



**Trustees' Full Board Meeting**  
**Tuesday 19<sup>th</sup> October 2021 – 6pm**  
**TEAMS MEETING**

**MINUTES**

**Present:** Kim Taylor, Executive Head (KT) Sue Bailey (Chair)  
 Mark Williams (MW) Wayne Palmer (WP)  
 Rebecca Ward (RW)  
 Mike Wescott Rudd (MWR) Lynda Adam (LA)

**Apologies:** Ilker Yoney  
**Did not attend:** Taff Gidi

**In Attendance:** Lorraine Driver (Note taker) Jane Lancaster-Adam

No.	Minutes	Actions
1.	<p><u>WELCOME AND APOLOGIES</u></p> <p>The Chair welcomed everyone and made an adjustment to the agenda to firstly introduce Jane Lancaster-Adam (JLA), a potential new Trustee.</p> <p>Apologies were received from Ilker Yoney.</p> <p>Taff Gidi not present.</p> <p>Anthony Upshall not present as personal reasons may delay election as Trustee.</p> <p>The meeting was quorate with over 3 Trustees present.</p> <p>SB introduced JLA and explained she has shown an interest in becoming a Trustee. JLA gave a brief introduction. She lives in Kimbolton and is currently Head of Inclusion in Jersey. She has been in education for 33 years and has a massive passion with special schools. She has been a Head in a mainstream school, an Ofsted Inspector, worked at Oracle, TBAP, was approached to set up</p>	

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	<p>a special school in Hong Kong and then ended up in Jersey. JLA would like to bring all her experience into the Trust. She is very passionate about helping children and their families. SB thanked JLA and feels that JLA's skill set will definitely benefit the teaching and welfare committee. She will have a lot to offer the board. SB asked JLA to leave the meeting and asked the Trustees their thoughts. MW said she sounded very well qualified. SB said she will strengthen the TLW, she will be a massive asset for the Trust. Everyone confirmed approval to be elected as Trustee.</p> <p>Action: KT to send out Branding Document as not ready to go out with all papers.</p>	
2.	<p><u>DECLARATION OF PECUNIARY INTERESTS</u></p> <p>None declared.</p>	
3.	<p><u>APPROVAL OF MINUTES</u></p> <p><b>DECISION: The minutes from the FBT meeting on 19<sup>th</sup> July 2021 were approved and the Chair has signed a copy.</b></p> <p><b>DECISION: The minutes from the FPP meeting on 30<sup>th</sup> September 2021 were approved</b></p> <p><b>DECISION: The minutes from the TLW meeting on 20<sup>th</sup> September 2021 were approved</b></p> <p>LA confirmed the minutes from the meeting on 22<sup>nd</sup> June 2021 were approved. SB thanked MW for chairing the last FPP meeting.</p>	Clerk
4.	<p><u>MATTERS ARISING AND AGREED ACTIONS UPDATE</u></p> <p>JLA rejoined the meeting. SB confirmed the Trustees have had a discussion and confirmed they would like to go to the next stage and would like to proceed with the process of her becoming a Trustee. JLA was delighted. SB confirmed Liz Ward will be in contact with her.</p> <ul style="list-style-type: none"> <li>Trustees to submit a photo and bio for the website - KT confirmed the website is imminently being uploaded so needs the Trustees to submit a photo as soon as possible and thanked those who have already done so.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Branding document – Not ready for meeting papers and will be circulated.</li> <li>• 2021/22 meeting dates – SB said David (Member) cannot make the date. The Trustees agreed to change it to possibly Wednesday 8<sup>th</sup> December. SB to speak with Liz Ward to check AZETS availability. Trustees agreed.</li> </ul>	
5.	<p><u>BOARD OF TRUSTEES MAKE UP FOR 2021 AND BEYOND</u></p> <ul style="list-style-type: none"> <li>• Members - SB confirmed they still require 2 members.</li> <li>• Vacancies/Appointments required – SB confirmed Elinor had declined. Anthony is still keen to join, but checking availability. Other CV provided from Academy Ambassadors for KT and SB to discuss.</li> <li>➤ Safeguarding Lead Trustee for 2021/22 – SB confirmed she is happy to undertake this role for 2021 -22 and Trustees approved.</li> <li>• Election of Chair – SB clarified her extension of term of office as a Trustee and following election in July her chairmanship for another year.</li> <li>• Election of Chair of FPP – not resolved but MW agreed to undertake this as Vice Chair. MWR confirmed he is happy to stay on TLW committee until JLR becomes a Trustee and on SB suggestion agreed to overlap until January 2022.</li> </ul>	
6.	<p><u>FINANCE – items to follow u from FPP meeting 30<sup>th</sup> September 2021</u></p> <ul style="list-style-type: none"> <li>• Agree TOR – circulated at previous FPP meeting – MW made 2 observations: 1, updating to change of names, Trust and job titles 2, are there any changes that would arise to change of the names? KT confirmed we need to keep it all updated. She confirmed all reviewed policies have been updated. TOR was agreed. MW thanked KT for helpful document.</li> <li>• HEdT staffing structure document approved by Trustees following further detail from KT.</li> <li>• Procurement Policy and Financial scheme of delegation – SB thanked KT for changes.</li> </ul>	
7.	<p><u>TRUST STRATEGY 2021-24</u></p> <p>SB thanked everyone who attended the strategy meeting. The trustees looked at the slides of the summary produced by MW circulated prior to the meeting. SB asked for thoughts on the Mission Statement. WP suggested amalgamating 2 sentences into one. This was approved by all trustees.</p> <p>Action – Page 1 join the 2 sentences.</p> <p>Values – SB said they are trying to embrace children/staff/parents/Trustees</p>	

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	<p>anyone involved in the school – SB asked for any comments or changes. RW suggested putting equality and inclusive together. WP said there are too many values – too complicated, and feels it would be good to combine the two to reflect on who we are and what we do.</p> <p>KT said she has 2 observations to make:</p> <ol style="list-style-type: none"> <li>1. comment on NOLAN principles and that this is stated to comply with Academies handbook.</li> <li>2. KT suggested JLA might contribute to values document due to her school related experience. JLR confirmed she is happy to do this. SB confirmed she would work with JLA to develop this further.</li> </ol> <p>SB confirmed she had a meeting with AC to use symbols, for example, respect will be incorporated with a symbol, AC will look at copyright once the Values have been confirmed. RW said she thought this was a great idea.</p> <p>It was decided to have on one page as a mission statement, then a symbol with values and then a brief comment at the bottom re NOLAN principles. MW said that combination would make the statement personal to the Trust. All Trustees approved.</p> <p>VISION – SB asked the Trustees what the VISION should be – where we see the trust in 3-5 years?</p> <p>WP said add safe to enjoy creative education – have to make a comment about Safeguarding.</p> <p>MWR said we have to be measurable, a secure environment, thinking about what students enjoy – we need to be measurable about putting the Vision document together – use smart targets.</p> <p>WP suggested changing 19-25 provision.</p> <p>KT and SB said it is worthwhile looking at adjustments to the document now. One year targets and a 3 year target to be used in final document.</p>	
8.	<p><u>RISK LOG – recirculated prior to the meeting</u></p> <p>KT confirmed risks are identified.</p> <p>MWR happy to carry on with Risk management project. RW identified some amendments in the numbering 1, 2, 3, 3, 4, 5 and then the 5<sup>th</sup> one should read 6<sup>th</sup>.</p> <p>Action KT to make amendments and then send out and put on website.</p>	

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	<p>SB discussed different strategies for recruitment – this doesn't appear to be on the Risk Log – <b>KT to discuss at next FPP under HR.</b></p>	
<p>9.</p>	<p><u>SAFEGUARDING AND SCR</u></p> <ul style="list-style-type: none"> <li>• SCR update SB said she has been part of 2 fire alarms recently, the 1<sup>st</sup> one was complicated because of building works but confirmed the 2<sup>nd</sup> one was much slicker, much better and more efficient as builders not present.</li> <li>• Reminder – All Trustees to complete NGA Safeguarding for Governance online training. WP said MASH is not explained and feels it would be good if there was a list explaining what the acronyms and abbreviations meant. He also pointed out that on Page 19 it states RMA safe recruitment is KT/JMc/CP, KT confirmed it correct as safer recruitment qualified people.</li> </ul> <p><b>Action KT to send a list of acronyms, maybe add as an attachment and proof read to support that edit.</b></p>	
<p>10.</p>	<p><u>EXECUTIVE HEAD REPORT</u></p> <ul style="list-style-type: none"> <li>• Outcomes for teacher pay progression for 2021. (Details circulated in EXEC Head Report). KT confirmed performance management and Covid issues taken into account, RMA and SCA pay reviews completed fairly, rewarding teachers who have made significant progress with targets from recommendations. KT feels confident it reflects the hard work of staff and it will be backdated to 1<sup>st</sup> September and will go into November 2021 pay. SB stated she noted one teacher was moving up 2 points and only thought they could move up one point. She asked if GC has taken this into account? KT confirmed this was an exception and that teachers normally only go up one point but this teacher has earned it and within budget allocations– All pay progression approved by Trustees.</li> </ul>	

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Action KT to send out letters to teachers for pay progression.

KT confirmed DFE has not issued an updated School Teachers Pay and Condition Document for 2021 -22 to enable an update to the Trust pay policy document for this meeting. KT wanted Trustees awareness that the 2020 policy is still operational. KT said she would prepare an annex to add to Pay Policy for next FPP.

Fire Risk Assessment with Strictly Education:

KT confirmed it went really well apart from a few issues related to signage and where the builders had painted over intumescent strips in fire doors but these items will be fixed.

A Spring Common Academy risk assessment is planned for November.

Covid updated Risk Assessment and Outbreak Plan:

KT explained Covid is still negatively affecting staff and pupil attendance. Both Riverside Meadows Academy sites schools are holding up well despite an outbreak on the Wisbech reported to Public Health and Local Authority. KT explained she had attended a Covid outbreak supportive meeting for Wisbech and measures and this risk assessment praised.

Both schools have followed up CO2 monitors and ventilation and other preventative measures to support safety.

Flu Vaccination – KT said she has used Boots Vouchers for Staff in both schools under age 50 who do not qualify for flu vaccine.

Recruitment - KT confirmed success with recruitment of Teaching Assistants at Spring Common Academy and up to full complement after half term to increase capacity.

Approval of staffing structure for HEdT and for the purpose of

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	Riverside Meadows Academy staff consultation – approved by Trustees.	
11.	<p><u>POLICIES AND DOCUMENTS FOR APPROVAL/REVIEW</u></p> <ul style="list-style-type: none"> <li>• Safeguarding and Child Protection Policy – SCA and RMA</li> <li>• Risk Log – see above</li> <li>• HEdT staffing structure</li> </ul> <p><b>DECISION: Trustees approved all documents</b></p> <p>Ratification by the FBT of Policies, Documents and Decisions agreed by Committees that require approval by Board/</p> <p>FPP Committee: Covid Risk Assessment and Outbreak Plan - SB asked if there was a document for RMA. KT confirmed the RMA document is identical to SCA – it is the same document.</p> <p><b>Action: Send WP/RW SCA Outbreak Plan</b></p> <p>SB agreed for everyone to respond any changes by email, if she has not heard anything within 7 days she will take that everyone agrees.</p>	
12.	<p><u>AOB</u></p> <p>SB confirmed all Trustees should have received an email informing them their email will change to @horizons.org.uk. She confirmed it was a straight forward process and it will be activated from 1 pm tomorrow. She stated any problems to speak with LW. SB confirmed any emails to their spring common address will still be directed to horizon address and is hopeful if will be a smooth process.</p> <p>SB confirmed they have had 2 letters of resignation whom the Trustees will be writing letters: One is Liz Ward Kim’s PA who finishes at the end of the year. The other is a Teaching Assistant Gayle Wharton who has worked for SCA for 34 years. Gayle intends to become a volunteer.</p>	
13.	<p><u>CONFIDENTIAL ITEMS</u></p> <ul style="list-style-type: none"> <li>• Approval of Confidential minutes part A from The Board of Trustees</li> </ul>	

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	<p>meeting – July 2021</p> <p>Action – SB to circulate minutes, again if she does not hear anything from Trustees within 7 days she will approve them.</p> <ul style="list-style-type: none"> <li>• KT informed the Trustees there are 2 items she needs to let the Trustees know in confidence: <ol style="list-style-type: none"> <li>1) Possible parent at SCA to apply for tribunal – she is not happy with the class/teacher/ Teaching Assistants or the inclusion of non – verbal and disabled pupils.</li> <li>2) RMA – fixed term exclusion for pupil due to safety. No formal complaint but parent sending many emails to demand items put in place by School and Local Authority. KT said she is in discussion with local authority to provide a different provision as RMA is not appropriate. KT has supported Head of School to prepare for pupil return on bespoke package of support.</li> </ol> </li> </ul> <p>SB announced a comment from a member of the FPP committee meeting – asking if anyone has any feelings/thoughts on ways to improve communication for Trustees to be more efficient. How we can manage documents better? Ensure making a more improved efficient system. SB asked for any suggestions so we can reduce questions about documents etc.</p> <p>Action – Email SB with suggestions on a one to one basis.</p> <p>RW said she feels it would be a good idea to receive all the documents for the meetings all together in one email the day before and not sent in multiple emails. For this meeting we had items in two emails.</p> <p><b>DECISION: The Confidential Minutes Part A</b></p> <p>KT and LD left the meeting.</p> <p><i>See confidential minutes Part B</i></p>	
14.	<p><u>DATE OF NEXT MEETING</u></p> <ul style="list-style-type: none"> <li>• <b>TLW Committee Thursday 11<sup>th</sup> November 5.30pm TEAMS</b></li> <li>• <b>FPP Committee Wednesday 24<sup>th</sup> November 6.00pm SCA</b></li> </ul>	

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	<ul style="list-style-type: none"><li>• <b>Full Board and Members Tuesday 7<sup>th</sup> December 6.00pm SCA</b></li></ul>	
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Meeting ended at

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