

**ABBAY ACADEMIES TRUST
TRUST BOARD
MINUTES OF MEETING
WEDNESDAY 22ND MARCH 2023, 5.00 P.M.
AT BEPPA**

Present: Stephen Haigh, Chair of Trustees (SH); Sarah Moore, Executive Headteacher (SM); Chris Bates (CB), Trustee; Paul Gandy (PG), Trustee; Neil Griffiths (NG), Trustee; Philip Brierley (PB), Trustee; Chris Atkinson (CA), Trustee; Jill Bates, Clerk (JB)

Apologies: Amelia Eggleston, Trustee (AE)

		Action
1	Welcome & Prayer SH welcomed all to the meeting. NG said a prayer.	
2	Apologies Apologies had been received and were accepted from AE (work commitments).	
3	Declarations of Interest CB declared an interest in agenda item 8 v).	
4	Minutes of the Trust Board meeting 13th December 2022 and agreed as a true record Agreed as a true record and signed off as such.	
5	Matters arising from the minutes of the Trust Board Meeting 13th December 2022 All completed or appear later on the agenda except: Page 5 Item 11 Church Distinctiveness <ul style="list-style-type: none"> i. RE and Collective Worship statutory checks SM noted that Stephen Farnaby (SF) has these in hand at BEPPA and asked PG to check the situation with Charlotte Seymour (CW-S) at BAPA and NG to check with Alison Simpson (AS) regarding CSW checks. Updated 22nd Mar 2023 – NG and PG had completed checks. Summer checks to be completed in Term 5 in conjunction with AS. SM also asked trustees to ensure that they notify her/HoS when they have completed any trustee and gov checks such as safeguarding or RE/CW.	NG, PG & SF complete checks Term 5 JB add to SLT agenda Trustee/gov notify SM/HoS
6	Items from the minutes of the AGM meeting on 30th November 2022 SM noted that she had not been present at the AGM as it was at the same time as the BEPPA Ofsted inspection. However, the two main areas of discussion at that meeting had been: <ul style="list-style-type: none"> • The auditors reported on a clean set of accounts • MAT growth strategy 	

7	<p>Issues from the Local Board meetings</p> <p>SM reminded trustees that the minutes have not yet been ratified. Copies have been shared with trustees and SM drew trustees' attention to the following highlights from all 3 meetings:</p> <p>i) Bourne Abbey 9th February 2023</p> <p>Discussions had included:</p> <ul style="list-style-type: none"> • Budget to 30th Nov 2022 and the cost-of-living crisis • Strike action – two teachers at BAPA had taken strike action on the first two days • Pupil numbers for R2023 and Abbey Ark are lower than normal but the LA have confirmed this is a birth rate issue rather than BAPA specific • Staffing: SM recorded her thanks to trustees for allowing her to build a strong leadership team , the benefits of which are very clear to see at the present time. Charlotte Seymour has begun her maternity leave which means we can claim maternity insurance. Her class is being taught by the two non-teaching Deputy Heads - Andy Whiteway and Paul Houghton at no additional cost to school. This also provides continuity in high quality education and support for our pupils <p>ii) Bourne Elsea Park 22nd February 2023</p> <p>Discussions had included:</p> <ul style="list-style-type: none"> • Budget to 30th Nov 2022 and the cost-of-living crisis • Nicole North, Year 1 teacher, left at Christmas • We have recruited Hasna Khanom, an excellent part-time teacher who had worked at BAPA on a supply basis last year, for 3 ½ days a week • The remaining 1 ½ days are covered by Rachael Skidmore (RS), Head of School, and Becky Bradley, non-teaching SENCo and Assistant Head, giving strength and depth to the year group at no additional cost to the Trust. However, RS is currently off work due to ill-health and RB is therefore, in addition, supporting SM in running the school • Lorna Ockwell (LO), Year 4 teacher, had an operation at the beginning of this term and is not likely to return until the beginning of Term 5. We are able to claim insurance for this absence • Louise Pape (LP), Director of Languages, is covering LO's class at no additional cost to the Trust and again providing high quality education for our pupils <p>iii) Colsterworth 23rd February 2023</p> <p>Discussions had included:</p> <ul style="list-style-type: none"> • Budget to 30th Nov 2022 and the cost-of-living crisis • Heidi Thomas (HT), Y5 teacher, left at half-term • Sarah Croxall (SC) expressed a desire to resign her Head of School role and asked to revert to her class teacher/Assistant Headteacher role as her heart is in the classroom. SC is teaching Y5 until the end of the academic year at no additional cost to the school • Louise Jordan (LJ) has returned from maternity leave and is standing in as Acting Head of School for the remainder of the academic year <p>Additionally, SM reported that both Ofsted inspections at BEPPA and CSW had been discussed at all 3 meetings as they encompass trust-wide practice. SM recorded her</p>	
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	<p>thanks to those trustees and govs who had been able to meet with the inspectors and noted the positive comments in respect of governance in the reports.</p> <p>Q Q. A trustee asked for clarification regarding the difference between a Headteacher and a Head of School. A. SM advised that a Headteacher is a substantive role and is responsible for everything. For example, an Ofsted report would name the Headteacher as the responsible leader rather than an Exec Head. A Head of School has delegated powers, but ultimate responsibility lies with the Exec Head.</p> <p>Q Q. A trustee asked if Peter Bellamy, BAPA, is a Headteacher and observed that they had seen him referred to as such in a letter. A. SM advised trustees that PB is a HoS and asked the trustee to let JB know if he could identify where PB was named as Headteacher.</p>	Trustee advise JB which letter
8	<p>Review of Trust Board membership and Scheme of Delegation</p> <p>i. Members agreed: confirmation of office JB reminded trustees that there had not been a Member vacancy until Jo Derrick tendered her resignation. We had received that in February. JB had sent an initial reply and suggested that she now write on behalf of the Trustees to thank JD for her service and commitment. Trustees agreed.</p> <p>JB additionally noted that, as trustees had agreed that John Kirkman (JK) be approached to replace JD as a non-Foundation Member, she has sent him an application form to complete. Once received this will then be shared with the remaining Members (Paul Thompson, Nick Page, Duncan Pickering and SH) for their approval.</p> <p>ii. Foundation Trustee vacancies x2 SM noted that the first vacancy had been created by Fr Peter's term of office ending. We have identified a possible replacement in Stephen Farnaby (SF), Chair of the BEPPA LGB, who had indicated a wish to become a trustee through the skills audit. SF will be required to complete an application form which will go to the Diocesan Board of Education for approval.</p> <p>The second vacancy is being created as NG is leaving Colsterworth for an exciting new role in the Derbyshire Peak District. Following a discussion it was felt that it may be too long to wait for a replacement incumbent to fill the trustee role and JB will therefore contact the Diocese for suggestions as to how we can progress this.</p> <p>SM took this opportunity to thank NG for his contribution to CSW and to the trust and observed that he has truly made a difference in a relatively short time. We will arrange an opportunity for our trust community to say farewell early in Term 5.</p> <p>iii. Colsterworth parent governor election outcome We had received two nominations for the parent governor role but also had a vacancy for a co-opted governor. Both Mr Luke Waskett-Booth (co-opted) and Mrs Ellie Jennings (parent) were therefore appointed to the CSW LGB for 4-year terms.</p> <p>iv. Skills audit analysis SM advised that, with JB's support, she has reviewed the skills audits and had shared an MSR (Monitoring Summary Report) with trustees prior to the meeting. She noted that as well as strength and depth in some areas, there are also areas for development, and these are included in the MSR actions. SM drew trustees'</p>	<p>JB send letter on trustees' behalf</p> <p>JB send application form to SF</p> <p>JB contact Diocese</p> <p>SM/JB invite trustees & govs</p>

	<p>attention to the fact that ownership of some of these actions has been delegated to HoS.</p> <p>v. Clerking 2023-2024</p> <p>JB reported that LCC have advised that the clerking service is not in a position to take on any more schools at present and that she has asked that the Trust be put on a waiting list. She expects to receive an update after Easter. In the meantime we have approached 2 existing members of staff to see if they are interested in the role. One has declined and one has asked for more info.</p> <p>A trustee suggested that we might advertise the role and it was agreed that whilst pressures of work mean this isn't something we have the capacity to manage at present, consideration be given to advertising externally once all other options have been explored.</p> <p>vi. Governance review</p> <p>We have engaged the Diocese to carry out an external review of governance and this is likely to begin in Autumn term.</p>	<p>JB continue to explore clerking alternatives</p>
9	<p>Budget</p> <p>i. Update from Finance meeting 23rd February 2023</p> <p>Trustees had received one page budget summaries for all 3 schools and AAT as of 30th Nov 2022. SM and CB, Chair of Finance/Pay/Audit Committee provided the following update:</p> <ul style="list-style-type: none"> • Considering the impact of the backdated pay award for teaching and support staff, the trust is in a good financial position • Numbers on roll in Abbey Ark were lower than normal at the beginning of the academic year but that situation has improved considerably. Fees are being increased from 1st April 2023 in line with rising costs but remain competitive when compared with other local providers • The buy-in of staff absence insurance for teaching staff is paying dividends with current staff maternity leave and sickness absence • All 3 schools received additional capital funding for schools to improve energy efficiency in 2022/23 in December 2022. The allocations are as follows: <ul style="list-style-type: none"> - BAPA £23,301 - BEPPA £15,376 - CSW £12,558 <p>This funding must be spent on funding capital projects, prioritising projects that improve the school estate's energy efficiency. If we judge this is not appropriate based on local circumstances, we have the discretion to spend this on other capital projects. It is expected that this funding is spent within the 2022/23 financial year.</p> <p>5.30 p.m. CA arrived</p> <ul style="list-style-type: none"> • We are also expecting the Mainstream Schools Additional Grant (MSAG) in May 2023. The funding rates consist of the following 3 elements, which are based on factors already in the schools national funding formula: <ul style="list-style-type: none"> - a basic per-pupil rate - £119 per pupil - a lump sum paid to all schools, regardless of pupil numbers - £4,510 - a per-pupil rate for pupils who are recorded as having been eligible for free school meals at any point in the last six years (FSM6) - £104 per pupil <p>SM noted that this funding will go some way to negating the impact of the pay awards.</p>	

	<ul style="list-style-type: none"> • Peter Smith Architects have submitted two CIF bids for BAPA: <ul style="list-style-type: none"> - Window replacement £308,575.70 - Roof works £443,055.86 • SM reported that staff have to pass requests for expenditure through SM or HoS. Staff are also sharing resources across the trust where possible <p>ii. Update from Out of Cohort Admissions meeting 23rd February 2023 See also confidential minutes.</p> <p>JB reported that the trust had received a request and supporting evidence for a late entry to Year Reception Bourne Elsea Park CofE Primary Academy September 2023 instead of September 2022. As this is a formal application process the Trust must follow the correct procedure and also document that it has been followed correctly should it be necessary to defend an appeal.</p> <p>The school admissions code (section 2.18) states that parents may make requests for a placement outside the date of birth cohort. School admission authorities must make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. The decision of an admission authority is valid for that school only.</p> <p>As there was a tight deadline for a decision to be made and minutes to be submitted, the request was considered by trustees following the Finance/Pay/Audit committee meeting on 23rd February 2023. Following consideration of all the available information, trustees agreed to refuse the request and the minutes were submitted to the LA admissions team.</p> <p>If trustees would like to view the minutes, they are available from JB.</p> <p>iii. School-led Tutoring SM advised trustees that successful school-led tutoring continues at BEPPA and our plan will be reviewed at the start of Term 5 for the summer term.</p> <p>iv. AAT Trust Growth To be covered later on the agenda.</p> <p>v. SEND and PP spending updates for each school Previously shared with trustees for all 3 schools. SM reported that there is still no national or local vulnerable groups comparative data for 2021-22.</p> <p>vi. Projected Reception numbers for Reception 2023-24 First preferences when the initial round of applications closed on 10th February 2023: <ul style="list-style-type: none"> • BAP 49 (is reflected in current AA numbers and LA have confirmed it is birth rate) • BEP 41 • CSW 22 </p> <p>vii. Pupil numbers Colsterworth At the October census 2022 there were 108 pupils on roll. There are currently 118 on roll including 6 refugee pupils who have joined us since the last October census, and we anticipate that they may have relocated again by October 2023 census. Funding for 2023-24 will be based on 108 however, we hope that numbers will be higher for October 2023 census which will have a positive impact on funding for 2024-25.</p>	<p>Gov request copy minutes</p>
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	<p>SM reported that we have had a banner created celebrating our fantastic Ofsted report and this will be displayed for a short time on the church railings for marketing purposes.</p> <p>Following a discussion, it was agreed that alternative venues around the village would be investigated so that it can be moved around for maximum impact.</p> <p>JB speak to Louise Jordan and Nicola Rogers to progress.</p>	JB progress with CSW team
10	<p>Church Distinctiveness</p> <p>ii. Church SEF documents and SIAMs schedule</p> <p>Church SEF documents have previously been shared with trustees and SM reported that there will be a new SIAMs framework from September 2023. BAPA is due to have a SIAMs inspection this academic year although we are aware that inspectors are very behind schedule.</p> <p>June Richardson, Diocesan School Effectiveness Advisor, visited BAPA and BEPPA on Tuesday 7th March 2023 for an SLA visit. SM has received her draft report this week and will share the final report with trustees when it is available.</p> <p>June is due to visit CSW on 17th May 2023.</p> <p>Q Q. A trustee asked if this is an internal audit. A. SM advised that it is a health check visit carried out by the Diocese under their Service Level Agreement (SLA). It is similar to an informal SIAMs visit and looks at what is going well with a focus on Church Distinctiveness. The visit includes a learning walk.</p> <p>We have other health check visits including those carried out by Paul Spray, Education Consultant and these are shared with trustees.</p> <p>Q Q. A trustee asked who in the Diocese is involved in such visits. A. SM explained that our Diocesan visitors have included Paul Thompson, Diocesan Director of Education, Ian Randall, Diocesan Associate Advisor and Headteacher Reephams CofE Primary School and, most recently, June Richardson, Diocesan School Effectiveness Advisor. SM noted that JR is also an Ofsted inspector.</p> <p>iii. RE and Collective Worship statutory checks Already covered under item 5.</p>	
11	<p>Mental Health and Well-being</p> <p>i. Update on provision for pupils and staff See also confidential minutes</p> <p>SM advised that our MH&WB action plans for staff and children are regularly updated. She noted that Ofsted spoke at length to pupils as part of their focus on MH&WB.</p> <p>The training we have invested in for our MH&WB teams has been very successful and they are having an amazing impact.</p> <p>Children may require MH&WB support for any number of reasons including SEN and issues in their home lives. Staff at all 3 schools have received support including occupational health referrals and counselling sessions.</p> <p>Q</p>	

	<p>Q. A trustee noted that SM had shared a policy for Children Leaving Site Without Permission and asked if that is something our schools have an issue with.</p> <p>A. SM advised that it is not but gave the background to the creation of the policy and explained how important it is for staff to be clear about expectations in these circumstances.</p>	
12	<p>Growth Strategy and marketing/branding</p> <p>SM advised trustees that AAT is expected to attend next week's Diocesan Heads and Chairs conference in Lincoln to market the Trust.</p> <p>She reminded trustees that we are not in a hurry to grow.</p> <p>Our strategic development brochure covers our plan for growth and our ethos as well as emphasising our Church Distinctiveness. Paul Thompson, Diocesan Director of Education and the DfE have both given very positive feedback however, we felt it was too corporate. SM showed trustees the updated version which is much more about children and includes photos and pupil voice.</p> <p>Our 'stand' will also include a monitor with a rolling video presentation, a roller banner and copies of our strategic development brochure and our school prospectuses.</p> <p>Pupil voice will be provided by 4 pupils (2 from Bourne and 2 from CSW) who will be brought to Lincoln for the lunchtime session by AE and Andy Whiteway (AW), BAPA Deputy Head. SM, Peter Bellamy (PBe), Louise Jordan (LJ) and Megan Shears (MS) are conference delegates while JB will also be on hand to answer questions as required. AW, LJ and MS will visit other Trusts' presentations.</p> <p>SH confirmed that he is unable to attend.</p> <p>SM asked if trustees had any questions.</p> <p>Q Q. A trustee asked if there is a time slot for the presentation.</p> <p>A. SM advised that whilst that was an option, we have decided that whenever there is a break during the conference sessions, we will be manning our stall.</p>	
13	<p>Ofsted reports - Bourne Elsea Park and Colsterworth</p> <p>Copies of both schools' Ofsted reports had previously been emailed to trustees.</p> <p>SM distributed copies of a letter from the Regional Schools Commissioners congratulating the Trust on the impact it has had on raising standards at CSW from inadequate to good with outstanding features.</p> <p>A trustee suggested that copies of the letter be made available on the stand at the Diocesan conference.</p>	JB copy a supply of letters.
14	<p>Safeguarding</p> <p>i. LA Safeguarding checklists for Trustees /Governors There are none to be completed this term.</p> <p>ii. Dissemination of information from LA briefing for Designated Safeguarding Leads Nothing of significance to report.</p> <p>iii. Updated Safeguarding and Child Protection Policy and new Keeping Children Safe in Education (September 2022)</p>	

	<p>SM advised that the Lead inspector at the CSW Ofsted inspection had felt that staff should be able to say what changes had been included in KCSIE September 2022. A one-page summary of changes has therefore been drawn up and shared with staff, trustees and governors.</p> <p>iv. SCR check The SCR had been scrutinised by inspectors at both Ofsted inspections and been given a clean bill of health on both occasions.</p> <p>A further check will be completed by DSLs in Term 5.</p> <p>v. Trustee/Governor safeguarding visits feedback Visits have taken place.</p> <p>vi. Trustee/Governor visibility in schools It was noted that this item should have been included under agenda item 17. However, trustees are encouraged to maintain high visibility in schools.</p>	JB arrange SCR check
17	<p>Governor visits and training</p> <p>i. Governor/Trustee open mornings 2022-2023 As only 3 governors, who already had an extensive knowledge of the focus topic, were available to attend the spring open morning, it had been carried forward to the summer term session which is to be held at CSW at 1.30p.m. on Thursday 4th May 2023.</p> <p>ii. Training governor update and training priorities JB continues to share training opportunities with trustees and govs and reminded trustees to let her know of any training they complete.</p>	Trustees let JB know about training
18	<p>Determination of confidentiality of business</p> <p>Items relating to pupils, staffing, growth strategy and finance as appropriate.</p>	
19	<p>Date and time of next meeting: Summer – Thursday 29th June 2023 5.00 p.m.</p>	

Meeting finished 6.20 p.m.



Signed:
Chair

Date: 29th June 2023