



Company No.: 08036395

MINUTES

Non-Confidential Minutes of the Eden Academy Board of Trustees, held via Zoom on Wednesday 18th November 2020 starting at 6:30pm

Attendance:

Angela St. John	ASJ	Trustee
Barry Nolan	BN	Trustee (Chair) & Trust Member
Brian Eaton	BE	Trustee
Helen Milner	HM	Trustee
Jamie Clarke	JC	Trustee (Deputy Chair)
Karen Deacon	KD	Trustee
Mari Ladu	ML	Trustee
Mary Canavan	MC	Trustee
Vicky Collis	VC	Trustee
Also present		
Keith Holroyd	KJH	Governance and Policy Officer - Clerk
Susan Douglas	SD	CEO & Accounting Officer

The meeting was declared quorate

Ref.	Discussions and decisions	Action
20/2020-21	<p>Welcome, introductions and apologies and the Board's acceptance or rejection for any absences</p> <p>There were no apologies for this meeting, all Trustees being present.</p>	
21/2020-21	<p>Declaration of interests and offer/receipt of gifts or hospitality</p> <p>There were no new declarations.</p>	
22/2020-21	<p>Items of any other business</p> <p>a) Feedback from LAB Liaison</p>	
23/2020-21	<p>Board approval of the minutes of the previous meeting</p> <p>The minutes of the meeting held on 7th October 2020 were approved.</p>	

Ref.	Discussions and decisions	Action
24/2020-21	<p>Matters arising</p> <p>None for this meeting.</p> <p>Ref. item (11): KJH confirmed that he had spoken to Andrew Sanders and Lisa Hatcher and that the responsibilities and requirements for Trustees and LAB members would be covered off in the training.</p> <p>Ref. item (12): Monitoring of Covid costs is covered under the finance update,</p>	
25/2020-21	<p>CEO report</p> <p><i>Confidential minutes also refer</i></p> <p><u>Covid</u></p> <p>SD briefed Trustees on the latest position regarding Covid and noted that in terms of the impact on schools and the wider Trust, this had been the hardest week so far.</p> <p>Rotas had been established at Grangewood School this week in response to low staffing levels, not because of positive cases but because of staff self-isolating. The pupils are currently attending for half the week and the parents have been very understanding.</p> <p>James Rennie has had a particularly challenging week with 5 positive cases in one class. There has also been a smaller outbreak amongst the staff at Moorcroft.</p> <p>Trustees discussed the difference between northern and southern hubs and noted that absence is significantly higher in the north, in line with the national picture.</p> <p>Trustees noted that office staff and school leadership teams have been separated out within the schools to improve social distancing</p> <p><u>School updates</u></p> <p>The Trust are currently engaged in strategic discussions with LB Harrow regarding their proposals for changing the intake at Alexandra School.</p> <p>LB Hillingdon has an issue in relation to their planning for pupil numbers. As a result, they have agreed to fund some internal works to create an additional classroom at Moorcroft School for September 2021, in addition to the 2 new classrooms which are due for completion in the next few weeks.</p>	

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	<p>Trustees were briefed on the work currently being undertaken by Cabinet colleagues in supporting Pentland Field, James Rennie and Hexham Priory Schools' preparations for their next Ofsted inspections, which are due during the 2020-21 school year. The intention is to ensure that the schools achieve the outcomes they deserve.</p> <p>Trustees discussed the strategic approach work at Pentland Field School in managing the KS2 bulge which is working its way through the school. Part of this is addressing any concerns that the current pupil numbers might impact negatively on the availability of specialist spaces. There is also further pressure from LB Hillingdon to take additional pupils. One option currently being considered is to temporarily take an additional class at the school. These pupils would subsequently move to Pinn River School when it opens.</p>	
26/2020-21	<p>Standards</p> <p><i>Confidential minutes also refer</i></p> <p><u>Northern hub</u></p> <p>HM has met with the leadership teams of Hexham Priory and James Rennie Schools, along with Paul Van Walwyk (PVW).</p> <p>At James Rennie, staff have been re-baselining pupils. The planned work on triangulating Individual Education Plans, EHCPs and individual pupil targets hasn't yet been possible. The Head was able to report that no pupils had regressed from where they were in the spring. There hadn't been much progress in writing, although good progress had been made in other more practical areas. The school has rewritten the maths policy and will use their catch up premium to recruit a maths coordinator. Trustees noted the increase in behaviour problems which had been identified to reintegrating pupils back into school post-lockdown.</p> <p>At Hexham Priory School the data has been reviewed and staff reported that they are confident target setting data is accurate. The planned flightpath analysis using previous years data hasn't been possible due to the impact of Covid. As with James Rennie, maths has been identified as an area on the school development plan. Trustees noted the differences in recorded behaviour issues between the primary and secondary key stages and the work the school is undertaking to smooth this out.</p> <p>HM's discussions with both schools had also looked at the different systems used for assessment in different key stages.</p>	

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	<p>Trustees discussed the different ways that both schools currently still present their data and noted the ongoing work with PVW to implement consistent reporting arrangements using existing data which can be used by different groups for different purposes. This will include the format for these portfolio meetings.</p> <p>Trustees noted that maths is a development area at both northern schools as this is, in many ways, a difficult academic skill for many of our children to master. The successful work on implementing schemes in the south schools should be shared with those in the north.</p> <p><u>Southern hub</u></p> <p>VC had met with Andrew Sanders and PVW. The discussion focussed on the Quality of Education reports and SIP updates, particularly in the context of what was going to be useful for Trustees and for the schools. The aim is to ensure that this doesn't then require additional work on the part of the schools to prepare data for different audiences.</p> <p>In relation to the Quality of Education, reports considered how this could work across the range of schools; what is often more helpful is to compare schools' performance year-on-year. The discussion had looked particularly at the 6th form at Pentland Field School and also at the extent to which Intent/Implementation/Impact structure of the Ofsted framework is driving the reporting. PVW will be working with Heads on the format of these reports. The long-term intention is to build up a database of information over successive years.</p> <p>Trustees noted that due to Covid, the current School Development Plans were developed in September this year rather than the end of the summer term so were showing less progress than might usually be the case. Trustees discussed the different approaches to how RAG ratings are applied and PVW will work with the Heads on this to gain more consistency.</p> <p>Trustees noted that the information available to HM and VC was quite different. VC and HM agreed that their focus for this year will be on strengthening the reporting to Trustees. Trustees noted that we've now had 3 senior leaders working with Heads on this in the last 3 years, so the impact on them of continual change and development in reporting, along with the new Ofsted framework and engagement scales for assessment needs to be recognised. Trustees also reflected on the need to consider what the Heads get back from the reporting to Trustees; that this shouldn't be a one-way street. Progress had been made in reporting structures to the Trustees last year and there needs to be some recognition of</p>	

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	<p>what is working well and should be carried forward. It was agreed that it would be really helpful for HM and VC to be involved in the development of any new format.</p>	
27/2020-21	<p>Safeguarding</p> <p>Trustees were informed that the safeguarding hub had reviewed the reporting cycle for the schools and how peer reviews will work across the schools.</p> <p>The safeguarding and Child Protection Policy is also in the process of being reviewed. The main changes are around personal devices and cameras and is being amended to reflect the type of devices that staff are now bringing into schools and the limitations on how and when they can be used.</p> <p>Trustees discussed the current requirements for Relationships and Sex Education (RSE). PVW is setting up a working group with Lisa Hatcher and Andrew Sanders, to liaise across the schools on new policies.</p>	
28/2020-21	<p>Finance</p> <p>Trustees had received the recent report from Sudhi Pathak (SP) to the Finance Committee.</p> <p>ASJ confirmed that she had spoken to SP today to clarify the reporting dates in the report. KJH confirmed that the Finance Committee will meet on Wednesday 9th December, to receive the advice from the Audit and Risk Committee, and to recommend the accounts to the Board who are scheduled to ratify these on Monday 14th December.</p> <p>Trustees were informed that the CIF bid for the roofing work at James Rennie School had been successful in a second tranche of funding having been unsuccessful initially.</p> <p>Trustees discussed the additional costs of Covid and were assured that these are being monitored separately. The additional costs in relation to cleaning and PPE are significant but not huge and are unavoidable. Part of the reason for monitoring is to provide evidence to the DfE on budgets and reserves.</p> <p>Trustees noted the new risks on the risk register in relation to Covid costs and school budgets.</p>	

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Ref.	Discussions and decisions	Action
29/2020-21	<p>Asset management, ICT & GDPR</p> <p><i>Confidential minutes also refer</i></p> <p>ASJ had been briefed by SP in relation to all aspects of the portfolio.</p> <p>Details of the CIF bids are set out in the finance report and work is continuing to deliver the 2 new classrooms at Moorcroft School</p> <p>GDPR training for ASJ has been arranged.</p>	
30/2020-21	<p>HR</p> <p>Trustees were informed that the Remunerations Committee had received and agreed the cabinet's proposal on annual pay awards for teachers, non-teaching staff and senior leaders.</p> <p>A further Remunerations Committee meeting is being arranged to review the Trust Pay Policy.</p>	
31/2020-21	<p>Free School Update</p> <p><i>Confidential minutes refer</i></p>	
32/2020-21	<p>Update from the Audit & Risk Committee on internal assurance</p> <p>Trustees received the report from the Chair of the committee on the outcomes and recommendations from the last round of internal assurance work undertaken by members of the Finance Committee with appropriate financial backgrounds and experience. Trustees noted that the report would be updated in due course, to reflect the findings in relation to James Rennie School, as this report was still being finalised.</p>	
33/2020-21	<p>Changes to the DfE's Governance Handbook</p> <p>Trustees received the report from KJH which summarised the significant changes in the DfE's recently updated Governance Handbook. KJH confirmed that he intended to provide updates on actions identified at the Board's meetings in March and June.</p> <p>Trustees discussed the section relating to the appropriateness of the Board Chair also being a Member, given the role of Members to hold the Board Chair to account for the performance of the Board. KJH explained that he intended to discuss this with BN and the Chair of the Members.</p>	

Ref.	Discussions and decisions	Action
34/2020-21	<p>Health & Safety</p> <p>Trustees noted the assurance report from KJH and SP.</p> <p>Trustees discussed health and safety training and the balance between mandatory, school-specific and technical training. SD confirmed that a paper will come to a future Board meeting on this and that health and safety training is recorded by the schools and the central team.</p>	
35/2020-21	<p>Trustee training</p> <p>Trustees were briefed on the planned training for panel members and the online safeguarding training.</p> <p>The purpose of the panel training is to build confidence within the Trustees and LAB members supporting our panels.</p> <p>BE and MC updated Trustees on the leadership training they are undertaking through the Confederation of School Trusts and is subsidised by the DfE. BE is linked to the northern cohort and MC to the southern.</p> <p>The training is a mix of online development and 121 sessions and the networking opportunity is valuable in sharing in intelligence and experience.</p> <p>One of the main purposes is to develop a Board development plan. A questionnaire has been completed by BE, MC, BN and SD. Areas which the course seeks Boards include seeking input from a range of stakeholders to get a rounded view; benchmarking; and comparing our financial health and efficiency identified as target areas. MC & BE will share the learning with other Trustees. Trustees also discussed the value in linking with the Chair of the Members Board.</p>	
36/2020-21	<p>Any other business</p> <p>a) Feedback from LAB Liaison</p> <p>BN briefed Trustees on the recent meeting with LAB Chairs which had focussed on stakeholder engagement, particularly with parents, and some information prepared for them on appropriate questioning techniques for LAB members.</p>	

Ref.	Ratification items	Action
R7/2020-21	<p>EAT policy management arrangements</p> <p>Trustees ratified the protocol setting out the Board's approach to policy management, the adoptions of Schools' HR model HR policies and the approval of school-based policies.</p>	
R8/2020-21	<p>Data protection policy</p> <p>Trustees ratified the policy.</p>	

Trustees noted the following papers

Ref.	Information Items	Action
I1/2020-21	Performance management arrangements for teachers Trustees noted the adopted policy and procedures.	
I2/2020-21	Teachers' pay award 2020-21 Trustees noted the paper approved by the Remunerations Committee.	
I3/2020-21	Non-teachers' pay award 2020-21 Trustees noted the paper approved by the Remunerations Committee.	

There are confidential minutes for this meeting.

Meeting closed at 8:37pm

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

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DECISION SUMMARY

Agenda item x/2020-21		Decision
23	Board approval of the minutes of the previous meeting	The minutes of the meeting held on 7 th October 2020 were approved
R7	EAT policy management arrangements	Trustees ratified the protocol setting out the Board's approach to policy management, the adoptions of Schools' HR model HR policies and the approval of school-based policies.
R8	Data protection policy	Trustees ratified the policy.