



MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday 20 March 2024 at 6.00 pm

Venue: Conference Room, Farnbridge Road Campus

Present:

Mr T Bailey	(TB)	Trustee, Chair of Trustees and Finance & Premises Committee
Mrs D Gray	(DG)	Trustee – <i>joined at 6.20 pm</i>
Mr M Howell	(MH)	Trustee, Vice-Chair of Trustees, Chair of Audit and Strategic Development Committee
Ms L Marshall	(LM)	Trustee
Ms K Mehrtens	(KM)	Trustee
Ms S Milward	(SM)	Trustee
Ms S Robinson	(SR)	Trustee
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 – <i>joined at 6.45 pm</i>
Mrs R Clark	(RCL)	Joint Head of Academy
Mrs K Redmond	(KRE)	Governance Professional (Clerk) to Trustees

Apologies:

Mrs E Crees	(EC)	Trustee
Ms J Ellum	(JE)	Trustee

This group was quorate for the purpose of resolutions

Item	Topic	Minute
1.	Apologies for absence	Apologies for absence were NOTED and accepted.
2.	Notification of Any Other Business	There were no matters of Any Other Business.
3.	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.
4.	Minute of the previous meeting	The minutes of the meeting held on 13 December were AGREED unanimously.
5.	Matters arising	Trustees NOTED: 20.09.23 – item 9.1d: validated summer 2023 results were circulated to Trustees via: https://www.compare-school-performance.service.gov.uk/school/137790/plume-school All other matters arising had been completed or were to be carried forward. <i>DG arrived at this point.</i>

6.	Minutes of Committees	<p>Trustees RECEIVED the Minutes of Committees:</p> <ol style="list-style-type: none"> 1. HR Committee: 28 February 2024 <p>Trustees NOTED that RCL will speak with the Director of Finance & Premises regarding Stone King advice for a confidential matter. Action RCL</p> <ol style="list-style-type: none"> 2. Finance & Premises Committee: 6 March 2024 <p>Trustees NOTED that:</p> <ol style="list-style-type: none"> a) significant progress had been made on the predicted deficit for 2023/24 and the budget should break even by the year end b) there were significant financial challenges forecast from 2025/26 onwards within the initial draft three year budget plan c) the School Resource Management Self-Assessment Checklist had been reviewed and the template will be used to support the Finance KIP and to inform a deeper dive on some of the questions raised within the Checklist d) a one page dashboard will be produced for review alongside the budget and to aide informed budget decisions.
7.	Chair's Actions	<p>Trustees RATIFIED the following Chair's Actions:</p> <ol style="list-style-type: none"> 1. Approval of Behaviour Policy by TB on 19 December 2023 regarding wording for vapes and mobile telephones. 2. Approval of Complaints Policy by TB on 28 February 2024 regarding a change from a four step to a five step process. 3. A very positive meeting had been held with Professional Association Representatives on 31 January 2024 and the next meeting will be arranged for the autumn term with TB and MH. 4. Approval of Senior Leadership Structure by TB on 16 March 2024 including the addition of a Deputy Headteacher role to support Quality of Education and introduction of a five point progression scale for the role of Deputy Headteacher.
8.	Finance	<p>Trustees NOTED that the Three Year Budget Plan was in progress and will be presented at the next meeting.</p>
9.	Joint Heads of Academy's Report	<p>Trustees RECEIVED a strategic update including:</p> <ol style="list-style-type: none"> 1. Essex County Council (ECC) Inclusion review - 17 June 2024 <p>Trustees NOTED that their support would be welcome to meet with a reviewer and to advise if they were available. The review will be based on the Ofsted framework and the academy will be expected to provide a self-evaluation. ECC were promoting Trauma Perceptive Practice (TPP) to inform best practice in managing behaviour. Action Trustees</p>

		<p>Trustees RECEIVED a Quality of Education presentation regarding the Ordinarily Available: Improvement Plan 2023-25 which will form part of the Whole Academy Strategic Plan.</p> <p>2. Mill Road Campus Behaviour & Learning Review</p> <p>Trustees NOTED that a review had been carried out on 7 March 2024 by Anthony Sapping, ECC School Effectiveness Partner, and the formal report will be shared on receipt. The review did not highlight any concerns and evidence was seen of developing Behaviour for Learning strategies.</p> <p style="text-align: right;">Action JHoA</p> <p>3. Ofsted Inspection Report focus</p> <p>Trustees NOTED that a pilot faculty focused Continual Professional Development (CPD) exercise commenced with the Modern Foreign Languages faculty which will be reviewed and repeated with every faculty twice over a four year cycle.</p> <p>4. Strategies to support Year 11</p> <p>Trustees NOTED the strategies for Year 11 including that study leave will commence later than previously on 10 June 2024 and parents/carers will receive an explanatory letter.</p> <p>5. Whole Academy reading initiatives</p> <p>Trustees NOTED the targeted approach with Year 8 for a reading programme supported by a primary trained teacher that was showing impact and progress. The next steps will be reviewed at the end of the current programme.</p> <p>LS queried whether staff liaised with feeder primary schools regarding low reading ages for some students.</p> <p>RCL confirmed that the academy had raised concerns with primary schools.</p> <p>LM queried whether students' outcomes for Key Stage 2 (KS2) were checked against their Cognitive Ability Test (CAT) scores.</p> <p>TBA advised that most did not have test scores because of the pandemic. The students on the programme had low Cognitive Assessment Test (CAT) scores. Staff had checked the current Year, who do have KS2 test data and these were in line with expectations.</p> <p>6. Primary Report</p> <p>Trustees NOTED that the academy had received a response from the Member of Parliament advising that the Department for Education was preparing a report in response to concerns raised by the academy. A second letter had also been prepared regarding unawarded funding as a result of the actions from the</p>
--	--	--

		<p>concerns raised and that will be sent once the first letter had been responded to.</p> <p>Trustees NOTED that the link to the validated examination results 2023/24 will be circulated by RCL.</p> <p style="text-align: right;">Action RCL</p>
10.	Chair's Impact Summary for the Autumn/Spring Term	Trustees NOTED the Chair's Impact Statement for the autumn and spring terms.
11.	Policy List	<ol style="list-style-type: none"> 1. Trustees NOTED the Policy List 2. Trustees RATIFIED the following policies as approved by the HR Committee held on 18 October 2023: <ol style="list-style-type: none"> a. Code of Conduct (including whistleblowing) b. Discipline and Dismissal c. Staff Equality and Diversity d. Time Off in Lieu 3. Policies for approval: <ol style="list-style-type: none"> a. Behaviour of Parents and Carers (no changes) b. Behaviour Policy c. Charging & Remissions (no changes) d. Complaints (<i>please see Chair's Action above</i>) e. Health & Safety (no changes) f. Lost Property (no changes) g. Whole Academy Safety and Security Policy (minor changes) <p>Trustees unanimously AGREED the above policies.</p>
12.	Key Indicators of Performance (KIP)	<ol style="list-style-type: none"> 1. Trustees NOTED the monitoring schedule 2023/24 and that JE had agreed to become the link for ICT/GDPR. <p>MH queried whether the local authority had carried out a GDPR, Data Protection and ICT audit.</p> <p>RCL advised that the Director of Finance & Premises had been asked to make enquiries regarding the scope of works and potential costs to carry out such an audit and will provide a report at the next meeting.</p> <p style="text-align: right;">Action RCL</p> 2. Trustees RECEIVED the following monitoring reports: <ol style="list-style-type: none"> a. CEIAG – 8 December 2023 b. College – 14 December 2023 c. Safeguarding – 22 January 2024 d. Safeguarding – 20 March 2024 e. Quality of Education – 22 January 2024 f. Behaviour & Attitudes – 22 January 2024

13.	Trustees' Continual Professional Development (CPD)	Trustees NOTED the CPD record for 2023/24 and were reminded to advise the Clerk of any training undertaken.
14.	Trips and Visits	Trustees APPROVED the following trips: a. Duke of Edinburgh Test Expedition (Maldon): 23/24 March 2024 b. Northern France: 24 to 26 April 2024
15.	Academy Trust Governance Guide 2024	Trustees NOTED the updated Department for Education governance guide.
16.	Any Other Business	There were no matters of Any Other Business.
17.	Dates of next meeting	1. Board of Trustees: 17 July 2024 2. Trustees' termly briefing/training sessions: 27 March 2024 5 June 2024 3. Annual strategic meeting (off site): 3 July 2024

Meeting closed at 8.30 pm

Actions

Date of Meeting/ Item number	Topic	Minute
20.09.23 – item 5	Risk Management Policy	Risk Management Policy has been drafted and is with the Director of Finance & Business for review.
20.03.24 – item 6.1	HR matter	RCL to speak with Director of Finance & Premises, regarding Stone King advice for a confidential matter. <i>Following the meeting RCL confirmed that TB had received Stoke King's response</i>
20.03.24 – item 9.1	ECC Inclusion Review – 17 June 2024	Trustees to advise of their availability to meet with a reviewer on 17 June.
20.03.24 – item 9.2	MRC B&L Review report	JHoA to circulate review report following visit by Anthony Sapping, ECC School Effectiveness Partner
20.03.24 – item 9.6	Validated results 2023/24	Trustees NOTED that the link to the validated examination results 2023/24 will be circulated by RCL. <i>The link was shared following the meeting.</i>
20.03.24 – item 12.1	GDPR, Data Protection and ICT audit	Director of Finance & Premises to make enquiries regarding the scope of works and potential costs to carry out such an audit and to provide a report at the next meeting. <i>Following the meeting TB advised that it was found the cost of the GDPR audit prohibitive and will initially be covered by the monitoring of data/ICT by JE</i>