



MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday 7 December 2022 at 6.00 pm

Venue: College Library

Present:

- Mr J Everard (JE) Trustee, Vice-Chair of Trustees, Chair of Pay Committee
- Ms M Foster (MF) Trustee
- Mr M Howell (MH) Trustee, Chair of Audit and Strategic Development Committee
- Mr E Judge (EJ) Trustee
- Ms J Kaur (JK) 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:

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

Apologies:

- Mr T Bailey (TB) Trustee, Chair of Finance & Premises Committee
- Mr T Baster (TBA) Joint Head of Academy
- Mrs R Clark (RCL) Joint Head of Academy

This group was quorate for the purpose of resolutions

Item	Topic	Minute
1.	Welcome and apologies for absence	Apologies for absence were NOTED.
2.	Membership of the Board of Trustees	Trustees NOTED the resignation of Mark Judd with effect from 26 September 2022. Trustees APPROVED the reappointment of Elliott Judge for a four year term of office.
3.	Minute of the previous meetings	The minutes of the meeting held on 21 September 2022 and the EGM on 29 September 2022 were AGREED.
4.	Matters arising	External Review of Governance Trustees NOTED that the review had been completed and overall was very positive with a number of strengths and some areas for development. The final report will be circulated following the final draft review process.
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.	Minutes of Committees	<p>Trustees RECEIVED the minutes of:</p> <ol style="list-style-type: none"> 1. HR Committee: 20 October 2022 2. Pay Committee: 9 November 2022 – the performance management processed had been reviewed and completed. 3. Executive Group: 16 November 2022 – there had been a ‘deep dive’ on the Working Academy Strategic Plan (WASP) and the Self-Evaluation Form (SEF) which were on the agenda for this meeting. 4. Finance & Premises: 21 November 2022: <ol style="list-style-type: none"> a. the financial projections and challenges with increased inflationary costs for the next three years had been reviewed and an update on the attrition model received b. reviewed and approved the uniform tender and procurement process to ensure cost effectiveness and appointed a new supplier for September 2023 with a summer term transition.
9	Ofsted Preparation	Trustees NOTED the Ofsted preparation questions and the requirement for at least three Trustees, including the safeguarding link, to be available when our next inspection takes place.
10	Chair’s Impact Summary	<ol style="list-style-type: none"> 1. Trustees NOTED that the report for the autumn term will follow in January including: <p style="text-align: right;">Action PN</p> <p>PN proposed creating a small task and finish group for the Principal appointment process to develop the advert and recruitment pack with information provided by the Director of HR, and to also prepare communications for stakeholders.</p>
11	Policy List	Trustees NOTED the Policy List.
12	Policies for Approval	<p>Trustees REVIEWED the following policies:</p> <p>HR Committee: 20 October 2022</p> <ol style="list-style-type: none"> 1. Probation Procedure for Teaching and Support Staff 2. Redundancy and Restructuring <p>Executive Group – 18 November 2022</p> <ol style="list-style-type: none"> 3. Admissions Policies: 2022/23, 2023/24 and 2024/25 4. Behaviour Policy 5. Dealing with Allegations of Abuse against Teachers and other Staff 6. Examination Policy; and related policies: <ol style="list-style-type: none"> a. Access Arrangements b. Archiving c. Child Protection and Safeguarding during examinations d. Complaint and Appeals Procedure e. Emergency Evacuation f. Equalities

- g. Escalation
- h. Lockdown
- i. Non-Examination Assessment
- j. Special Consideration
- 7. Rewards
- 8. SEND and Disability
- 9. Uniform
- 10. Whole Academy Safety and Security
- 11. Young Carers

Finance & Premises Committee – 21 November 2022

12. Financial Regulations & Scheme of Delegation: *approved the updated version with changes approved at Finance and Premises Committee*

Trustees unanimously RATIFIED the above policies; proposed by JE, seconded by MH and AGREED unanimously.

Policies for approval:

13. Anti-Bullying – semi-based on model policy

14. Child Protection – based on ECC model policy

PN advised that he had queried that, on page 13 last paragraph, it referred to the procedures for confidential transfer of child protection records to another education provider, it assumes a paper transfer of records. Should the section also cover electronic records transmission? Does that also occur, or was that prohibited under the statutory guidance?

Mr Stoneman, Vice-Principal, had advised that the academy transferred a paper copy of the file and can only do an electronic version if the safeguarding platform the receiving school/institution used MyConcern. Most schools used CPOMs so the academy must provide a print out of the electronic copy and send that in a paper copy to the receiving school via a secure in person handover process.

JK queried the need and risk of keeping paper copies.

CWA advised that high level child protection and child in need cases were still required in paper form but the academy also kept electronic; copies were kept in fire and bomb proof cabinets in a locked away secure room which was considered best practice as there were no data sharing agreements yet in place between schools. There could be a transition in future to electronic forms only. JK agreed to seek advice on how information was shared between schools in London.

Action JK

15. E-Safety – *extracted from Behaviour Policy and based on model policy*

16. Examinations Data Protection - *based on model policy*

17. Examinations Internal Appeals Procedures - *based on model policy*

		<p>18. Family Friendly Policies – <i>with tracked changes</i></p> <p>CWA thanked Trustees and the Clerk for their ongoing high-quality due diligence with regards quality assuring the academy’s policies.</p> <p>Trustees unanimously APPROVED the above policies; proposed by JE, seconded by MH and AGREED unanimously.</p>
13	Key Indicator of Performance (KIP)	<p>1. Trustees NOTED the schedule for 2022/23.</p> <p>2. Trustees RECEIVED the following monitoring reports:</p> <ul style="list-style-type: none"> a. Finance – 21 November 2022 b. HR – 20 October 2022 c. Safeguarding – 20 October 2022 d. Parents Voice minutes - 11 July and 2 November 2022 e. College – 24 November 2022 f. SEND – 1 December 2022 g. Quality of Education – 25 November 2022: for the next visit to review MeToo and other cohorts e.g. SEND, LGBT and diverse groups.
14	Annual Skills Audit	<p>Trustees NOTED the skills analysis of the annual audit and skills, knowledge and experience; with two skills audits to follow.</p> <p>Trustees NOTED the learning points for mentoring and support for new Trustees, and gathering information through monitoring visits, and understanding the financial model.</p> <p>Trustees AGREED that Mr Scott, Director of Finance & Business, be asked to provide a 30 minute presentation at the next meeting to explain the funding mechanism.</p> <p style="text-align: right;">Action Clerk</p>
15	Trustees’ Continual Professional Development (CPD)	<p>1. Trustees NOTED the CPD Record for 2022/23.</p> <p>2. Trustees were reminded of the resources and training available on The Key The Key for School Governors (thekeysupport.com). Trustees to advise the Clerk of any training undertaken for the CPD record.</p>
16	Any Other Business	There were no matters of Any Other Business.
17	Confirmation of Confidential items	Agenda items 8 and 10.2
18	Date of next meetings	<p><i>EGM to be arranged for 14 December at 6.00 pm to approve financial statements and accounts followed by the Annual General Meeting.</i></p> <p>22 March 2023 12 July 2023</p>

Meeting closed at 9.00 pm

Actions

Date of Meeting/ Item number	Topic	Minute
23.03.22 – item 4	CPD Trustee Lead	Trustees to advise PN if interested in taking on this role.
21.09.22 – item 18	First Year Trustees' report	TB to provide a written report to note at the next available meeting. <i>07.12.22 - MF and JK to also provide a report to note at the March 2023 meeting.</i>
07.12.22 – item 10.1	Chair's Impact Statement	The autumn term report to follow in January
07.12.22 – item 12.14	Child Protection Policy	JK to seek advice on how high level information was shared between schools in London.
07.12.22 – item 14	Skills Audit outcomes – funding mechanism presentation	Mr Scott, Director of Finance & Business, be asked to provide a 30 minute presentation at the next meeting to explain the funding mechanism.