



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

Wednesday 21 September 2022 at 6.00 pm

Venue: Microsoft Teams

Present:

- Mr T Bailey (TB) Trustee, Chair of Finance & Premises Committee
- Mr J Everard (JE) Trustee, Vice-Chair of Trustees, Chair of Pay Committee
- Mr M Howell (MH) Trustee, Chair of Audit and Strategic Development Committee
- Mr E Judge (EJ) Trustee
- Mr P Nagle (PN) Trustee, Chair of Trustees
- Ms L Smart (LS) Trustee, Chair of HR Committee
- Mr C Wakefield (CWA) Executive Principal

In attendance:

- Mr T Baster (TBA) Joint Head of Academy
- Mr P Carlsson (PCA) Associate Assistant Vice-Principal (AAVP) – *for agenda item 3*
- Mrs R Clark (RCL) Joint Head of Academy
- Mrs A Ollett (AOL) Whole Academy Mental Health Champion – *for agenda item 2*
- Mrs K Redmond (KRE) Governance Professional (Clerk) to Trustees
- Mrs G Wills (GWI) AAVP – *for agenda item 3*

Apologies:

- Ms M Foster (MF) Trustee
- Mr M Judd (MJ) Trustee
- Ms J Kaur (JK) Trustee

*This group was quorate for the purpose of resolutions*

Item	Topic	Minute
1.	Welcome and apologies for absence	Apologies for absence were NOTED.
2.	Diversity Training for Trustees	Trustees RECEIVED Diversity and Inclusion Training by AOL and raised the following queries: <ul style="list-style-type: none"> <li>• how was the building of students’ resilience in dealing with difficult issues addressed?</li> </ul> <p>AOL advised that the academy, as part of its Wellbeing Strategic Plan, recognised that students came from many different settings with different understandings and the aim was to bring them to the same level of knowledge to prepare them for leaving the academy and seeking employment by introducing peer mentors.</p> <ul style="list-style-type: none"> <li>• how were small indicators of concern for mental health addressed and what flagged up adverse trends, not just from a data perspective?</li> </ul>

		<p>AOL advised that for Tier 1 there was an experienced team of tutors and pastoral staff and a great deal of support was provided through assemblies, tutor time and enrichment activities. Tier 2 support was provided with drop-in sessions with a school nurse, peer mentor or a mental health team referral. There were a small number of students where external specialist support was sought. Every effort was made to ensure that every student received the support they needed by ensuring there was a 'golden thread' of communication and shared knowledge through the academy.</p> <ul style="list-style-type: none"> <li>• what were the next steps?</li> </ul> <p>AOL advised that the aim was recognise mental health within the whole curriculum. The aim was to follow an Ambassador training programme. Every effort was made to ensure the best, and most affordable, programmes were in place to provide support for students. External support for mental health matters is becoming increasingly difficult to access and was a barrier to helping students.</p> <ul style="list-style-type: none"> <li>• how freely did staff and students feel in expressing themselves without fear of causing upset and or saying the wrong thing?</li> </ul> <p>AOL advised that her advice was to always be honest and ask, for example, students for their pronouns.</p> <ul style="list-style-type: none"> <li>• were there any religious concerns raised?</li> </ul> <p>AOL advised that there were very few and if a query was raised, whether it be on any matter including religion or sexual orientation, it would be treated in a respectful manner.</p> <p>CWA advised that the academy used programmes such as this as an opportunity to learn and develop.</p> <p>Trustees thanked AOL for all her efforts and in giving her time to present to them.</p>
3.	Disadvantaged (DA) and More Able (MA) Students Presentation	<p>Trustees RECEIVED a Disadvantaged and More Able Students presentation from PCA and GWI and raised the following queries:</p> <ul style="list-style-type: none"> <li>• why were non-disadvantaged students not being spotlighted?</li> </ul> <p>GWI advised that all student groups were covered by other members of staff with a variety of responsibilities.</p> <ul style="list-style-type: none"> <li>• why was there no split between boys and girls in the DA and MA data provided?</li> </ul> <p>GWI advised that this would be part of the next stage of the plan.</p> <p>It was important to note that DA students who had attendance above the academy target of 95% were achieving well with positive progress i.e. they received a strong quality of education.</p>

		<p>The aim was to target and raise attendance for vulnerable groups and triangulate that with the attendance team.</p> <ul style="list-style-type: none"> <li>• how did they know the impact of sub-projects and how well they were doing for determining whether to carry on with them?</li> </ul> <p>PCA advised that projects were evaluated and measured on whether they made impact on progress. There was a clear strategy on reading and monitoring. Progress data was regularly reviewed and adaptations were made if necessary.</p> <ul style="list-style-type: none"> <li>• how many other students were there not identified in the DA or MA groups?</li> </ul> <p>GWI advised that as she and PCA were new to this role, they had identified students who they knew they could prove the short term strategies would have the desired effect to demonstrate to staff that they worked with hard to reach students.</p> <p>There was a strategy for a coherent approach to intervention for students with low reading ages to determine which strategies would have a positive impact. English teachers had reviewed reading age data to identify students who were significantly under the expected reading age and conversations have been had with parents/carers in an attempt to engage their support with reading.</p> <p>PCA advised that they were using strategies which were proven across Essex and will be accessible by every student in the academy.</p> <p>Trustees thanked PCA and GWI for all their efforts and for giving their time to present to them.</p>
4.	Election of Chair and Vice-Chair for 2022/23 Academic Year	<p>Trustees AGREED to appoint PN as Chair and JE as Vice-Chair of the Board of Trustees.</p> <p>JE proposed PN, seconded by TB and AGREED unanimously.</p> <p>PN proposed JE, seconded by MH and AGREED unanimously.</p>
5.	Minute of the previous meetings	The minutes of the meeting held on 13 July 2022 were AGREED.
6.	Matters arising	<p>External Review of Governance</p> <p>PN advised that the scope for the review had been drafted and arrangements were being made for the review to take place in the second half of the autumn term.</p>
7.	Notification of Any Other Business	There were no matters of Any Other Business raised.
8.	Declaration of Business Interests	Trustees NOTED the requirement to complete a new declaration for this academic year.

		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.
9.	Membership of the Board of Trustees	Trustees NOTED the resignations of Keith Bannister and Sarah Scannell as Trustees with effect from 21 September 2022.  PN advised that he and KRE would be meeting with the Director of HR to discuss the recruitment process for the three vacancies and to align it with academy procedures.
10.	Executive Principal's report including a strategic update and 2022 Key Stage 4 (KS4) and KS5	<p>2. Trustees RECEIVED a presentation from TBA on the KS4 Examination outcomes 2021-22:</p> <ul style="list-style-type: none"> <li>• Mathematics outcomes were even higher than declared through the Teacher Assessed Grades (TAG) and Centre Assessed Grades (CAG) processes with lower ability year groups which was very pleasing.</li> <li>• staff were very proud of the 10% increase in Grade 5+ in English and Mathematics and this compared favourably with local schools, however, it was important to note that this was still below the national average. The expectation is that next year will be even better with a more able ability year group.</li> <li>• there was a significant difference between the outcomes for non-DA and DA students, which was similar to most schools, but for this particular year group it was a particularly large difference of 20 points. This was larger than expected hence the decision to appoint two AAVPs to focus on those students and particularly the 'hard to reach' students within this cohort.</li> </ul> <p>Plume Academy has a significantly larger number of DA (one in four) and Pupil Premium Grant (PPG) students compared with local schools. From these 72 students, 10 did not attend school and this impacted massively on overall outcomes.</p> <p>TBA advised that in order to meet the Ofsted requirements of a Quality of Education with a broad and balanced curriculum for all, and after reviewing the impact and benefit of the Flexible/Vocational Learning Unit provision, the curriculum offer for DA students had been reviewed and the Flexible Learning area/offer was now closed for current Year 10 students with current Year 11 students on the programme continuing for this year only.</p> <ul style="list-style-type: none"> <li>• reviewed individual subjects and noted successes and positive value added scores. TBA highlighted subjects causing concern and the reasoning behind poor performance and explained the strategies that are being put in place to address them.</li> </ul>

		<p>3. Trustees RECEIVED a presentation from RCL on KS5 Examination outcomes 2021-22:</p> <ul style="list-style-type: none"> <li>• achieved the best ever Year 13 ALPS score of Grade 2 ‘Outstanding’ with an average ability group and referred to the four year ALPS data which demonstrated that subjects were moving in the right direction for progress.</li> <li>• Year 12 ALPs also achieved an Outstanding Grade 2 and were scrutinising lack of progress against expected grades</li> <li>• explained the background to the three U Grades and the individual circumstances for the one subject which was down in the attainment measure</li> <li>• Level 2 English and Mathematics progress was fantastic with really strong value added from end of Year 11</li> <li>• KS5 tuition funding was not fully spent due to the poor standard of remote provision but this did not affect outcomes. TBA advised that KS4 funding for face to face tuition in school worked much better</li> <li>• outlined destination data for Year 12 and 13 and advised that Year 11 destination data would be an agenda item for a future meeting</li> <li>• discussed strategic plan and areas for development and noted that case studies have been written.</li> </ul> <p>TB queried the outcomes for History. RCL advised that GCSE History outcomes were disappointing and there were issues with the coursework. Cohort numbers have dropped over the years and this needed to be explored further.</p> <p>Trustees thanked TBA and RCL for their detailed presentations.</p>
11	Chair’s Action	<p>Trustees RATIFIED the following Chair’s Action:</p> <p>Approval of Tender for Boilers on 7 September 2022 as part of the successful Condition Improvement Fund (CIF) bid for boiler replacement at FRC and pipework repairs at MRC.</p>
12	Trustees’ Handbook and appendices	<p>Trustees APPROVED the Trustees’ Handbook and appendices (including Terms of Reference and Committee Membership) which was circulated on 9 September via this link: <a href="#">Handbook Sept 2022</a></p>
13	Finance	<p>1. Management Accounts</p> <p>Trustees RECEIVED the Management Accounts Month 12 2021/22 which will be subject to audit adjustments.</p> <p>3 Academy Trust Handbook</p> <p>Trustees NOTED the amendments to the Academy Trust Handbook with effect from September 2022.</p>
14	Chair’s Impact Summary	Trustees NOTED the Summer 2022 Impact Summary.
15	Policy List	Trustees NOTED the Policy List.

16	Policies for Approval	<p>Trustees REVIEWED the following policies:</p> <ol style="list-style-type: none"> <li>1. Anti-Bullying</li> <li>2. Data Protection &amp; Freedom of Information – which follow models provided by Stone King: <ol style="list-style-type: none"> <li>a) Photograph</li> <li>b) Privacy Notice for Staff</li> <li>c) Privacy Statement for Students</li> </ol> </li> <li>3. Gifts &amp; Hospitality</li> <li>4. Local Government Pension Scheme Discretions</li> <li>5. Premises Management</li> <li>6. SEND Accessibility Plan</li> <li>7. SEND Information Report</li> <li>8. Whistleblowing (Examinations)</li> <li>9. Young Carers – this policy was withdrawn for quality assurance and will be submitted at a future meeting.</li> <li>10. Race Equality – <i>a new policy</i> – TB queried the lack of ethnic mix comparative requirements and could not see any reference to that either within the admissions policy. CWA advised that admissions continued to be overseen by the local authority and therefore, the academy could not comment on matters it did not actually lead on. RCL confirmed that the policies were based on model policies and there was a very fair admissions process in place.</li> </ol> <p>PN proposed approval of the above policies, seconded by JE and agreed unanimously.</p>
17	Key Indicator of Performance (KIP)	<ol style="list-style-type: none"> <li>1. Trustees NOTED the schedule for 2021/22 with remaining reports to be submitted as well as the schedule for 2022/23. Trustees were reminded to submit outstanding reports as soon as possible.</li> <li>2. Trustees NOTED the KIP form template for 2022/23.</li> </ol>
18	Trustee's first year report	Trustees AGREED to postpone TB's report to the next meeting.
19	Annual Skills Audit	Trustees NOTED the requirement to complete an annual Skills Audit to provide an analysis of skills gaps to inform the recruitment process.
20	Trustees' Continual Professional Development (CPD)	<ol style="list-style-type: none"> <li>1. Trustees NOTED the CPD Record for 2021/22 and 2022/23.</li> <li>2. 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 for the CPD record.</li> </ol>
21	Any Other Business	There were no matters of Any Other Business.
22	Confirmation of Confidential items	Agenda items 10.1 and 13.2

23	Date of next meetings	7 December 2022 22 March 2023 12 July 2023
----	-----------------------	--

*Meeting closed at 9.00 pm*

**Actions**

<b>Date of Meeting/ Item number</b>	<b>Topic</b>	<b>Minute</b>
23.03.22 – item 4	CPD Trustee Lead	Trustees to advise PN if interested in taking on this role.
23.03.22 – item 20  Updated 13.07.22	Governance Key Objectives	Governance Key Objectives to be developed for each committee linking to Terms of Reference  PN and KRE to discuss and then to liaise with CWA regarding the next steps.
13.07.22 – item 16.8	Whole Academy Safety and Security	CWA/RSC to share the draft Whole Academy Safety and Security Policy with MH before being submitted for final ratification.
21.09.22 – item 18	First Year Trustees' report	TB to provide his report at the next available meeting.