



Full board of Trustees

Remote meeting held on TEAMS due to Covid-19 Pandemic social distancing requirements

10th February 2022 – 6pm

MINUTES

**Present remotely: Kim Taylor (KT)– Exec Head; Sue Bailey (SB) – Chair of Trustees;
Mark Williams (MW); Wayne Palmer (WP); Rebecca Ward (RW);
Julie Perry (JP); Lynda Adam (LA)**

Apologies: Rebecca Berton (RB); Jane Lancaster Adlam (JLA)

In Attendance Helen Nicholls (Clerk) HN
remotely:

No.	Minutes	Actions
1.	Welcome and Apologies Apologies from Jane and an apology from Rebecca who intends to join at a later time. Absent without apologies Mike Westcott-Rudd and Ilker Yoney Quoracy – Quorate as 3 members present	
2.	Declaration of Pecuniary Interests None Received	
3.	Approval of Minutes for: <ul style="list-style-type: none">The Board of Trustees’ meeting 8th December 2021 MW – audit tender process should have been discussed at last financial meeting but had not been added to agenda. Decision: – Minutes from FBT 8 th December 2021 approved Action: - Add Audit tender process to Next FPP Agenda	Clerk

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4.	<p>Matters Arising and Agreed Actions Update</p> <ul style="list-style-type: none"> • Members and Trustees to send photo of themselves for Trust website – Carry Forward: KT started putting together profiles, but still require photos. • KT to amend numbering on risk register log - Complete • All trustees to complete online Prevent training – Carry Forward • Out of county money owed to RMA – has DFE resolved? - Complete 	
5.	<p>Board of Trustee Membership Review and record appointments, resignations, and vacancies</p> <p>LA - End of term in April will not be putting herself forward for re-election. Taken into account when last reviewed membership</p> <p>JLA – Resigning due to work commitments – Vacancy will go for recruitment Still 1 Vacancy for a member.</p> <p>Ilker has not attended last few meetings presumed due to work commitments,</p> <p>Action: SB to contact IV to determine ability to continue as trustee</p>	SB
6.	<p>Finance</p> <p>Items to follow up from FPP meeting 31st January 2022</p> <p>Post 16 Class at Huntingdon Regional college – Decision needed on whether to start recruitment for KS1/KS2 teacher.</p> <p>KT – Still no approval from council.</p> <p>Action: Decision on starting recruitment for KS1/KS2 teacher added to FPP Agenda</p>	Clerk
7.	<p>TLW</p> <p>Items to follow up from TLW meeting 18th January 2022</p> <ul style="list-style-type: none"> • AAG board update for SCA and RMA AAG at SCA – now full complement RMA – Community and parent vacancies. • Succession planning and identification of staff who can grow within our organisation – Needs to be addressed in near future • TLW – reviewed SEF for both schools and will be reviewed again at end of March <p>JP – TLW talked about the Importance of external validation</p>	
8.	<p>Safeguarding:</p> <ul style="list-style-type: none"> • KT now been admitted to RMA electronic recording system (my concern). Most issues raised have been around physical abuse, neglect and sexual abuse. These have all been followed up via correct process with social care. • At SCA most issues have been around welfare and neglect related to home issues. Most dealt with through early help system. 	

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	<ul style="list-style-type: none"> • KT has updated her designated safeguarding lead training and all school training is in date. • SCR's are being maintained. • No safe recruitment trained staff at RMA with EPM at Level 2 so KT has to attend all interviews. • Focus on developing Knowledge on peer on peer abuse • TLW will focus on New legislation on voyeurism and protecting children, peer on peer abuse and missing children • Course on safeguarding supervision for RMA to be planned. <p>JP – What is essential training for trustees? KT – Basic training through NSPCC, or Local Authority for safeguarding in relation to governance and bring latest guidance through TLW meetings. KCSIE 2021 is the main document that must be read and understood.</p> <p>JP – Volunteering to take on Safeguarding Lead role for trustees. Already hold this role in another trust so have experience with this.</p> <p>Action: Clerk to send out list of available county training courses.</p> <p>Clerk asked governors to let her know when they attend training.</p> <p>SB asked JP if she would like to conduct SCR checks.</p> <p>SB – Will bring up 1 confidential item on Safeguarding</p>	Clerk
9.	<p>Executive Head Report</p> <ul style="list-style-type: none"> • Covid risk – Partial closures due to health and safety as unable to obtain cover. Transmission continues to be high but severity remains low. Several staff and pupils with long covid, but a small number. <p>JP – Reinfections seems to be a big issue at the moment. Tip of the iceberg with long covid, may be a significant risk going forward and may affect absence figures.</p> <ul style="list-style-type: none"> • Data for CO2 monitoring for both schools but in all cases where a high reading is recorded 800 – 1500 measures have been put in place to mitigate. • Still asking people coming to stie to use lateral flow test before attending. • Covid risk assessments and outbreak plans can be switched on and off as needed in discussion with Public Health and Local Authority. • Staff are very fatigued. Lots of covering for other staff when absent. • Jan Martin coming in March to externally review SCA • Janice Cahill coming in February for external review of RMA. 	

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- Risk assessment required for SCA and RMA and external review of Safeguarding needed for both schools this school year.
- SB – questions the feedback from Janice Cahill.
- KT- received feedback and will discuss at next meeting
- Confirmed Safeguarding external review needed for both schools
- Spoken to heads about Employee Assistance Programme and this will be discussed at FPP with quotes.
- GDPR training completed for both schools
- CDP plan for SCA but more detail required for RMA
- Central team- looking at how we support both schools and action plan to be devised following up actions from Executive Head, SEF and external reports
- Followed up HR actions from staffing review and implementation. A list of actions provided to EPM – Where people have new posts they will receive a new contract from EPM but for other staff old contracts will remain with new updated job descriptions implemented from January 2022.
- No feedback from Unions about restructuring of staffing or implementation.
- Have left working hours the same, Head accountable that working patters are fulfilled to ensure financial controls for the Trust.
- Financial impact – GC costed out staffing structure and this has been reported to FPP and previously to the Board. At the staffing consultation with unions present this was explained.
- Issue with pupils attendance at school – have asked RMA to scope out a proposal of how we can support these pupils rather than providing adhoc external provision, that we don't have control over.

SB – if both pupils in our settings have EHCP's are we in our right to scope out this document does it not have to be sanctioned by LA?

KT – I'm looking at value for money and provision of services. Current staffing structure is calculated with these children in school. Reliance on outsourced provider would need to become a feature of the budget build which did not happen this academic year. The Trust could develop a similar service instead? Quality might be better and with access to school staff to vulnerable pupils. If this is not viable the Trust would not proceed.

SB – After LA had agreed a sanctioned an alternative educational arrangement?

KT – Pupils are being visited by school staff for welfare reasons, so I'm asking if we can't do more to support them with staff they already know. Progress and engagement with

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	<p>these pupils will have dependency on relationship with staff. If money is spent on external provision, then this is money taken away from spending in the school.</p> <p>SB – Just making sure people understand that any child out of school has to have a LA agreement on how provision is provided.</p> <p>KT – we are making appropriate emergency reviews. I am asking if we can provide a similar sort of service ourselves? So asked head of School and senior team to think about a proposal where pupils can have more contact and monitoring from people they know. School staff don't seem to understand that the money for external provision comes out of school budget to plan for pupil support it is not additional income.</p> <p>SB – Might be wise to link up with other schools who have non-attenders. Might be an idea to see what solutions are already out there?</p> <ul style="list-style-type: none"> • Premises and facilities management – have looked at both sites and making sure they are carrying out H&S walks and following up site issues • Fire risk assessment – Completed all actions for SCA and actions April and July 2021 RMA reports. • Projects – KS4 and post 16. Had meetings with College of West Anglia about their potential involvement at Wisbech new school Would like to provide some joint curriculum delivery if possible to support pupil transitions. • CRC meeting with LA to discuss financial impact and outcome expected soon. <p>JP – Thank you for your work especially with Wisbech site. Developing partnerships for wider Wisbech community.</p> <p>KT – Very good relationship so far, have offered opportunities for staff to come and work at the school as well as students going to CWA.</p> <p>KT – Specialist help with Construction room from CRC was appreciated.</p>	
10.	<p>Risk Log –</p> <p>Covid remains a risk</p> <p>Small risk for recruitment not being as fast as Heads of School might like</p> <p>RMA are struggling to recruit some teaching posts – but now readvertising</p> <p>MW asked KT to comment on point 4C on risk log and difference between 2 schools why is one in the cycle and the other not?</p>	

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	<p>KT – Made assumptions about budget for RMA and would need to run to see what was required. In terms of the cycle. Financial monitoring SCA is much more predictable, Both schools are in cycle in terms of mid – review by GC. Both schools have undergone the same financial review process so no disparity of approach by the Trust.</p> <p>SB – Suggested wording is changed in section 4 to show that RMA is being reviewed</p> <p>KT – No difference between schools for financial review – will change wording</p> <p>Action: KT to change the wording on 4C to make statement clearer</p> <p>MW asked KT to comment on changes between this risk log and last one that was presented?</p> <p>KT – informed that additions are in a different colour for visibility as Trustees recommended previously.</p> <p>The only real significant change is the risk due to inflation.</p> <p>KT explained Plan for how new schools recruitment will unfold so we can have a clear staffing plan for next year academic year costed. Important and awaiting confirmations from Local Authority and DFE to bring this to Trustees for approval and action.</p> <p>WP – Can you explain 4F?</p> <p>KT – These are about alerting you to inflation costs on staffing and other costs expected for next budget.</p> <p>Action: Will add more to the commentary to explain 4F and bring and circulate with minutes from this meeting.</p>	<p>KT</p> <p>KT</p>
<p>11.</p>	<p>Policies and Documents for approval/review</p> <ul style="list-style-type: none"> • Child protection and safeguarding policies for Spring Common and Riverside Meadows <p>Ask FBT to approve policies – model policies need to be approved and published on the website.</p> <p>JP - policies are independent for both academies, used to trust policies, so might need to think about whether these need to be trust or independently adopted policies.</p> <p>KT – ESFA have recommended that these should be individual school policies as these reflect the school population and itemise key people for each school. Both policies will appear on trust website.</p> <p>WP – Proof reading mentioned and accepted.</p> <p>Decision to accept Child protection and safeguarding policies policy by majority show of hands.</p>	

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	<ul style="list-style-type: none"> Complaints Procedure Spring Common Academy Complaints Procedure Riverside Meadows Academy <p>JP – Scheme of delegation and escalation routes. New trustees need some extra guidance on this</p> <p>MW – Model policy specifically says trusts can modify in relation to your context only changes I requested were typo’s and errors.</p> <p>KT – I will change these as requested, but one section was text that couldn’t be changed</p> <p>WP – Consistently seems to be a problem with errors in policies we are asked to review</p> <p>SB – Can we have an agreement on whether we adopt the policies tabled?</p> <p>Action: KT to make suggested amendments</p> <p>Decision to agree Complaints procedures after amendments by majority, 1 abstained.</p> <ul style="list-style-type: none"> Exclusion Policy <p>SB – invited comments and questions on exclusion policy and draft letters for parents.</p> <p>Decision to accept Exclusion policy by majority show of hands.</p>	KT
12	<p>New School Presentations</p> <p>Prestley Wood – presentation from Morgan Sindall - KT Talked through presentation</p> <ul style="list-style-type: none"> Morgan Sindall keen to come and talk at next meeting September 2023 timeline for finish <p>Wisbech Green - Kier presentation - KT Talked through presentation</p> <ul style="list-style-type: none"> Soft tone colour palette through out <p>KT – Invited questions</p> <p>JP – Talked about plans from a pupil point of view – how have we designed in wellbeing areas for staff?</p> <p>KT – Lots of staff areas dispersed though sites. Will be able to work in teams and children will not be able to walk into staff areas due to maglocks.</p> <p>SB – found Kier very well structured and very good at listening to our needs</p> <ul style="list-style-type: none"> Both schools are going to final planning on the 24th of Feb. Sign off April. 17th Hope to be finished and handover on the 1st of August 2023. Project managers very keen to come and talk about projects. 	
13	AOB –	

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	<p>SB – Thanked LA for chairing the TLW committee and for long term involvement with SCA</p> <p>JP – Asked for additional training on role of trustee. Such as training on school improvement strategy, Other new trustees might also require this.</p>	
14	Confidential Items	
15	<p>Date of Next Meetings</p> <ul style="list-style-type: none"> • TLW Committee Wednesday 2nd March • FPP Committee Tuesday 8th March • Full Board of Trustees Tuesday 29th March 	

Meeting ended at 20:21

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