



MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday 15 July 2020 at 6.00 pm

Venue: Zoom conference call

Present:

Mr J Everard	(JE)	Trustee, Vice-Chair of Trustees, Chair of Pay Committee
Mr M Howell	(MH)	Trustee, Chair of Audit Committee
Mr E Judge	(EJ)	Trustee
Mr P Nagle	(PN)	Trustee, Chair of Trustees
Mrs D Thomas	(DP)	Trustee, Chair of Strategic Development Committee
Mr C Wakefield	(CWA)	Principal
Mr S Watterston	(SW)	Trustee

In attendance:

Mrs K Redmond	(KRE)	Clerk to Trustees
Mr K Bannister	(KB)	Prospective Trustee
Ms J Finch	(JF)	Prospective Trustee
Mr M Judd	(MJ)	Prospective Trustee
Ms L Smart	(LS)	Prospective Trustee

Apologies:

Mr M Chaplin	(MC)	Trustee
Mr A Stead	(AS)	Trustee, Chair of Finance and Estates Committee
Mrs C Whitaker	(CDW)	Trustee, Interim Chair of Personnel Committee
Ben Howard		2019/20 Head Boy

This group was quorate for the purpose of resolutions

Item	Topic	Minute
1.	Welcome and apologies for absence	NOTED. PN welcomed the prospective Trustees to the meeting.
2.	To receive a presentation from the Student Leadership Team	Trustees welcomed the Student Executive Leadership team and received their presentations: <ul style="list-style-type: none"> 2019/20: <ul style="list-style-type: none"> Megan Wiley (Deputy Head Girl) 2020/21: <ul style="list-style-type: none"> Henry Lawes (Head Boy) and Caitlin Rice-Lines (Head Girl) George Atkins and Elliott Holt (Deputy Head Boys) Mia (Marney) Smith and Selma Rassasse (Deputy Head Girls) Trustees thanked all students for their excellent synopses.

3.	Appointments and Resignations	<p>Trustees NOTED the resignations of Mrs Binder and Mrs McKinnell with effect from 31 March 2020 and Mrs Thomas with effect from 31 August 2020. PN and CWA thanked them so much for all their efforts. DT thanked everyone for the flowers on behalf of herself, Mrs Binder and Mrs McKinnell.</p> <p>Following due diligence conducted by Executive Trustees, Trustees RECOMMENDED the appointment by the Academy Trust of Keith Bannister, Jessica Finch, Mark Judd and Lisa Smart with effect from 1 September 2020.</p> <p>Trustees APPROVED the reappointment of Mr Stead from 1 September 2020</p>
4.	Minutes of the meeting held on 11 December 2019	The minutes of the meeting held on 11 December 2019 were AGREED.
5.	Matters arising	There were no matters arising not covered by the agenda.
6.	Declaration of Business Interests	There were no new declarations of business interests and no Trustee recorded any conflict of interest with the items on the agenda or the receipt or giving of any gifts or hospitality since the last meeting.
7.	Chair's Action	<p>The following Chair's Action was NOTED: the Chair of the Pay Committee (JE) in regard to the approval of pay progression for the Director of HR and Director of ICT.</p> <p>JE advised that CWA submitted a proposal which was reviewed by senior Trustees and took the decision to support the proposal. CWA advised that this brought the support staff leaders into alignment with regard to salary pay scales and nomenclature.</p>
9	Annual report by Committee of key decisions during 2019-20 and any key priorities for 2020-21: to receive a brief verbal update	<p>a) Admissions</p> <p>CWA advised that a third day of appeals is taking place for admission to Year 7 in September. The Published Admission Number (PAN) is 295 and the admission number is currently at 313 with a waiting list of 26 which is unprecedented. College admission numbers are also very positive. There continues to be applications for mid-year admissions for all year groups. CWA confirmed that appropriate policies are in place and the Admissions Code is followed.</p> <p>PN stated that this is a very positive position for the academy to be in and thanked CWA for all his efforts.</p> <p>b) Audit</p> <p>MH advised that the external auditors, Hacker & Young, will complete the annual audit in the autumn term and will then provide a report to trustees. The</p>

		<p>Responsible Officer makes regular financial checks and strong financial practices are in place.</p> <p>c) Finance and Estates</p> <p>MH advised that the academy was unsuccessful in its Condition Improvement Fund (CIF) bid to the Department for Education (DfE) for the replacement of boilers at the Mill Road Campus (MRC). Mr Scott, Director of Finance, will be following a procurement process to complete the works over the summer break. The £70,000 cost has been budgeted for.</p> <p>PN advised that a major IT infrastructure replacement programme will take place during the summer break. Reserves funding of £203,000 will be used and repaid over a five year period and therefore there will be no impact on the budget.</p> <p>d) Health and Safety</p> <p>MH advised that he had conducted two safety walks with Mr Scott and will repeat them before the start of the new term. The main challenge which has arisen from Covid-19 is the circulation of people. A one way system is already in place at MRC and will be more of a challenge at FRC, however, a plan is being put together.</p> <p>MH advised that the Health and Safety Executive are conducting spot checks in the workplace and the academy needs to be prepared should a visit be requested.</p> <p>e) Pay</p> <p>JE advised that the awards were confirmed for this year. The autumn term process will commence and will audit appropriately regarding performance management recommendations.</p> <p>f) Personnel</p> <p>CWA advised that he was very pleased with the appointment of the new Director of HR which has proved very positive. CWA advised that the academy is fully staffed for September.</p> <p>It was NOTED that a recommendation will be made to the Academy Trust to change the name of this committee from Personnel to HR.</p> <p>g) Strategic Development</p> <p>To be discussed later in the agenda.</p>
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10	Board Attendance	Trustees NOTED the attendance record for this academic year. PN advised that this information is published in the formal Accounts.
11	Trustees' Continual Professional Development (CPD)	<p>The CPD record was NOTED.</p> <p>PN asked that Trustees advise the Clerk of any training completed including relevant courses taken through employment and to bring suggestions to the next meeting for suitable courses to be undertaken eg mental health awareness. EJ to liaise with PN regarding this topic due to his experience and connections in his workplace.</p>
12	Approval of the Budget 2020/21	<p>PN advised that the budget was discussed in detail at the Joint Finance and HR Committee and was recommended by the Committee for approval at this meeting.</p> <p>Trustees considered the information provided for the budget for 2020/21. The budget was proposed by PN, seconded by JE and AGREED unanimously.</p>
13	Trips and Visits	<p>It was NOTED that there were no overseas trips and visits planned until at least the latter part of 2021. CWA advised that there were limited trips and visits planned for the autumn term in the light of Covid-19 and a potential second peak. The academy has followed all advice provided by the DfE and Essex County Council's (ECC) Educational Visits Coordinator (EVC).</p> <p>CWA advised that a Cultural Capital fortnight has been built into the academic calendar at the end of 2020/21 which will include school productions and work experience for Years 10 and 12.</p>
14	Policies for ratification	<p>The following policies were proposed by DT, seconded by MH and AGREED unanimously following Executive Group approval:</p> <ul style="list-style-type: none"> a) Admissions – College b) Anti-Fraud and Corruption c) Attendance d) Behaviour Management Covid-19 Addendum e) Bereavement f) Careers, Education, Advice and Guidance g) Provider Access h) Child Protection Covid-19 Addendum i) Complaints and Complaints Addendum j) Designated Teacher k) Equality l) GDPR m) Health & Safety Covid-19 Supplementary n) Newly Qualified Teachers

		<ul style="list-style-type: none"> o) Parents & Carers Expected Standards of Behaviour p) Performance Management – Teaching Staff q) Remote Learning r) Stress at Work s) Technical Education Providers Access t) Virtual Governance <p>The policy list was NOTED.</p>
15	Policies for approval	<p>Trustees considered the following policies for approval:</p> <ul style="list-style-type: none"> a) Examinations (<i>for noting</i>) b) Food Allergy, Dealing with a (<i>no changes</i>) c) Premises Management (<i>no changes</i>) d) Relationships and Sex Education and Health Education (<i>proposed change in wording highlighted</i>); CWA advised that this has been a statutory policy since September 2020 and a suitable programme has been in place for all year groups. The required consultation had taken place. <p>The above policies were proposed by DT, seconded by SW and AGREED unanimously.</p> <p><i>HR Policies – please refer to summary document</i></p> <ul style="list-style-type: none"> e) Career Break f) Exceptional Leave g) Family Friendly Policies: Adoption, Maternity, Parental Bereavement, Parental Leave, Paternity Leave and Shared Parental Leave <p>PN questioned whether paid leave for graduation ceremonies, moving house etc was normal practice? CWA advised that discretion is applied for leave requests and consideration is given as to whether paid or unpaid is appropriate.</p> <ul style="list-style-type: none"> h) Flexible Working Policy i) Grievance j) Recruitment k) Redundancy & Restructuring l) Social Media Policy <p>It was NOTED that from 1 September, all policies will refer to Executive Principal. Following a review of the Interim Joint Head of Academy roles in the autumn term, a review of responsibilities for policies will be undertaken.</p> <p>PN proposed changes to above policies, seconded by EJ and AGREED unanimously subject to the Family Friendly Policies having a final review by CWA and considering CDWs comments.</p>

18	Confirmation of confidential items	Agenda items 8, 16 and 17.
19	Any Other Business	<p>a) Visits to the academy</p> <p>CWA advised that he welcomed visits to the academy by Trustees at any time; please arrange through KRE. New Trustees are welcome to visit but will need to be accompanied until their appropriate clearances are completed.</p> <p>b) Thanks</p> <p>Trustees offered their thanks to CWA and his team for all their efforts especially through a troublesome year due to the Covid-19 closure. Their communication and support of all concerned has been outstanding.</p> <p>PN advised he will prepare a communication for all staff thanking them on behalf of the Board of Trustees.</p> <p>CWA thanked trustees for all their support and also noted the support of parents and carers.</p>
20	Date of next meeting	To note the list for 2020/21

Meeting closed at 8.15 pm

Actions

Date of Meeting/ Item number	Topic	Minute	Completed
15.07.20 Agenda item 2	Student Leadership Team	Invite the students to provide an update on progress of their aims at the December meeting and invite Megan Wiley for progress on her degree at Portsmouth University.	
15.07.20 Agenda item 11	Trustees' CPD	Trustees to advise the Clerk of any training completed including relevant courses taken through employment and to bring suggestions to the next meeting for suitable courses to be undertaken eg mental health awareness. EJ to liaise with PN regarding this topic due to his experience and connections in his workplace.	
15.07.20 Agenda item 15	Policies	From 1 September, all policies to refer to Executive Principal. Following a review of the Interim Joint Head of Academy roles in the autumn term, a review of responsibilities for policies will be undertaken.	

		CWA to undertake a final review of the Family Friendly Policies.	
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