



MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday 22 March 2023 at 6.00 pm

Venue: Stage Hall, Farnbridge Road Campus

Present:

- 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
- Mrs J Halewood (JH) Trustee
- Mr M Howell (MH) Trustee, Chair of Audit and Strategic Development Committee
– arrived at 7.00 pm
- Ms K Mehrtens (KM) Trustee
- Mr P Nagle (PN) Trustee, Chair of Trustees
- Ms L Smart (LS) Trustee, Chair of HR Committee
- Mrs J Smith (JS) Trustee

In attendance:

- Mrs K Redmond (KRE) Governance Professional (Clerk) to Trustees
- Mr R Scott (RSC) Director of Finance & Premises - for agenda item 4
- Mr A Stoneman (AST) Vice-Principal and Designated Safeguarding Lead (DSL) - for agenda item 3

Apologies:

- Mr J Everard (JE) Trustee, Vice-Chair of Trustees, Chair of Pay Committee
- Ms M Foster (MF) Trustee
- Mrs D Gray (DG) Trustee
- Mr E Judge (EJ) Trustee
- Mr C Wakefield (CWA) Executive Principal

This group was quorate for the purpose of resolutions

Item	Topic	Minute
1.	Apologies for absence	Apologies for absence were NOTED and accepted.
2.	Membership of the Board of Trustees	Trustees NOTED the resignation of Jas Kaur with effect from 4 January 2023 Trustees NOTED the appointment of Jane Halewood with effect from 7 February 2023. Trustees APPROVED the appointment of Denise Gray, Kay Mehrtens and Judy Smith with immediate effect following an interview process with the Executive Group.
3.	Safeguarding Presentation	Trustees RECEIVED an executive summary for safeguarding and a presentation from AST. Trustees NOTED:

		<p>a) a safeguarding audit had been completed on 1 December 2021 by the local authority’s School Effectiveness Partner, the proactive actions taken to address the outcomes, the evidence of the impact of those actions and next steps</p> <p>b) the academy had recently scored 99% from the Essex Safeguarding Children Board Audit conducted in January 2023</p> <p>c) the MyConcern dashboard and documentation provided a sound evidence base for an Ofsted inspection</p> <p>d) the Single Central Record (SCR) had historical gaps, from prior to the appointment of the Executive Principal in 2015, for long serving staff which was being addressed with the new Director of HR.</p> <p>TB queried how vaping was affecting student behaviour.</p> <p>AST advised that metal detectors were now being used in the search processes which had reduced the number of vapes being brought into the academy. AST was also investigating vaping detectors. There were a small number of persistent offenders who were very aware of the consequences of being caught with a vape on site.</p> <p>LB asked whether students could access MyConcern.</p> <p>AST advised that MyConcern was a staff reporting system. Students had three options to raise concerns: they could provide a written report, they could use a drop off box or use an on-line anonymous reporting system which was introduced in January 2022 from which alerts were sent to the whole safeguarding team; this has only been used twice despite being advertised widely with students.</p> <p>PN referred to the safeguarding report and asked how many students had a risk assessment and what the typical level of risk was.</p> <p>AST advised that there were currently live risk assessments for 12 to 15 students across the academy; four or five of those students will be self-harming but were not interlinked. Provision was made for those students and awareness raised with staff of individual needs as they may need to act in line with a risk assessment. The DSL and ADSL update a working document with each day for any student with a concern or a referral to an external agency.</p> <p>Trustees thanked AST for his very informative presentation.</p>
4.	New Funding Mechanism	<p>Trustees RECEIVED a presentation from RSC on the academy’s funding income, the types of funding that the academy received and the move to a national funding formula.</p> <p>JH queried how did the academy know who was eligible for Free School Meals (FSM).</p> <p>RSC advised that there was an online application process for parents/carers and there were drives throughout the year to encourage them to apply. The academy was held to account for the use of those funds for eligible students as they were the hardest to reach through the pandemic.</p>

		<p>KM queried whether that was the same for Looked After Children (LAC).</p> <p>RSC explained that there was a separate funding stream for LAC. RCL advised that the academy was accountable for how funding resources were used with Virtual School and in working with the linked social worker. LAC numbers were currently low at the academy, however, schools deemed as 'requiring improvement' by Ofsted were not permitted to take LAC, and a local school had just gone into that measure and therefore there may be increased numbers for the academy.</p> <p>TBA advised that the academy had substantially more Disadvantaged students than any other secondary school in the locality.</p> <p>RSC advised that there was a new government grant this year, Mainstream School & Academy Grant, which will provide a lump sum of £4,510 as well as per pupil funding which was in addition to FSM funding.</p> <p>RCL advised that an external SEND consultant had reviewed the legal implications of Section F of the Education and Health Care Plan (EHCP) to determine whether the academy could secure additional funding. This review may enable a challenge to the local authority to provide the full funding as listed within Section F. There were currently 43 EHCPs in place.</p> <p>LS queried how many families were missing from the Pupil Premium Grant (PPG) funding.</p> <p>RSC advised that there was no way of knowing even though there were many incentives for families to make an application. RCL advised that there were sometimes barriers for families who did not engage with schools and did not read information.</p> <p>TB queried whether MyConcern linked into PPG concerns.</p> <p>RCL advised that the pastoral team were very expert at recognising needs, supporting parents and carers and logging any concerns.</p> <p>Trustees thanked RSC for his very informative presentation.</p>
5.	Minute of the previous meetings	<p>The minutes of the meeting held on</p> <ol style="list-style-type: none"> 1. 7 December 2022 2. EGM held on 14 December 2022 for accounts 3. EGM held on 7 February 2023 for appointment of Jane Halewood
6.	Matters arising	There were no matters arising.
7.	Notification of Any Other Business	There were no matters of Any Other Business raised.

8.	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.
9.	Chair's Actions	Trustees RATIFIED the approval of the Financial Regulations and Scheme of Delegation on 21 February 2023 to reflect operational matters in the absence of the Executive Principal and to provide the same level of authority to the Joint Heads of Academy with oversight by TB.
10.	Minutes of Committees	Trustees RECEIVED the minutes of: <ul style="list-style-type: none"> 1. HR Committee: 22 February 2023 <p>Trustees thanked Ms Ellis, HR Officer, for all her efforts in supporting the academy during the interim period with the change in Director of HR.</p> <ul style="list-style-type: none"> 2. Finance & Premises: 1 March 2023 3. Executive Group: 8 March 2023 <p>RCL provided an admissions update following a discussion with the local authority. The academy will receive additional funding as it agreed to go five over the Published Admission Number (PAN) i.e. from 295 to 300. The objective was to ensure that offers were given in good time to ensure students had access to the transition days in the summer.</p>
12	Chair's Impact Summary	Trustees NOTED the report for the autumn term and that the spring term report will follow. <p style="text-align: right;">Action PN</p>
13	Policy List	Trustees NOTED the Policy List.
14	Policies for Approval	Trustees REVIEWED the following policies following recommendation by the Executive Group on 8 March 2023: <ul style="list-style-type: none"> 1. Access Arrangements 2. Behaviour Policy 3. Exam Contingency Plan 4. SEND Medical Needs 5. Word Processor (Exams) <p>Trustees unanimously APPROVED the above policies: proposed by MH, seconded by PN and AGREED unanimously.</p>
15	Trips and Visits	Trustees APPROVED the Duke of Edinburgh Award 'dry run' trip to take place on 26 and 27 March 2023, which had been signed off by Juniper Evolve Education Visits Coordinator.
16	Key Indicator of Performance (KIP)	<ul style="list-style-type: none"> 1. Trustees NOTED the schedule for 2022/23. 2. Trustees RECEIVED the following monitoring reports: <ul style="list-style-type: none"> a. Behaviour & Attitudes: 12 January 2023 b. CEIAG – 9 December 2022

		<p>c. Finance – 18 January 2023</p> <p>d. Health & Safety – 9 February 2023</p> <p>e. HR – 22 February 2023</p>
17	Trustees' Continual Professional Development (CPD)	<ol style="list-style-type: none"> Trustees NOTED the CPD Record for 2022/23. 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. Trustees AGREED that exclusions training will be arranged in the summer term.
18	Trustee Committee Membership	Trustees REVIEWED the current committee membership. New Trustees were invited to attend summer term committee meetings to observe how they worked in practice.
19	Trustee First Year Report	<p>Trustees RECEIVED a verbal report from TB:</p> <ul style="list-style-type: none"> had very much enjoyed the Trustee role and the liaison with RSC as it had allowed him to use his skills and knowledge from his commercial background really enjoyed being involved with College, and one of the highlights was the student leadership team interviews found it fulfilling and a learning experience to be part of e.g. exclusion panels to understand the process enjoyed being part of the Principal recruitment process and looked forward to meeting the successful candidate enjoyed his discussions with AST regarding safeguarding and learning how that worked in practice in the academy would like to engage with more teaching staff, and to develop a greater knowledge of areas of external support has completed training sessions and have found them useful in learning about education practices aspiration was to be seen as a trusted adviser would recommend new Trustees become actively involved as it then made their role very fulfilling biggest challenge was understanding the line of demarcation between the Trustee' strategic role and the academy's operational role. <p>PN thanked TB for all his efforts and the impact he had made as a Trustee from the beginning which had been exemplary.</p>
20	External Review of Governance	Noted.
21	Any Other Business	Awards Evening on 30 March 2023 – Trustees to advise RCL if they were able to attend.
22	Confirmation of Confidential items	Agenda items 11

23	Date of next meetings	12 July 2023 – to be rearranged as this date now clashes with the Year 11 Prom.
----	-----------------------	---

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.
22.03.23 - Item 12	Chair's Impact Spring Summary	Spring term report to be circulated.