



Company No.: 08036395

MINUTES

Non-Confidential Minutes of the what
 Held at Pentland Field School, Pentland Way, Ickenham, Uxbridge UB10 8TS
 On 17th January 2019 starting at 6:30pm

Present:

Angela St. John	ASJ	Trustee
Hardip Begol	HB	Trustee & Academy Member
Jamie Clarke	JC	Trustee
Vicky Collis	VC	Trustee
Karen Deacon*	KD	Trustee
Susan Douglas	SD	Trustee & CEO
Helen Milner*	HM	Trustee
Barry Nolan	BN	Trustee (Chair) & Academy Member
Collette Stone	CS	Trustee
Also present		
Keith Holroyd	KJH	Clerk

* via conference call

Apologies

Brian Eaton	BE	Trustee
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Ref.	Discussions and decisions	Action
41/2018-19	Welcome and introductions BN welcomed members and on behalf of the Board congratulated HM on her recently announced MBE.	
42/2018-19	Apologies and the Board's acceptance or rejection for any absences Apologies were received and accepted from Brain Eaton.	
43/2018-19	Declaration of interests None were received for this meeting.	
44/2018-19	Items for Any Other Business a) Trustee membership b) Governance & Policy Officer	

Ref.	Discussions and decisions	Action
45/2018-19	<p>Board approval of the minutes of previous meetings</p> <p>Confidential and non-confidential minutes from 15th November 2018 and non-confidential minutes from 17th December 2018 were approved.</p>	
46/2018-19	<p>Matters arising</p> <p>Ref. 29/2018-19: BN confirmed that he had written to the admin teams at Hexham Priory and James Rennie Schools.</p> <p>Ref. 29/2018-19: SD confirmed that Members and Trustees were now included on the mailing list for the Trust newsletter.</p> <p>Ref. 29/2018-19: SD confirmed that the paper on manual handling training would be with BN later this week for review.</p> <p>Ref. 31/2018-19: SP would be discussing the closing of risks with the Audit Committee at their next meeting.</p>	
47/2018-19	<p>CEO report</p> <p>Confidential minutes also refer.</p> <p><u>Peer review at Grangewood</u> – Andrew Sanders undertook the internal review. The school has also reviewed class groupings and some changes have been made and some staff re-assigned to other classes to ensure the best fit of skills and experience. Progress in the quality of teaching is rapidly moving forward. There is an external review scheduled for 26th March 2019. SD is chairing a weekly strategy group meeting and their view is that the school is making rapid progress with excellent capacity to improve.</p> <p><u>Summer schools</u> - SD confirmed that these will be fully funded.</p> <p><u>Therapy outreach</u> – SD confirmed that the tender has not yet been issued for the out of borough services. Trustees commented that the Trust needs to ensure that it would not be liable for potential failings of any other joint-provider.</p> <p><u>Governance review</u> – The final report had been issued to Trustees. The outcomes can be summarised as the governance model being effective but that the implementation of it at Grangewood was less so although there had been excellent progress since September. The review noted that there had been some mistakes, for example LAB minutes referring to governors, whilst it was also apparent that the lead inspector had a different view of the model. Trustees concluded that the governance review report was very fair.</p> <p>Action: SD and BN will report back on the suggested actions at subsequent meetings.</p>	SD & BN

Ref.	Discussions and decisions	Action
48/2018-19	<p>Finance and operations</p> <p>JC reported that the Finance Committee had met the previous Monday (14th) and had gone through SP's report in detail. JC summarised the main points including:</p> <ul style="list-style-type: none"> • The 2017-18 accounts and annual report had been signed and submitted on time following the Board's approval at its meeting on 17th December. Of the five points raised by the auditors, two had already been completed and the remaining three are in hand. • The financial position at all schools is healthy except for Grangewood which has been adversely affected by a reduction in income resulting from the implementation of bandings for top-up fees from LB Hillingdon which is a greater reduction than the 1.5% minimum funding guarantee. The Finance Committee would continue to monitor this. • Work continues to resolve the issues around top-up fees and the banding changes implemented by LB Hillingdon. • James Rennie would be moving to the same payroll provider as the rest of the Trust w.e.f. February 2019. 	
49/2018-19	<p>Risk registers</p> <p>Trustees discussed the latest risk registers and noted that the issue of the payroll at James Rennie School is still showing as red and whether this could now be closed.</p>	
50/2018-19	<p>Free school project update</p> <p>VC updated Trustees on the meeting with the DfE, attended by BN, SD & HB. Following that there now appeared to be some traction on the condition survey at Penn with the costing operation going ahead. Moving ahead with that means that the scenario of running the Pinner River and Grand Union Village elements concurrently rather than sequentially remains a possibility.</p>	
51/2018-19	<p>Safeguarding</p> <p>Confidential minutes also refer.</p> <p>KD confirmed that she will be discussing the procedure for managing school-based investigations with JOB and that this would come back to a subsequent Board meeting.</p> <p>KD also confirmed that she is discussing how she will work with Hexham Priory and James Rennie Schools. Action: Report back to the Board on the working arrangements with the Northern Hub schools</p>	KD

Ref.	Discussions and decisions	Action
52/2018-19	<p>Monitor Academy improvement plan and review progress (RAG ratings)</p> <p>Trustees were pleased that so many aspects across the schools are showing as green.</p> <p>Trustees noted that the SIP for Hexham Priory contained new targets. The previous Headteacher had drafted a 4-term plan to incorporate the Autumn Term 2018 to allow the new Head the opportunity to draft a new plan w.e.f. Spring 2019.</p> <p>Heads from both Hexham Priory and James Rennie were coming down at the end of the month and will discuss the methodology for the planning, moderation and consistency of the SIPs with Cabinet and the southern school Heads.</p>	
53/2018-19	<p>Review estates management to identify priorities for maintenance and development for the following year</p> <p>ASJ gave a verbal update to Trustees and short written reports would be provided for future meetings.</p> <p>The Trust had done well with on securing condition and improvement grants including for the refurbishment of the hydrotherapy pool at Grangewood which should be finished by Easter. An underspend on that project had been used on other improvements at Grangewood.</p> <p>SP now has condition reports for Hexham Priory and James Rennie and is working on consistency before reporting.</p> <p>The new extension at Hexham Priory is complete bar some snagging issues. SP has agreed that any issues can be escalated through the Trust.</p> <p>Work is ongoing to harmonise health & safety policies across all schools.</p>	
54/2018-19	<p>Review SMI data (including attendance of pupils, staff, trustees and LAB members, pupil exclusion)</p> <p>Trustees noted that these are used as conversation starters with schools. Among issues noted were staff attendance at Grangewood and pupil attendance at Sunshine House, both of which are a focus for those schools this year. The staff absence figure for Pentland Field is skewed due to a high level of maternity leave.</p> <p>It was noted that this is the first-time information for Hexham Priory and James Rennie has been reported and the data will be discussed with all Heads at the joint meeting at the end of the month.</p> <p>Trustees noted that the next coaching project will encompass all seven heads and focus on teacher workloads.</p> <p>Trustees discussed the variations in approach to the reporting of serious incidents although recognised that this may also reflect the different nature of pupils at the various schools, i.e. what's considered serious is related to the context. SD</p>	

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Ref.	Discussions and decisions	Action
	<p>confirmed that this is being discussed with all Heads at their forthcoming meeting. Action: SD to report back on the discussion with Heads.</p> <p>Trustees also asked whether there was any clear guidance on what's considered to be restraint and a serious incident.</p>	SD
55/2018-19	<p>Feedback from LAB Liaison</p> <p>BN reported back on last week's conference call with LAB Chairs, the minutes of which had been circulated to Trustees.</p> <p>Items discussed included the development of a job specification for LAB members to help new and prospective members understand the role and expectations, and the support offered to children in hospital or absent for long-term periods, along with their families. It had been agreed that the Family Services Manager would join the next call to discuss the latter further.</p> <p>Following the discussion on training requirements for LAB members, BN and KJH would be meeting to discuss that further, along with training for Trustees.</p>	
56/2018-19	<p>Any other business</p> <p>a) Board membership</p> <p>BN informed Trustees that Antony Power had resigned as a Trustee. His work schedule had made it difficult for him to devote the time to the Trust that he felt it deserves.</p> <p>BN had discussed the standards portfolio for the Southern Hub schools with VC who has agreed to pick it up and will share free schools with BN. Action: pass minutes of AP's standards meetings to VC</p> <p>BN will consider Board membership with SD. Action: Consider Board membership options ahead of discussions with Members</p> <p>b) Governance and Policy Officer</p> <p>BN advised Trustees that following a review of the activities required in the areas of governance, policy and compliance, it had been decided to extend the existing Clerk to the Board role. Following a successful interview, KJH was now working full-time (TTO).</p>	SD BN & SD

Ref.	Ratification items	Action
R7/2018-19	<p>Complaints Policy and Procedure</p> <p>The Board ratified the updated policy which was signed by BN.</p> <p>Trustees requested a review of complaints across all schools since the start of the 2017-18 school year. Action: Review complaints and report back to the Board.</p>	SD

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Ref.	Ratification items	Action
R8/2018-19	<p>Expenses Policy for Members, Trustees and LAB members</p> <p>The Board noted that this had been ratified by the Finance Committee and was signed by JC.</p>	
R9/2018-19	<p>Local offer and SEN policies</p> <p>The Board raised questions about the northern hub entries and whether they met the requirements and were consistent in terms of some elements e.g. complaints policy. Action: Review the local offer documentation across the Northern and Southern Hub Schools</p>	SD
R10/2018-19	<p>Leadership pay scales review 2018</p> <p>The Board noted that the Remunerations Committee had agreed the recommendations set out in the report.</p> <p>The Remunerations Committee had also requested some additional analysis relating to promotion uplift guarantee and gender pay gap analysis which would be reported back to it in the second half of the Spring term.</p> <p>SD confirmed that she had reported the outcomes from the Remunerations Committee to Heads.</p>	

There are confidential minutes for this meeting.

Meeting closed at 8:28pm

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/2018-19		Action	Who
47	CEO Report: Governance Review	Report back on the suggested actions at subsequent meetings	SD & BN
51	Safeguarding	Report back to the Board on the working arrangements with the Northern Hub schools	KD
54	Review SMI data	Report back on the discussion with Heads regarding consistency of reporting serious incidents	SD
56	AOB: Board membership	Pass minutes of AP's standards meetings to VC	SD
		Consider Board membership options ahead of discussions with Members	BN & SD
R7	Complaints Policy	Review complaints across all schools since the start of 2017-18.	SD
R9	Local offer	Review the local offer documentation across the Northern and Southern Hub Schools for consistency	SD