



MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday 22 September 2021 at 6.00 pm

Venue: Canteen, Fambridge Road

Present:

- Mr T Bailey (TB) Trustee
- 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 M Judd (MJ) Trustee
- Mr P Nagle (PN) Trustee, Chair of Trustees and Finance & Premises Committee
- Mr C Wakefield (CWA) Executive Principal
- Mr S Watterston (SW) Trustee

In attendance:

- Mrs K Redmond (KRE) Clerk to Trustees

Apologies:

- Mr K Bannister (KB) Trustee
- Mr T Baster (TBA) Joint Head of Academy
- Mrs R Clark (RCL) Joint Head of Academy
- Mr E Judge (EJ) Trustee
- Ms L Smart (LS) Trustee
- Mrs C Whitaker (CDW) Trustee, Chair of HR Committee

This group was quorate for the purpose of resolutions

Item	Topic	Minute
1.	Welcome and apologies for absence	NOTED.
2.	Election of Chair and Vice-Chair for the 2021/22 academic year	Trustees AGREED to appoint PN as Chair and JE as Vice-Chair of the Board of Trustees. JE proposed PN, seconded by MH and AGREED unanimously. PN proposed JE, seconded by SW and AGREED unanimously.
3.	Minute of the meetings held on 13 July 2021	The minutes of the meeting held on 13 July 2021 were AGREED.
4.	Matters arising	Trustees NOTED their attendance is required at the forthcoming training sessions: 1. New Ofsted framework and governance expectations 10 November (CWA) 2. Keeping Children Safe In Education (KCSIE) expectations - 2 December (CWA) 3. Curriculum development session - 2 December (TBA)

5.	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.
6.	Declaration of Business Interests – annual return 2021/22	Trustees NOTED the requirement to complete and return the updated annual return form to the Clerk.
7.	Chair's Action	Trustees RATIFIED the following Chair's APPROVALS which were required due to the urgency of the implementation of the policies: <ul style="list-style-type: none"> 1. Grades Appeals Policy on 15 July 2021 <p>CWA advised that very few appeals had been made; six students made seven stage one appeals and none went to stage 2. CWA advised that this was indicative of a sound and robust process with exemplary leadership by RCL who was supported by the great efforts of the staff involved. Only six samples were requested by the external moderator. Trustees thanked CWA and his staff for all their efforts.</p> <ul style="list-style-type: none"> 2. Admissions Policies: 2021-22, 2022-23 and 2023-24 on 31 August 2021 <p>The policies were amended to reflect the publication of the updated School Admissions Code 2021 effective from 1 September 2021. CWA advised that the amendments were mainly around the wording for Looked After Children.</p>
8.	Trustees Handbook and appendices (including Terms of Reference and Committee Membership)	Trustees acknowledged and AGREED the Handbook for 2021/22 which included the Code of Conduct and Terms of Reference.
9.	Finance	Trustees RECEIVED the Management Accounts to 31 August 2021. PN advised that the accounts are in line with the agreed budget for 2021/22 and will be examined in further detail at the Finance & Premises Committee on 6 October.
10.	Policy List	Trustees NOTED the current policy list.
11	Policies for approval	Trustees NOTED the following policies: <ul style="list-style-type: none"> 1. CCTV - Approved subject to the following amendments: <ul style="list-style-type: none"> Page 2 - Action Plan: <ul style="list-style-type: none"> Reorder the bullet points to: <ul style="list-style-type: none"> safeguarding the public monitoring the security prosecution of offenders detection of crime

		<p>Reword the last sentence along the lines of: <i>The academy uses the CCTV system to inform investigations.</i></p> <p>Trustees asked that a due diligence report be submitted to the upcoming Finance & Premises Committee meeting on CCTV signage and camera positions.</p> <p>2. Financial Regulations and Scheme of Delegation - Approved subject to the following amendments:</p> <ul style="list-style-type: none"> • Nomenclature to be checked throughout and especially point 2 - estates should read premises • Principal should read Executive Principal • Point 502 - should read Joint Heads of Academy and not Vice Executive Principals and add Director of HR and Director of Finance • Point 504 should read Chair and not Chairman and to check document for similar references. • Point 205 be reviewed as bullet point 2 and 4 seem to be repetition. PN suggested that if the Finance & Premises Committee had an upcoming meeting then approval is submitted there but if not then the Chair of the Board and Chair of Finance to approve sums over £50k. <p>3. Gifts and Hospitality - AGREED</p> <p>4. Investment - AGREED</p> <p>5. Peer on Peer Abuse – new model policy provided by local authority. AGREED</p> <p>6. Child Protection – noted changes to the model policy provided by local authority – AGREED.</p> <p>7. Anti-Bullying – noted changes made to the policy – AGREED.</p> <p>8. Behaviour Management – noted changes made to the policy – AGREED.</p> <p>PN proposed ADOPTION of the policies, seconded by JE and AGREED unanimously.</p>
12	Executive Principal's report including a strategic update	<p>CWA provided a verbal report:</p> <p>b) Start of term</p> <p>It had been a very good start to the beginning of term and climate walks have taken place; the profile of the academy continues to improve.</p> <p>There is a lovely atmosphere and CWA has been very impressed with the new Year 7 students. The new Year 12 students have also started well including the external applicants.</p>

PN asked what the attendance figures were. CWA advised that the national average is 91% and the academy is at 92.3%.

c) Admissions

There are tours taking place every day with phenomenal feedback and the academy is highly likely to be heavily oversubscribed again for admissions for September 2022. Both Open Evenings will be held virtually again this year.

d) Staffing:

- there are no teacher vacancies
- there are support staff vacancies: two cover supervisors, two learning support assistants and one cleaner
- there are no staff on long term sickness absence
- there are a number of pregnancies and all risk assessments in place.

e) Curriculum and Personal Development

Curriculum maps are available on the academy website – clear, sequenced and detailed. These are strong but require embedding with middle leadership being encouraged to take further ownership. MH suggested Faculty Leaders present to Trustees to understand how these curriculum maps are performing. CWA agreed and suggested incorporating presentations by the core subjects of English, Mathematics and Science into the training session with TBA on 2 December.

A number of 'peer on peer abuse' action plan meetings have taken place which produced a very clear plan for the next stage involving students and parental surveys in two tranches:

- i) settling in surveys for Years 7, 9 and 12 to include safeguarding to benchmark what they know at the start of the first half-term and then benchmark at the end to see how they feel and what observations need to be taken at that point
- ii) benchmarking Years 7, 8, 9, 10 and 11 at the beginning of the second half of the autumn term and then again at end of term to provide evidence and to inform the next stages of the curriculum Personal Development action plan.

CWA advised that two cyber specialists, previously with the police service, will be presenting to Year 9 in two groups and also to Year 7. There will also be sessions with pastoral staff and staff teaching Personal Development.

CWA reminded Trustees that they are very welcome to have a tour at any time.

		<p>f) Covid-19 Update:</p> <ul style="list-style-type: none"> • there were 27 cases linked to the academy at the beginning of term with Year 11 being the worst affected. Not one case originated in the academy it would seem. • the academy reports every case to the local authority • the academy is still awaiting any form of input from NHS Track and Trace • all parental queries continued to be responded to • the academy is averaging one to two cases per day but none were recorded today • testing is taking place and over 13,000 testing kits were issued last week • CWA attended a NHS webinar regarding the Covid-19 Vaccine Immunisation programme for 12-15 year olds and also held a lengthy meeting with the Vaccination Team Leader. <p>Clear communication has been made with parents and carers for the two day programme. First Aid coordinators will be in place as it is found that 10% of people could have a reaction to the vaccination. The Vaccination Team will provide mop up sessions and will also coordinate flu vaccinations.</p> <p>CWA advised that he would contact the police should Anti-Vaxxers be present outside the academy and not respond to requests to peacefully leave the area as this would be a safeguarding matter.</p> <p>MJ asked whether consideration had been given to providing flu vaccinations for staff. CWA advised these can be easily secured by staff through external suppliers.</p> <p>g) Site Team summer works</p> <p>i) Mill Road Campus (MRC):</p> <ul style="list-style-type: none"> • completion of boiler room improvements • redecoration, carpeting, repairs, deep cleans, office cleaning and window cleaning were completed. <p>ii) Fambridge Road Campus (FRC):</p> <ul style="list-style-type: none"> • a cost-neutral office was built in the Student Support Centre • painting, decorating, displays and cleaning were completed • a boxing event was held on 28 August for local fighters and many families and local community attended. There was £2k profit for the academy from hosting the event.
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		<ul style="list-style-type: none"> Percussive Arts and Music School (PAMS) has now transferred to FRC to enable MRC to be closed during the evening. <p>iii) IT</p> <p>A great deal of work has taken place to upgrade the firewall and the wireless within the academy.</p> <p>iv) Fire Door installation</p> <p>MH asked whether there were any concerns raised regarding the site. CWA confirmed that no matters were brought to his attention, however, there is difficulty in finding specialists and products for installing the fire doors which means the replacement programme cannot commence until at least next Easter. The academy has requested an extension of the funding to 31 August 2022. A rigorous assessment of what needs to be replaced will also take place as costs have risen.</p> <p>Trustees thanked CWA for his comprehensive update.</p>
13	Chair's Impact Statement for the Summer Term	Trustees NOTED the circulated report.
14	Key Indicator of Performance (KIP)	<p>Trustees NOTED:</p> <ol style="list-style-type: none"> the schedules for 2020/21 and 2021/22 and the KIP form template <p>A discussion took place on whether there should be a Quality of Education and Curriculum committee to include Quality of Teaching and provide a greater focus on Safeguarding, SEND and Disadvantaged.</p> <p>PN advised that he would discuss this at his first KIP Quality of Education meeting with TBA and would invite other Trustees to attend.</p>
15	Trustees' first year report: to receive a brief report from Mr Bannister, Mr Judd and Ms Smart	<p>Mr Bannister and Ms Smart were not present for this meeting.</p> <p>MJ advised that his first year as a Trustee had been hampered by the restrictions enforced by Covid-19. It had been an interesting and informative year and was pleased to support the SEND KIP. Lessons learned included an understanding of KIP committees, how they worked and how his talents could be used. MJ advised that he would benefit from an oversight of all KIPs to narrow down how he could help and support further. It would also be helpful to have more mentoring. PN thanked him for his first year as a Trustee.</p>
16	Trustees' Skills Audit	Trustees NOTED the requirement to return the annual skills audit proforma.

17	Trustees' Continual Professional Development (CPD)	1. Trustees NOTED THE CPD Record for 2020/21. 2. Trustees NOTED the requirement to complete the statutory safeguarding training and attend the training sessions as referred to earlier in the meeting.
18	Any Other Business	Trustees NOTED the invitation circulated by Mrs Ingram regarding the Plume Academy 50 th Anniversary event on 18 November at 7.00 pm and to contact Mrs Ingram if they are able to support this event.
19	Confirmation of Confidential items	Agenda items 12a, 12h and 14.2.
20	Date of next meeting	8 December 2021 23 March 2022 13 July 2022

Meeting closed at 7.55 pm

Actions

Date of Meeting/ Item number	Topic	Minute
24.03.21 – item 13	Trustees' CPD Lead	Trustees to contact PN if they would like to volunteer to lead on Trustees' professional development.
22.09.21 – item 11.1	CCTV Policy	A due diligence report be submitted to the upcoming Finance & Premises Committee meeting on CCTV signage and camera positions.
22.09.21 – item 12e	Curriculum map presentation	TBA to arrange presentations by the Faculty Leaders for English, Mathematics and Science within the training session scheduled for 2 December at 6.00 pm.
22.09.21 – item 15	Trustees' first year report	Mr Bannister and Ms Smart to provide a report at the next meeting.