

Minutes of a Trust Board meeting held on Thursday 9th November 2023 at 8am online via Microsoft Teams

| Present | | In attendance | | Apologies | |
|--------------------------------------|----|---|----|---------------|----|
| Maria Ashurst (Chair of Trustees) | MA | Matthew Symonds (Chief Financial Officer) | MS | Rebecca Evans | RE |
| Adrian Massey (Chief Executive) | AM | Julia Stoneman (Clerk) | JS | | |
| Sally Crabb | SC | Clare Kendle (from 9.15am) | CK | | |
| Nick Hart | NH | | | | |
| Judith Goodchild | JG | | | | |
| Jane McFall (Vice Chair of Trustees) | JM | | | | |

| 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 | CIF – Condition Improvement Fund |
| UISFM – Universal Infant Free School Meals | DFC – Devolved Formula Capital |
| PA – Persistent Absence | LGPS – Local Government Pension Scheme |
| | DSL – Designated Safeguarding Lead |

| | | Action |
|---|--|------------|
| 1. Welcome and apologies for absence | Apologies were received and accepted from Rebecca Evans. | |
| 2. Annual declaration of interests | The register of interests had been circulated. MA declared a new interest and will send an updated form to the clerk. | 1 Clerk |
| 3. Minutes of the last meeting | The minutes of the meeting held on 21 st September were taken as a true and accurate record of proceedings. | |
| 4. Any matters arising | There were none. | |
| 5. Safeguarding update/training | SS carried out Level 2 Safeguarding and Prevent training with trustees. <i>See appendix.</i> <i>Trustees welcomed Clare Kendle to the meeting, who was carrying out an external governance review.</i> | |
| 6. Finance update | Trustees confirmed that they had received the draft auditors management letter, which had been previously circulated. <i>See appendix.</i> | |
| 7. Review IT Plan | Trustees confirmed that they had received the Internal Audit Report – IT Review, Business Continuity and Disaster Recovery Plan and information on the number of pupil iPads across the Trust. <i>See appendix.</i> | |
| 8. Approve trust risk management arrangements | Trustees confirmed that they had received the Risk Register, Risk Register Procedure and the Risk Management Policy. <i>See appendix.</i> | |
| 9. CIF projects and buildings update | Trustees confirmed that they had received the buildings and sites update and the 2024-25 CIF application information. <i>See Appendix.</i> | |
| 10. Skills audits analysis | Trustees confirmed that they had received the skills audit feedback from local governors and trustees, which had been previously circulated. <i>See appendix.</i> | |
| 11. Equality, Diversity and Inclusion | AM explained that EDI has been discussed at the recent Ethos and Members’ meeting. It was noted that EDI is a golden thread that runs through everything. The overarching strategy will sit with the Trust Board. MA and RE will work on EDI from January. | 2 MA RE |
| 12. AOB | There was none. | |
| In order to evidence that trustees are providing challenge to the leaders these questions are highlighted in the minutes | | |

The meeting was closed at 10.40am

| Action Point | Governor/Clerk | Action point to be addressed | When | Action update |
|--|-------------------|---|---------|---------------|
| Actions from this meeting: 9th November 2023 | | | | |
| 1 | Clerk | Send declaration of interests form to MA | | |
| 2 | Maria and Rebecca | Work on EDI | January | |
| 3 | Maria | Feedback from skills audit to be taken to LGB chairs' meeting | | |