

MINUTES

Non-confidential minutes of the Board of Trustees (Board)
Held at Pentland Field School, Pentland Way, Ickenham UB10 8TS
on 15th November 2018 starting 6:30pm

Present

Hardip Begol	HB	Trustee & Academy Member	
Jamie Clarke	JC	Trustee	
Vicky Collis	VC	Trustee	Conference call
Karen Deacon	KD	Trustee	Conference call
Susan Douglas	SD	Trustee & CEO	
Brian Eaton	BE	Trustee	Conference call
Helen Milner	HM	Trustee	
Barry Nolan	BN	Trustee (Chair) & Academy Member	
Antony Power	AP	Trustee	Conference call
Collette Stone	CS	Trustee	
<i>Also present:</i>			
Keith Holroyd	KJH	Clerk	

Apologies

Angela St. John	ASJ	Trustee	
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The meeting was declared quorate.

Item Ref.	Agenda item	Action
23/2018-19	Welcome and introductions BN welcomed all Trustees to the meeting.	
24/2018-19	Apologies and the Board's acceptance or rejection for any absences Apologies were received and accepted from Angela St. John. The Board noted that HB had been delayed travelling.	
25/2018-19	Declaration of interests None were received for this meeting.	
26/2018-19	Items for Any Other Business There were no additional items tabled.	
27/2018-19	Board approval of the minutes 4th October 2018 Confidential and non-confidential minutes were approved .	

Item Ref.	Agenda item	Action
28/2018-19	<p>Matters arising</p> <p>a. Ref. 14/2018-19 Refer to confidential minutes</p> <p>b. Ref. 19/2018-19 Following discussions with Grangewood, a visit would be arranged towards the end of the school year so that they could share the work done following the recent Ofsted inspection.</p> <p>Ref. 21/2018-19 The Scheme of Delegation had been circulated and approved by the Board (see R5/2018-19 below). This had since been incorporated into the Governance Charter which was signed by BN.</p>	
29/2018-19	<p>CEO report</p> <p><u>Governance</u>: SD updated the Board on the arrangements for the Governance Review to be undertaken by Jem Shuttleworth. The Board will receive the report at its January meeting. VC updated the Board on her review of LAB minutes which concluded that none were working outside their Terms of Reference and was encouraged by discussions about their role and how best to support the schools. Having direct feedback from a Board member was felt to be valuable but recognised this was not possible for all LABs. The Board also discussed the consistency in the approach to minuting. KJH is liaising with the Clerks and is introducing a consistent format for all Trust minutes.</p> <p><u>Schools</u>: The commitment to harmonisation and cross hub/school working was welcomed. Trustees discussed the potential impact on staff morale resulting from the September payroll issues at James Rennie. BE explained that thanks to the hard work of the James Rennie finance team, all staff were paid on time which avoided any hardship issues. JC confirmed that the Trust had agreed it would immediately rectify any issues arising from system failures. The hard work of the admin staff at Hexham Priory in making the transition as smooth as possible was also noted. Action: Write to the finance and admin teams at James Rennie and Hexham Priory expressing the Board's appreciation.</p> <p>Action: Ensure that the Trustees are included in the circulation list for the Trust newsletter.</p> <p>The Board noted that there are now more children requiring manual handling and team-teaching across the trust which makes it increasingly difficult to deliver the necessary training in a sustainable way. The Trust is currently looking at whether to bring this in-house as many schools already employ external trainers for this and SD has a paper setting out the costs and options. Action: BN to review the paper.</p> <p>The Board noted that as the Trust matures, the culture of having different policies and practices across the schools may need to evolve. Trustees also discussed the large number of policies which staff are required to read and acknowledge, both on induction and annually. Trustees agreed they need to be confident we have it right in terms of requirements, that it is administered correctly, and policies are appropriately explained where necessary.</p>	<p>BN</p> <p>SD</p> <p>BN</p>
30/2018-19	<p>Finance and operations (including information on CIF bids)</p> <p>JC summarised the key points from the Director of Finance's (SP) report to the recent Finance Committee including:</p> <ul style="list-style-type: none"> • Changes to reporting of cash balances; • Budget surplus currently less than anticipated due to the impact of the teachers' pay award (see R6/2018-19 below); • CIF bids which would be submitted in December; 	

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	<ul style="list-style-type: none"> Ongoing negotiations with local authorities regarding funding for additional places; Preparation of the accounts and annual report, with the outstanding queries expected to be cleared before the Audit Committee meets with the auditors; and Work to harmonise the use of SIMs as the financial reporting systems across all the Trusts schools and the support to Hexham Priory from the James Rennie and Central finance teams. <p>Action: Circulate SP's report to the Finance Committee with the draft minutes from this meeting and future reports with Board papers.</p> <p>Action: Any further queries on SP's report can be emailed directly to JC</p>	<p>KJH</p> <p>Trustees</p>
31/2018-19	<p>Risk registers</p> <p>JC summarised the key points from the risk registers.</p> <p>It was acknowledged that in the version circulated ahead of the meeting does not include school-level risks for James Rennie and Hexham Priory. SP has now taken their finance teams through the methodology and these will be included in future registers.</p> <p>Trustees discussed the approach to risk and agreed that whilst we are not overcautious or overrate risks, there may be more work to do in closing off risks. Action: SD to discuss with SP.</p>	<p>SD & SP</p>
32/2018-19	<p>Free school project update</p> <p>Refer also to confidential minutes.</p> <p>VC updated Trustees on developments since the last meeting including:</p> <ul style="list-style-type: none"> All stakeholders had now been informed of the new working names for the schools; A high-level strategy meeting had been arranged with the DfE on 29th November to discuss the current position of the project; QED Academy has expressed some concerns about a perceived lack of consultation with Coteford Junior School to which John Ayres (JA) had responded. There have been numerous meetings with both the Headteacher and QED and this has been acknowledged by both the Head and Chair of Governors at Coteford; The Grand Union Village School proposal is ready to move to the feasibility stage. <p>Action: Trustees to be updated following the meeting with the DfE.</p>	<p>JA & SD</p>
33/2018-19	<p>Safeguarding</p> <p>KD informed Trustees that there was nothing significant to report. Trustees noted that annual training for them is advisable rather than mandatory but agreed that this should continue if they are promoting a culture of safeguarding and is consistent with the view Ofsted would be likely to take.</p>	
34/2018-19	<p>Review of the quality of teaching</p> <p>HM introduced the key points from the report relating to the northern hub schools including:</p> <ul style="list-style-type: none"> Her meetings with Michael Thompson (MT), learning walks, meetings with Heads of School and lesson observations; The impact of changes within Senior Leadership Teams on the schools' self-evaluations; and 	

Item Ref.	Agenda item	Action
	<ul style="list-style-type: none"> The positive impact of links between the northern and southern hub schools. <p>HM also expressed the view from both schools that they were really pleased to be part of the Eden Academy Trust.</p> <p>AP introduced the key points from the report relating to the southern hub schools including:</p> <ul style="list-style-type: none"> His meetings with Jarleth O'Brien (JOB) for all schools other than Sunshine House for which he is arranging a meeting with JA; The high level of staff turnover at Pentland Field and its impact on the teaching, the role of the Senior Leadership Team and areas for focus; The good progress made at Grangewood following their recent Ofsted inspection, which Trustees discussed further. <p>Trustees discussed the apparent differences in the way schools assess teaching, how assessments are made, what is effective practice and whether there ought to be greater consistency of approach. This was the first time the schools had been asked to provide this information which had highlighted these differences, which also reflect the different stages in their Ofsted cycle. Trustees felt that what and how we measure the quality of teaching should be based on an understanding of why we want to do it. It was noted that recent peer-review meetings in the southern hub had shared good practice.</p> <p>SD informed the Board that Sunshine House School will move to JOB's portfolio but that this had been delayed until after the Ofsted inspection.</p>	
35/2018-19	<p>Analyse and agree the schools' self-evaluation</p> <p>Discussion of this item was covered in 34/2018-19.</p>	
36/2018-19	<p>Review communication and interaction between the two hubs</p> <p>This had been mostly covered in item 29/2018-19.</p> <p>The Trust had allocated a budget provision for projects promoting north/south projects. Schools' bids would need to demonstrate the benefits of the proposed activity.</p>	
37/2018-19	<p>Feedback from LAB Liaison</p> <p>BN updated Trustees on the main points from the recent meeting including:</p> <ul style="list-style-type: none"> Two-way feedback from the Board and from the LABs, which complemented the report from VC's review of LAB minutes at 29/2018-19 above; Information to be shared with LABs; Language in minutes including how challenging discussion is within their remit provided this is undertaken in the right way, as part of supporting the school; Training for LAB members; Peer reviews; and Management of panels. <p>BN expressed the view that this was a hugely positive meeting, with the forum building on the good work established by Ian Jentle.</p> <p>Trustees discussed LAB focus on the views of parents, children and other stakeholders. The voice of parents will be part of the focus for future LAB training.</p> <p>Action: Trustees to receive the LAB Liaison minutes.</p>	KJH

Item Ref.	Agenda item	Action
38/2018-19	Any other business There were no additional items discussed.	

Item Ref.	Ratification item	Action
R5/2018-19	Scheme of Delegation (part of the Governance Charter) The Board noted that this had been already ratified via email and that the updated Governance Charter was signed by BN.	
R6/2018-19	Teachers Pay Award The Board noted that this had been approved by the Remunerations Committee and actioned for November salaries.	

The meeting closed at 8:17pm

Action Summary

Agenda item x/2018-19		Action	Who
29	CEO report	Write to the finance and admin teams at James Rennie and Hexham Priory expressing the Board's appreciation for their hard work over the transition	BN
		Ensure that all Trustees are included in the circulation list for the Trust newsletter	SD
		Review the report on manual handling and team-teach training	BN
30	Finance and operations	Circulate SP's report to the Finance Committee with the draft minutes from this meeting and future reports with Board papers	KJH
		Email any additional queries on the finance report directly to JC	All Trustees
31	Risk registers	Discuss the approach to signing off risks from the register	SD & SP
32	Free school project	Update Trustees following the meeting with the DfE	JA / SD
37	Feedback from LAB Liaison	Circulate LAB Liaison minutes to Trustees	KJH