



**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES**

Wednesday 8 December 2021 at 6.00 pm

Venue: Microsoft Teams

Present:

- Mr T Bailey (TB) Trustee, Chair of Finance & Premises Committee
- Mr K Bannister (KB) Trustee
- Mr J Everard (JE) Trustee, Vice-Chair of Trustees, Chair of Pay Committee
- Mr E Judge (EJ) Trustee
- Mr P Nagle (PN) Trustee, Chair of Trustees
- Ms L Smart (LS) Trustee
- Mr C Wakefield (CWA) Executive Principal
- Mrs C Whitaker (CDW) Trustee, Chair of HR Committee

In attendance:

- Mrs K Redmond (KRE) Governance Professional (Clerk) to Trustees

Apologies:

- Mr T Baster (TBA) Joint Head of Academy
- Mrs R Clark (RCL) Joint Head of Academy
- Mr M Howell (MH) Trustee, Chair of Audit and Strategic Development Committee
- Mr M Judd (MJ) Trustee

*This group was quorate for the purpose of resolutions*

Item	Topic	Minute
1.	Welcome and apologies for absence	NOTED.
2.	Appointments and Resignations	Trustees NOTED the resignation of Mr S Watterston with immediate effect and thanked him for all his efforts.
3.	Minute of the meetings held on 22 September 2021	The minutes of the meeting held on 22 September 2021 were AGREED.
4.	Matters arising	Trustees NOTED that a volunteer for the role of Trustee with responsibility for Continual Professional Development is required. Please speak with PN if interested in taking on this role.
5.	Notification of Any Other Business	There were no matters of Any Other Business raised.
6.	Declaration of Business Interests	There were no new declarations of business interests and no Trustee recorded any conflict of interest with the items on the agenda or the receipt or giving of any gifts or hospitality since the last meeting.

7.	To receive the minutes of Committees	<p>Trustees RECEIVED the minutes of Committees:</p> <ol style="list-style-type: none"> <li>1. HR Committee – 29 September 2021</li> <li>2. Executive Group – 17 November 2021</li> </ol> <p>PN advised that the new Turnaround Centre is proving positive in its support of students placed there. It was NOTED that the number of Pupil Premium Grant (PPG) students (24%) is at the highest level it has been for some time. There is also a high level of SEND students particularly through Year 7. Expansion funding was raised with Mr John Whittingdale MP and Mr Robin Walker MP during their recent visits.</p> <ol style="list-style-type: none"> <li>3. Finance Committee - 19 October 2021</li> <li>4. Pay Committee - 3 November 2021</li> </ol> <p>JE confirmed that due process had been followed and the Committee had reviewed and approved the recommendations for incremental increases.</p> <p>Trustees NOTED that there were no government funded inflationary increases for staff this year. JE had written to staff expressing Trustees' appreciation and thanks for all their hard work and efforts but advised they were unable to award any salary rises due to budgetary restraints and continuing to adhere to national terms and conditions.</p>
8.	Finance	<p>Trustees RECEIVED the Management Accounts for October 2021 and the Aged Debtors Report as at 31 December 2021.</p> <p>TB advised that there were two Aged Debtors that should be written off and is clarifying with Mr Scott, Director of Finance &amp; Estates, at which level the authority sits to do so.</p>
9.	Approval of Financial Accounts 2020-21	<p>Trustees NOTED that an EGM had been arranged on 16 December to receive and approve the Report to the Board and the Financial Statements. This was due to the impact of Covid-19 on both the external auditors and the academy.</p>
10.	Policy List	<p>Trustees NOTED the current policy list.</p>
11	Policies for ratification following approval by committee:	<p>Trustees NOTED the following policies:</p> <p>Executive Group:</p> <ol style="list-style-type: none"> <li>1. SEND Accessibility Plan</li> <li>2. SEND Information Report</li> <li>3. SEND Policy</li> </ol> <p>Finance Committee:</p> <ol style="list-style-type: none"> <li>4. Charging and Remissions Policy</li> </ol> <p>Pay Committee:</p> <ol style="list-style-type: none"> <li>5. Guidance for Pay</li> </ol>

		PN proposed ADOPTION of the policies, seconded by JE and AGREED unanimously.
12	Policies for Approval	Trustees NOTED that the Examinations Policy was based on the model policy provided by the examination board.  CWA advised that there are many examination policies which sit behind the overarching Examinations Policy and these served the academy well through the Centre and Teacher Assessed Grades processes and were fully adhered to.  CDW proposed ADOPTION of the policies, seconded by KB and AGREED unanimously.
14	Clarity of Vision, Ethos and Strategic Direction	PN referred to the training session on preparation for Ofsted by TBA and advised Trustees to reflect on how they would articulate their role in the strategic direction and vision and ethos of the academy.  PN asked that Trustees familiarise themselves again with the content of the Trustees' Handbook <a href="#">Trustees' Handbook   Plume Academy</a> and information on the website <a href="#">Academy Vision   Plume Academy</a>  CWA advised that Ofsted will ask Trustees how they hold SLT to account and what role did Trustees have. Trustees can demonstrate constructive and minuted meetings, open and clear communications and KIP monitoring visits. The academy is also able to evidence strong typicality demonstrated by feedback from the hundreds of Mill Road Campus (MRC) visits in September and October 2021.
15	Chair's Impact Statement for the Autumn Term	Trustees NOTED that the autumn term report will follow.  Trustees NOTED the report of the meeting with Professional Representatives dated 21 November 2021. PN advised that it was a very positive meeting and staff feel able to raise and discuss any concerns with SLT. They had also discussed the lack of multi-agency support causing staff to work many additional hours. The Professional Representatives' view was that staff were supported to carry out their quality of teaching roles and it was CWA and SLT who shield the academy's staff the impact of continuous safeguarding concerns.
17	Trustees' first year report: to receive a brief report from Mr Bannister and Ms Smart	a) LS  LS advised that her first year as a Trustee had been hampered by the restrictions enforced by Covid-19 and not being able to visit the academy in person. LS had found the role very interesting but still had a lot to learn. She had been inspired by the recent training sessions and looked forward to ongoing training. LS would appreciate feedback on whether she was achieving expectations as a Trustee.

		<p>PN agreed that it had been a very strange time for everyone and especially not being able to visit the academy until the summer but that should hopefully increase. CWA stated that LS was a tremendous addition to the Board of Trustees with her challenge and measured contributions and did not underestimate how difficult it was to join during the pandemic.</p> <p>b) KB</p> <p>KB reiterated LS's point regarding joining during the pandemic and having to make most contacts or meetings through the virtual platform which he had found difficult. KB very much enjoyed being involved in the student interviews at both campuses. KB would like to work more with MRC to see progress through Year 7 and 8.</p> <p>CWA agreed KB's link with MRC would be very beneficial as a Key Stage 1 and 2 specialist and would discuss this with RCL and Mrs Everett. PN also suggested being part of the Admissions Committee to monitor the transition process.</p> <p>PN thanked both LS and KB for all their support and recognised that it had been a very difficult time especially for new Trustees. CWA thanked LS, KB and all new Trustees for their efforts which were very much appreciated.</p>
18	Trustees' Continual Professional Development (CPD)	<p>1. Trustees NOTED the CPD Record for 2020/21.</p> <p>Trustees were reminded of the resources and training available on The Key <a href="http://thekeysupport.com">The Key for School Governors (thekeysupport.com)</a>. Trustees to advise the Clerk of any training undertaken.</p> <p>2. Trustees NOTED the upcoming training sessions:</p> <p>10 January 2022 – PPG (Mr Sapping, Essex County Council) 19 January 2022 – KCSIE (Mr Stoneman, Vice-Principal)</p>
19	Any Other Business	<p>a) Trustee vacancies</p> <p>PN asked Trustees to forward any recommendations for suitable candidates with expertise in communications, legal or education backgrounds.</p> <p>b) Visits</p> <p>CWA reminded Trustees that they are always welcome to visit in small numbers as that will not break the requirements of the Covid-19 risk assessments.</p>
20	Confirmation of Confidential items	Agenda items 13 and 16
21	Date of next meeting	23 March 2022 13 July 2022

*Meeting closed at 7.55 pm*

## **Actions**

<b>Date of Meeting/ Item number</b>	<b>Topic</b>	<b>Minute</b>
08.12.21 – item 15	Chair's Autumn Impact Statement	PN to circulate.
08.12.21 – item 18.1	Training	Trustees to review training available on The Key <a href="https://www.thekeysupport.com">The Key for School Governors (thekeysupport.com)</a> . Trustees to advise the Clerk of any training undertaken