

**MINUTES OF THE TRUST BOARD
ON TUESDAY 30 JUNE 2020 AT 3.30PM
VIA ZOOM**

Present:

Norman Jackson
John Maclaren
Gordon Pennington
Andrew Ross
Alison Sherman
Peter Winter (Chair)
Natalie Morley
Nicola Kearney
Mark Doyle
Nick Gribben
Julie Powell

In Attendance:

Jayne Tallant, Chief Financial Officer
Paul Willerton, Senior Vice Principal
Vikki Semple, Senior Governor Support Officer
Marion Wood, Clerk to the Trust Board

MINUTES

Item	
	<p>The meeting being quorate, the Chair opened the meeting at 3.30pm</p> <p>The Chair reported that he, along with the Principal had met with Julie Powell prior to her being proposed as a new Trustee. He provided information about her background and asked if there were any objections to her joining the Trust Board. No objections were reported.</p> <p>The Board unanimously APPROVED the appointment of Julie Powell as a co-opted trustee.</p> <p>The Chair invited Mrs Powell to join the virtual meeting at 3.35pm and asked Trustees and Officers at the meeting to introduce themselves.</p> <p>The Chair reported that Jo Davies had been re-appointed as the LA Trustee at a meeting of the Local Authority Appointment Panel for a 4-year Term of Office.</p>
1.	<p>DECLARATIONS OF INTEREST</p> <p>The CFO and the Trustees sponsored by St Helen's College declared an interest in item 24. SLA Finance. The clerk advised that these members would be required to leave the meeting prior to this agenda item.</p>
2.	<p>APOLOGIES FOR ABSENCE</p> <p>An apology for absence had been received from Jo Davies.</p>

3.	<p>NOTIFICATION OF ITEMS TO BE INCLUDED UNDER URGENT BUSINESS</p> <p>No items of any other business had been reported.</p>
4.	<p>MINUTES OF THE PREVIOUS MEETINGS</p> <p>The minutes of the following meetings had been circulated via email:</p> <ul style="list-style-type: none"> • Trust Board meeting held on 17 December 2019 • Standards & Curriculum Committee held on 9 June 2020 • Finance & HR Committee held on 16 June 2020 • Special Meeting held on 25 June 2020 <p>It was RESOLVED by the Trustees that the minutes of the previous Trust Board meeting held on 17 December 2019 and the minutes of the Special Meeting held on 25 June 2020 be agreed and signed as a correct record. Trustees noted the minutes of the Standards & Curriculum Committee held on 9 June 2020 and the Finance & HR Committee held on 16 June 2020.</p>
5.	<p>MATTERS ARISING FROM MINUTES</p> <p>Trust Board meeting held on 17 December 2019</p> <p><u>Item 5.</u> Matters Arising: The Chair agreed to circulate options for amending the start times to 3pm, 4pm or breakfast meetings.</p> <p><u>Item 13.</u> Principal's Report</p> <p>Q. How many members of staff had been affected by the redundancy process? A. One member of staff had been made redundant with effect from 31 August 2020</p> <p><u>Item 16.</u> SEND Report: There would be a presentation of the SEN Cohort data at the next Standards & Curriculum Committee meeting.</p> <p><u>Item 18.</u> Skills Audit: The audit would be reviewed at the Autumn Term 2020 meeting.</p> <p>Q. Was there a Staff Trustee on the Trust Board? A. The Staff Trustee position had not been replaced</p> <p>Q. Was a Staff Trustee required on the Trust Board? A. There was no legal requirement or provision in the Articles to have a Staff Trustee</p>
6.	<p>MANAGEMENT ACCOUNTS FOR LAST PERIOD</p> <p>The following documents had been emailed to Trustees prior to the meeting:</p> <ul style="list-style-type: none"> - Appendix 1 – Income Analysis 2019-20 - Appendix 2 – Executive Summary 2019-20 - Appendix 3 – Keystats 2019-20 - Appendix 4 – Balance Sheet and Cash Flow Summary - Appendix 5 – Capital Report <p>The CFO reported that the documents had been reviewed in detail at the Finance & HR Committee meeting held on 16 June 2020. She updated Trustees on the content of the documents and reported that the forecasted year end reserves balance was £180k and that it could rise to £200k in the next set of accounts.</p>

	<p>Q. Had there been savings due to lockdown? A. The anticipated increase in the reserves was due to savings during the lockdown</p> <p>Q. Had there been progress on the school improvement grant bid? A. No further information was available about the bid which had been re-written and resubmitted by the allocated national leader of education. The Principal would follow up the progress of the bid.</p> <p><i>Nicola Kearney and Andrew Ross joined the meeting at 3.50pm</i></p>
7.	<p>NON-TEACHERS NJC PAY AWARD</p> <p>The following documents had been circulated prior to the meeting:</p> <ul style="list-style-type: none"> • Trade Union Side letter dated 20 April 2020 • National Employers for local government services letter dated 24 April 2020 • NJC Pay Award – Support Staff Report <p>The CFO reported that the documents had been reviewed at the Finance & HR Committee meeting held on 16 June 2020 and she updated Trustees on the content of the documents.</p> <p>Q. When was a decision anticipated from the Trade Unions' about whether they had accepted or rejected the final pay offer? A. Consultation had begun in late June, but HR had been unable to provide an update</p> <p>Q. Could the pay offer result in industrial action if it were rejected? A. It was difficult to predict whether industrial action would occur</p> <p>RESOLVED: to approve the pay offer, backdated from April 2020. The payment would be subject to the Trade Unions' agreement of the final pay offer.</p>
8.	<p>DRAFT 3-YEAR FINANCIAL FORECAST AND DRAFT BUDGET</p> <p>The three-year forecast including budget proposals for 2020/21 had been circulated prior to the meeting and the CFO reported that it had been reviewed at the Finance & HR Committee meeting held on 16 June 2020 and she updated Trustees on the content of the document.</p> <p>Q. Could the number of sixth form pupils increase? A. If the number of sixth form pupils exceeded 106 by more than 2.5% (109 pupils) additional funding would be paid through the pupil number adjustment mechanism.</p> <p>RESOLVED: Trustees approved the forecast and budget proposal</p>
9.	<p>INTERNAL AUDIT TENDER RECOMMENDATION</p> <p>The Internal Audit Tender report had been circulated prior to the meeting and the CFO reported that it had been reviewed at the Finance & HR Committee meeting held on 16 June 2020. She updated Trustees that the procurement process would be run again as there had only been one quote from Haines Watts.</p> <p>Action – The item would need to be considered again by Trustees once the procurement process had been undertaken.</p>
10.	<p>CLEANING CONTRACT EXTENSION</p> <p>The cleaning contract extension had been circulated to Trustees and approved via email. Trustees ratified the decision to extend the contract. An update on the tender process would be presented during the Autumn Term 2020.</p>

11.	<p>CATERING CONTRACT EXTENSION</p> <p>The catering contract extension had been circulated to Trustees and approved via email. Trustees ratified the decision to extend the contract. An update on the tender process would be presented during the Autumn Term 2020.</p>
12.	<p>CAPITAL BIDS – CIF – BID OUTCOME</p> <p>The CFO reported that the phase II electrical refurbishment bid had been successful. The bid for roof refurbishment had not been successful and an appeal would be submitted.</p> <p>Q. Would the electrical refurbishment work be undertaken over the summer holidays? A. There had been some preparation for the tender process but a contractor had not been appointed. Some work may be undertaken over the summer holidays, but it was unlikely that the work would be completed before September 2020.</p>
13.	<p>TERMLY HR REPORT</p> <p>The HR Information for Trustees had been circulated prior to the meeting and the Principal reported:</p> <ul style="list-style-type: none"> • It was a slimmed down version as it did not include attendance information • It contained information about leavers, new appointments, and vacancies <p>Q. Had the ten staff aged 60-70 years been self-isolating? A. Not necessarily, staff in different age groups had been self-isolating due to medical conditions.</p> <p>Q. Had the new Assistant Director of 6th Form had education experience? A. The new member of non-teaching staff had worked in a school prior to the appointment.</p>
14.	<p>KEY PI REPORT</p> <p>The KPI Report 2019/20 had been circulated prior to the meeting and the Principal reported:</p> <ul style="list-style-type: none"> • Student attendance figures had not been included in the report • The prediction data for June 2020 was an improvement on last year and it had been submitted. • Concerns that the Academy may be disadvantaged by historical results which may affect the predicted results • The Ofqual appeals process had been released <p>Q. Had the team appointed to improve attendance been successful prior to the lockdown? A. Attendance prior to lockdown was 94.3% and the sickness bug during the Autumn Term had resulted in a national drop in attendance. The attendance team were in place and would work hard to improve attendance.</p>
15.	<p>ACADEMY DEVELOPMENT PLAN: PROGRESS REPORT</p> <p>The Principal reported that the plan had been reviewed in February 2020 and further progress had stalled because of Covid-19 and actions would need to be carried forward.</p>
16.	<p>OUTLINE OF EDUCATIONAL RECOVERY PLAN</p> <p>The Education Recovery Plan: Covid-19 had been circulated prior to the meeting and</p>

the Principal updated Trustees on the priority areas.

Q. Would additional staff be needed once additional pupils return to the Academy?

A. Additional staffing had not been discussed as the plans for September 2020 were vague.

Q. Was the introduction of year group bubbles and staggered start and finish times being considered?

A. Yes staggered start and finish times were being considered and bubbles for the older year groups. There would be issues with Year 7 and Year 8 due to the large numbers of pupils which may require two bubbles per year group.

Q. Was teaching over six days per week being considered?

A. The trade unions would likely be resistant to teaching over six days per week

Mark Doyle left the meeting at 4.30pm

17. ANNUAL SAFEGUARDING REPORT

The Safeguarding Data Report 14 February – 18 June 2020 and the CPOMs Data Analysis Report had been circulated prior to the meeting and the Principal reported:

- There were no significant safeguarding issues
- Pastoral staff had been in regular telephone contact with vulnerable pupils
- The internal logged safety and welfare concerns had increased because staff had been telephoning identified pupils twice per week and conversations were recorded on CPOMs
- The safeguarding and pastoral team had been working hard during lockdown

Q. Had safeguarding training been updated?

A. Staff had completed annual safeguarding training but not all Trustees had.

Action – The Principal asked Trustees to complete the safeguarding training and safer recruitment training or confirm that they had completed training as part of their employment.

18. PRINCIPAL'S REPORT

The Principal's Report to Governors – June 2020 had been circulated prior to the meeting and the Principal reported:

- A detailed curriculum was set out in the report which would be in place from September 2020
- Health and Safety – due to the pandemic, outstanding actions from the Fire Risk Assessment had been put on hold until Lancaster Maloney were able to provide support and apply for the funding for door surveys and alterations.
- Planned work for the summer may change
- There had been no lost time or RIDDOR reportable accidents since September 2019
- There were no issues regarding asbestos within the Academy
- There had been positive events and activities prior to and during the lockdown
- Principal's Awards had been given each week to those students who had shown excellent engagement in home learning

KS3 and KS4 Curriculums

Mr Willerton provided an update of the changeover point between the KS3 and KS4 curriculum. The Academy provided a broad and balanced curriculum offer and had moved away from a two-year KS3 curriculum model to a 2:1:2 model. He had taken advice from an Ofsted inspector who had confirmed that Ofsted do not favour a particular model. Mr Willerton reported that the curriculum model would be monitored

	and changes made if required.
19.	<p>DISADVANTAGED RECOVERY PLAN</p> <p>The provisional plan for boosting the progress of disadvantaged students post lockdown had been circulated prior to the meeting and Mr Kevin Harker had updated Trustees at the Standards & Curriculum Committee meeting held on 9 June 2020.</p>
20.	<p>ADMISSION ARRANGEMENTS</p> <p>The Principal reported that 270 pupils would be joining the Academy in September 2020, there was a waiting list but there had been no appeals.</p>
21.	<p>ANNUAL REPORT ON COMPLIMENTS AND COMPLAINTS</p> <p>A copy of the 2019/20 report had been circulated prior to the meeting and the Principal reported:</p> <ul style="list-style-type: none"> • Two written complaints had been resolved • Positive messages had been received over lockdown <p>Q. How had the complaint between the pupil and member of staff been resolved? A. There was a restorative process with the member of staff meeting with the pupil and parent.</p>
22.	<p>PROPOSED SCHEDULE OF MEETINGS, CYCLE OF PROPOSED BUSINESS AND GOVERNOR DEVELOPMENT SCHEDULE 2020/21</p> <p>The following documents had been circulated prior to the meeting:</p> <ul style="list-style-type: none"> • Schedule of meetings 2020/21 • Schedule of business for the Trust Board • Schedule of business for Finance and HR Committee • Schedule of business for the Curriculum and Standards Committee <p>Trustees noted the schedules of business.</p>
23.	<p>STANDING ORDERS AND TERMS OF REFERENCE</p> <p>The Standing Orders and Code of Conduct for the Meetings of the Members and Trust Board – February 2020 had been circulated prior to the meeting.</p> <p>Vikki Semple reported:</p> <ul style="list-style-type: none"> • She had met with the Chair of the Trust Board and the Principal about how the layers of governance were referred to • As the Trust Board was an early academy converter the memorandum and articles of association were based on a very early model. They state that this layer of governance is a governing body and the next layer is the Trust Members. • The current DfE terminology had this layer of governance as the trust board and the next layer as members. During the meeting, the Chair and Principal agreed to the change in terminology and the document has been updated to reflect this. • The changes would stop confusion when liaising with external bodies or the DfE about the academy. • The word "Trustee" has been substituted in this document for "Governor" and the word "Member" has been substituted for "Trust Body Member". • there was slight change to role and responsibilities – this has been updated in line with the latest governance guidance and your articles of association. • The committee meetings had the powers to agree and approve items to reduce duplication.

Action – The document would be an item on the next meeting and Trustees agreed to read through the documents and bring any issues to the next meeting.

The Chair thanked the Principal, on behalf of The Trust Board, for her hard work and commitment to the Academy. Mrs Sherman thanked Trustees for their support for the Academy and for her as the Principal.

24. SLA FINANCE SERVICES

The Clerk informed the meeting that CFO and those Trustees with a connection to St Helen's College would be required to leave the meeting prior to the agenda item being discussed to avoid a potential conflict of interest.

The following people left the meeting at 5.10pm:

- Jayne Tallant, CFO
- Nick Gribben, Sponsor Trustee
- Andrew Ross, Sponsor Trustee
- Peter Winter, Sponsor Trustee
- Norman Jackson, Sponsor Trustee
- John Maclaren, Sponsor Trustee

Mark Doyle, Sponsor Trustee had already left the meeting at 4.30pm

The remaining Trustees reviewed the previously circulated Finance Services SLA report.

The Principal presented the report and took questions. Trustees discussed the SLA for Finance Services and noted the increased cost.

RESOLVED: Following scrutiny and consideration, Trustees unanimously **approved** the Finance Services SLA.

25. DATE AND TIME OF NEXT MEETING:

Tuesday 13 October 2020 at 3.00pm

There being no other business, meeting closed at 5.20pm

*P/CLW
21/10/20*

