



Meeting of the Trustees of All Saints Schools Trust

Minutes of the Meeting held on Thursday, 25th April 2019 at 4.00pm
At Wortham Primary School, Wortham

In attendance:

Melanie Barrow	MB	CEO/Trustee	Present
Judi Bush	JB	Trustee	Absent
Garry Deeks	GD	Trustee	Absent
Nancy Ford	NF	Trustee	Present
James Hargrave	JH	Chair / Trustee	Present
Isobel Hunter	IH	Trustee	Present
Thomas Jarrett	TJ	Trustee	Present from Item 6 onwards
Jill Wright	JW	Trustee	Present
Amy Warren	AW	Member	In attendance (part)
Jane Sheat	JS	Member	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 Judi Bush and Garry Deeks. Apologies were accepted. Thomas Jarrett would be arriving late.	
2.	Declarations of Interest Item 5: Stradbroke Parish Council letter re Nursery at Stradbroke. JH is Chair of PC	
3.	Minutes of meetings held on 26th March and 5th April 2019 3.1 The minutes of both meetings were approved as a true record. 3.2 Matters arising: AP.2 c/f AP.3 Arranged for 22 nd May an invitation to the Staff Forum will be sent to the Heads. AP.32 c/f until after restructuring is complete. IH to review job description 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. AP.34 c/f	
4.	<p>Risk Assessment</p> <p>Eye – some temporary staff, this should be resolved by September.</p> <p>It was noted that the willingness across the Trust to help shows that all problems are Trust problems and are considered by all.</p> <p>Wave 2 schools have intergrated well.</p> <p>PP-W is looking at internal data and designing a pro-forma to share data with Trust Board.</p>	
5. 5.1	<p>Matters of Report</p> <p><u>CEO's Report</u></p> <ul style="list-style-type: none"> • Stradbroke Parish Council has written to ASST advising it is setting aside CIL of approximately £10k to carry out a feasibility study, plans, planning advice and legal work for a new nursery building on the Stradbroke Primary School. • April sees the Trust mark its first anniversary. Phillip Cranwell has helped to produce case studies reflecting ASST success and best practice. • NLE/CPD – ASST continues to support Sandlings Primary, invitation extended to them to attend curriculum and new Ofsted Framework training. St Botolph's and Great Whelnetham staff will also be invited. • Hannah Hunt and Gemma Watts are undertaking NPQH. NPQSL can be offered to teachers below Head of School level. • ASST have trained four outstanding trainee teachers. One has been appointed at Eye and two have applied for Maternity cover vacancies within ASST. • PP-W has been appointed as Deputy CEO. • ASST had no successful CIF bids. Work is underway with Ingleton Wood to secure emergency bids for the roof at Eye and the roof and boiler at Fressingfield. It was recommended that when making CIF bids any contribution the ASST can make should be highlighted. • Dunston Hall is booked for Trust Conference on 2nd September 2019. The focus will be on Science. 	
6.	<p>Trust Expansion</p> <p>MB and JH reported back on a meeting that had taken place on 23rd April with James Crane, DfE, Julia Granger SCC concerning ASST sponsoring Gt Whelnetham into the Trust.</p> <p>Trustees discussed the following areas at length:</p> <ol style="list-style-type: none"> 1. Financial position 2. Paid Chair of Govs. 3. Leadership Structure and County Head position 4. Any possible redundancies <ul style="list-style-type: none"> • MB reported that she had received a phone call just prior to the start of the meeting confirming that the Headteacher Board had given approval for matter to progress. • DfE have given conditional consent for ASST to become the Sponsor Trust for 	

	<p>Great Whelnetham.</p> <ul style="list-style-type: none"> • The Diocese wants to see ASST grow and feel this school is a good fit. • MB sees this as an exciting challenge . • A folder on GovernorHub will be set up for all updates on the process. <p>Trustees agreed that ASST are interested in principle in sponsoring Great Whelnetham subject to:</p> <ol style="list-style-type: none"> 1. IEB or something similar immediately established – no strategic or expenditure decisions to be made without ASST authorisation. 2. Any deficit should be paid off prior to the conversion. 3. A contribution should be made by SCC to the structural costs 4. The ban on recruiting NQTs should be lifted. 5. Explore what SCC and DFE can offer to stabilise GAG. <p>Thanks were expressed to MB and PP-W on the tremendous amount of work undertaken so quickly to collate all information to enable Trustees to review the data and reach a decision.</p>	
8.	<p>HR Policies</p> <p>The following HR policies were approved:</p> <ul style="list-style-type: none"> • Appraisal & Performance Management • Guidance on Adoption Entitlements • Staff Sickness Absence • Leave of Absence • Time off for public duties • Maternity and Paternity Entitlements • Job Sharing • Premature Retirement & Redundancy - Teachers 	
9.	<p>Staff Restructure</p> <p>Preference forms have been received from all staff wishing to take part in the financial restructuring process. Two resignations have been received. One application for the Trust Finance Manager position and the interview is scheduled to take place on 26th April. One application has been received for the HR officer position. All other staff have been matched with positions.</p> <p>An email has been received from Chair of Governors at Wortham raising concerns that following the resignation of a member of staff the school is vulnerable given budget setting will start 20th May. Concerns were raised at the speed and manner of the restructure, it was felt this was incompatible with good practice. JH will be visiting Wortham to discuss these matters with the Governors.</p>	AP.35
10.	<p>Items for next agenda:</p> <p>Cycle of Governance Finance cycle Establishment of a working party for Great Whelnetham</p>	
11.	<p>Date of next meeting:</p> <p>Finance Committee – 14th June 2019 @ 2.30pm, Laxfield ASST Trust Meeting – 18th June 2019 @ 4.00pm, Dennington</p>	

The meeting closed at 7.00pm.

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

Signed: _____

Date: _____

Chairman