



Trustees' Full Board Meeting

Thursday 17th June 2021 – 5pm

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

MINUTES

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

In Attendance Nathalie Watkins (Clerk) Bernard Curran (BC), Prospective Trustee
remotely:

No.	Minutes	Actions
1.	<p><u>WELCOME AND APOLOGIES</u></p> <p>This was a remote meeting held on TEAMS due to Covid-19 Pandemic social distancing requirements. The meeting was held under the Trust's virtual meeting policy guidelines agreed by all Trustees for the academic year.</p> <p>Apologies were received from Ilker Yoney, Jay Browning and Keith Strong. Michael Westcott Rudd and Taff Gidi were not present. Wayne Palmer was absent for the first hour of the meeting.</p> <p>The meeting was quorate with over 3 Trustees logged in.</p> <p>The Chair welcomed everyone to the meeting.</p> <p>The Chair introduced Bernard Curran explaining that Bernard was keen to become a Trustee and that he had attended the last FPP meeting. Bernard introduced himself and provided some background on his skills and reasons for wanting to become a Trustee. Chair asked if BC would be happy to sit on either Committee to which BC agreed stating he was happy to support however he could. BC was asked if he could please leave the meeting while Trustees voted.</p>	

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	<p>DECISION: Trustees agreed to make Bernard Curran a Trustee of Horizons Education Trust. When BC signed back into the meeting Chair welcomed him to the Trust Board.</p>	
2.	<p><u>DECLARATION OF PECUNIARY INTERESTS</u></p> <p>None</p>	
3.	<p><u>APPROVAL OF MINUTES</u></p> <p>DECISION: The minutes from the FBT meeting on 23rd March 2021 were approved.</p>	
4.	<p><u>MATTERS ARISING AND AGREED ACTIONS UPDATE</u></p> <ul style="list-style-type: none"> • TLW points of information for FBT – the Committee approved all policies that needed to go on the RMA website. Those that need ratifying by the Board are listed in item 11 and had been sent to Trustees prior to the meeting. Julia McIntosh (HoS SCA) had presented a thorough report on assessment now that the children are back in school. The Committee discussed how it would run moving forward now that there were two schools in the Trust and KT is creating a new agenda format. • FPP points of information for FB – Clerk pointed out that she had not had approval from the Chair of the FPP to circulate the minutes, so Trustees had not yet seen these. Chair suggested that clerk send them to her for review and approval to circulate. KT explained that Committee members had seen the period 7 accounts and that Genevieve Cowcher (Finance Manager) had detailed the consolidation of the budgets onto the new system Access under the new DFE coding. The Central Teams costs were discussed along with how to move the risk log format forward. ACTION: Chair reminded KT that she needs a meeting convened with the internal auditor to answer a couple of questions raised in the internal audit. • KT had circulated the minutes from RMA’s LAB (Local Academy Board) meeting to the clerk and Chair yesterday afternoon but other Trustees had not seen these. KT explained that it was there last meeting in their current set up and that they will need to work at reconstituting their makeup to include some staff and parents so they are in line with the HEdT Academy Advisory Group Terms of Reference. Chair brought up the matter that the NGA Guidance stated that it did not advise Trustees 	

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	<p>to be members of local governing bodies and that Kim is currently a Trustee so should not therefore be attending. KT explained that it was her role to attend these so it was discussed that perhaps she should step down as a Trustee as this is often the case in MATs. It was agreed that Trustees would discuss this further in confidential minutes later in the meeting.</p>	
5.	<p><u>BOARD OF TRUSTEES MAKE UP FOR 2021 AND BEYOND</u></p> <ul style="list-style-type: none"> Members David Olney has become a Member. The Trust will need two more Members to make the 5 that it is aiming for. One to fill the vacancy and one to replace Keith Strong who will be standing down at the end of the academic year. ACTION: see if Governors for Schools help with the recruitment of Members Trustee Number Maintenance Welcome to Bernard the Trust's new Trustee KT and Chair have met with Tim Bryson who is also keen to become a Trustee but he was unable to attend tonight's meeting due to the date change. Tim is able to attend the meeting on 19th July. A revised Academy Ambassadors advert is due to be placed shortly focusing on the identified skill sets that the Board is losing or low on. A background in education is desirable. DECISION: Keith Strong's term ended on 25th May. In the FPP Committee on 12th May KS was re-elected as a Trustee for a temporary period and this was ratified by the Board in the meeting so that KS will remain as a Trustee until the end of the academic year. Succession Planning Vice Chair of Trustees – MW has kindly volunteered to take on the role of Vice Chair to the Board. The proposal was made and seconded and all were very grateful to Mark for stepping up to this role. DECISION: Mark Williams was named as Vice Chair to the Horizons Education Trust Board. 	Chair/Clerk

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	in a position for sign off at the FBT meeting on 19 th July.	
7.	<p><u>BRANDING AND DEVELOPMENT</u></p> <ul style="list-style-type: none"> Trust logo – approved over email between Trustees. KT thanked the Trustees that had feedback their thoughts on the options. KT has received positive feedback about the logo. Logo is gradually replacing the SCAT one on letterheads, signs etc. Trust website – the interim version of the website is now live though those who tried accessing it during the meeting were unable to and the link from RMA site did not work. E4Education are now working on the more advanced site that will include an area only Trustees can access for documents to be stored. ACTION: KT asked Trustees to send a photo and bio for the website as some are missing at present. A Trustee asked what format she wanted the bio to take. KT said that it did not matter she just wanted every Trustee to have some information about themselves and a photo on the site. Trustees will be migrated to @horizons.org.uk email addresses in the next few weeks RMA website – this is now live and she and the school are pleased with it. Outstanding action: KT to create a document for the Board on branding and start it with naming convention guidelines that can be added to as branding plans are agree. 	<p>All Trustees</p> <p>KT</p>
8.	<p><u>RISK LOG</u></p> <p>KT had distributed a risk log to Trustees in advance of the meeting. She explained that the format was created and agreed upon by the working group tasked to come up with an easy to follow clear snapshot way of viewing current risks and their status. KT had then populated the table with the risks she had identified.</p> <p><i>WP joined the meeting at 6.10pm</i></p> <p>KT explained that behind each of the 6 risk categories on this table a list of 10-20 checks will sit and the responsibility for ensuring these checks are done and flagged if an issue arises will sit with a different individual for each category. These will feed into the rag ratings of the overview. Trustees felt in general that the content was clear and good but that the column headings were a little misleading. ACTION: KT to look to amend 'risk' heading to 'category' and 'likelihood' to 'risk' or to use the headings she uses on the school's risk assessment. Trustees discussed</p>	<p>KT</p>

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	<p>that it may be useful to also have a likelihood column but that the current content did not display likelihood rather it listed/explained the risk. KT explained that for the next review of this document the plan is to add another column with an arrow to show if the risk has gone up or down or remains the same.</p> <p>A Trustee suggested that the document should display clearly a Trustee statement reflecting that this document is a summary of the risks identified following scrutiny of data and rigorous checks undertaken. ACTION: KT to add a statement to this effect</p> <p>A Trustee queried how an impact could be RAG rated green while the have a RAG status of red. KT explained that it is only one area of the category where there is a risk and although this risk is high it is only a small part of the overall so impact is green. Trustees debated whether this made sense. ACTION: KT to move impact to at least amber.</p> <p>A Trustee asked how the Board will know what action is being taken to mitigate or remove the risk. KT explained that she would put this in her Exec Head report. Trustees discussed that they would rather have all the information in the one document. KT reminded Trustees that this is a live/working document. ACTION: Trustees asked that it be clear on the risk log the first action that is going to be taken between now and the next meeting.</p> <p>KT explained that her next job was to identify the correct people to do the checking behind each category and hold the accountability.</p>	<p>KT</p> <p>KT</p> <p>KT</p>
<p>9.</p>	<p><u>SAFEGUARDING AND SCR</u></p> <ul style="list-style-type: none"> SCR update <p>Both schools' SCR's are up to date now, the missing information on the RMA one has been sorted.</p> <ul style="list-style-type: none"> Safeguarding update SCA <p>Jay Browning had sent her apologies but Chair updated the Board that JB is liaising with Simon Paynter, Designated Safeguarding Lead, and has been doing some spot checks on SCR and the website along with posing questions to safeguarding leads.</p>	

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	<ul style="list-style-type: none"> • Safeguarding update from RMA <p>KT has completed a review of Safeguarding at RMA and provided them with a list of actions to complete over the next week. Safer recruitment remains the biggest issue as it was done centrally by TBAP which means that HEdT are trying to obtain historical data from TBAP which is not easy. Some information has been obtained and where it has not been supplied will look to do retrospectively. KT needs to know that the school can evidence everything in a safer recruitment audit. All future recruitment will be attended by KT to ensure compliance until she has trained enough staff to ensure it is consistently done correctly.</p> <p>All staff have had their DBS checks done again as they had previously only been checked for children but some of the students in the school are adults so need to have both covered in the check.</p> <p>RMA had 10 designated safeguarding leads which KT has now reduced to 4. RMA use 'my concern' system used by the Local Authority. KT now has a clear informing process in place so that she hears of all safeguarding issues and an effective recording process.</p> <p>A Trustee asked about a comment in the LAB minutes regarding staff being unsure on safeguarding protocol and contacting a member of the LAB at home. KT confirmed that the meeting took place prior to the changes she has put in place and staff are now fully aware of what should and will be done.</p> <ul style="list-style-type: none"> • Local Authority safeguarding audit <p>Both schools have had a Local Authority safeguarding audit, the results of which will be shared at the TLW Committee meeting next week.</p> <ul style="list-style-type: none"> • Confirm all Trustees completed or plan to complete NGA Safeguarding for Governance online training <p>MW has completed his and Chair requested that BC also does this training as soon as possible. Clerk explained that she will send BC all the details in a welcome email.</p>	
10.	<p><u>EXECUTIVE HEAD REPORT</u></p> <p><i>See also confidential minutes</i></p>	

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	<p>Much of the content of the Exec Head report had already been covered in earlier items.</p> <ul style="list-style-type: none"> • KT drew Trustees' attention to the ICT infrastructure plan • KT explained that she had been working hard on the Cycle of Quality Assurance at both schools and Jan Martin (external school's adviser) will be utilising this when looking at Leadership. • All Covid restrictions will now stay in place until the end of term. • A Trustee asked why the St Neots site attendance was so low and what steps were being taken to address this. <p>KT explained that there were a number of reasons</p> <ol style="list-style-type: none"> 1) Some are still remote learning (RMA have more students with Mental Health conditions so more students suffering from acute anxiety around returning to school) but the figures do not take these into account and these students are simply shown as absent. ACTION: KT to look at the figures and amend to show those not in education at present rather than school so that remote learners are not included in the absent numbers 2) Some pupils are no longer attending the school but the Local Authority have not moved them on to other provision as yet <p>KT is receiving an attendance form daily so that work can start on improving attendance.</p> <ul style="list-style-type: none"> • The updated Articles of Association and all documents relating to the Academy Transfer have now been sent to the Trust from the solicitors. It has taken some time as redacted copies were required as home addresses were displayed of signatories. The copies back have signatures from both sides on. 	KT
11.	<p><u>POLICIES AND DOCUMENTS FOR APPROVAL/REVIEW</u></p> <ul style="list-style-type: none"> • AAG Terms of Reference - SCA (to roll out to RMA) <p>Trustees had already agreed to discuss whether KT should stand down as a Trustee</p>	

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	<p>now the Trust is a MAT to enable her to attend AAG meetings without going against NGA guidance and also to ensure clear accountability in confidential minutes part B. ACTION: Whatever the decision the TOR for the AAG will need amending.</p> <p>DECISION: Trustees had no questions regarding the AAG's TOR so approved these subject to the decision on KT's attendance</p> <p>DECISION: Trustees approved the SCA equalities plan</p> <p>DECISION: Trustees ratified the following policies agreed by the Trust's Committees:</p> <ul style="list-style-type: none"> • Health and Safety Policy • Financial Regulations Policy • Behaviour Policy <p>DECISION: Over email due to time constraints the Board had agreed 'As part of the name change to Horizons Education Trust, Trustees agree to execute a third party cheque indemnity for Lloyds Bank '.</p> <p>For reference Trustees were informed that the TLW Committee had seen the following policies: Anti-Bullying; CCTV; Charging & Remissions; Complaints; Equalities & Diversity; Exclusion; Recruitment & Selection; Smoke Free</p>	Chair
12.	<p><u>AOB</u></p> <ul style="list-style-type: none"> • Board meeting in person <p>Chair explained to Trustees that the Local Authority are not advising any face-to-face meetings this term for Governing Bodies however she is keen that the last meeting of term on 19th July is face to face as there are several Trustees leaving and there are several Trustees that the Board haven't met in person. KT said that it would be possible if Trustees wanted to meet in the school hall where door and windows can be open and everyone can be spread out. Masks can be worn if Trustee would prefer. Chair asked for a show of hands as to who would be happy with this arrangement. The majority of Trustees raised their hand to this. It was suggested that some could attend remotely possibly if they were uncomfortable with the proposal. DECISION: Meeting on 19th July provisionally will be held at Spring Common Academy in the hall (or outside if weather permits) subject</p>	

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	to no further changes in government guidance.	
13.	<u>CONFIDENTIAL ITEMS</u> DECISION: The Confidential Minutes part A and B from The Board of Trustees meeting 23rd March 2021 were approved. <i>KT left the meeting at 7:07pm</i> See also confidential minutes	
14.	<u>DATE OF NEXT MEETING</u> Monday 19th July 2021	

Meeting ended at 7:25pm

Documents provided in advance of the meeting to be read in conjunction with minutes:

- HEdT Health and Safety Policy
- Horizons Education Trust Strategic Plan 2021-24
- AAG proposed Terms of Reference
- NGA local tier role document
- HEdT logo and identity document
- HEdT Risk Log
- SCA Equalities Plan
- HEdT Behaviour Policy
- Executive Head report

Minutes sent to Chair for approval to circulate: 19/06/21

Minutes approved for circulation by Chair: 20/06/21

Minutes circulated to Trustees and attendees: 23/06/21

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