



Company No.: 08036395

## MINUTES

Non-Confidential Minutes of the Eden Academy Board of Trustees  
Held at Pentland Field School, Pentland Way, Ickenham UB10 8TS  
On Wednesday 11<sup>th</sup> March 2020 starting at 6:30pm

Attendance:

Barry Nolan	BN	Trustee (Chair) & Academy Member
Angela St. John	ASJ	Trustee
Brian Eaton *	BE	Trustee
Collette Stone *	CS	Trustee
Helen Milner *	HM	Trustee
Jamie Clarke	JC	Trustee (Deputy Chair)
Mari Ladu *	ML	Trustee
Mary Canavan	MC	Trustee
Mirvette Russo	MR	Trustee
Susan Douglas *	SD	Trustee & CEO
Vicky Collis *	VC	Trustee
Also present		
Keith Holroyd	KJH	Governance & Policy Officer; Clerk

\* via MS Teams

Apologies:

Karen Deacon	KD	Trustee
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The meeting was declared quorate

Ref.	Discussions and decisions	Action
48/2019-20	<p><b>Welcome, introductions and apologies and the Board's acceptance or rejection for any absences</b></p> <p>BN welcomed ML, MC &amp; MR to their first meeting. Trustees introduced themselves.</p> <p>BN informed Trustees that SD would be standing down as a Trustee at the end of the current school year, which would bring the Trust into line with current recommended practice.</p> <p>Apologies were received from KD.</p>	

Ref.	Discussions and decisions	Action
49/2019-20	<p><b>Declaration of interests</b></p> <p>No additional declarations were made for this meeting.</p>	
50/2019-20	<p><b>Items for Any Other Business</b></p> <p>a) Update on Coronavirus</p>	
51/2019-20	<p><b>Board approval of the minutes of the previous meeting</b></p> <p>The minutes of the meeting held on 22<sup>nd</sup> January 2020 were <b>approved</b>.</p>	
52/2019-20	<p><b>Matters arising</b></p> <p><u>Ref. item 38</u>: ASJ fed back on the southern Academy Day.</p> <p><u>Ref. item 38</u>: SD confirmed that discussions had taken place on how physical restraint is recorded and this will feature in the next set of SMI data.</p> <p>All other actions had been completed or are in progress.</p>	
53/2019-20	<p><b>Standards</b></p> <p><u>Confidential minutes also refer</u></p> <p>Trustees discussed student destinations. VC highlighted the LB Hillingdon preference for post-19 students to move into continuing educational, which is reflected in the figures for the southern schools. SD explained that central government were not allowing new providers to start up new post-19 provision at the time Eden became an Academy Trust and that Orchard Hill College came into being due to a need for places in LB Hillingdon after discussion with Eden about outsourced provision.</p> <p>HM outlined changes in the position regarding funding for post-19 students in Northumberland and that places remain difficult to find in Cumbria. It was <b>agreed</b> that a discussion with Dame Caroline Allen regarding the lack of places in Northumberland &amp; Cumbria would be helpful as the current understanding is that the issue is less about finance but the lack of suitable accommodation.</p> <p><b>Action</b>: Establish contact with Caroline Allen to discuss post-19 provision for our northern hub schools.</p> <p>Trustees discussed the arrangements for discussions between portfolio holders and Senior Heads where arrangements in the northern hub were not as well established as in the southern hub.</p> <p><b>Action</b>: Discuss formalising the arrangements for discussions around Standards in the northern hub, so that meetings are scheduled before all Board meetings.</p> <p>Trustees discussed the latest SEF updates. It was felt that the schools seem to be doing a very good job in judging where they are since the judgements have all been confirmed at all recent Ofsted inspections. SD shared her assessment</p>	<p><b>SD &amp; HM</b></p> <p><b>SD</b></p>

Ref.	Discussions and decisions	Action
	<p>of the internal judgements in the report on a school-by-school basis and Trustees discussed the reasons behind the various judgements.</p> <p>BN formally congratulated the staff at Grangewood School on the excellent Ofsted inspection, which has moved the school's rating from Requiring Improvement to Good in only 4½ terms. Trustees discussed the plan for the school to cement the progress and continue moving forward.</p> <p>Trustees commended the new style reports which help to bring the schools to life, particularly for those Trustees who can't visit them on a regular basis.</p>	
54/2019-20	<p><b>CEO report</b> <i>Confidential minutes also refer</i></p> <p>There are new project teams at both the DfE and ESFA who are working with Eden on the delivery of the Free Schools Project. There had been a public consultation last weekend for the new Grand Union Village (GUV) School at which the local community had been extremely supportive. There is now an increased level of confidence that both schools will now be delivered. It is hoped that planning approval will be received for us to break ground by the end of 2020. SD explained that there is a strategic plan in place to reduce pupil numbers at Grangewood to enable them to fit into the new GUV site during the decant to build the new Pinn River School.</p> <p>Trustees discussed pupil numbers at Moorcroft, where there will be significant space issues. Numbers are projected to be 95 in 20/21 and 108 in 21/22.</p> <p>The work done by PDSS in delivering training across the Trust is proving to be successful including 3 members of staff from the northern schools attending the Middle Leaders Course. Discussions are now underway regarding what skills, experience and training can be shared by staff in the northern hub with their colleagues in the southern schools.</p> <p>Supervision has been introduced for Family Services, based on the Therapies model. Trustees discussed how Family Services are developing in the northern hub and the range of activity already underway there. One of the priorities for this year is to try to formalise more.</p>	
55/2019-20	<p><b>Safeguarding</b> <i>Confidential minutes also refer</i></p> <p>SD updated Trustees on the external audit at James Rennie School which had been successful, as well as the current issues. Safeguarding had also been deemed to be good at the recent Grangewood Ofsted inspection.</p> <p>Arrangements were discussed regarding an upcoming safeguarding event for DSL colleagues in the Trust and the plans for ML to take over the portfolio from KD.</p>	

Ref.	Discussions and decisions	Action
56/2019-20	<p><b>Finance</b> <i>Confidential minutes also refer</i></p> <p>JC updated Trustees on the key discussions from the recent Finance Committee meeting including current and year-on-year cash balances and budget positions at the schools. Trustees discussed the ongoing negotiations with LB Harrow regarding the future funding scheme for pupils at Alexandra School.</p> <p>Trustees <b>approved</b> the recommendation from the Audit Committee to reappoint Buzzacott at the Trust's auditors.</p>	
57/2019-20	<p><b>Asset management incl. ICT</b></p> <p>ASJ updated Trustees on the current position regarding ICT support provision in the southern schools. Trustees were updated on plans to build 2 new classrooms (modular buildings) at Moorcroft School, funded by LB Hillingdon, to cope with the growth in pupil numbers outlined in the discussion of the CEO's report. These are expected to be ready by September 2020.</p> <p>ASJ updated Trustees on the current CIF bids at Alexandra, James Rennie and Moorcroft Schools, the outcome of which should be known next month. Trustees discussed the nature of the projects for which bids have been submitted and the plans to update the condition reports at the schools which will inform future bids.</p> <p>The asset register has been developed in conjunction with the Audit Committee and is being updated. The Asset Management Plan continues to be developed.</p>	
58/2019-20	<p><b>Free school project</b></p> <p>Covered at item 54.</p>	
59/2019-20	<p><b>Health &amp; safety</b></p> <p>KJH introduced the update report. Trustees heard that discussions continue about what training we should require our staff to undertake a mandatory basis on appointment and/or regular basis.</p>	
60/2019-20	<p><b>GDPR, data protection and record retention</b></p> <p>KJH introduced the update report. Trustees <b>agreed</b> the proposal for there to be a lead Trustee for GDPR. ASJ <b>agreed</b> to pick this up as she already has regular conversations with the ICT Manager who has the operational lead for GDPR.</p>	
61/2019-20	<p><b>Feedback from LAB Liaison</b></p> <p>BN updated Trustees on the most recent meeting which included a discussion on the future format for these meetings.</p>	

Ref.	Discussions and decisions	Action
	<p>LAB Chairs had all expressed the view that these were a useful and valued forum for sharing information and discussing common issues.</p> <p>Trustees discussed the membership at Moorcroft and steps to recruit new members.</p> <p><b>Action:</b> Trustees to consider if they knew of potential new members and to pass details to BN and/or KJH.</p>	<p><b>All Trustees</b></p>
62/2019-20	<p><b>Any other business</b></p> <p><b>a) Update on Coronavirus</b></p> <p>SD updated Trustees on the current position and advice and the issues which have been raised at some of our schools. There are some issues currently where parents do not want to send their children into school because they have significant underlying health and respiratory issues. Cabinet have agreed that where that is the case, and the child has underlying health and respiratory issues, we will treat these as authorised absences.</p> <p>We continue to monitor advice on an ongoing basis. Heads have been asked to review their closure procedures are up to date. Trustees discussed the need to also plan for reopening schools following a forced closure and any additional cleaning steps that may be required.</p> <p>Trustees discussed opportunities to support continuing education in the event of a forced closure; Heads are already considering this.</p> <p>Trustees stressed the importance of effective communications with families during any period of forced closure and what the role might be for Family Services to help mitigate the impact on families. Trustees also discussed the developments from today's Budget in terms of financial support arising from Coronavirus and it was <b>agreed</b> that MR would prepare a summary of the information.</p> <p><b>Action:</b> Prepare a summary of the budget announcements in terms of support arising from coronavirus.</p> <p>Trustees also discussed the need to consider our policy on whether staff who are ill with a simple cold or cough, should attend school in the current circumstances.</p>	<p><b>MR</b></p>

Ref.	Ratification items	Action
R14/2019-20	<b>Record keeping and retention</b> Trustees <b>ratified</b> the policy.	

Trustees noted the following information items:

Ref.	Information items	Action
I8/2019-20	<b>Dealing with allegations of abuse against teachers and other staff</b> <i>Adopted (Academised) Schools HR policy and procedure</i>	

There are confidential minutes for this meeting.

Meeting closed at 8:40pm

**The Eden Academy Trust** is a charitable company, limited by guarantee, registered in England and Wales  
Register number: 08036395  
Registered office: Grangewood School, Fore Street,  
Eastcote, Pinner HA5 2JQ

## ACTION SUMMARY

Agenda item x/2019-20		Action	Who
53	Standards	Establish contact with Dame Caroline Allen to discuss post-19 provision for our northern hub schools	SD & HM
		Discuss formalising the arrangements for discussions in the northern hub so that meetings are scheduled before all Board meetings.	SD
61	Feedback from LAB Liaison	Trustees to consider if they knew of potential new members and to pass details to BN and/or KJH	All Trustees
62	AOB – Update on Coronavirus	Prepare a summary of the budget announcements in terms of support arising from coronavirus	MR