



Meeting of the Full Board of Trustees

Hybrid meeting held in person and on TEAMS.

19/10/2022 – 6pm

MINUTES

Present remotely: Rebecca Berton, Anthony Upshall, Rebecca Berton, Sue Bailey, Julie Perry, Mark Williams

Apologies: Rebecca Ward, Billy Mollison

In Attendance remotely: Alison Revell, Ian Trafford.

No.	Minutes	Actions
1.	Welcome and Apologies – Sue thanked everyone for holding the fort in her absence	
2.	Ian Trafford, CCC Education Capital Programme Manager, updated trustees about the Alconbury Weald Education Campus Build, including Prestley Wood Academy. Further update expected for next full board meeting (7 th December 2022)	
3.	Declaration of Pecuniary Interests Sue and Julie have given their new completed forms to Kim	
4.	Approval of the Minutes for the previous meeting All agree that the minutes were a true and accurate record, with a few typos to correct on the first page.	
5.	Matters Arising and Agreed Actions Update • Risk working party update No update was given. SB will chase up with MWR. MW said that concerns were raised about the nature of risk reporting over a year ago, with some urgency, but no action has been taken and he is keen for it to be	

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completed so we are not seen as dithering. JP added that the committee should be talking about what the committee is intending to do and drive. And there was discussion around having a risk and audit committee, but we need more trustees as there is already an issue around attendance. Standing agenda item suggestion – for subcommittees, review any risks that are pertinent and ask through the course of the meeting have any risks been identified.

- Delegated authorities working party update

KT had asked for one change. We would like to start using this, applying it and seeing if it is working. The plan is for the heads to go over this with their AEGs. SB said we adopted it from another trust with permission and we just need to see if it works for our trust. MW mentioned that there was talk about modifying this to fit our trust, because the CEO and the executive head are the same person. SB said we kept it as it was for the most part until the heads were appointed and everything was in place, and everyone was in post. MW said he could not get past the CEO/Exec Head columns referring to different people. KT and SB to remove the unwanted column and cross reference to make sure everything is covered.

SB suggested that we make changes as we go.

SB asked if this could be added to the agenda for the end of the year.

6. Board of Trustees Make Up For 2022 And Beyond Agree Committees' Membership

SB has had no responses from the people she wrote to about being trustees. Wayne is no longer a member of the committee. This means there is a gap on the performance management team for the executive head/CEO. If anyone has had performance management training, or would be interested in taking the training, could they get in touch? JP said she has had the training, and would be happy to step into this. Everyone agreed that this would be suitable and SB to send information to JP.

SB said we may need to have a rethink about how we recruit trustees, and that she is aware of debates around quoracy. SB feels that the reduction in numbers for quoracy might not be the best solution. SB asked the Clerk if she knew how others did it. There

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	<p>are other charities looking for volunteers. One used Reach Volunteering to a good end. The other wasn't as successful as they had very specific needs. It depends on specification and broadness of roles. Clerk to send links to SB.</p> <p>Other trusts have succession planning and some providers are appearing to replace what used to be academy ambassadors such as governors for school. JP to ask her other clerk for more information.</p> <p>SB asked, do we need to have a discussion around committee membership? We are struggling with TLW. This is a discussion for another time. We can see if we have any interests from the incoming links. That would then link to recruitment. Self-assessments and skills audits would be advantageous. That will then identify any gaps the trustees have.</p>	
7.	<p>Sub-Committees' debrief to the Board</p> <p>Finance, People and Premises Committee:</p> <ul style="list-style-type: none"> • Budget pressures <p>Budget pressures are expected to be with us for at least the next 12 months. This will be heavily monitored by the committee over the course of the year.</p> <ul style="list-style-type: none"> • TOR approval <p>These need to be reviewed and approved annually. There are a number of changes that have been discussed, including quoracy, and asked that there would be 2 trustees, plus the committee chair having a casting vote. MW said this is about what is acceptable for practical reasons. Recently quoracy has been a real issue, and so his recommendation is to agree the reduced number. KT added that she is still a trustee because that has been needed for quoracy. JP raised an objection having sought guidance from MGA and to reduce to 2 would be an abject failure. AU agreed with JP that even though this is practical rather than desirable, for audit purposes and for governance purposes, he feels that it would be problematic should the decision fail and the decision has to be explored.</p>	

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SB asked if they were against it in principle? JP said that even though the subcommittees are committees, they are still a segment of the board.

SB said that if recruitment was successful, this would no longer be a problem.

JP said she agreed and if we had a committed board, then attendance would be better. ***Steph to link SB to HR contact at ARM***

- Internal audit matter

The internal audit was completed and the report was submitted. BM expressed disbelief that the audit could have been completed in the timeframe given. There was an extensive discussion, and BM declined to budge on this. MWR decided to fully defer to BM, and therefore the committee had a division of opinion. The committee technically did not approve the report. After the meeting, MW took action to see if it was possible to resolve this. GC has approached the auditors for their working papers and some more information about how the 101 tests managed in the short timeframe. AZETS have confirmed this will not impact on the external audit or the reporting to the DfE. However, it will affect how we as a board reflect on the work done. JP challenged this, asking about the trustee report and internal assurance. She will check her understanding of this and confirm. MW said that the board need to make a final statement and satisfy ourselves to the quality of work done. If we are then not happy, we have a problem.

RB asked whether BM's skillset applies to education, or business, and whether his skills were relevant. MW said that the general skills are the same, but BM's challenge was around whether the work could have been completed in the timeframe.

Teaching, Learning and Welfare Committee:

JP previously chaired in RB's absence. Policies came before the committee but it was decided these were best approved by the full board. There was a lot of focus around curriculum and we will be 'dialling this up' in future.

- TOR approval

8.	<p>Trust Strategy 2022-25</p> <p>KT shared that the report was written before the new information</p> <p>AU asked how they normally report on progress KT said that green text means that is has been done. In the reports to committee and board KT will reference these.</p> <p>The number of priorities has been reduced to ensure we are focused; it is better that we do things well rather than diffuse focus. MW added that priorities have not been gotten rid of. KT said the conversations she has had with RB regarding which priorities can be dealt with or becomes outcomes at school level guiding the heads with their work, and the embedded scheme of delegation will help.</p>	
9.	<p>Safeguarding and SCR</p> <p>JP and KT are meeting to look at safeguarding strategy, and this work has been completed. This will be presented to the board once the meeting has taken place. KT has completed some training on strategic safeguarding with CCC. The important thing is that we have a strong system for managing safeguarding. After the training at Riverside Meadows, the number of referrals is great. There are 10-15 referrals a day which is what would be expected. There are fewer in Spring Common, only 10% of children are classed as children in need.</p> <p>Confidential item discussed, redacted.</p> <p>SCA has seen some very challenging cases but the DSLs are very strong with good deputies. Caroline Place and Andrew Armstrong are leading as DSL in RMA, and Alex has completed his training for SCA in order to support Simon Paynter.</p> <p>JP added that although she has the lead safeguarding trustee position, safeguarding is everyone's responsibility, and that all trustees should have the relevant training and be familiar with policy and procedure. If we have any investigations any trustee can be called upon. JP and KT will have termly meetings with the link governors around safe guarding strategy and intends to do a formal annual safeguarding report to the board of trustees. JP was very surprised at how quickly MyConcern was implemented. We are</p>	

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	<p>creating a great safeguarding culture due to the high number of concerns logged. Every single child we deal with is vulnerable.</p> <p>The SCR can be checked on both sites, the training is complete and up to date and fully compliant and Safer recruitment is up to date. When we had a visit from Sam Abbs at CCC, and we are hoping to have our red flags removed. A big part of what we need to do is embed the safeguarding culture. The Riverside Meadows staff are doing a wonderful job in tracking the small incidents to build a chronology. This then protects the children. Practice at spring common again is something that is under review all of the time. We have had one visit from Carol Mccarthey to support our DSLs at RMA in their role. It is important the DSLs are confident in their role and we are seeking outside multi-agency support where necessary to support our DSLs in their roles. Weekly supervisions are happening at both sites, led by Andrew. KT said there will be more training in future for complex safeguarding.</p>	
10	<p>Executive Head report (including Risk register)</p> <p>RPA – membership rules September 2022</p> <p>Approval of Pay Decisions: KT said this has been an extensive process, and there were two appeals which are now concluded. KT said they also have the teacher’s pay review information and there may be strike action in January 2023 which we need to prepare for. Request approval for the revised uplifts or progression of teachers report which the trustees approved.</p> <p>SB opened up to questions. MW asked in terms of delegated authorities, how do these fall? This is in Kim's remit as a school action and financial remit. Does it have to come to the board? KT said yes, it does. Statutory policies must be accepted by the board.</p> <p>KT reminded trustees about implementing the support staff pay awards once approved by all unions.</p> <p>KT asked the board to approve the government’s 5% uplift: SB proposed, and all agreed.</p>	

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	<p>Pay Policy to be updated with EPM guidance later</p> <p>Delegated authorities from Trust</p> <p>KT added that COVID-19 is still a consideration, and that vaccinations are being rolled out.</p> <p>Data protection update training planned in November.</p>	
11.	<p>Policies for approval:</p> <p>Grievance Policy, Discretionary Leave Policy, ICT acceptable use Policy, Staff code of Conduct Policy, Staff Sickness and Absence Policy</p> <p>Safeguarding and child protection Policy 2022, KCSIE September 2022</p> <p>DFE guidance approval for Trust and for schools:</p> <p>Induction for early careers teachers DFE 1 September 2021</p> <p>Searching, screening and confiscation DFE guidance September 2022</p> <p>Behaviour in Schools DFE – July 2022</p> <p>Suspensions and permanent exclusions in schools –DFE 1 September 2022</p> <p>RB asked one question around staff sickness – after 10 days of continuous absence, they will be referred to occupational health. RB asked if this was for everyone. KT said that a lot of time is wasted by not doing this, and by getting the information on how to support the person. RB said that she assumes there is a cost, and doesn't want to open us up to inequality. A sentence around 'referring where appropriate'.</p> <p>KT raised the subject of the academies handbook, and asked that all trustees read it and let KT know when they have.</p>	
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	<p>Recruitment of Co-heads at Riverside Meadows – approval of appointments following interviews</p> <p>Confidential discussion about recruitment.</p> <p>Trustees approved appointments of Andrew Armstrong, based at St Neots, and Chris Carey, based at Wisbech</p>	
	<p>Confidential Items</p> <p>Approval of Confidential Minutes from The Board of Trustees</p> <p>Confidential discussion redacted from final minutes</p>	
	<p>KPIs to go on the next agenda</p>	

Meeting ended at 8:25

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