

Trust Board Meeting 4th November 2021

A meeting of the Trust Board of All Saints Schools Trust took place on Thursday, 4th November 2021 @ 4.30pm, Via Teams

Attendance:

Name	Initial	Role	Attendance
Russell Ayling	RA	Trustee	Present
Melanie Barrow	MB	Trustee/CEO	Present
Nancy Ford	NF	Trustee	Apologies
James Hargrave (Chair)	JH	Trustee/Chairman	Present
Amanda Hull	AH	Trustee	Present
Isobel Hunter	IH	Trustee	Apologies
Thomas Jarrett	TJ	Trustee	Present
Paul Kirkwood	PK	Trustee	Apologies
Peter Robinson	PR	Trustee	Present
Ben Sear	BS	Trustee	Present
Jill Wright	JW	Trustee	Apologies
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

Minutes:

Item	Description
1.	Apologies for Absence Jill Wright, Nancy Ford, Isobel Hunter and Paul Kirkwood were absent. Absences were accepted.
2.	Declarations of Interest
3.	Minutes of meeting held 16th September 2021 The minutes were agreed as a true record of the meeting
4.	Risk Management: (i) The risk management report for the Schools was reviewed and no questions were raised. (ii) COVID – new guidance through from Suffolk County Council, masks in common areas. Letters have been sent to parents and all stakeholders have been informed, and everyone is adhering to the new guidance.

Item	Description
5.	<p>Results analysis 2020/21</p> <p>PPW presented a set of data across the whole trust to show how the pupils performed in year end assessment in July 2021.</p> <p>Some of the older children were more on track than younger pupils as a Trust, but this did vary within schools. Heat maps showed areas for follow up within individual schools.</p> <p>Trustees asked questions regarding the traffic lighting and enquired which year the data was from.</p> <p>PPW responded that is was based on internal data as at the end of the last academic year. No relevance to benchmarking externally, the heat map is to compare results within the Trust. Data for previous years has not been assessed. Once formal assessments have taken place this will continue.</p> <p>Trustees noted Gt W KS1 results looked particularly successful relative to other schools in the Trust.</p> <p>PPW – said that yes there had been improvement. This system serves as an early warning system, and highlights where additional support may be required. This will continue to be carried out termly and will be presented to the Learning & Achievement Committee.</p> <p>Trustees noted that impact and evidence of impact is not just externally validated data, it is how the children have learned as a result of well planned lessons etc.</p>
6.	<p>Trust Expansion – see confidential minutes</p>
7.	<p>Leadership at St Peter and St Paul</p> <p>Trustees noted that a thorough interview process was undertaken.</p> <p>RA fed back that it was a positive experience and that the successful candidate, Mrs Gemma Watts, is the right choice and she will be starting in January 2022.</p> <p>Trustees noted that is was good to see internal promotion but noted that it left Occold with a gap but there is succession planning in place.</p> <p>Thanks were expressed to MB and PPW for their leadership of the school during this time.</p> <p>Thanks were also expressed to Rachel Waters from Stradbroke who has been helping with the office administration as the new administration officer is unable to start until the beginning of November.</p>
8.	<p>Safeguarding</p> <p>A report from the CEO/DCEO will be made termly, together with reports on Trustee visits.</p> <p>SCRs need to be checked thoroughly and reviewed regularly particularly at Trust level. There is work to do across the Trust and MB has been carrying out visits to check each school.</p> <p>Trustees resolved that the SCR for the Trust and all its schools should be held on Arbor and the migration should be carried out by the start of the Spring Term 2022 with the school leaders to ensure this takes place. Trustees noted that some training and</p>

Item	Description
	support may be required.
9.	GDPR: an FOI request from a reporter had been missed as it went to “spam”, a full response was given and no breach occurred.
10.	<p>Finance:</p> <ul style="list-style-type: none"> (i) PSF Iris update – Trustees approved a move over to the DfE Chart of Accounts, it was noted this will involve changing codes etc, cost will be £4200 and will take place during March 2022. This change will help with linking new schools within the Trust. (ii) Aug21 management accounts – Trustees noted that everything ok, smaller schools are struggling due to accruals. Trust overview income ahead of budget, however some income is down due to a lack of income from clubs. Investment in online learning. This year may be more challenging. The Trust is in a fixed term agreement with EDF which will need to be reviewed next year. (iii) Staff Absence Risk Pool reconciliation for 2021-22 was reviewed and approved by Trustees. (iv) Pay Policy – this is based on Schools Choice guidance with some changes to pro rata roles, NQT, apprentice and Executive Pay sections. The policy was approved in principle pending the outcome of the pay award negotiations but takes into account the teaching staff agreements. (v) SALIX grant – successful £23,000 to fund a survey on the Trust estate to carry out a carbonisation audit. (vi) Audit is underway – all Trustees are invited to attend the Finance & Audit Committee meeting scheduled for 1st December 2021 @ 2pm – location tbc.
11.	<p>CEO Performance Management (Trustees only) It was agreed that this would be deferred to the next meeting.</p>
12.	<p>AOB – see confidential minutes for item (iii)</p> <ul style="list-style-type: none"> (i) The CEO briefed Trustees on the outcome of All Saints Laxfield’s Ofsted inspection. (ii) Most of the Headteachers/Exec Heads (except DJ) have had their performance review with John Atkinson. (iii) Confidential item <ul style="list-style-type: none"> a. Confidential b. Confidential. c. It was agreed that the HR committee should review the gender pay gap as part of their equality monitoring. (iv) TOR for L&A Committee were approved by Trustees. <p style="text-align: right;">RA left at this point.</p>
13.	Date for meeting: 9 th December 2021, @ 4.30pm location to be confirmed.

Meeting closed at: 6.33pm

Signed: _____

Date:

Actions from previous meetings:

Action Point	Reference		To be completed by:
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. This matter has been deferred for a year.	KP
	16/9/21	This will be dealt with during the current academic year.	

Actions from Governance Review:

Rec. Number	Detail	By Who	By when
1	Vision & values	CEO/Chair/Chairs of Cttees	Completed
2	Strategic Plan (Growth Plan) Review central team, grading and growth Offer document – to be developed and placed on website	Finance Committee PPW – document OW – website	Completed Completed (needs to be uploaded to website)
3	Review LGB membership to ensure Trust independence Recruitment of 2 x co-opted Trustees	James Hargrave to speak with COG/Trustee MB, JH and NF with Alister Gourley (member)	Completed Completed
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 Gobs Conference Update: will be held online during the Autumn term.	Tbc	Outstanding
7	Training for Local Governors on governance within a MAT	Tbc	Outstanding
8	Improve use of GovHub	OW	Completed
9	Communications Policy (linked to 5)		Completed