

**TRUSTEES MEETING**  
**HELD AT LAURANCE HAINES SCHOOL ON Thursday 31<sup>st</sup> January 2019 at 7pm**

<b>ATTENDEES</b>	JAMES ROACH (JR) – CEO & Trustee ANDREW CHAPPELL (AC) - Trustee JESSIE BRUCE (JB) – Trustee LIZ LEEMAN (LL) – Vice-Chair – Trustee
<b>APOLOGIES</b>	RICHARD JONES (RJ) – Trustee & vice-Chair BECKY BLACKSTAFFE (BB) – Trustee
<b>IN ATTENDANCE</b>	SHARON CARLYON (SC) – Company secretary, COO, CFO Jo Hart (JH) – Finance manager (left at 8.20pm) Emma Lad – Clerk ALIA AZIZ (AA) - Trustee
<b>DOCUMENTS CIRCULATED PRIOR TO THE MEETING</b>	<ol style="list-style-type: none"> <li>1. Minutes from last meeting</li> <li>2. Headteachers report</li> <li>3. Minutes from the Trust meeting</li> <li>4. Minutes from the AGM</li> <li>5. Policies approved at Trust level – <i>for information only</i></li> <li>6. Business Continuity Plans (template forward Dec 18)</li> <li>7. School Plans (to be finalised)</li> <li>8. SEF (to be finalised)</li> <li>9. Terms of reference</li> <li>10. Equality and Information Objectives inc Accessibility</li> <li>11. Collective act of worship (local policy renewal)</li> <li>12. Governor reports</li> <li>13. Home school agreement</li> <li>14. Annual report to governors on CLA</li> <li>15. Annual report to governors on safeguarding</li> <li>16. Clerks IMAT update Spring 19</li> </ol>
<b>Distributed at the meeting</b>	1.
	<p>Beechfield School – BF      Cherry Tree School – CT      Laurance Haines School – LH</p> <p>LGB – Local Governing Board</p> <p><b>Governor challenge is highlighted in yellow</b></p> <p><i>Governor actions are highlighted in italics</i></p>

**Meeting started at 7.10pm**

No.	ITEM	Action
<b>1</b>	<b>Welcome and Introductions</b> – The meeting was quorate Alia Aziz was introduced as a new Trustee and Trustees approved the appointment for four years.	
<b>2</b>	<b>Apologies for absence and acceptance of those absences</b> Becky and Richard sent apologies prior to the meeting.  Becky has been unable to attend meetings in the short term due to personal circumstances and as a result Jess Bruce has taken over the role of safeguarding.	

Signed (Chair):

Date:

3	<b>Declarations of Conflicts of Interest - None</b>	
4	<b>Notice of Any Other Business - None</b>	
5	<b>Minutes of the meeting held on 10<sup>th</sup> December 2018</b> Minutes were approved and signed by the chair at the meeting	
6	<b>Matters Arising from the meeting 10<sup>th</sup> December 2018</b> Item 13: CFO: Archived. SIMs is not GDPR compliant as the children are no longer at the school. This is being reviewed by Capita and I will report back Carry forward as waiting for feedback from the company	<b>CFO</b>
7	<b>Matters Arising from LGCs – None</b>	
8	<b>Minutes for approval and matters arising from AGM</b> Minutes were approved and signed by the chair at the meeting.  All accounts and reports have been submitted and approved by Members and Trustees.	
9	<b>Finance Update - attached</b> Following the Trustees raising the short timescale within which some documents are available prior to the meeting, in turn preventing meaningful examination and comment by the trustees. The documents circulated within 7 days were intended for presentation at the meeting rather than review and comment by the trustees. The executive are committed to sending the documentation out seven days before the meeting where possible. We will also make it clearer when loading onto governor hub whether the documentation is for review or information only.  <ul style="list-style-type: none"> <li>• <u>Review November 2018 Management accounts</u> – distributed prior to the meeting Questions distributed and answered via governor hub.</li> <li>• <u>Confidential item</u></li> </ul> <b>8.20pm JH left the meeting</b>	
10	<b>CEO report to Trustees – distributed prior to the meeting including school plans</b>  <ul style="list-style-type: none"> <li>○ <u>Attendance rates</u> are below national average for all three schools. All three schools are working very hard to make improvements in this area. In the BFS JARV the HIP scrutinised this area and was confident in the work being undertaken.</li> <li>○ There has been a <u>permanent exclusion</u> at BFS. During the Governor exclusion panel, the HCC integration officer said the school had put everything in place to work to prevent an exclusion from becoming necessary.</li> <li>○ A particular highlight is the strong collaboration across the three schools and all the schools are supporting the each other.</li> <li>○ <u>Recruitment</u> has been a large piece of work. We arranged an NQT event for the Trust at LHS and subsequently appointed two NQT's. All HT's were involved in the event and subsequent interviews. Further interviews are in the diary as a result of the open evening.</li> <li>○ T: <u>Staff absences</u>, is there an issue at LHS? CEO: Staff absence and well being has long been a focus at LHS and after each absence there is a back to work interview taking place. This practice is not embedded equitably across the three schools and we are working on this area.</li> <li>○ T: What is the trend in <u>terms of short-term absence for staff?</u> CEO: There is no trend. CFO: I will carry out a review in March again but last year we changed the insurance from 5 days to 10 days. There was no real impact from short term sickness. CEO: The introduction of support staff first day sickness pay has had a positive impact on staff goodwill without their being any significant negative effect on absence rates.</li> <li>○ T: <u>LHS reduced from outstanding across the board to outstanding and good, why?</u> CEO: The established foundation stage leader left LHS at part way through the 2016/17 academic year, she was replaced by an experienced EYFS leader who was</li> </ul>	

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	<p>appointed in Spring 2017/18 but who only stayed in post for two terms. We have had inconsistencies in between these appointments and since. There are similar issues in EYFS at BFS. CTS is graded as outstanding in the foundation stage and so we are looking at how to work with that team to strengthen and support the other schools.</p> <p>T: In terms of SAT's are we still on track?</p> <p>CEO: They should be significantly higher than national at LHS. We are aiming to achieve in line with national standards at BFS and we are expecting an increase at CTS. EYFS practice is not as strong due to the issues previously explained. All three schools have low starting points for example, at LHS in September 2018 only three children out of 60 started with the ability to speak English. Their progress will be good over time but results at KS1 will be around national levels. If we have to make reductions to staff then this will impact on standards across the schools</p> <p>o T: The number of racist incidents at BFS, these are quite high?</p> <p>CEO: These were including incidents involving the child who has been permanently excluded. Each incident is fully reviewed and measures are in place to ensure incidents are not repeated.</p> <p>o T: What about LHS figures?</p> <p>CEO: The figures were not being collected in a consistent way and we have now retrained staff to ensure the data is collected consistently across the Trust.</p>	
11	<p><b>COO report to trustees including</b></p> <ul style="list-style-type: none"> <li>• <u>Exit Interviews</u> – in collaboration with the Chair and LHS HT we have created a survey monkey to be used when staff leave. The clerk will take this to each of the LGC's.</li> <li>• <u>LGC business continuity plans</u> – template issued to HT's and going to LGC's</li> <li>• <u>Health and safety update</u> – COO working with BFS to ensure there is a high level of paperwork completion relating to this area.</li> <li>• <u>CIF update</u> – 6 bids were completed LHS 2018 CIF roof replacement– nearing completion and we are spending the last part of the fund. The response for 2019/20 applications come in March 2019.</li> <li>• CTS – Following our CIF bid, we have had an email and telephone call from the ESFA suggesting that an urgent loan be taken out to enable the asbestos work to take place while the CIF application is progressed. The Trust is unable to do this due to financial reasons. We are working closely with the project team to manage the risks. We are awaiting a further update from the ESFA. If the ESFA agree to fund the project early then we will commence works asap and manage cashflow pending receipt of the grant which will not be received until after April 2019.</li> <li>• <u>Catering update</u> – tender process is now closed and there have been 12 responses in collaboration with HFL MAT. We are arranging the visits and reviewing contracts.</li> <li>• <u>SERCO update</u> – we have had quotes and seen five providers including SERCO. We have scored the presentations against a procurement list and are still awaiting some quotes. I will report back once finalized noting I will need trustee approval if the cost goes over £20,000. Whilst a handover as at the beginning of April is preferable, Serco have confirmed they will operate a rolling contract if this isn't possible.</li> <li>• T: Will office staff need to be retrained? COO: Yes. The new provider will also carry out dummy runs as part of the implementation process to ensure accuracy.</li> </ul>	Clerk
12	<p><b>Review of LGC make-up</b></p> <p>The schedule of delegation has been reviewed and as such we have sent the structure to the LGC's so they can check with their local bodies to see whether they are happy with these. The governor roles need to be taken into account to ensure they are covered effectively.</p>	Clerk
13	<p><b>Review governors/ trustee visits</b></p> <p>What are the governor visits – clerk to establish what visits have been carried out in each school and if the LGC's are on track</p>	Clerk
14	<p><b>Policy/Document approval</b> - Comments via governor hub prior to the meeting.</p> <p>Code of conduct for parents from CTS to be reviewed by the CEO</p> <p>Approved at the meeting:</p>	CEO

Signed (Chair):

Date:

	<ul style="list-style-type: none"> <li>• Intimate Care</li> <li>• Admissions The policy was previously amended to say that members of Trust staff could send their children to any school in the Trust. We have been advised that we are not allowed to do this as it is unlawful so we have changed it back to children of Trust members of staff can go to the school the carer works in.</li> <li>• Charging and remissions</li> <li>• Continuing Professional Development</li> <li>• Managing aggressive adults</li> <li>• Pupil premium Allocation of funding for parents should be £100 <b>T: Should the LGC's be approving?</b> <b>CEO: No, it is approved by the HT</b></li> <li>• Code of conduct for employees</li> <li>• Scheme of Delegation Thanks, were passed on to James Brown for his support in the updating of this document.</li> </ul> <p><u>The following is being reviewed by Lizzie at present:</u></p> <ul style="list-style-type: none"> <li>• Admin of Medicines including Asthma (Trust to consult with schools) <u>To be reviewed by CFO and chair:</u></li> <li>• Risk Register – to incorporate a fraud risk assessment</li> </ul>	<b>Clerk (Agenda)</b>  <b>CFO/ Chair</b>
<b>15</b>	<p><b>Member/Trustee recruitment</b> Alia has been recruited as a Trustee and there are four other prospective Trustees who are being approached at present.</p>	
<b>16</b>	<p><b>Trust training plan to be reviewed</b></p> <p><u>Safeguarding training:</u> The CEO has subscribed to a suite of safeguarding training on a 12 month subscription. . The package includes 25 courses. This is a cost-effective way to ensure compliance with safeguarding requirements and in the main will work out cheaper than using HfL. The courses within the Safeguarding Suite include:</p> <ol style="list-style-type: none"> <li>1. Female Genital Mutilation</li> <li>2. Child Sexual Exploitation</li> <li>3. Risk Assessment</li> <li>4. Child Protection (2 part course)</li> <li>5. Policy in Practice</li> <li>6. Safer Recruitment</li> <li>7. Forced Marriage</li> <li>8. Honour Based Violence</li> <li>9. Prevent Duty</li> <li>10. Designated Safeguarding Lead Training (2 part course)</li> <li>11. Designated Safeguarding Lead Refresher</li> <li>12. Health and Safety</li> <li>13. General Data Protection Regulation</li> <li>14. E-safety</li> <li>15. Safeguarding Thematics - Overview and Refresher</li> <li>16. Child Protection Refresher</li> <li>17. Administering Medication (Coming Soon)</li> <li>18. Food Hygiene (Coming Soon)</li> <li>19. Safeguarding for volunteers (Coming soon)</li> <li>20. Safeguarding for Governors (Coming soon)</li> </ol> <p><u>HFL Package:</u> Transferred the package to a MAT package from January 2019. The contract will run until end of July.</p> <p>The package includes;</p> <ul style="list-style-type: none"> <li>• 2 in-house courses (3 if purchased annually) for up to 35 delegates (additional delegates will be charged £15 each)</li> <li>• Attendance at governor group training courses at the reduced rate of £15 per</li> </ul>	

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	<ul style="list-style-type: none"> <li>delegate</li> <li>Attendance at the full day governor training at the reduced rate of £100 per delegate</li> <li>Access to the governor e-learning courses</li> </ul> <p>Training has been booked for:  Course name: Handling Academy Complaints  Date: Thursday, 28th March 2019  Time: 7pm til 9pm  Venue: Beechfield School, WD24 5TY.  Trainer: Paul Davies.</p>	
17	<b>Any other Business</b> - None	
18	<b>Date of next Meeting:</b> See below	
19	<p><b>Items to be taken to LAB from the meeting</b></p> <ul style="list-style-type: none"> <li><b>Congratulations to the schools</b> for the recognition they have received for aspects of their curriculum provision: <ul style="list-style-type: none"> <li>Beechfield have been awarded the School Games Mark Silver Award and the Eco Schools Bronze Award</li> <li>Cherry Tree have received British Council International School Accreditation Award</li> <li>Laurance Haines have received the Eco Schools Green Flag</li> </ul> </li> <li><b>Exit Interviews</b> – in collaboration with the Chair and HT we have created a survey monkey to be used when staff leave. The clerk will take this to each of the LGC's.</li> <li><b>Review of LGC make-up</b>  The schedule of delegation has been reviewed and as such we have sent the structure to the LGC's so they can check with their local bodies to see whether they are happy with these. The governor roles need to be taken into account to ensure they are covered effectively.</li> <li><b>Review governors/ trustee visits</b>  What are the governor visits – clerk to establish what visits have been carried out in each school and if the LGC's are on track</li> </ul>	

**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	Beechfield	Monday 25/03/2019
7pm	Laurance Haines	Tuesday 02/04/2019
7pm	Cherry Tree 720 WD24 6ST	Wednesday 03/04/2019
7pm	IMAT	Thursday 16/05/2019 changed to Tuesday 14/5/ 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 changed to Monday 17/6/19
10am	IMAT - Governors day – No clerk	Thursday 11/07/2019
10am	IMAT - Trustee day – No clerk	Wednesday 17/07/2019 changed to Tuesday 16/7/19

Meeting ended at 9.09pm

Signed (Chair):

Date: