



Trustees' Full Board Meeting
Wednesday 8th December 2021 – 6pm
TEAMS MEETING

MINUTES

- Present:** Kim Taylor, Executive Head (KT) Sue Bailey (Chair)
 Mark Williams (MW) Jane Lancaster-Adlam (JLA)
 Rebecca Ward (RW) Lynda Adam (LA)
 Mike Wescott Rudd (MWR) David Olney (DO)
 Jean Browning (JB)
- Apologies:** Judy Ward (JW) Billy Morrison (BM)
 Wayne Palmer (WP) Ilker Yoney (IY)
- Did not attend:** Taff Gidi (TG)
- In Attendance:** Lorraine Driver (Note taker) Antony Upshall (AU)
 Rebecca Berton (RB) Julie Perry (JP)
 Genevieve Cowcher (GC) Graham Jones (GJ)
 Caroline Gillis (CG)

No.	Minutes	Actions
1.	<p><u>WELCOME AND APOLOGIES</u></p> <p>The Chair welcomed Trustees and Members. SB apologised the meeting was not held virtually but due to the current situation this was not possible.</p> <p>Antony Upshall was elected as a Member.</p> <p>Rebecca Berton and Julie Perry were elected as Trustees.</p> <p>It was discussed whether the members could elect BM as he was not in attendance and it was decided he could. Billy Mollison was elected a Trustee.</p> <p>Apologies were received from Wayne Palmer and Billy Mollison.</p>	

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	<p>Taff Gidi not present.</p> <p>The meeting was quorate with over 3 Trustees present.</p>	
2.	<p><u>DECLARATION OF PECUNIARY INTERESTS</u></p> <p>None declared.</p>	
3.	<p><u>APPROVAL OF MINUTES</u></p> <p>DECISION: The minutes from the FBT meeting on 19th October 2021 were approved.</p> <p>DECISION: The minutes from the FPP meeting on 24th November 2021 were approved.</p> <p>DECISION: The minutes from the TLW meeting on 11 November 2021 were approved.</p>	
4.	<p><u>Presentation on Horizon Education Trust accounts for 2021 and questions</u></p> <p>Welcome to Graham Jones, Caroline Gilis from Azets. GJ went through the Annual Report and Accounts.</p> <p>JP advised their trust are not putting the impairment charge through. KT suggested JP to check they are in the same regional part of the pension scheme.</p> <p>GJ said there are 2 pension schemes: Teachers pension scheme and the local government pension scheme.</p> <p>Audit Finding Report</p> <ol style="list-style-type: none"> 1. Banks do not insure holdings more than £85,000 2. Separation between members and trustees. <p>JB asked when the tender was up for renewal of the audit of accounts. DO said it would be good to find out when the last tender was. GC confirmed it hasn't formally been done for at least 4 years. MW suggested putting it on finance agenda to discuss.</p> <p>MW confirmed FPP approved the accounts.. He had a minor point, the appointment today needed to be reflection. Thanked team for high quality work.</p> <p>SB asked Trustees and Members to formally adopt papers.</p>	

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	<p>JP and RB to abstain as they have not seen paperwork.</p> <p>SB thanked auditors on behalf of Trustees and Members.</p> <p>GJ and CG left the meeting.</p>	
5.	<p><u>RIVERSIDE MEADOWS ACADEMY STAFFING STRUCTURE CONSULTATION OUTCOME AND ASSIMILATION TO NEW JOB DESCRIPTIONS FOR JANUARY 2021 AND PAY SCALES</u></p> <p>KT confirmed she has assessed all different job descriptions and they have been evaluated by EPM. KT has assimilated everyone and all have a new set of job roles. The feedback has been very positive. KT confirmed they are advertising a Family Inclusion Worker in January and have developed a Lead Therapist Role across the trust which will help all schools. KT also reported they have developed a special school Outreach in both schools too. KT stressed it is important for staff structure to enable staff to train and develop. She was pleased to report RMA have not lost any staff or made redundancies during the process and said it has been a positive experience, which she is very proud of. JLA confirmed she has had positive feedback. SB thanked KT for all her hard work.</p> <p><u>PAY POLICY 2021-2022</u></p> <p>Pay Policy – the members and trustees approved the document.</p>	
6.	<p><u>TRUST MATTERS:</u></p> <ul style="list-style-type: none"> • <u>Strategic Plan</u> <p>SB thanked everyone for their input and confirmed she wants to review it at the end of the year. Approval of the Strategy Document to progress to end of year targets. KT thanked JLA for last minute contributions. DO asked KT how she reported against strategy – KT confirmed she is intending to discuss at teacher meetings. JP suggested it being a specific agenda item.</p> <ul style="list-style-type: none"> • <u>Website and Branding</u> <p>Approval needed for branding document. New website – KT will send an excerpt about each member. KT will send to each Member/Trust to approve. Action: Members and Trustees to send photo of themselves. Kim confirmed the Website is going live soon.</p> <p>Terms of Reference – MWR suggested the website should contain</p>	

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	<p>Freedom of Information Publication Scheme – KT to send what she has. SB asked whether the Trust Board and Minutes should be made available on request. MWR said the best practice is to be released. KT said once they are approved they can then be released. KT confirmed they have a new Clerk starting in January.</p> <ul style="list-style-type: none"> • <u>Risk Register update December 2021</u> <p>KT informed she has had intense training which gave more information on mitigations.</p> <p>KT reported the Trust now has a good branding document and thanked Alex C for this.</p> <p>Succession planning - really good progression with people.</p> <p>Recruitment – still having difficulty due to COVID.</p> <p>KT stressed still need to focus on roofing and drainage.</p> <p>RW said the numbering on risk log still incorrect – Action KT to amend.</p> <p>SB wondered if WP’s IT issues had been rectified. KT still looking at it and will get IT to write a letter back but confirmed no one else is having any difficulty.</p> <p>MW said the FPP Committee TOR are due for approval – everyone was happy to approve.</p>	
7.	<p><u>EXECUTIVE HEAD REPORT</u></p> <p>Covid and Omicron - KT confirmed both schools are sticking with what they are currently doing until told otherwise (government guidelines). KT reported we are having regular updates, will be testing in January for all secondary children and staff. KT thanked the Trust, SB and MW for all their help throughout the year and has appreciated them attending extra meetings during this situation.</p> <p>Safeguarding – refresh training on preventing radicalisation.</p> <p>Relationships on Sex Education and Sexual Abuse need to focus on School improvement after looking at Ofsted requirements – will discuss at TLW Meeting.</p> <p>KT stated she needs to look at Human Resources Management on how we deal with self-isolation. The rules for Omicron are different. We need to look at how we support staff with payment and sickness policy. KT feels strongly about being able to support staff with long covid.</p> <p>Out of County money owed to RMA – KT said she has sent another letter today</p>	

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	<p>and confirms this is being followed through.</p> <p>KT informed the members we cannot keep up with the placement requests. She has approached CRC and asked if they can have a class at CRC for our older pupils to free up space in SCA.</p> <p>SCA - Number increase 195 to 205.</p> <p>Prestley Wood – 150 places.</p> <p>RMA general expansion but not too many because of the building.</p> <p>KT confirmed Liz W is retiring next week, and they have appointed Jon-James Panther. SB said it will be very sad to see LW go, but wishes her well and thanked for all her hard work. SB congratulated JJP on his new role.</p>	
8.	<p><u>MEMBERS FEEDBACK AND ITEMS</u></p> <p>JB thanked everyone for their hard work.</p>	
9	<p><u>CONFIDENTIAL ITEMS</u></p> <p>KT reported the items added to LADO have been resolved. Both heads have worked hard on complaints.</p> <p>DO left the meeting.</p> <p>KT also confirmed they are still dealing with the ongoing issue of one parent who has decided not to send their child back to SCA – the parent has an issue with a non-verbal child being in the class. Local authority saying SCA best place for the child.</p> <p>3 children still not back to SCA properly since Covid – KT expressed staff are for education not social care.</p> <p>SB referred to the note regarding Taff Gidi - more forms of communication have been sent – out by January if there is still no response - will keep informed.</p> <p>MW was elected as Chair for FPP Committee.</p> <p>SB noted the meeting scheduled in May is a bank holiday Monday – SB will change date.</p>	
10	<p><u>DATE OF NEXT MEETING</u></p>	

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	<ul style="list-style-type: none">• Next Full Board Meeting: Thursday 10th February 2022• Next Members meeting: Thursday 21 July 2022	
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