



Full Board Meeting

Hybrid meeting held on TEAMS and in-person.

18 October 2023 – 7pm

MINUTES

Present: Sue Bailey (Teams), Julie Perry (Teams), Anthony Upshall (Teams), Mark Williams (In-person), Kim Taylor (In-person), Rebecca Bierton (In-person), Rebecca Cauldwell (In-person).

Apologies: Mike Westcott-Rudd, Billy Mollison.

No.	Minutes	Actions
1.	<p>Welcome and apologies.</p> <p>SB gave the new trustee, Becky, an opportunity to introduce themselves to the rest of the trustees.</p> <p>MW discussed that BC was a positive influence on the FPP meeting a fortnight previously. SB also mentioned that BC would have a lot to offer.</p> <p>Due to no objection from the board of trustees, BC is welcomed to the Trustees and the FPP committee.</p> <p>No interests to declare.</p>	
2.	<p>Election of Chair of Trustees, Election of Vice Chair of Trustees, Board composition and roles, Trustee meeting and skills matrix.</p> <p>SB took the lead to begin the election for the Chair of Trustees. SB nominated MW to be the Chair, with AU seconding that. JP mentioned that it is not best practice for MW to be chair of both the trustees and the FPP committee due to a clash of interests. KT stated that MW is a very popular nomination, due to being vice chair for so long. KT said that MW may have to complete training. JP said that the training is recommended,</p>	

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	<p>not compulsory, JP mentioned that MW has experience in complex organisations and in board settings.</p> <p>All members elected MW as Chair of Trustees. All are in agreement with this proposal, if MW understands the FPP complications.</p> <p>MW was welcomed back. MW is aware that he cannot be Chair of the FPP and agrees to step down. He is welcomed and appointed as Chair of Trustees.</p> <p>SB then began the election for the Vice Chair of Trustees. SB said that she could carry on as Vice Chair. JP mentioned that she does not have the capacity this year, but would be happy to be considered for the role next year. JP is happy to support MW in their new elected role. KT proposed two vice chairs, RB agreed that this could be a good suggestion.</p> <p>MW proposed that SB should be the Vice Chair of Trustees, with support from other members. All are in agreement with this proposal.</p> <p>SB was welcomed back. She is welcomed and appointed as Vice Chair of Trustees.</p> <p>SB aims to have a new trustee appointed by January, even better if it is this term. JP mentioned that they would prefer a person specification to include someone with governance type experience, or a complex needs champion. This person does not have to have educational experience, could be someone specialising in healthcare.</p>	
3.	<p>Approval of the Minutes and matters arising:</p> <ul style="list-style-type: none"> • The Board of Trustees minutes for 11 July 2023 • FPP Committee minutes for 28 September 2023 • TLW Committee minutes for 18 September 2023 <p>The last full board meeting minutes dated 11 July 2023 was approved.</p> <p>The last FPP committee minutes dated 28 September 2023 were approved. MW said that there was not a sufficient number of trustee members present unfortunately, but have been given ample opportunity to be informed of the discussion. Genevieve has</p>	All members to complete the cyber security training.

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made good progress on completing the year end cans, which have to be completed by the end of the calendar year. The result is looking better than the budget, which could impact future budgeting. MW mentioned that the only outstanding issue is the collection of income in relation to RMA. In regards to staffing, the pay award from the government has been implemented. SB raised an issue with data retrieval from the IT provider in the FPP committee meeting, questioning the length of time that the provider will retain documents.

SB provided an update on the situation. She has received an update, which mentioned the licensing agreement that they hold with Microsoft is typical, which gets destroyed after so many days. This is the same with email chains.

KT mentioned that she was able to get her emails restored. She mentioned that confidential information like finance, HR information and staff and pupil records are on a more secure package, alongside an archive of paper copies.

SB mentioned that the issue is with staff leaving, being that they can make a claim up to three years after they have left. JP suggested that it would be important to have a data protection policy because the trust act is data controllers. One element of this policy should be specific to data retention. KT confirmed that there is a retention policy and a GDPR policy in place already. AU mentioned that it could be useful to have emails archived after a year, rather than deleted.

SB mentioned there may be financial implications with the de-amalgamation of Wisbech and SCA. KT further explained that the focus was on the curriculum, rather than finance at the minute.

The last TLW committee minutes dated 19 September 2023 were approved.

RB mentioned the development plan of Prestley Wood. Forming community links is a focus. Good progress has been made on key paperwork, they are moving onto recruitment as a next step. RB mentioned there would be no issues with filling numbers in the school.

RB said that SCA have moved over to the STEPS Cambridge training, which is a different approach to last year. There was a lot of discussion about Earwig – but SCA

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	<p>are having complications with organising data to categorise progress. The committee advised Alex to directly contact Earwig to get more information.</p> <p>Wisbech Green has been receiving a lot of positive feedback. The staff are working well together, introducing an assessment monitoring system called soar. The de-amalgamation process was discussed. Their focus is on reducing children and reducing timetables. Safeguarding was also discussed in this meeting. There currently are no open cases, starting the year very positively. Attendance is a priority across all schools, working with OFSTED on that. All schools are taking a therapeutic approach to dealing with children, and CCTV is affecting behaviour positively.</p>	
4.	<p>Safeguarding and Child Protection Update</p> <p>KT said that Carol McCarthy has been working on the Safeguarding matters. KT attends weekly supervision meetings. A lot of the DSL and additional staff have done a lot more safeguarding training. They have been connecting with a lot of people in the community. MW mentioned that OFSTED said that the safeguarding was good, but the records of it weren't great. KT reassured and said that all the information was now in one place. KT said there is a new DSL at Wisbech. The DSL's have had more training on how to file a safeguarding issue. JP made everyone aware that the training for trustees is mandatory. It is also mandatory for everyone to read 'Keeping Children Safe in Education'.</p>	Safeguarding training to be completed, as well as reading 'Keeping Children Safe in Education'.
5.	<p>CEO Report</p> <p>KT began by speaking of teaching performance management. There have been no complaints. All have approved.</p> <p>There has been no uplift at RMA this year, but KT expects there to be one next year. KT is also still working on the bid for the new school in March. St Neots is receiving a lot of TLC, like painting and general upkeep. The de-amalgamation just needs the curriculum and the finance documents finalised, which Genevieve has been working on. The DFE requires this sooner rather than later. A conversation is required with the local authority and the DFE about the numbers for the funding agreement. There is also a net capacity assessment from the DFE happening for SCA in November, to see if there</p>	All members to complete the cyber security training.

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	<p>is availability for more spaces to be opened. There is an option to appeal to the secretary of state for more spaces to be allocated. KT said that the aim within the funding agreement is 60 pupils in both schools.</p> <p>KT moved onto recruitment. SCA is now fully staffed. KT would like the panel to move up internally rather than externally in terms of recruitment. SB and CP suggested that if there was a small candidate pool internally that the position should be opened up externally.</p>	
6.	<p>Bid update for the new March School</p> <p>KT is adapting the bid for the new March school. KT is working to complete this bid in a short time scale. KT is confident in this bid, emphasising the importance of making Prestley Wood's opening a 'real success'. The application has to be submitted by November 3rd 2023 with successful interviews taking place in early January.</p>	
7.	<p>Any other business.</p> <p>JP said that there should be an external review of governance, as the trust is growing from small to medium. She suggested that NGA would be ideal.</p> <p>KT mentioned that Rebecca Greig has been interviewed for the prospective head teacher at Spring Common. SB made a proposal to select Rebecca Greig who has a master's degree and is a Deputy Head at a school who acquired outstanding in the past 6 months. KT recommends that the board approves the decision to appoint Rebecca as head teacher- Trustees approved.</p>	
8.	<p>Confidential Items REDACTED</p>	
9.	<p>Next meeting: Wednesday 6 December 2023 at 6pm – invite AZETS for Annual Accounts 2023.</p>	

Meeting ended at 8pm

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