

Minutes of a Trust Board meeting held on Thursday 21st September 2023 at 8am online via Microsoft Teams

Present		In attendance		Apologies	
Maria Ashurst (Chair of Trustees)	MA	Matthew Symonds (Chief Financial Officer)	MS	Judith Goodchild	JG
Adrian Massey (Chief Executive)	AM	Julia Stoneman (Clerk)	JS	Jane McFall (Vice Chair of Trustees)	JM
Sally Crabb	SC				
Nick Hart	NH				
Rebecca Evans	RE				

Acronyms:	
GAG – General Annual Grant	KCSIE – Keeping Children Safe in Education
SRMA – School Resource Management Advisor	RI – Requires Improvement
ESFA – Education and Skills Funding Agency	CI – Condition Improvement Fund
UISFM – Universal Infant Free School Meals	DFC – Devolved Formula Capital
PA – Persistent Absence	LGPS – Local Government Pension Scheme

		Action
1. Welcome and apologies for absence	Apologies were received and accepted from Jane McFall and Judith Goodchild.	
2. Annual declaration of interests	The clerk had circulated forms to the trustees to sign and return.	
3. Minutes of the last meeting	The minutes of the meeting held on 13 th July were taken as a true and accurate record of proceedings.	
4. Any matters arising	<ul style="list-style-type: none"> a. It was confirmed that Rian Roberts would add in the extra column in the report. This will be done at the end of term. b. The clerk had drawn up ToRs for the People and Pay Committee. To be approved later in the agenda. 	
5. Finance – year end outturn	Trustees confirmed that they had received the year-end financial summary. MS went through it and trustees were invited to ask questions. From this: <ul style="list-style-type: none"> a. <i>See appendix</i> 	
6. CE Report	Trustees confirmed that they had received the CE report and the updated 2022-23 trust development plan which had been previously circulated. From this: <ul style="list-style-type: none"> a. In terms of data the trust was above national in reading and writing. It was slightly below in maths. Overall, phonics and EYFS are in line. b. Trustees noted that the data is reassuring. Five years ago the trust was 10% behind. In the last five years it has managed to top national average for reading and writing and is only 1% behind in maths overall. 	
7. Safeguarding	Trustees confirmed that they had received KCSIE 2023 and the update on changes. The main change is filtering and monitoring. The trust uses the local authority filtering service. The trust safeguarding lead has discussed this with them, and they have been able to give reassurance that the service meets the filtering and monitoring requirements for KCSIE. Absence has been a theme. Figures are already looking good three weeks into the term. The DfE has noted that if children do not start well that pattern will continue through the rest of the year. So, it is pleasing that the start of the year has been good and there is only 10% PA. <i>See appendix.</i> Trustees approved the Bridge Schools CP and Safeguarding policy.	
8. Data analysis	Trustees confirmed that they had received the key headlines from the July statutory data. Data will be discussed in depth at the Education and Standards Committee. <i>See appendix.</i>	
9. Trust Development Plan 2023-24	Trustees confirmed that they had received the draft TDP which had been previously circulated. Trustees suggested adding in ‘financial stability’ and ‘inset programme’ as successes. Trustees approved the TDP.	

10. To review and confirm the governor code of conduct	Trustees agreed to abide by the code of conduct, which had been previously circulated.	
11. Policies and documents for approval	<p>Trustees reviewed the following policies and documents:</p> <ul style="list-style-type: none"> • Admissions arrangements 2025-26 • 11.2 Scheme of delegated authority • 11.3 Terms of reference • 11.4 Whistleblowing policy • 11.5 Risk management policy • 11.6 Recruitment and retention strategy • 11.7 Stakeholder engagement strategy <p>From this:</p> <p>a. The admission arrangements 2025-26 were reviewed. AM highlighted the Delaware/Gunnislake situation. The DfE have not yet given approval for next steps. See <i>appendix</i>. Trustees approved the admission arrangements.</p> <p>b. The scheme of delegation was approved, subject to a change around the new hub governing boards.</p> <p>c. The draft terms of reference for the People and Pay Committee were discussed. It was noted that there is no reference to forecast and financials.</p> <p>d. The whistleblowing policy was approved.</p> <p>e. It was agreed to take the risk management policy to the next Audit and Risk Committee meeting, as there are some terms in there that do not appear to be used anywhere else.</p> <p>f. Trustees approved the recruitment and retention strategy. See <i>appendix</i>.</p> <p>g. Trustees approved the stakeholder engagement strategy.</p>	<p>1 Clerk</p> <p>2 Clerk</p> <p>3 Clerk</p>
12. AOB	MA told trustees that an external review of governance has been arranged. <i>See appendix</i>	
In order to evidence that trustees are providing challenge to the leaders these questions are highlighted in the minutes		

The meeting was closed at 10am

Action Point	Governor/Clerk	Action point to be addressed	When	Action update
Actions from this meeting: 21st September				
1	Nick Hart	Change to scheme of delegation around the new hub governing boards.		
2	Clerk	People and Pay ToRs need a reference to forecast and financials		
3	Clerk	Risk Management Policy to be taken to the next Audit and Risk meeting	Next meeting	