

TRUSTEES MEETING
HELD AT LAURANCE HAINES SCHOOL ON Monday 10th December 2018 at 7:45pm

ATTENDEES	JAMES ROACH (JR) – CEO & Trustee ANDREW CHAPPELL (AC) - Trustee RICHARD JONES (RJ) – Trustee & Chair JESSIE BRUCE (JB) – Trustee LIZ LEEMAN (LL) – Vice-Chair – Trustee
APOLOGIES	BECKY BLACKSTAFFE (BB) – Member and Trustee
IN ATTENDANCE	SHARON CARLYON (SC) – Company secretary, COO, CFO Jo Hart (JH) – Finance manager Emma Lad – Clerk
DOCUMENTS CIRCULATED PRIOR TO THE MEETING	<ol style="list-style-type: none"> 1. IMAT Agenda 10.12.18 2. IMAT minutes 25.10.18 3. IMAT Annual planner 2018-19 4. IMAT plan 2018 – 19 5. September/ October management accounts for each school 6. 2018 Audit finding 7. Trust 3-year cash flow revised 8. Trust financial position summary 9. Trust report 10. Catering update 11. Policies <ol style="list-style-type: none"> I. Data records management and retention II. Data protection III. Trustee and governor visits IV. E safety and data security V. Inclusion VI. Offsite visits VII. Social media VIII. Volunteering IX. Equality plan X. Online safety 12. Schedule of delegation
Distributed at the meeting	1.
	Beechfield School – BF Cherry Tree School – CT Laurance Haines School – LH LGB – Local Governing Board Governor challenge is highlighted in yellow <i>Governor actions are highlighted in italics</i>

Meeting started at 8.24pm

No.	ITEM	Action
1	Welcome and Introductions – the meeting was quorate	
2	Apologies for absence and acceptance of those absences – Becky Blackstaffe sent apologies and was consented.	
3	Declarations of Conflicts of Interest - None	

Signed (Chair):

Date:

4	Notice of Any Other Business – Chair role/ Staff absence/ Fraud report	
5	Minutes of the meeting held on 25th October 2018 Minutes were approved and signed by the Chair	
6	<p>Matters Arising from the meeting 25th October 2018</p> <p>Item 10: <u>Exit interviews</u> UPDATE: LHS are reviewing the format and questionnaire via survey monkey. <i>This will be brought to the Trustees once completed</i></p> <p><u>Item 15: Trust and LGC Business continuity plan</u> <i>The HT need to update and have in place by the end of the Autumn term. They will be reviewed by SC in January 2019 – carry forward</i></p> <p>Item 18: <u>Site manager internal audits/ review</u> – UPDATE: There are changes in place at BFS to ensure the processes are embedded. T: Was there anything that should concern the Trustees? CFO: There needs to be better administration and remedial work needs to be followed up more efficiently</p>	<p style="text-align: center;">Clerk</p> <p style="text-align: center;">Clerk (Agenda)</p>
7	<p>Matters Arising from LGCs – See below</p> <p>BFS</p> <p>Item 1: The governors approved and recommended continuing to use the governance rules for the removal of a governor as would be used in a maintained school and this will be brought to the Trust to ratify. UPDATE: Trustees formally approved the use of maintained school rules.</p> <p>Item 8: <u>Work plan</u> - Staff absence will have a deeper review at the end of the year and this will be added to the work plan - added</p> <p>Item 8: <u>Work plan</u> - The Trust will review the work plan to include more curriculum focused events in LGC meetings - added</p> <p>Item 16: <u>Risk register</u> - Governor asked for review dates to be amended as it looks like it hasn't been updated - updated</p> <p>Item 19: <u>Work plan</u> - Governors asked the Trust to ensure the H&S audit is on the work plan – present already but added 'to action' – this has now been completed at BFS</p> <p>Item 20: Handling School complaints dates – clerk and Sharon to follow up – under review</p> <p>CTS</p> <p>Item 5: Bikeability - noted</p> <p>Item 11: Headteachers report to LGC - noted</p> <p>Page 1: Should be persistent absence rate rather than attendance</p> <p>Page 2: Whole school staff performance – Trust to put in brackets</p> <p>LHS</p> <p>Item 12: Headteachers report to LGC - add in the number of staff who are off on sick leave - noted</p> <p>Item 14: Staff exit interviews – LHS updating and then it will be brought to Trustees</p> <p>Item 18: Recruitment and retention is 'red' for the school risk register – included already</p> <p>Item 22: Handling Complaints Training to be booked – under review</p>	
8	<p>Finance Update – documentation sent prior to the meeting via governor hub</p> <ul style="list-style-type: none"> • <u>Review September/ October Management accounts</u> There are some amendments which need to be made on the budget as a result of unexpected staff changes and this will be brought to the next meeting. • <u>Overall reports highlighting risks (Trust report)</u> T: Why BFS the premises costs is so much lower? JH: The cleaning is completed by a contractor and so the cost is in the contracts section. T: Why do BFS have more MSA's? JH: They have a breakfast/ after school club which is covered by the MSA's. <p>JH explained the report and the difficulties with the lack of funding formula confirmation in future years. As soon as the maintained schools are aware of their budget statements the Trust can start to see what the funding is likely to be.</p>	

Signed (Chair):

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	<ul style="list-style-type: none"> • <u>Contract review</u> <p>Catering/ Photocopying – contract reviews are taking place.</p> <p>All contracts are all being centralised to ensure the schools are receiving the best value for money.</p> <ul style="list-style-type: none"> • <u>3-year revised budget report</u> • <u>ESFA Information/Payments</u> • <u>Cash Flow Forecast</u> <p><u>CONFIDENTIAL ITEM – SEE PART TWO MINUTES</u></p> <p>Trustees thanked JH for her work</p> <p><i>JH left at 9.17pm</i></p>	
9	<p>CEO report to Trustees including</p> <ul style="list-style-type: none"> • <u>Staffing update at the schools reviewed</u> <ul style="list-style-type: none"> ○ Recruitment of support staff is very hard at the moment. There has been a lot of HR work occupying the central team. • <u>Review school plans for 2018/19</u> – to be sent to Trustees for review on governor hub. Questions to be sent to the CEO 	CEO/ All Trustees
10	<p>COO verbal report to trustees including</p> <ul style="list-style-type: none"> • <u>CIF update</u> <p><u>2017 Roofing project</u> There are a few snags to fix. There is water still coming into the school but they are working to resolve it. With the money that is left there will be a false ceiling added in the reception to cover the damage which has been done. The CFO is not very happy with the speed work is being completed at and will continue to meet with them to ensure it is completed to a high standard.</p> <p><u>2018/19 CIF bids</u> There should be all three school's scope of work and evidence pack through for the CFO to review by Thursday. The CFO explained the projects which are being bid for.</p> <p>T: Will you be bidding for the external areas at BFS? CFO: The work which was planned has been revised by the new HT. The HT wants to move the foundation stage to the side of the school. Three companies have been approached and the quotes are being collected. There is a maximum spend of £30,000.</p> <p>T: Are we applying for lottery funding? CFO: We are not eligible to apply any more as the income is over £1 million.</p> <p><i>9.26pm Richard left the meeting due to a family emergency and Liz Leeman took over chairing the meeting.</i></p> <ul style="list-style-type: none"> • <u>Health and Safety update</u> - BFS internal audit has taken place and the actions are being put in place. • <u>Pupil/Sports Premium Plans</u> - All in place and up to date • <u>Catering update</u> <p>The Trust is working with HFL MAT to go out to tender for new contractors. The contract will run from June 2018 as it is a quieter time for the catering companies to start work.</p> <p>HFL MAT have already gone through a procurement exercise and chosen the tender company. As the objectives for the tender are the same with two contracts provided at the end the CFO requested approval to use the procurement process followed by HFL MAT rather than starting the process again. <u>The Trustees approved the use of HFL MAT's procurement process.</u></p> <p>The CFO explained that the cost if both schools chose the same contract would be £3000 but to have the option to choose another provider the cost would be £3800. Whilst this is within the schedule of delegation delegated authority to the CFO Trustees were still asked to approve the additional spend. <u>The Trustees approved the higher payment of £3800 so that the Trust can choose the best contract for them.</u></p>	

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	<ul style="list-style-type: none"> • <u>SERCO</u> <p>JH has a performance appraisal target to review SERCO and look at alternative contracts. The CFO explained there have been ongoing issues and even after numerous complaints to management the Trust has not had November's payroll and they took the wrong amount in October which has not been returned as yet. There are also issues with the PAYE payments and this is continuing to be an area the CFO has to chase up.</p> <p>The CFO will report back once suitable alternatives have been sourced</p>	CFO
11	<p>Update re CEO/COO and HTs Performance Appraisals</p> <p>CEO appraisal - Andrew Chappell and Liz Leeman met with the CEO to complete the performance appraisal alongside the HIP (Anne Peck). There are two broad targets which require a good level of education for all children in the Trust alongside financial sustainability.</p> <p>CFO performance appraisal targets have been completed</p> <p>HT performance appraisal being completed this week</p>	
12	<p>Review governors/ trustee visits – carry forward</p>	Clerk (Agenda)
13	<p>Policy approval</p> <p><i>The following policies were approved after discussion in the meeting and with the amendments listed:</i></p> <ul style="list-style-type: none"> • <u>Scheme of Delegation</u> • <u>Trustee and governor visits</u> • <u>E safety and data security</u> • <u>Data records management and retention -</u> <p>T: Back up data – is this secured off site/cloud? CFO: Each school pays for back up data with each provider off site. T: If so, can we reference this in the policy too? CFO: To be added</p> <p>T: Pupil records – presumably we have these going back longer than 3 years i.e. SIMS or as a historical record? If we moved to a new (non-SIMS) system the data would be transferred/archived? CFO: Archived. SIMs is not GDPR compliant as the children are no longer at the school. <i>This is being reviewed by Capita and I will report back</i></p> <ul style="list-style-type: none"> • <u>Data protection</u> <p>T: Policy statement – should we refer to 'pupils' rather than 'clients'? CFO: Yes, to be amended T: "Employees will receive training and sign this policy every twelve months as part of their induction CFO: 'and when the policy changes' to be added T: Should this include volunteers, trustees & governors? CFO: This will be included for all.</p> <ul style="list-style-type: none"> • <u>Offsite visits</u> <p>T: EVC responsibility - is the 6-week lead time always realistic? (recall a query about a trip for a LH pupil to the post box needing a risk assessment/evolve and would be surprised if this had a 6-week lead time!). I'd suggest a more flexible timescale to avoid a policy breach. CFO: It has to be a paid trip to use evolve six weeks in advance and two weeks for non-paid trips</p> <p>T: Someone missing - what is the policy on advising parent/carer of the event even if short-lived and pupil is quickly found? CFO: We would phone the parent if the child was not found quickly but always notify them on return from a trip.</p> <p>T: Is the EVC role a school or Trust one? CFO: There is an EVC in each school</p> <p>T: As we are dealing with primary age children is there a standard 'uniform' process for ensuring our</p>	CFO

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children are readily identifiable e.g. the crocodiles of 6-year olds in hi-vis jackets, or co-ordinated baseball caps I see on the tube?

CFO: School specific: At LHS, when they go to France, they have baseball caps. Children are usually identified by their uniform. When out on a walking trip, they will generally wear hi viz when the member of staff feels it is appropriate. It will be a consideration with the risk assessment. BFS is the same. CTS wear caps

T: How will we ensure that consistent application across the trust is applied for refunds – is one school particularly lenient vs harsh?

CFO: Since BFS and CTS have joined the Trust, practice has been amended to fall in line with that at LHS. Trips only run if they are thought to broadly break even. We do a reconciliation for each trip at the central finance office. No disparity noted but we can monitor.

- **Social media**

T: I think it would be helpful to clarify what this policy is about - which I have taken to be employees personal use of social media eg 'agatha.trunchball', rather than using a school account eg 'Crunchem Hall.sch.uk. On that basis I wondered why pictures of children's work and children would be permitted to be posted via a personal account?

CFO: It is any use of social media by staff, both business and private. Under their school twitter handle, it is appropriate that staff post photos of children with the correct permissions.

T: I would permit some personal use of 'social media' - where would e-mail fit in? Expectation is of professional behaviours.

CFO: Email is not social media but it would fall under correspondence guidelines which is in the staff handbook.

T: 2.1 You could probably include a GDPR reference in the list.

CFO: I will amend 'data security' to data protection and this includes GDPR.

T: 4.5 Reporting inappropriate use - I would refer to CEO, rather than Trust Board (consistent with 6.5)

CFO: Happy to amend

T: Are trustees classified as volunteers under this policy?

CFO: Yes

T: If so, how will we induct new trustees under this and other policies?

CFO: Through an induction program. This could be reviewed and strengthened as we haven't had any new trustees for some time.

T: Personal use in yellow – I'd adopt point 2 unless this is causing a problem?

CFO: I agree

T: 2.1 Could we not reference all 3 - data protection, security and GDPR so it is all encompassing?

CFO: I am happy to expand this paragraph

- o breach the Trusts Code of Conduct for employees
- o breach the obligations with respect to the rules of relevant regulatory bodies
- o breach any obligations contained in Trust or school policies and the Data Protection Act relating to confidentiality
- o breach the disciplinary policy and procedure
- o breach the bullying and harassment policy
- o breach the Data Protection Policy which includes GDPR
- o breach the on Online Safety policy

T: 4.4internal disputes involving.... Could we include volunteers as one of the groups'? Also, not sure the clause shouldn't just be disputes (i.e. to then include internal and external relating to the Trust and its schools).

CFO: I am happy to add volunteers to the list. I will change internal disputes to 'issues'

T: 5.1 Could this also refer to the Trust as well as school?

CFO: Yes, I will also expand headteacher to include CEO.

T: Appendix 1 - the point: "have due regard of Data Protection and GDPR regulations as well as other laws relating to libel, defamation, harassment and copyright" - could this be expanded to

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include discrimination and e.g. inciting hatred.

CFO: I am happy to include discrimination.

T: I presume not friending vulnerable people e.g. pupils comes under some other policy/code - if not shouldn't it be here?

CFO: This is within the Online safety policy

- Volunteer policy

T: Recruitment - policy says "Volunteers will have a clear and concise task description, which will be subsequently reviewed every term. The task description will be prepared in conjunction with the volunteer and the designated person referred to above."

Given that Governors are volunteers too but the task description is not reviewed every term I suggest there is a specific sentence covering Governors/Trustees

CFO: I've not considered this policy in the context of governance. I suppose I've unconsciously excluded them as appointed officials? I've assumed that Members/Governors/Trustees have their own code of conduct as well as specific responsibilities under a variety of other policies. They will not be included in the policy.

T: I would make the sentence regarding necessity for DBS checks as the first sentence under recruitment and selection, ahead of the equality section; highlighting the primacy of this point.

CFO: I am happy to amend this.

T: How does the designated person know if something is appropriate in relation to the statement "To meet safeguarding regulations all volunteers will be required to undertake a DBS check where appropriate"? How would they validate this?

CFO: A volunteer will be checked if they are working for any period of time on their own with children, regulated or unregulated. One off volunteer who are supervised may not be although this would be unusual. Having referred the policy to the office staff, we need to add a line about references also. Volunteers are now required to provide a reference.

T: The policy places reliance on the designated person (could be many) – how do we ensure they are trained/aware of their role within this policy?

CFO: This is a clearly defined role at LHS and BFS and detailed within a specified job description. At CTS Nuno is in charge of the volunteers and will keep them up to date.

- Equality plan

T: 3 - Legal - Specific Duties - are there common areas we could target so we can have trust wide target rather than individual school targets?

CFO: This will be updated by Lizzie and then the targets will be in the back for all three schools.

Appendices - need to be dated so it is clear which academic year is the reference point (e.g LH refers to bulge class).

- Online safety

The CEO updated Trustees that this is a model policy which has been added to the terms trust and trustees as well as updating the named people responsible for safeguarding. In addition, HfL has had three statements that I believe we need to consider. I would like trustees to consider the following points:

1. 'Only a school device may be used to conduct school business outside of school. The only exception would be where a closed, monitorable system has been set up by the school for use on a personal device.'

HfL is recommending only school devices are used to conduct school business outside school. The following safeguarding and data protection statements helped inform our advice:

- If a member of staff is using a personal device at home, there is a risk of other people in the home having access to data they are not authorised to see. If a member of staff is distracted away from the screen there is a possibility that sensitive data is left on view.
- The school may have no control over the anti-virus security used at home.
- The school has no control over how personal devices are disposed of (there are strict rules about disposing of ICT that contain personal data under GDPR) If a personal device is sold on or given to someone else there is no guarantee that school data has been securely and fully deleted.
- If a Subject Access Request is received and school data is stored on a personal device how will a school be able to ensure this data will be provided?

Signed (Chair):

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· Contacting pupils/parents should be done on a school device to help safeguard staff I believe that this is based on sound thinking and we should adopt this practice.

T: In principle this seems good advice provided everyone we would anticipate/expect to work away from school buildings has a school device. Currently HfL promotes LARA (system which enables remote access on any device) to facilitate remote working) is this a 'closed monitor able system? If so and IMAT have this system (or other closed monitor able system) this overcomes the issue of use of personal devices provided our policy limits access to data via this system (i.e. not using sticks or similar on personal devices)

CFO: I will amend to say it would be ok to use a personal device for a cloud-based system.

2. 'Personal mobiles must never be used to access school emails and data. The only exception would be where a closed, monitorable system has been set up by the school for use on a personal device.'

I would question the practicality of this as most staff access work e mails from their phones for ease. This can support workload reduction. I propose that we amend to say that if accessing e mails on phone, then the phone is password protected.

T: I suspect our email system is closed and monitorable so this wouldn't be an issue otherwise I agree it is impracticable as we could not sustain the cost of providing dedicated devices to enable ease of checking emails

CFO: This would be impractical and we can monitor the email system so we will not adopt this section.

3. 'Staff and other professionals working with pupils, must only use school equipment to record images of pupils whether on or off site.'

'The Trust allows staff, including temporary and peripatetic staff, and visitors to use personal mobile phones and devices only in designated areas and never in the presence of pupils.'

Whilst ensuring a higher level of safety and online security this goes against the way we use technology in the schools to celebrate good work (twitter, recording work for books). I propose we amend to say that staff can use personal devices to take pictures and videos for the use of twitter (in line with the GDPR policy). These images and videos must be deleted off of the device before leaving the school premises.

T: I agree this is limiting. However, suspect it is not practical to delete images before leaving school site - don't staff use their phones while on school trips too? Presumably: 1) they could also take images with their phones for use on another applications e.g school website. 2) parents/carers have agreed to the use of their children's images in this way?

CEO: We will use to take pictures and remove when practical.

- Inclusion

T: Section 3 - para 2 - excludes disability but should an inclusion policy not now be around SEND rather than just SEN? Also, the SEN code includes physical in the areas of need. Will the school's information reports be consistent in content and format in future? (Beechfield = SEND, no link to the report for Cherry Tree, LH = SEN, layout/content of LH & Beechfield differ). Presumably this is an area where we want a trust wide approach so that staff know the expectations/procedures regardless of which trust school they are in?

CEO: Always refer to SEND

T: Medical Conditions - do we have a trust working party? I thought the medicine policy had been put to bed?

CFO: Lizzie will be reviewing and it will come to the January meeting

T: SENCo's Role - this only references the school role but we have a trust wide role too so I think there should also be reference to this role

CFO: Lizzie has the Trust level responsibility.

T: S10 - the info is kept until the pupil leaves the school but should policy not then also state what happens to it?

CFO: The information is passed onto the next school or parents – to be added

All updates to be made by the CFO

Next meeting

Lizzie/
CFO to
make
aware

CFO

Signed (Chair):

Date:

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	<ul style="list-style-type: none"> • <i>Equality and Information Objectives (including accessibility)</i> • <i>Intimate Care (Trust to consult with HT and EYFS leaders)</i> • <i>Admin of Medicines and Asthma (Trust to consult with schools)</i> 	Clerk (Agenda)
14	<p>Member/Trustee recruitment There have been possible members, trustees and governors approached by Trustees and they will continue to be spoken to and invited to meetings when appropriate.</p> <p>Review of LGC make-up for the next meeting</p>	Clerk (Agenda)
15	<p>Trust training plan to be reviewed - CFO and clerk to review</p> <p><u>Confederation of school Trusts</u> – they are offering for five Trust members to attend training from Friday to Saturday in Loughborough – CEO to send details.</p>	CFO/ Clerk CEO
16	<p>Any other Business Richard Jones resigned as Chair of the Trustees and Liz Leeman will take on the role of Chair from this meeting. <i>Paperwork to be updated to reflect this change</i></p> <p>Trustees were asked to be part of a Discipline panel – James Roach, Jess Bruce and Liz Leeman</p> <p><i>Fraud risk assessment as part of general risk register</i></p>	CFO CFO
17	<p>Date of next Meeting: See below Possible alternatives on a Wednesday to be sent to Trustees</p>	Clerk
18	Items to be taken to LAB from the meeting - None	

Meeting ended at 10.11pm

Dates for 2018/19:

7pm	IMAT	Thursday 31/01/2019
7pm	Laurance Haines	Tuesday 12/02/2019
7pm	Cherry Tree 720 WD24 6ST	Wednesday 13/02/2019
7pm	Beechfield	Thursday 14/02/2019
7pm	IMAT	Thursday 21/03/2019
7pm	Laurance Haines	Tuesday 02/04/2019
7pm	Cherry Tree 720 WD24 6ST	Wednesday 03/04/2019
7pm	Beechfield	Thursday 04/04/2019
7pm	IMAT	Thursday 16/05/2019
7pm	Laurance Haines	Tuesday 04/06/2019
7pm	Cherry Tree 720 WD24 6ST	Wednesday 05/06/2019
7pm	Beechfield	Thursday 06/06/2019
7pm	IMAT	Thursday 27/06/2019
10am	IMAT - Governors day – No clerk	Thursday 11/07/2019
10am	IMAT - Trust day – No clerk	Wednesday 17/07/2019

Signed (Chair):

Date: