

Trust Board Meeting 16th September 2021

A meeting of the Trust Board of All Saints Schools Trust will take place on Thursday, 16th September 2021 @ 4.30pm, St Peter & St Paul Primary School, Church Street, Eye, Suffolk IP23 7BD

Attendance:

Name	Initial	Role	Attendance
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	Present
Isobel Hunter	IH	Trustee	Absent
Thomas Jarrett	TJ	Trustee	Absent
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	✓	✓	✓	✓

Minutes:

Item	Description
1.	<p>Election of Chair – James Hargrave</p> <p>Election of Vice Chair – Nancy Ford</p> <p>Trustees welcomed Russell Ayling to his first meeting.</p>
2.	<p>Apologies for Absence</p> <p>Tom Jarett and Isobel Hunter were absent.</p> <p>Trustees accepted their absences.</p>
3.	<p>Declarations of Interest</p> <p>There were none received.</p>
4.	<p>Minutes of meeting held 8th and 16th July 2021</p> <p>(i) The minutes were agreed as a true record of the meetings</p> <p>(ii) Matters/actions arising from the minutes not otherwise on the agenda.</p> <p>AP.48 Completed.</p> <p>Trustees approved the appointment of My Concern for a</p>

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	<p>3-year period at a total cost of £18,784.30 which includes Clarity for the first year. This cost will be covered by the Central Charge to schools. AP.49 c/f due for review during academic year. AP.50 Trustees agreed to not proceed with a Trustwide policy.</p>
5.	<p>Risk Management:</p> <p>(i) Schools ASST changes in summer: property and assets, Laxfield received £7,300 water bill. The water company have said there is nothing wrong with the meter however no leak can be found. Find and fix team have been contacted and the survey will be £1,000. This has led to the risk level for estates being elevated due to the age of the estate which the Trust is responsible for. All other areas have not changed since the last report.</p> <p>(ii) COVID Trustees reviewed Stradbroke’s interim risk assessment document as an example of the matter facing the schools and the documentation being maintained by schools.</p>
6.	<p>Chairs Report NLG’s had to reapply and JH decided not reapply for this role due to a lack of capacity.</p>
7.	<p>CEO Report Trustees reviewed the structure of the schools within the trust, showing numbers of pupils, leadership and when last Ofsted inspection was undertaken.</p> <p>Key priorities:</p> <ul style="list-style-type: none"> • Early Careers Framework is more in depth than it was and is being reviewed. • Coaching is continuing. • Child Protection Policy has been reviewed. • Play based therapy – this is being investigated across the Trust particularly to help with children recently placed in foster care, Social Services are contributing to the cost. • Karen Preece has taken over the office at Laxfield to allow space for the apprentice. The CEO and DCEO are now basing themselves for Trust matters at St Peter & St Paul. • Budgets have been set and sports premiums received which enabled reworking of the budget. • Finance audit 2020/21 has commenced and will take place over the October half term. • CIF Bids: <ul style="list-style-type: none"> a. Wortham’s safeguarding work has been completed. Eye’s roof completed. b. CIF bids for 2022 & 2023 are currently being prepared (see report) c. Charsfield and Occold’s bid for boilers were close. d. Laxfield’s roof needs urgent work. • KP applied for a SALIX decarbonisation grant which will enable the old fossil fuel

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	boilers are reviewed. <ul style="list-style-type: none"> • Congratulations to PPW who successfully passed NPQEL
10.	Trust Expansion – SEE CONFIDENTIAL MINUTE (i) Trustees received information which is included in a confidential minute. (ii) There were no updates from other interested parties
8.	Governance Review Action Points: 1. Trust Aims based on the Charter: <ul style="list-style-type: none"> • All stakeholders contributed to it. • Has been combined with the values agreed at the away day. • RA : ambitious high quality curriculum needs to be added to the Expectations section. • PK : does the talent statement recognise the pupils? Approved by Trustees. 2. Strategic Plan – completed <ul style="list-style-type: none"> • Review of central team, grading and growth has been undertaken • Agreement that structure will be revisited in line with Trust expansion • Apprentice has been appointed • Offer Document can be completed now Vision & Values has been agreed. 3. LGB Membership – completed <ul style="list-style-type: none"> • No Trustee is a COG of LGB • 2 Trustees have been co-opted 4. Scheme of Delegation <ul style="list-style-type: none"> • NF/JW/JH/OW to work on this • Now committee structure has been reviewed work will continue 5. Communication – completed <ul style="list-style-type: none"> • This is to be shared with COGs at Autumn termly meeting. 6. Annual Govs Conference – outstanding 7. LGB Governor training on MAT – outstanding 8. Governor Hub – completed <ul style="list-style-type: none"> • Use of governor hub has improved. • All documents for meetings are uploaded • Announcements are made via GovHub • Declarations are completed on GovHub

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	9. Communication Policy – completed <ul style="list-style-type: none"> • Linked to point 5
9.	<p>Policies</p> <p>Trustees reviewed the following policies:</p> <ul style="list-style-type: none"> (i) ECT (replacing NQT) - approved (ii) Safeguarding – changes noted on peer on peer abuse matters. It was noted that a reference to the contacts table should be made on the front page. (iii) Health & Safety – reports have been arranged <p>All policies were approved.</p> <ul style="list-style-type: none"> (iv) Russell Ayling was appointed as Trust Safeguarding lead.
11.	<p>ASST Committees:</p> <p>Trustees received updates from:</p> <ul style="list-style-type: none"> (i) HR Committee c/f (ii) Finance Committee c/f (iii) Learning & Achievement Committee – reviewed a draft TOR. MB and RA to reshape the format, which will then be presented to the next Trust meeting for approval. It is about teaching, learning, achievement and outcomes.
12.	<p>Learning Walks</p> <p>Trustees received the following:</p> <ul style="list-style-type: none"> (i) A briefing – 10 learning walks undertaken in the Spring and Summer term. A list of actions was produced. L&A cttee to review the reports in depth. A follow up visit will take place (ii) An update on CPD will be reviewed by Learning & Achievement Committee (iii) Results analysis 2020-21 – this item was deferred to the October 2021 meeting.
13.	<p>Leadership at St Peter and St Paul</p> <p>Trustees received an update on the Headship at the School.</p> <ul style="list-style-type: none"> (i) Mr Ginn has resigned. (ii) An advert has been submitted and has been advertised nationally. (iii) Interviews are scheduled for 13th October and possibly 14th October. (iv) 2 visits have taken place. (v) Trustees approved a recruitment panel of MB/JH/RA/OW.
14.	GDPR: Trustees were reminded to complete their Declaration of interests.
15.	Date for meeting: 21 st October 2021, @ 4.30pm location to be confirmed.

Meeting closed at:6.30pm

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 Gvs 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