



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

Wednesday 20 September 2023 at 6.00 pm

Venue: Large Conference Room, Fambridge Road Campus

Present:

- Mr T Bailey (TB) Trustee, Chair of Finance & Premises Committee
- Ms J Ellum (JE) Trustee
- Mrs D Gray (DG) Trustee
- Mr M Howell (MH) Trustee, Vice-Chair of Trustees, Chair of Audit and Strategic Development Committee
- Ms K Mehrtens (KM) Trustee
- Mr P Nagle (PN) Trustee, Chair of Trustees
- Ms L Smart (LS) Trustee, Chair of HR Committee, Chair of Pay Committee
- Mrs J Smith (JS) Trustee

In attendance:

- Mr T Baster (TBA) Joint Head of Academy
- Mrs R Clark (RCL) Joint Head of Academy
- Mrs K Redmond (KRE) Governance Professional (Clerk) to Trustees

Apologies:

- Mrs E Crees (EC) Trustee

*This group was quorate for the purpose of resolutions*

**Part A**

Item	Topic	Minute
1.	Apologies for absence	Apologies for absence were NOTED and accepted.
2.	Election of Chair and Vice-Chair for 2023/24 academic year	Trustees unanimously AGREED to appoint TB as Chair and MH as Vice-Chair of the Board of Trustees.  PN proposed TB, seconded by LS and AGREED unanimously.  TB proposed MH, seconded by KM and AGREED unanimously.
3.	Membership of the Board of Trustees	1. Trustees NOTED the resignation of Paul Nagle with effect from 22 September 2023.  2. Trustees unanimously APPROVED the appointment of Elizabeth Crees with immediate effect following an interview process with the Executive Group.
4.	Minute of the previous meeting	The minutes of the meeting held on 19 July 2023 were AGREED unanimously.
5.	Matters arising	Trustees NOTED:  Item 10 - Risk Management Policy has been drafted and is with the Director of Finance & Business for review.  <b>Action TB</b>

		<p>TB requested that written reports be provided in good time to allow Trustees time to consider appropriate questions.</p> <p>All other matters were covered by the agenda.</p>
6.	Notification of Any Other Business	Reinforced Autoclaved Aerated Concrete (RAAC)
7.	Declaration of Business Interests	<p>Trustees NOTED the requirement to complete an annual declaration form for this academic year.</p> <p style="text-align: right;"><b>Action Trustees</b></p> <p>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.</p>
8.	Chair's Actions	<p>Trustees NOTED the Chair's Action taken on 29 August 2023 to approve the nationally agreed Teachers' Pay Award of 6.5% from 1 September 2023. This had been projected and was budgeted for.</p> <p>Trustees NOTED that the Support Staff Pay Award had yet to be agreed nationally.</p>
9.	GCSE and A Level outcomes	<p>Trustees RECEIVED a summary report for and NOTED:</p> <ol style="list-style-type: none"> <li>1. Key Stage 4 (KS4) outcomes including contextual information, comparison with previous years, performance at grades, subject versus national, those on or above target and destination data. <ol style="list-style-type: none"> <li>a. outcomes for different categories of students including Disadvantaged, SEND, Pupil Premium Grant (PPG) and vocational subjects</li> <li>b. the subjects which had performed very well and those causing concern, and the actions being taken to address under performance and areas for development</li> <li>c. Whole Academy Strategic Plan (WASP) and Self-Evaluation Form (SEF) had been updated to include targets for this year</li> <li>d. the results had not yet been validated and will be presented the next meeting.</li> </ol> </li> </ol> <p style="text-align: right;"><b>Action TB/RCL</b></p> <p>Trustees NOTED the subject headlines and predictions for the current Year 11. Attendance for girls in that year group were a concern and was being addressed.</p> <p>TB questioned whether a GCSE subject with 10 students was an expensive option.</p> <p>RCL advised not necessarily but the numbers offered for BTEC for example could increase; it was essential the offer was of quality.</p> <p>KM queried whether the academy funded music lessons for students.</p> <p>RCL confirmed that there were many opportunities to participate in music and the academy employed peripatetic tutors.</p>

		<p>MH queried whether there was a correlation between lower performing subjects and staff absence.</p> <p>TBA confirmed that there was correlation where there had been high levels of absence for various reasons along with concerns regarding quality of teaching. There was also a slight downward trend emerging for weightier subjects.</p> <p>2. KS5 Examination Outcomes 2022-23 including ALPs analysis, progress, attainment measures, GCSE English and Mathematics progress measures, four year summary based on GCSE prior attainment, destination data, Year 12 retention, and subject summary. There were a small number of subjects causing concern at AS and A Level and the actions being taken to address them.</p> <p>Trustees NOTED that examination review meetings were taking place and faculty leaders were being held to account.</p> <p>Trustees NOTED that these reports will reviewed in greater depth during Key Indicator of Performance monitoring visits.</p> <p>Trustees thanked TBA and RCL for their clear and detailed analysis.</p>
10	Finance	<p>1. Management Accounts</p> <p>Trustees NOTED:</p> <p>a. Month 12 2022-23: there were some very small accruals to add, plus any audit adjustments that the auditors may apply. The final position showed approximately £127k overspent for the year against the opening assumption of £315k plus a further £175k of pay increase pressures. Items such as depreciation were to follow (which explained the huge difference in the prior year actuals)</p> <p>b. Month 1 2023-24.</p> <p>2. Department for Education Academy Trust Handbook</p> <p>Trustees NOTED the September 2023 amendments.</p> <p>3. Academies Planning Calendar 2023-24:</p> <p>Trustees NOTED the Department for Education Planner</p>
11	Trustees Handbook and Appendices	<p>Trustees AGREED the Trustees' Handbook 2023 including Code of Conduct, Terms of Reference and current committee membership.</p> <p>Trustees RECEIVED an explanation of the rewording of the Plume Vision and the incorporation of the Character Education principles; the programme was in its first year and was being developed. The Rewards Policy will be reviewed to reflect Character Education principles which were also noted in the WASP and SEF and was being built into the new vision statement on the website. Trustees will receive a detailed presentation in the future.</p> <p style="text-align: right;"><b>Action TB/RCL</b></p>

12	Policy List	<ol style="list-style-type: none"> <li>1. Trustees NOTED the Policy List and that a new system was being place to ensure tracked changes along with a summary of changes.</li> <li>2. Trustees REVIEWED the following policies: <ol style="list-style-type: none"> <li>a. Alternative and Off-Site Provision – a new policy  PN queried whether there was adequate detail regarding the responsibility and obligation for behaviour off site.  RCL to discuss with Mr Stoneman regarding behaviour off site to ensure expectations were clear within the policy. <b>Action RCL</b></li> <li>b. Attendance  PN highlighted that references to 2022/23 should be changed to 2023/24. <b>Action RCL</b></li> <li>c. Behaviour</li> <li>d. Child on Child Abuse - requiring the correct Trustee link</li> <li>e. Child Protection – requiring the correct Trustee link</li> <li>f. Designated Teacher for Looked After and Previously Looked After Children</li> <li>g. Online Safety – a new policy</li> <li>h. Suspension and Permanent Exclusion – a new policy</li> <li>i. Uniform – noting that positive parent feedback had been received following change in provider.</li> <li>j. SEND Information Report – noting tracked changes</li> <li>k. Young Carers – requiring the correct Trustee link.</li> </ol> </li> </ol> <p>Trustees unanimously APPROVED the above policies.</p>
13	Trustees' Continual Professional Development (CPD)	<ol style="list-style-type: none"> <li>1. Trustees NOTED that the requirement to complete the annual statutory safeguarding training by 2 October 2023 as circulated by the Director of HR on 5 September 2023. <b>Action Trustees</b></li> <li>2. Trustees NOTED the requirement to have read Keeping Children Safe in Education Parts 1 and 2 and to sign the register. <b>Action Trustees</b></li> <li>3. Trustees NOTED the previously agreed date for Exclusions Training on 19 October at 6.00 pm for all Trustees</li> <li>4. Trustees were reminded of the resources and training available on The Key <a href="http://TheKeyforSchoolGovernors(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>

		<i>PN, TBA and RCL left the meeting at 7.50 pm.</i>
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**Part B – Trustees only**

14	Membership of Board of Trustees	Trustees REVIEWED the membership of the Board of Trustees.
15	Committee Membership and Structure	Trustees REVIEWED the committee membership and structure.
16	Key Indicators of Performance	Trustees REVIEWED the approach to Key Indicators of performance (KIP) monitoring for the autumn year and AGREED that there should be a focus on College, Finance, Health & Safety, Quality of Education, Safeguarding, SEND due to the number of new Trustees and a 'buddy' system will be put in place. The approach for the Spring term will be agreed at the next meeting.  Trustees NOTED that the monitoring form was being redrafted by TB with the Joint Heads of Academy for use for monitoring visits.  Trustees NOTED the previously circulated SEND Report July 2023
17	Any Other Business	Reinforced Aerated Autoclaved Concrete (RAAC)  Trustees NOTED that a survey had confirmed that the academy did not have any RAAC.
18	Confirmation of Confidential items	There were no confidential items.
19	Date of next meetings	Trustees NOTED the schedule for 2023/24 including a seminar/training day each term.

*Meeting closed at 8.30 pm*

**Actions**

<b>Date of Meeting/ Item number</b>	<b>Topic</b>	<b>Minute</b>
20.09.23 – item 5	Risk Management Policy	Risk Management Policy has been drafted and is with the Director of Finance & Business for review.
20.09.23 – item 7	Annual Declaration Form	Trustees to complete an annual declaration form for this academic year.
20.09.23 – item 9.1d	Validated summer results	The results validated results to be presented the next meeting.
20.09.23 – item 11	Character Education presentation	Trustees to receive a detailed presentation in the future.
20.09.23 – item 12a and 12b	Alternative and Off-Site Provision Policy  Attendance Policy	RCL to discuss with Mr Stoneman regarding behaviour off site to ensure expectations were clear within the policy.  References to 2022/23 to be changed to 2023/24.

20.09.23 – item 13.1	Safeguarding training	Trustees to complete the annual statutory safeguarding training by 2 October 2023 as circulated by the Director of HR on 5 September 2023.
20.09.23 – item 13.2	KCSiE	Trustees to read Keeping Children Safe in Education Parts 1 and 2 and to sign the register