

ABBAY ACADEMIES TRUST
TRUST BOARD
MINUTES OF MEETING
HELD ON THURSDAY 25TH JUNE 2020, 1.00 p.m.
At BOURNE ABBEY

NB – held once school partially re-opened during COVID-19 pandemic. Social distancing achieved in school staff room for those able to attend in person. Virtual meeting facilities (Zoom) available to those Trustees unable to attend in person.

Present at school: John Kirkman - Co-Chair (JAK); Sarah Moore - Executive Headteacher (SM); Stephen Haigh (SH); Jill Bates (JB) (Clerk)

Present virtually: Nick Page (NP); Peter Lister (PL); Chris Atkinson (CA); Duncan Pickering - Co-Chair (DP);

Apologies: None

		Action
1	Welcome & Prayer JAK welcomed all to the meeting. CA said a prayer.	
2	Apologies There were no apologies.	
3	Declarations of Interest There were no declarations of interest.	
4	Matters arising from the minutes of the Trust Board Meeting 27th November 2019 The minutes were agreed as a true record and signed off as such. JAK confirmed that all actions had been completed or appeared later on the agenda (Page 2, Item 6 replacement for Karen Key)	
5	Items from the Local Board meetings <ul style="list-style-type: none"> • Bourne Elsea Park 2nd June 2020 • Bourne Abbey 3rd June 2020 • Colsterworth 4th Jun 2020 <p>SM reminded Trustees that as the above meetings had only recently taken place there are no ratified minutes yet.</p> <p>The main items discussed at each meeting had been:</p> <ul style="list-style-type: none"> • COVID-19 update including risk assessments for the Trust and each school • The appropriate school budget to the end of March 2020 • Individual schools' staffing for 2020-2021 • CSW LGB elected a Chair, Amelia Eggleston (AE), and agreed to appoint a Vice-Chair in the Autumn • At all 3 meetings updates had been given in respect of Kids' Clubs and further details would be given to Trustees under agenda item 7 	

6	<p>Review of Scheme of Delegation (SoD)</p> <p>Karen Key and Jo Hilder Governor/Trustee vacancies</p> <p>Karen Key 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.</p> <p>Jo Hilder Trustee and Vice-Chair Jo Hilder (JH) had resigned with immediate effect in January. A brief discussion took place about a replacement. SM and JAK suggested Trustees might wish to invite AE, Chair of CSW LGB, to join the board. The clerk pointed out that Trustees had originally agreed that best practice means that Trustees should not be the Chair of an LGB.</p> <p>Trustees were asked to think about a possible replacement including AE or any alternatives ready to discuss at the Autumn meeting.</p> <p>Election of vice-chair Election of a new vice-chair to replace JH was carried forward to the Autumn agenda.</p> <p>A Trustee asked for more information about what the role of vice-chair means. SM/JB to send details out to all Trustees.</p>	<p>CA to progress replacement Trustee appointment</p> <p>Trustees think about possible replacement for JH</p> <p>SM/JB add to agenda</p> <p>SM/JB issue to Trustees</p>
7	<p>Budget See also confidential minutes</p> <p>AAT Budget 2019-20 update from Jane King at end May 2020 Budget figures for the schools to the end of Mar had been discussed at each individual LGB meeting and a one page summary provided to governors. JEK (CFO) had provided summary sheets at end of May and JAK updated Trustees with that information. He advised Trustees that AAT is in a strong financial position. JB to email summaries prepared by JEK (CFO) to Trustees.</p> <p>Agree 2020-2021 budget JAK advised Trustees that given the COVID-19 situation the ESFA has extended the statutory deadlines for budgets to the end of September 2020.</p>	<p>JB email summaries</p>

	<p>SM suggested that Trustees might need to call an EGM in September to agree the budgets for 2020-2021</p> <p>Annual budget forecast return (3 year forecast) To be submitted once the budget for 2020-2021 is agreed.</p> <p>Responsible officer (RO) report The RO has been unable to attend school to complete their report due to COVID-19. JEK will arrange the visit as soon as the situation allows.</p> <p>Finance, Pay and Audit Committee - staff update - pay progression and ISR SM advised that government guidance is that teachers' pay cannot be affected by COVID-19 i.e. if targets have not been met as a result of COVID-19 school closures that cannot be allowed to impact pay awards.</p> <p>BEPPA expansion update Following a number of delays the build is due to be completed by 14th August. The staff team are prepared to then move in and have the classrooms ready for the start of the new academic year.</p> <p>Clerking Services JAK reported that the procurement of clerking services from LCC had not been a success largely due to the lack of a permanent clerk.</p> <p>The Trust will not be buying into the service for next academic year.</p>	<p>SM/JB/JEK to arrange</p> <p>JEK to arrange</p>
Q	<p>Q. A Trustee asked if LCC are continuing to offer the service. A. JB advised that they are and that school have received details of next year's offer.</p> <p>SM advised that she is negotiating with JB that she returns to the clerk role subject to being able to maintain her mental health and wellbeing and work/life balance. An alternative might be to buy the service in from Nottingham County Council.</p> <p>Pupil numbers September 2020 Numbers for Reception 2020 are:</p> <ul style="list-style-type: none"> • BEPPA - 60 • CSW - 25 • BAPA - 79. SM noted that we had anticipated the slightly lower number due to the impact of the opening of a new Reception class at BEPPA. It does not cause us any concern and we do anticipate that the number will increase <p>Q. A Trustee observed that it seems that BEPPA is probably first choice school for many families and asked why that might be. A. The Elsea Park estate is rapidly expanding with new families moving in and this is their local, community school. Additionally there are a considerable number of siblings already in school.</p>	<p>SM to agree with JB</p>
8	<p>COVID-19 update and risk assessment SM reported that:</p> <ul style="list-style-type: none"> • The Trust has received guidance from the Government, DfE and Public Health England. Advice from the LA and the Diocese had been somewhat lacking 	

	<ul style="list-style-type: none"> • She had been supported by members of the SLT including Sarah Buttress, JB, Peter Bellamy, Louis Jordan (LJ) and Linsey Leafe. All had worked throughout the closure including holidays and Bank Holidays. The team have also committed not to go abroad during the summer holidays so that we can prepare for whatever arrangements we need to make for September • Our priority had been to be kind to staff and we had allowed them to be at home as much as possible throughout the partial closure. No-one who felt uncomfortable about coming in to school had been made to do so • That kindness had been repaid when staff had willingly returned to school for the phased re-opening on 1st June • Vulnerable and SEND children at all 3 schools had been very well supported by SENCOs Linsey Leafe, Becky Bradley (RB) and LJ whether they had attended school or been at home • RB had stepped up and been an excellent support to SM in the absence of a Head of School at BEPPA • Comprehensive risk assessments have been completed for the Trust and for specific individuals. These are live documents. Every week the SLT review what has happened during the week and discuss and respond to any feedback from staff and parents/carers • Communication with staff and parents/carers had been comprehensive and well received • Where issues have been raised either directly or on social media we have addressed them very quickly • We do not know yet if schools will be asked to open during the summer holidays for vulnerable and Keyworkers' children. If we are asked to do so BEPPA and CSW will remain closed and we will use BAPA as a base 	
Q	<p>Q. A Trustee asked if we will be ready for September.</p> <p>A. SM advised that we will continue with all of our regimes such as handwashing but that we will be unable to bring all of the children back if social distancing is still in place. It would be impossible to have small bubbles of children. We may also not have all of the staff back.</p>	
Q	<p>Q. A Trustee observed that he had the impression that our schools will manage whatever the situation.</p> <p>A. SM confirmed that we will.</p>	
9	<p>Church Distinctiveness</p> <p>Colsterworth SIAMS inspection report (3rd February 2020) SM reported that the CSW SIAMS inspection was a triumph and we had been awarded and 'excellent'.</p> <p>SM recorded her thanks to the whole Trust community as the judgement could not have been achieved with support from BAPA and BEPPA. This reflects excellent practice Trust-wide.</p> <p>BAPA Yvonne Shaw SIAMS review report (January 2020) A very successful review which will stand us in good stead for the SIAMS inspection which was due this academic year.</p>	

10	<p>Appointment of appraisal governors for Executive Head teacher and date for EHT interim appraisal meeting</p> <p>JAK reminded Trustees that the EHT appraisal Trustees are currently JAK; DP; and SH. NP has an overarching role to ensure EHT targets are aligned with the AIP.</p>	
D	<p>Trustees agreed that the appraisal Trustees would remain the same.</p> <p>SM reminded Trustees that an interim meeting needs to be scheduled and suggested that it take place in September.</p>	<p>SM & govs to agree date & time</p>
11	<p>Policy reviews</p> <p>Ratify policies from the summer LGB meetings</p> <p>SM tabled the following policies:</p> <ul style="list-style-type: none"> • June 2020 Safeguarding • COVID-19 Addendum • Draft RSE policy which Trustees had received electronically from Sarah Buttress and have been asked to provide comments on by 3rd July <p>Additionally the following policies had been taken to the LGB meetings and were ratified by the Trust Board.</p> <ul style="list-style-type: none"> • Staff Well-being • Health and Well-being (pupils) • Complaints • RE • Anti-Extremism • Safer Recruitment • Assessment • Learning, Teaching and Curriculum • Pay • Finance • Financial Risk Register • Procurement and Tendering • Reimbursement of Expenses • Investment • Admissions 2021-2022 <p>Trustees were asked to let SM know if they wish to receive any of the policies electronically.</p>	<p>Trustees respond by 3rd July</p> <p>Trustees request copies of policies</p>
12	<p>Safeguarding</p> <p>LA Safeguarding audit Colsterworth report (27th February 2020)</p> <p>SM reminded Trustees that she welcomes the opportunity to invite external assessors in to our schools to validate our processes and offer suggestions for improvement.</p> <p>The auditor had looked at files and the SCR and spoken to SM, LJ, JB, Emma Bailey-Cole, safeguarding governor, e-cadets and pupils.</p>	

D	<p>SM was delighted with the outcome and noted that the safeguarding practices at CSW are reflected Trust wide. There were no recommended areas for improvement.</p> <p>Ratify safeguarding checklists for governors/trustees SM advised that the LA safeguarding audits had recently been updated for each school and that actions are mostly green with some amber.</p> <p>SH had signed off the checklists in his role as safeguarding governor. Additionally he confirmed that at every visit he checks with the DSL (Linsey Leafe) that she has enough time and resources to fulfil her safeguarding responsibilities along with the current extra challenges.</p> <p>Update on safeguarding vulnerable pupils during COVID-19 SM had already given an update as part of item 8. Additionally she reported that Senior Leaders had been involved with social workers in a case in which children were removed from their mother and taken to live with their father whilst they were in school on VE day.</p> <p>SM took the opportunity at this point to suggest to Trustees, following 2 recent issues involving posts and comments on Facebook, that the Trustee and Governor Code of Conduct and Induction policy are updated to cover such situations.</p> <p>Trustees confirmed that they are happy for SM to make the necessary amendments.</p>	SM amend policies & Gov Code of Conduct
13 Q	<p>AAT staffing and classes 2019/2020 Each LGB had seen details of the proposed staffing for 2020 - 2021 for their particular school. SM showed a Trust -wide summary of teaching staff for the next academic year.</p> <p>SM was delighted to report that</p> <ul style="list-style-type: none"> • we had been able to accommodate requests from staff to move between schools • a completely new team is to teach in Y6 at BAPA • we have successfully recruited two excellent teachers from Spalding Parish • we have two expectant teachers and have been able to recruit maternity covers • PB will be Acting Head of School at BEPPA. The position will be advertised in Spring <p>Q. A Trustee asked how long PB would be 'Acting' for. A. SM confirmed that he will take on the role for one year.</p> <p>JB to issue AAT list to Trustees electronically.</p>	JB send out staffing list
14 D	<p>Approval of in-service training days 2019/2020 SM reminded Trustees of the training days planned for next academic year and these were signed off by JAK with Trustees' approval.</p>	
15	<p>Determination of confidentiality of business Budget; staffing.</p>	

	<p>SM took the opportunity to advise Trustees that summer 'catch up' work will be planned during the inset day tomorrow. It will be made clear to parents/carers that this work is optional.</p> <p>Additionally we are investigating what action is required to ensure our FSM families receive their summer holiday entitlement as announced by the Government.</p>	
16	<p>Date and time of next meeting: Autumn 2020, Spring 2021 and Summer 2021 meetings TBA + staff/governor meet Autumn term TBA</p>	<p>JB advise as soon as planned in school diary</p>

Meeting finished 2.00 p.m.

Signed: _____

Co-Chair

Date: _____