



*Educate, develop, enrich and nurture*

**Company No: 08036395**

## **MINUTES**

Non-confidential minutes of the Board of Trustees (BoT)  
held at Pentland Field School, Pentland Way, Ickenham UB10 8TS  
on Thursday 3<sup>rd</sup> May 2018 starting 6.30pm

Present:

Barry Nolan	BN	Trustee - Chair	Member
Susan Douglas	SD	Trustee - CEO	
Collette Stone	CS	Trustee	
Jamie Clarke	JC	Trustee	
Angela St. John	ASJ	Trustee	
Ian Jentle	IJ	Trustee	
Vicky Collis (via conference call)	VC	Trustee	
Antony Power (via conference call)	AP	Trustee	
Colette Haugh	CH	minutes	

The meeting was declared quorate.

<b>Item Ref</b>	<b>Agenda Item</b>	<b>Action</b>
55/2017-18	<p><b>Welcome and introductions:</b></p> <p>Welcome was extended to Antony Power who introduced himself to the group with details of his background in education, at Michelmores and his previous contacts with Jarlath O'Brien.</p>	
56/2017-18	<p><b>Apologies and the Board's acceptance or rejection for any absences:</b></p> <p>Apologies sent and accepted from: Karen Deacon, Philip Mabbott</p>	

Item Ref	Agenda Item	Action
	Absent – Hardip Begol	
57/2017-18	<p><b>Declaration of Interests and other forms.</b>  SD informed the board that she is now a Trustee at NFER– the clerk will be requested to update SD declarations of interest form. AP informed the board that he acts for Aspire Trust as the agenda refers to information and associated discussions regarding the special school site in Penn Buckinghamshire.</p>	PM/SD update form
58/2017-18	<p><b>Board approval of the minutes - 16<sup>th</sup> January 2018.</b>  All pages were reviewed, approved and signed as an accurate version.</p>	
59/2017-18	<p><b>Matters arising:</b></p> <ul style="list-style-type: none"> <li>• BN - it has been agreed that the review of 3yr vision due to take place at the March and subsequently May BoT meetings will now be deferred until September.</li> <li>• CS – senior remuneration review has been actioned and implemented; it was noted that some people have declined pay increases.</li> <li>• IJ - met with LAB chairs 23/1 and peer to peer appraisal has subsequently taken place and reports sent to IJ. It has been a useful process. The next termly meeting has not yet been convened due to change in chair of PF/LAB but IJ will now try to action before the end of term.</li> <li>• SD reported that we have been actively trying to find a new PF chair with no success and invited the board to discuss the position with any other contacts. SD will keep the board up to date with any appointment.</li> <li>• ASJ has agreed with AP to step up until a new chair has been appointed; the board thanked her for this interim support.</li> </ul>	IJ  SD
60/2017-18	<b>Items for Any Other Business:</b> none	
61/2017-18	<b>Three Year Vision</b> – defer until Sept 2018	

62/2017-18

**CEO report:**

a) **Northern Hub:**

SD confirmed that the proposal for a Northern hub has recently received support of Lord Agnew. The proposal still has to go to HT board for final approval.

Both northern schools have had recent Ofsted inspections and were rated outstanding again. Eden SLT feel they will bring as much to the Trust as we can offer and that this will be good 2 way partnership. The HT of Hexham is retiring from Sept and will move to a part time post of Dir for Schools for both schools in the north. The new HT for Hexham is the current deputy of the other school in the hub James Rennie making this a good cluster that will work well together.

The pupils of both schools are SLD and a similar range to PF. The Dir for Schools role will also support Hexham and James Rennie in their aim to set up a free school and expand therapies and family services whilst also supporting the new HT at Hexham.

Aim is to complete the process by Sept so that the schools and new HT can commence the new Autumn term as part of the Academy. Due process and due diligence has to be done although not all elements have to be complete before conversion eg. changes to payroll/HR providers can be done later. Eden is working with David Groves to support the process. We will complete due diligence and provide a full report to BoT on June 29<sup>th</sup> who can then make a final decision whether to proceed.

- SD requested the approval of the board to proceed in principle with the due diligence process so that documents can be prepared for BoT review at the next meeting on 29/6 (documents will be circulated in advance and a separate meeting can be arranged if necessary).

Q.

The board raised some questions regarding the costs involved and the wider growth opportunities for these 2 schools. SD explained some basic costs and also that both schools want to open free schools and create a geographical hub – a 3<sup>rd</sup> school is interested in joining (from Berwick).

Eden is manageable with 5 schools at present but it will be good to grow. Capacity has been reviewed particularly for SP/Finance department who will be stretched but the finance department has

agreed to increase their working hours for a temporary period. Once a finance hub in the north is set up the workload should ease. A longer term option of having a more senior finance officer reporting to SP is also being considered. A new IT manager has recently commenced and a review of the H&S consultant role will all assist with the distribution of workload and responsibilities for SP.

With other schools coming into trust this also gives Eden the financial capacity of doing more and will assist with the 3yr vision. The Eden Cabinet will increase from 4 to 5 members.

- **Summary:** The board duly noted the current situation regarding the application of the 2 other schools to join the Eden Academy and the request to approve taking the project forward. The BoT AGREED to authorize that SD/SP continue the due diligence process with both schools and prepare a paper to present at the next meeting on 29/6
- It was also noted that the board has delegated authority to BN to receive regular updates from SD regarding the process and that he will make decisions and distribute information as necessary. JC will continue to liaise with SP regarding financial details. CS requested a brief update in between meetings as there can be a lot of details to catch up on at each meeting which felt particularly apparent due to the cancellation of the March meeting.
- It was agreed that those trustees delegated with a specific liaison eg. BN&SD, JC&SP will take responsibility for brief updates to BoT as and when necessary.

b) **RNIB:**  
Please see confidential minutes.

- SD requested the approval of the board for SD/SP to continue conversations with RNIB and prepare a proposal to present to BoT for further review and authorization.

The board felt that this is in line with our plans anyway and AGREED that SD/SP proceed and also review the legalities with the charity commission and related costs but ensure that some written legal assurances are made regarding any agreements. SP will liaise with JC to keep BoT up to date.

Agreed

BN/JC

Q.

Agreed

SP/JC

	<p>SD explained the details of the GW temp move to the Penn site and the return to the new GW site with SHS pupils and staff.</p> <p>c) <b><u>HOS/SHS:</u></b></p> <ul style="list-style-type: none"> <li>SD explained the current proposal regarding SHS headship. JS is now part time and several options have been reviewed. SD requested approval from BoT for Eden to employ a HOS from Sept for current SHS role. Eden has acknowledged a slight risk if the plans to merge GW/SHS schools change but if this results in having an extra HOS we could place them in the new free school in south Hillingdon. Have to move fast and appoint before half term. The recruitment panel will include IJ and N. Banfield from DfE.</li> </ul> <p>SD explained that it is planned for JS to move to PF to support/boost new management (LE/JB leaving) and prepare curriculum for new free school. JO'B will remain Exec Head and all current stakeholders agree with the proposal. The new school presents a good opportunity for co-headship model with future options for HOS to move to HT positions.</p> <ul style="list-style-type: none"> <li>The board was pleased that the Eden ethos of creating opportunities and supporting staff progression will also include SHS. It was AGREED that SD proceed with the process of recruitment in the next few weeks</li> </ul> <p>d) <b>ICT strategy</b></p> <p>SP has circulated a document and requested BoT review and ratification. This follows a lot of consultation within the academy. Comments have already been received from ASJ and IJ requested a further review about IT accessibility with regard to the nature of our pupils and also to show a commitment for those with VI and disabilities to have wider access to IT with regard to screen readers, pdf documents. SD will submit comments to SP for revisions to the document.</p> <p>SD confirmed that the Portal is being updated and will be a future project to introduce to trustees as a secure method to share documents and ensure version control.</p> <p>e) <b>Dir for Schools:</b></p> <p>The board were interested to learn more about the recent Leadership coaching programme for the HOS. SD explained the rationale of investing in an HOS coaching and professional development opportunity put together by JA and held at B.Council.</p>	<p>Q.</p> <p>Agreed</p> <p>SD</p>
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	<p>The HOS will research a commission question eg. benefits of working in MAT using a coaching approach to explore during this term and will write a paper for the chartered college.</p> <p>The board thanked SD for her comprehensive report which also included details of the recent DfE MAT review; interest from Nick Gibb to visit Eden re. phonics and discussions with Bucks LA about details of their current and future plans for special needs provision including talks with Aspire.</p>	
63/2017-18	<p><b>Finance Update:</b>  JC had circulated brief summary report following the finance mtg. The format of the tables in SP report however are not accessible for IJ (imported jpeg). JC will request SP to send as a word document that will be more accessible to IJ. Overspend at PF due to supply staff was raised – ASJ reported that this has not been raised at LAB level - Rashmi is the link with Finance and PF LAB.  SP has prepared a timetable for LAB/budget discussions as requested at the last meeting. JC to check this has been distributed.</p>	<p>JC</p> <p>JC</p>
64/2017-18	<p><b>Safeguarding</b> – KD absent.  Jarlath had circulated a report. Following the reported issues at RNIB the board asked about Eden reporting systems and JB’s report confirmed checks and procedures are in place. JC completed his safeguarding training last week.</p>	
65/2017-18	<p><b>Any other Business</b>  None</p>	
66/2017-18	<p><b>Dates of future Board meetings:</b></p> <ul style="list-style-type: none"> <li>Friday 29th June 2018 Academy Away Day –a draft timetable is nearly ready, all new members and members from Northern Hub will be invited. The day will include a presentation on free school project and other information.</li> </ul>	

Item Ref	Ratification Items	Action
R12 /2017-18	<p>The following items had previously been circulated for review and were tabled for ratification at the meeting. All were agreed and signed:</p> <ul style="list-style-type: none"> <li>• EYFS Policies</li> <li>• IT and online safety policy (updates have been noted)</li> <li>• Acceptance of gifts policy</li> <li>• Expenses policy</li> <li>• Travel policy</li> <li>• Eden log branding report</li> </ul>	

The meeting ended at 8.30pm. There are confidential minutes for this meeting.