

ABBEEY ACADEMIES TRUST

TRUST BOARD

MINUTES OF MEETING

WEDNESDAY 24TH MARCH 2021. 4.00 P.M.

HELD VIA MICROSOFT TEAMS DUE TO COVID-19

Present: Sarah Moore, Executive Headteacher (SM); John Kirkman, Chair Trustees (JAK); Duncan Pickering, Vice-Chair Trustees (DP); Peter Lister, Trustee (PL); Stephen Haigh, Trustee (SH); Chris Atkinson, Trustee (CA); Amelia Eggleston, Trustee (AE); Jane King, Chief Financial Officer (JEK); Jill Bates, Clerk (JB)

Apologies: None - all present.

		Action
1	Welcome & Prayer JAK welcomed all to the meeting. CA said a prayer.	
2	Apologies All present.	
3	Declarations of Interest There were no declarations of interest.	
4	Review of Trust Board Membership & Scheme of Delegation Members agreed; role; confirmation of office Governor/Foundation Trustee vacancy x 2 (KK & NP - BEPPA) Governor vacancy (JH - BAPA) Governor parent vacancy (SK - BAPA) SM took the opportunity to say huge and heartfelt thanks to Nick Page (NP) who had resigned as a Trustee at the end of February. NP had been a very valued Trustee and Governor for over 10 years. SM and JB had organised a card and present for him and we have had a lovely card in return. NP is delighted to be able to remain part of the AAT family by becoming a Church Member. Roger Moore (RM), currently a Church Member, will cease to be a Member and will become a Foundation Trustee to replace NP. SM noted the importance of retaining both NP and RM's expertise, especially given that JAK plans to stand down in the summer. SM advised that she has spoken to Jackie Waters-Dewhurst (Diocesan Member and Director of Education at the Diocese, and she has provided forms for both NP and RM to complete. JW-D has confirmed that the Diocese SLT now meet weekly to agree such appointments so we are hopeful that it will not be a long process. JB will send the forms out. A Trustee noted that as NP and RM are both Foundation representatives this is an excellent exchange and helps us to ensure that the Church maintain the majority as required under our Articles. SM expressed her delight that NP would remain connected to the Trust in this way.	JB issue forms

	<p>SM then reminded Trustees that AE has replaced Jo Hilder, who resigned last year, as a co-opted Trustee.</p> <p>If the Members agree that NP and RM should 'swap' that will still leave one Foundation Trustee vacancy, created when Karen Key left the Trust in summer 2018. CA is progressing this. He has spoken to a gentleman who is interested in joining the Trust Board but has been unable to meet him due to COVID-19. SM suggested that the prospective Trustee be invited to make contact with her and JB. We can organise to meet him or speak to him in a COVID safe way and can therefore progress his possible appointment.</p>	<p>CA give contact details to SM</p>
Q	<p>Q. A Trustee asked if we now need to replace NP on the BEPPA LGB.</p> <p>A. SM suggested that we will make the appropriate appointments in order i.e. Members first, then Trustees and then consider the LGBs. We are aware that we need to replace SK on the BAPA LGB and will be seeking to appoint 2 parent governors for BAPA after the Easter break.</p>	<p>JB/SM arrange BAPA election</p>
D	<p>Agree delegated powers for EHT/CEO Performance Management Committee</p> <p>The current EHT Performance management committee includes JAK, DP and SH. Trustees unanimously agreed that this should continue.</p> <p>NP had carried out a quality assurance role in this respect. He received a copy of SM's final document and then met with her to check that she was happy with the process; that it was fair; that the targets are realistic etc. Trustees were asked if anyone would like to take this role on and agreed to review it again when RM has joined the Trust Board.</p>	<p>Consider EHT PM replacement for NP</p>
5	<p>Minutes of the Trust Board meeting 24th November 2020 - agreed as a true record</p> <p>Agreed as a true record and signed off as such.</p>	
6	<p>Matters arising from the minutes of the Trust Board Meeting 24th November 2020</p> <p>JAK confirmed that all actions had been completed or appeared later on the agenda except for:</p> <p>Page 2, Item 5 replacement for Karen Key</p> <p>28th November 2018 - CA to update Trustees and Clerk asap regarding a replacement for Karen Key. Update 1st April 2019 - CA asked for clarity about what the role would be and JAK confirmed that this is a vacancy for a Trustee. Whoever is appointed may also be asked to sit on the BEPPA LGB. Once a potential replacement has been identified the nomination will be sent to the Diocese for their approval. CA to continue to progress. Replacement. Update 27th June 2019 - CA has identified a potential candidate. No other progress as yet. Updated 27th Nov 2019 - Father Chris is due to meet with a prospective new Trustee and will bring further information to the next meeting. Update 25th June 2020. CA has spoken to the gentleman concerned who is interested in the vacancy (Philip Brierley - parent of Y4 and N1 pupils) and has agreed to be appointed in principle. Fr Chris to speak to Diocese to progress. Update 24th November 2020 - no update available. Update 24th March 2021 - see item 4.</p>	

7	<p>Matters arising from the minutes of the AGM 24th November 2020</p> <p>No matters arising.</p>	
8	<p>Issues from the Local Board meetings</p> <p>Bourne Abbey 1st March 2021 Bourne Elsea Park 10th March 2021 Colsterworth 16th March 2021</p> <p>SM reminded Trustees that whilst they have been copied in on the minutes of the LGBs these have yet to be ratified. Some items will be addressed later on the agenda but other highlights from the meetings had included:</p> <ul style="list-style-type: none"> NP's resignation from the BEPPA LGB. Stephen Farnaby (SF), previously Vice-Chair, will be Acting Chair until the elections in the Autumn term and Ray Kinch (RK) will be Acting Vice-Chair The Heads of School had provided very thorough reports to the LGBs which covered COVID-19 lockdown updates and detailed the amount of work which has been invested in pupil and staff mental health and well-being; support of our SEND and vulnerable pupils; the loan of digital devices (Trustees had received an electronic copy of the digital devices report); all 82 devices that we loaned out across the Trust have been returned Following a request from the BAPA LGB, the summer Trustee and Governor open afternoon will take the form of a Seesaw presentation - this may be virtual or take place in a COVID-19 safe way in school. Details to follow SM had tabled the updated Complaints policy and explained that following a website check by the ESFA, they had recommended some changes be made to the Trust's policy. We made those changes on the same day we received the ESFA email and have since received feedback confirming that the policy is fully compliant <p>D JAK asked Trustees if they could ratify the Complaints policy and all agreed.</p>	<p>SM/HoS agree format and communicate</p>
9	<p>Budget Update from Finance meeting 25.02.2021 JEK advised that the Finance/Pay/Audit committee had reviewed the budgets to the end of January 2021 at their last meeting.</p> <p>JAK advised Trustees that he had invited Chris Bates, Chair of the Finance/Pay/Audit Committee to attend the Trust Board meeting but that he was on a course.</p> <p>See also confidential minutes.</p> <p>Kids' Club update - Covid-19 impact See confidential minutes.</p> <p>Abbey Ark update - Covid-19 impact See confidential minutes.</p> <p>LA request - pupil numbers in Reception 2021 -22 at BEPPA See confidential minutes.</p> <p>Projected Reception numbers at Colsterworth 2021-22</p>	

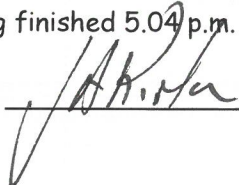
	<p>See confidential minutes.</p> <p>SEND spending updates for each school in AAT</p> <p>Detailed updates on the SEND spending reports had been provided at each LGB meeting and Trustees had been copied in on the reports for each school. The reports create a clear and straight forward commentary to help Trustees and Govs articulate the academic and pastoral support provided for our SEND pupils.</p> <p>ESFA Funding Audit - Colsterworth</p> <p>JB advised that the ESFA had selected CSW to be audited in respect of our October 2020 census. They check records to ensure that the numbers on roll we submit and our subsequent funding are correct. This had been a desktop exercise conducted remotely and had involved a lot of work to provide the information required for the whole school roll and more detailed information for a random sample of 30 pupils. Both Nic Chapman, Office Manager CSW and BEPPA, and Nikki Rogers, Senior Administrator CSW, had worked really hard to help to prepare the information required. The ESFA confirmed that it was a 'clean' audit with no issues.</p> <p>Finance policy Financial Risk register Procurement and tendering policy Reimbursement of expenses policy Investment Policy</p> <p>JEK has updated the finance policies and these are currently with the Finance/Pay/Audit committee for comment. If Trustees wish to see a copy please email JB.</p> <p>4.45 p.m. JEK left the meeting.</p>	Trustees email JB
10	<p>Church Distinctiveness</p> <p>Church SEF documents and SIAMs update</p> <p>SM reported that she was informed in January that there will be no SIAMs inspections before September 2021 due to COVID-19. The 3 Heads of School have updated the Church SEFs and the Excellence documents and these will be with Trustees by early next week.</p> <p>Collective Worship and Covid-19 update</p> <p>SM noted how important it has been that we have continued to have daily Collective Worship, albeit through recordings, during COVID-19 times. Feedback from parents and carers on the Seesaw provision has included the fact that they valued the daily Collective Worship along with the morning welcome and end of day story. She recorded her thanks to the RE and Collective Worship teams for all of their hard work in organising this, maintaining our focus on our Christian Values and for making sure that SLT and staff keep to the Collective Worship plan for each term. SM recorded her thanks to Revd. Neil Griffiths for his very valued contribution of a weekly Collective Worship and to CA who has provided content for the Christmas and Easter Services. She advised Trustees that CSW pupils will attend church next Tuesday class bubble by class bubble for their Easter service. Strict hygiene controls will be in place between each visit.</p> <p>Autumn term Diocese review reports</p> <p>Trustees had received copies of the reports prepared by Paul Thompson (BAPA) and Ian Randall (BEPPA & CSW) following their virtual visits. All 3 reports were excellent and noted that the Church Distinctiveness demonstrated is even more important during the</p>	SM/JB distribute

	current COVID-19 times, particularly in respect of mental health and well-being, love, care and faith.	
11	<p>Mental Health and Well-being Staff workload and COVID-19 issues + staff questionnaire analysis This was covered in the HoS reports which were also shared with the Diocese. We are working hard to ensure that we can support staff with little changes and agreeing what is non-negotiable in terms of workload and what we can take away. SM gave the example that we have decided not to carry out summer term teaching observations - we have enough evidence of the quality of teaching from our Autumn term observations and from our rigorous monitoring programme.</p> <p>Our staff questionnaire included questions related to COVID-19 and staff wellbeing. The vast majority of those staff who responded agreed or strongly agreed with the statements.</p> <p>Pupil questionnaire analysis Pupil questionnaires were updated to include COVID-19 questions specifically related to mental health and wellbeing. These questionnaires will be carried out again in Term 5 at which time they will include questions relating to Seesaw/home learning as well as the COVID-19 ones.</p> <p>SM took the opportunity to thank Trustees for their support during the pandemic and for giving up their time for our Trust. She observed that it is clear that they care very much about the staff and pupils.</p> <p>JAK added thanks on behalf of the Trust Board to SM, SLT and all of the staff for the fantastic job that they are doing.</p>	
12	<p>Staffing and Classes 2021/2022 See confidential minutes.</p>	
13	<p>Health and Safety: Covid-19 'live' risk assessment SM recorded her thanks to those Trustees and Gobs who have provided feedback on and suggestions for our live COVID-19 risk assessment. Each updated version is circulated to Chairs and H&S gobs. Although we had been forced to close our first BEPPA bubble today, we have still only had to close a very small number (4 across the Trust since the beginning of the pandemic) compared to other local primary schools.</p> <p>Lateral Flow testing for staff update There has been an excellent uptake amongst the staff across the Trust in terms of LFD asymptomatic testing. On average 81% of staff across the Trust are taking tests and reporting their results to us.</p>	
14	<p>Safeguarding: SCR governor check Whilst we have been unable to invite Trustees into school to complete the check due to COVID-19, SLT have continued to monitor and will be doing so again next week. A Trustee/Gov check will take place before the end of the summer term. We now have one SCR for the whole of the Trust.</p>	

	<p>Updated Safeguarding and Child Protection Policy and Keeping Children Safe in Education (January 2021) and Working Together updated Dec 2020</p> <p>SM tabled these documents and advised that the policy had been updated in respect of the role of the safeguarding governor (yellow highlights) and, following this week's LA safeguarding briefing, cybercrime (blue highlights). The policy can be found on all 4 websites.</p> <p>Covid-19 and vulnerable pupils</p> <p>SM noted that the SEND report also include vulnerable pupils and Trustees have already had the opportunity to read those reports. They detail the raft of support provided. We were able to update our bubble closure action list today with a prompt to send a digital device home with those pupils who had needed one during lockdown.</p>	
15	<p>Governor Visits and Training</p> <p>Limited visits are currently taking place and only in a COVID-19 safe way.</p> <p>JB undertook to issue an update summary of training to Trustees and asked them to let her know if there is anything that should be added.</p>	JB issue summary
16	<p>Determination of confidentiality of business</p> <p>Budget, staffing, pupils</p>	
17	<p>Confirmation of summer term meeting: Thursday 24th June 2021 5.00 p.m.</p>	

Meeting finished 5.04 p.m.

Signed:
Chair



Date: 24/6/21