



MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday 24 March 2021 at 6.30 pm

Venue: Microsoft Teams

Present:

Mr K Bannister	(KB)	Trustee
Ms J Finch	(JF)	Trustee
Mr M Howell	(MH)	Trustee, Chair of Audit and Strategic Development Committee
Mr M Judd	(MJ)	Trustee
Mr P Nagle	(PN)	Trustee, Chair of Trustees and Finance & Premises Committee
Ms L Smart	(LS)	Trustee
Mr C Wakefield	(CWA)	Executive Principal
Mr S Watterston	(SW)	Trustee
Mrs C Whitaker	(CDW)	Trustee, Chair of HR Committee

In attendance:

Mrs K Redmond	(KRE)	Clerk to Trustees
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Apologies:

Mr T Baster	(TBA)	Interim Joint Head of Academy
Mrs R Clark	(RCL)	Interim Joint Head of Academy
Mr J Everard	(JE)	Trustee, Vice-Chair of Trustees, Chair of Pay Committee
Mr E Judge	(EJ)	Trustee

This group was quorate for the purpose of resolutions

Item	Topic	Minute
1.	Welcome and apologies for absence	NOTED.
2.	Minutes of the meetings held on 9 December 2020 and the EGM minutes of 27 January 2021 and 10 March 2021	The minutes of the meeting held on 9 December 2020 and the EGM minutes of 27 January 2021 and 10 March 2021 were AGREED.
3.	Minutes of Committees	Trustees NOTED the following minutes: a) Admissions Committee - 6 January 2021 PN referred to the substantial increase in applications from the previous year for a place at the academy which was very pleasing. Trustees confirmed that places had been awarded in line with the published criteria within the Admissions Policy.

		<p>KB questioned whether any child within the catchment area was not allocated a place?</p> <p>CWA stated that there were a significant number without their first choice of place which included siblings out of catchment. There are currently 109 children on the waiting list. CWA advised that this situation could have been avoided as the local authority had been notified six years ago of the predicted increase in numbers but no action was taken at that point. As a direct result, this has seen a large number of children being allocated a place at a school some distance away.</p> <p>The academy is still awaiting confirmation of Education and Health Care Plan (EHCP) admissions, however.</p> <p>There is real concern about the number of appeals scheduled to take place as well as the impact additional admissions will have on the academy's resources.</p> <p>b) HR Committee - 11 February 2021</p> <p>Trustees NOTED that the academy is fully staffed.</p> <p>c) Finance Committee - 24 February 2021</p> <p>It was NOTED that Mr Scott, Director of Finance, had confirmed that the financial position will be as projected at the beginning of the year although there has been a variation of income and expenditure due to Covid-19 measures.</p> <p>PN advised that the Committee had:</p> <ul style="list-style-type: none"> • discussed the significant amount of ring-fenced catch-up funding which had been allocated to the academy and how it would be used • reviewed the IT investment in updating the infrastructure and which is working well • reviewed the bids and priorities for the Condition Improvement Fund (CIF) • reviewed audit recommendations. <p>d) Executive Group -10 March 2021</p> <p>PN advised that the Executive had:</p> <ul style="list-style-type: none"> • reviewed the arrangements for Covid-19 • focussed on strategic objectives and progress for the academy • reviewed the curriculum and full reopening arrangements
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		<ul style="list-style-type: none"> discussed the strategic development of Primrose Meadow.
4.	Matters arising	<p>EGM - 10 March: Risk Assessments for Home Workers</p> <p>CWA confirmed that risk assessments, based on external models, are in place for all of our extremely vulnerable staff who must self-isolate due to government guidance. Clear communication has continued to take place with each individual.</p> <p>MH questioned whether there were any budgetary issues in providing equipment for staff at home.</p> <p>CWA advised that there was continuity with the robust remote learning programme from January 2021 with no additional equipment required. Cover Supervisors are supporting in class where teaching staff were in isolation at home which was working very well.</p>
5.	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.
9	Key Indicator of Performance (KIP)	<p>Trustees NOTED the schedule for 2020/21.</p> <p>Trustees NOTED the following KIP reports:</p> <p>a) Disadvantaged</p> <p>CDW advised staff have done a fantastic job in providing laptops to those students who required them for remote learning including delivering to homes if required. The amount of monitoring telephone calls was very thorough and reassuring. There was a good process in place for those students where staff were not able to contact. Trustees NOTED the efforts of staff in ensuring students did not fall behind.</p> <p>b) HR</p> <p>CDW confirmed that the KIP report reflected the HR Committee meeting and worked with Mrs Freeman, Director of HR, to ensure all activities were recorded.</p> <p>c) Parent Voice</p> <p>The minutes of the meeting held on 10 February 2021 were NOTED.</p> <p>d) Personal Development and Behaviour & Attitudes</p> <p>JF commended the detail from staff and stated how well the RAG system worked in producing the KIP reports.</p>

		<p>Now that the academy has fully reopened, staff will be able to reassess and impact on behaviour can be better judged. There was a concern regarding Year 8 previously and it was reassuring to receive feedback on what is a high profile year group that their behaviour is under control and numerous interventions are in place. Trustees were impressed by efforts of the academy for the Lesbian, Gay, Bisexual and Transgender (LGBT+) agenda.</p> <p>CWA advised that the academy achieved the Young Carers Bronze Award this week and was fast tracking to the Silver Award. It was pleasing that the academy's work with vulnerable cohorts has been further recognised.</p> <p>e) Pupil Premium Grant (PPG), Most Able and Young Carers</p> <p>CDW advised that not as much progress had been made with the Most Able students during lockdown as the priority had to be Disadvantaged students but this will now be a high agenda focus. There are no immediate concerns and some good progress has already been made.</p> <p>f) Safeguarding - Central Record</p> <p>Trustees NOTED the report and that KB will be supporting EJ with this KIP monitoring.</p> <p>g) SEND report</p> <p>PN advised that this was a very interesting meeting and was pleased to meet the new Associate Assistant Vice-Principal who is providing additional capacity within the SEND department.</p> <p>Staff had to rapidly adjust to the online learning environment and Trustees were very impressed by all their efforts. Trustees NOTED the tremendous work by the SEND team to keep in contact and support those with SEND with the remote learning platform. A discussion took place on the return to face to face teaching and how the Heads of Year were linking with their SEND students for support.</p> <p>Trustees received an update on EHCP applications.</p> <p>Trustees were pleased to receive a positive update regarding a partnership agreement with a mental health trust; the academy will have two mental health trainees next term. RCL advised that this is a pilot scheme and the academy is an early participant.</p>
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10	Policy List	The updated policy list was NOTED and particularly that all statutory policies were in place.
11	Policies for ratification following committee approval	<p>Trustees NOTED the following policies for ratification following committee approval:</p> <ul style="list-style-type: none"> a) Admissions 2021-22, 2022-23 and 2023-24 b) College Admissions 2021-22, 2022-23 and 2023-24 c) Capability Support Staff d) Mental Health and Wellbeing e) Performance Management Support Staff f) Probation Procedure for Support Staff g) Sickness Absence Management h) Staff Equality & Diversity i) Time Off in Lieu <p>PN proposed ratification of the above policies, seconded by JF and AGREED unanimously.</p>
12	Policy for approval following Chair's Action	<p>Trustees NOTED the Chair's Action on 17 March 2021 in approving the Essex County Council model Child Protection Policy.</p> <p>PN referred Trustees to the final section of the policy which has to be updated as to the position of child protection at the academy as it either goes in or out of lockdown.</p> <p>SW proposed approval of the policy, seconded by MH and AGREED unanimously.</p>
13	Trustees' Continual Professional Development (CPD)	<ul style="list-style-type: none"> a) Trustees NOTED the CPD record. b) Trustees discussed the use of CPD budget for Trustee training and development in the following areas: <ul style="list-style-type: none"> • safeguarding/mental health • monitoring KIPs and evidence used to make judgements • Ofsted Readiness; CWA offered to provide two training sessions in the autumn term. <p>PN requested a volunteer to lead on Trustees' professional development.</p>
14	Confirmation of confidential items	Agenda items 6, 7 and 8

15	Any Other Business	There were no matters of any other business.
18	Date of next meeting	Date of next meetings: 7 July 2021

Meeting closed at 7.50 pm

Actions

Date of Meeting/ Item number	Topic	Minute	Completed
09.12.20 - Agenda item 5b	Mental Health Training for Trustees	EJ and Mrs Bamigbele to jointly present the outcomes of a multi-agency conference to Trustees in due course.	
24.03.21 – Agenda item 9g	SEND KIP monitoring	Trustees to contact PN if they would like to take on this KIP	MJ to support PN
24.03.21 – Agenda item 13	Trustees' CPD Lead	Trustees to contact PN if they would like to volunteer to lead on Trustees' professional development.	