distribution to staff on zero hours contracts have been sent letters.</p> <p>Trustees approved the actions taken by the Chair.</p> <p>TJ suggested that the advice received from Schools Choice should be reviewed after the lockdown situation.</p> <p>KP will be tendering for HR guidance next year for review.</p>	AP.49
9	<p>Risk mitigation strategy for Haven</p> <p>Trustees noted that this was put into place from 22nd March 2020. The document will be revised for all schools incorporating any additional guidance received from DfE on Schools reopening.</p>	
10	<p>Management accounts for February 2020 and March 2020 were received and noted.</p>	
11	<p>Date of next meeting: Tuesday, 16th June 2020</p>	

Actions from current meeting and items from previous meetings:

Action Point	Reference		To be completed by:
AP.48	12/5/20 Item 5	“My Concern” system has been reviewed and will be revisited to see if an ASST trust wide licence can be purchased rather than 9 individual licences	MB
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

Meeting closed @ 6pm

Signed: _____
Chairman

Date: _____