

ABBEY ACADEMIES TRUST
TRUST BOARD
MINUTES OF MEETING
TUESDAY 24TH NOVEMBER 2020, 5.40 p.m.
HELD VIA MICROSOFT TEAMS DUE TO COVID-19

Present: Sarah Moore, Executive Headteacher (SM); John Kirkman, Co-Chair Trustees (JAK); Duncan Pickering, Co-Chair Trustees (DP); Nick Page, Trustee (NP); Peter Lister, Trustee (PL); Stephen Haigh, Trustee (SH); Chris Bates, Chair Finance/Pay/Audit Committee (CB); Jane King, Chief Financial Officer (JEK); Jill Bates, Clerk (JB)

Apologies: Chris Atkinson, Trustee (CA);

		Action
1	<p>Welcome & Prayer JAK welcomed all to the meeting. PL had said a prayer at the beginning of the AGM immediately preceding this meeting.</p> <p>JAK took the opportunity to advise Trustees that CB has indicated that he will resign from his role as local governor and Chair of the Finance/Pay/Audit committee when his term of office expires in February 2021. JAK took the opportunity to thank CB for his support and contribution to the Trust over the last 12 years which has included involvement in the PTFA, Health and Safety governor and Chair of the Finance committee.</p>	
2	<p>Apologies Apologies were accepted from CA.</p>	
3	<p>Declarations of Interest There were no declarations of interest.</p>	
4	<p>Election of Chair/Vice-Chair Chair JAK reminded Trustees that at last November's meeting he had indicated that it had been his intention to step down as Co-Chair at the end of the last academic year. However, he felt that the pandemic has changed things and with Ofsted inspections likely at all 3 schools this academic year he advised that he is prepared to stay on until July.</p> <p>D There were no other nominations and JAK was therefore nominated for the role of Chair by DP, seconded by SH and unanimously agreed.</p> <p>Vice-Chair DP indicated that he was prepared to step down as Co-Chair and act as Vice-Chair this year.</p> <p>D There were no other nominations and DP was therefore nominated for the role of Vice-Chair by SM, seconded by SH and unanimously agreed.</p> <p>At this point CB was asked to consider staying on until July and he agreed to do so.</p>	

<p>5</p> <p>D</p>	<p>Review of Trust Board Membership & Scheme of Delegation</p> <p>Members agreed; role; confirmation of office Covered in item 4.</p> <p>Governor/Trustee vacancy (KK - BEPPA) This vacancy has been open for 2 $\frac{1}{2}$ years and is yet to be filled. CA to progress to ensure that the Church has the majority as required by the Articles of Association.</p> <p>Governor/Trustee vacancy (JH - BAPA) Trustees had been asked to consider appointing Amelia Eggleston, Chair CSW LGB (AE) to the Trust Board or to suggest any other possible candidates.</p> <p>No other suggestions were forthcoming and JAK recommended that AE be asked if she would be prepared to become a Trustee. Professionally AE is currently Chief Financial Officer in a large MAT and also has a background in HR and can bring a wealth of knowledge and experience to the Trust Board.</p> <p>Trustees unanimously agreed to invite AE to join the board. JAK/DP will provide SM with a letter for AE.</p>	<p>CA progress appointment of Foundation Trustee</p> <p>JAK/DP provide letter</p>
<p>6</p>	<p>Matters arising from the minutes of the Trust Board Meeting 25th June 2020 The minutes were agreed as a true record and signed off as such.</p> <p>JAK confirmed that all actions had been completed or appeared later on the agenda except for:</p> <p>Page 2, Item 6 replacement for 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. Update 24th November 2020 - no update available.</p> <p>Page 5, Item 10 EHT interim review 25th June 2020 - SM reminded Trustees that an interim meeting needs to be scheduled and suggested that it take place in September. Update 24th November 2020 - this had not taken place due to COVID-19 but a really successful EHTPM meeting has since taken place.</p>	

8	<p>Items from the Local Board meetings</p> <ul style="list-style-type: none"> • Bourne Elsea Park 15th October 2020 • Bourne Abbey 20th October 2020 • Colsterworth 10th November 2020 <p>SM advised that 3 really robust meetings had taken place and the key headlines at all 3 had been:</p> <ul style="list-style-type: none"> • COVID-19 update including risk assessments • 'Catch-up' provision • Online learning <p>Additionally the following highlights had been discussed;</p> <p>BEPPA</p> <ul style="list-style-type: none"> • Increased numbers on roll • The new two classroom extension - completion and feedback • Welcoming Peter Bellamy (Acting Head of School) as a Governor • Welcoming Wendy Campbell (Reception class teacher) as staff governor <p>BAPA See confidential minutes.</p> <p>CSW</p> <ul style="list-style-type: none"> • The viability of and decision to close Kids' Club • The challenging budget • The encouraging increase in pupil numbers from October 2019 census to October 2020 census 	
9	<p>Budget</p> <p>Update from Finance meeting 06.10.2020 JEK advised that the meeting on 06.10.2020 had included consideration of the year end position at 31.08.2020. This has now been superseded by the audited accounts which had been discussed in detail at the F/P/A meeting 12th November and had also been covered at the AGM immediately preceding this meeting. See also update re the budget for 2020-2021.</p> <p>Year-end Trust position See update from Finance meeting above.</p> <p>Responsible Officer report The Responsible Officer visits had been postponed during lockdown and schools' partial re-opening. The latest visit had taken place on Friday 13th November and the report is awaited. It will be discussed at the Finance meeting due to take place in January.</p> <p>Pay Policy The pay policy had been updated and circulated electronically to Trustees prior to the meeting.</p> <p>Budget 2020-21 See confidential minutes.</p>	<p>JEK provide Finance committee with RO report</p>

10	<p>Church Distinctiveness</p> <p>Church SEF documents Trustees and Govs had been sent copies of the Church SEFs electronically prior to the meeting. SM reported that she had some very positive feedback from CA by email.</p> <p>Diocese reviews Autumn term – Paul Thompson (BAPA) and Ian Randall (BEPPA & COL) The BAPA review had taken place on 17th November when SM and Sarah Buttress (SLB) had met virtually with Paul Thompson (PT). Trustees and govs had already received a copy of PT's very pleasing report electronically.</p> <p>PT had been very impressed with school's positive approach to the impact of COVID-19 and particularly the continuation of our links with the community and our varied curriculum.</p> <p>Reviews are booked for BEPPA and CSW with Ian Randall on 10th December 2020.</p> <p>SM reported that staff have embraced the preparation of virtual Collective Worship which remain a key part of our daily routine and allow staff and pupils to continue to reflect on our Christian values.</p>	
	<p>6.05 p.m. JEK left the meeting.</p> <p>At this point JAK lost MS Teams connection and DP took over as Chair. Items 11 and 12 were taken in reverse order as JAK has a particular interest in Staff Mental Health and Well-being and it was hoped he would be able to reconnect before this item was covered.</p> <p>6.05 p.m. CB left the meeting.</p>	
12	<p>Policy Reviews SM reminded Trustees that the updated policies had been detailed in the Executive Headteacher/Heads of School reports which they had been copied in on. Trustees had also been sent a copy of the updated Pay Policy prior to the meeting. All policies except those specific to staff are available to view on the school website. Trustees are welcome to request copies of any policy from JB.</p> <p>SM tabled the following policies:</p> <ul style="list-style-type: none"> • Child Protection and Safeguarding (including KCSIE parts 1 & 5) • Health and Safety • Prevent Risk Assessment • Whistleblowing <p>She also drew trustees attention to the fact that she has updated the Trustee/Governor Code of Conduct which now includes reference to the use of social media.</p> <p>D Trustees agreed to ratify the updated policies.</p> <p>SM advised trustees that the DfE have issued a new statutory list of what is required on school websites. She and the Heads of School are ensuring that all 4 websites are compliant.</p>	

11	<p>Mental Health and Well-being Staff workload and COVID-19 issue SM reminded trustees that JAK had asked for this to be a standard Trust Board agenda item and noted that it has been added to the LGB agendas too. JAK had been unable to reconnect at this point but SM reminded trustees of all of the ways in which we have been mindful of staff workload and well-being:</p> <ul style="list-style-type: none"> • We took a kind approach to the need for staff to be in school during the first lockdown and partial school closure • A number of staff meetings have been cancelled or postponed to free time up for preparation of online learning • Our Mental Health and Well-being First Aiders are in place • We welcome feedback and questions from staff regarding our COVID-19 arrangements and take those into account when updating our 'live' COVID-19 risk assessment • If staff feel uncomfortable with any of our arrangements we have taken an understanding approach • We have asked Clinically Extremely Vulnerable staff to provide evidence of their status and have been supportive of them being at home during the current lockdown period • Mental health and well-being remain a huge focus for us. SM/SLB had been able to articulate that in the Diocesan review with PT and there is a raft of evidence to reassure staff • SM thanked trustees and govs for checking in on the well-being of the Senior Leadership Team • SLT are mindful of the fact that staff are managing most of their usual workload along with COVID-19 worries and gave an example of a member of staff whose daughter's school had been closed as a result of COVID-19 and who is therefore juggling a number of personal challenges whilst still striving to do her best for school • As schools have settled in to our new normal routine SM no longer sends daily staff emails but does communicate weekly by email. These are forwarded to trustees and govs for info and SM noted the huge number of thank yous she has been able to say in those emails for so many fabulous things • Pupils have bounced back and settled in to school well. The Mental Health and Well-being First Aiders are on hand to support either through timetabled or impromptu sessions <p>Pupil questionnaire The outputs from the pupil questionnaire are due back at any time and will be shared with trustees and govs.</p> <p>SM asked if trustees had any questions.</p> <p>DP requested, on behalf of the trustees, that all staff be thanked for the way in which they have responded to such unprecedented times. He noted that</p> <ul style="list-style-type: none"> • other schools have not reacted in such a positive way • many other Executive Headteachers are not in their schools at present • school had remained open during both the Easter and May half-term holidays and bank holidays for children of keyworkers and vulnerable pupils • SLT have worked well with Bourne Academy building a strong relationship with Lucy Conley, Executive Principal 	
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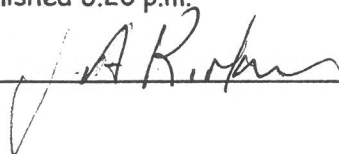
	<ul style="list-style-type: none"> SLT have thought 'outside of the box' to come up with solutions for the benefit of pupils and staff <p>SM thanked DP for his comments and committed to pass on his thanks to the staff team in her weekly email.</p>	SM pass on thanks
	JAK re-joined the meeting but asked that DP continue to Chair.	
13	<p>Safeguarding LA online audit and Governor audit checklists SM reported that govs had gone through the safeguarding checklist for governors at the LGB meetings.</p> <p>DP (BEPPA), SH (BAPA) and Emma Bailey-Cole (CSW) had been in to school before the current lockdown and completed safeguarding gov audits.</p> <p>SM advised that we have been requested to complete an additional safeguarding assurance for the Lincolnshire Safeguarding Children Partnership (LSCP). This is an online form which provides an assurance from either our Governing Body or Board of Trustees that we are meeting our safeguarding responsibilities as set out in section 175 and 157 of the Education Act 2004 in our settings. We have submitted one form for each school and the safeguarding govs have completed this virtually with Linsey Leafe, Designated Safeguarding Lead for the Trust.</p> <p>Q Q. A trustee asked when updated safeguarding training will take place for trustees and govs. A. Training has been taking place as usual in school and another face to face catch up is planned for this week but it is understood that not all trustees and govs can come into school at the present time. JB will liaise with LL to see if training can be arranged virtually.</p> <p>Dissemination of information from LA briefing for Designated Safeguarding Leads SM, SLB and LL had attended the virtual LA safeguarding briefing and then fed back to Louise Jordan and Peter Bellamy. Particular topics had included Prevent; the new audit detailed above and a reminder that trustees and govs should read KCSIE section 2. An email had been sent out to all regarding KCSIE section 2.</p> <p>Updated Safeguarding and Child Protection Policy and new Keeping Children Safe in Education (September 2020) Information about these updated documents had been provided at the recent LGB meetings.</p> <p>SCR check This had been due to take place last week with the Heads of School but technical issues prevented it happening. It has be rescheduled for 30th November 2020.</p>	JB to liaise with LL
14	<p>Governor Visits and Training SM noted that JB continues to send details of all training opportunities to all trustees and govs.</p> <p>DP reported that he has completed his updated safer recruitment training online.</p>	

Q	<p>Q. A trustee asked if new govs have completed any training. A. the latest two new govs at BEPPA have both been govs before and have therefore decided against new to role training at present.</p> <p>JB will circulate the up to date training summary for information.</p> <p>JB advised that the Diocese are offering virtual training for Members and she will approach Jo Derrick to see if she would like to attend.</p> <p>Updated virtual training is currently being arranged for the Pupil Discipline Committee. They will be joined by LL and JB for the training.</p>	<p>JB issue summary</p> <p>JB contact JD</p> <p>JB coordinate</p>
15	<p>Determination of confidentiality of business Items relating to the future age range offering at Abbey Ark and finance matters.</p>	
16	<p>Date and time of next meeting: Spring - Wednesday 24th March 2021 5.00 p.m. Summer - Thursday 24th June 2021 5.00 p.m.</p>	

Meeting finished 6.20 p.m.

Signed: _____

Co-Chair



Date: _____

24/3/2021