



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 22nd January 2020 starting at 6:30pm

Attendance:

Angela St. John	ASJ	Trustee
Barry Nolan	BN	Trustee (Chair) & Academy Member
Brian Eaton *	BE	Trustee
Collette Stone *	CS	Trustee
Helen Milner *	HM	Trustee
Jamie Clarke ¹	JC	Trustee (Deputy Chair)
Karen Deacon * ²	KD	Trustee
Susan Douglas	SD	Trustee & CEO
Vicky Collis ¹	VC	Trustee
Also present		
Keith Holroyd	KJH	Governance & Policy Officer; Clerk

* via video call

¹ From item 37

² From item 41

The meeting was declared quorate

Ref.	Discussions and decisions	Action
34/2019-20	Apologies and the Board's acceptance or rejection for any absences No apologies were received for this meeting.	
35/2019-20	Declaration of interests None for this meeting.	
36/2019-20	Items for Any Other Business None for this meeting.	
37/2019-20	Board approval of the minutes of the previous meeting The minutes of the meeting held on 13 th November 2019 were approved . All actions had been completed or are in progress.	
38/2019-20	Matters arising	

Ref.	Discussions and decisions	Action
	<p><u>Confidential minutes also refer</u></p> <p><u>Ref. item 23</u>: The definition of a serious incident is being discussed at the Heads meeting on 24th January.</p> <p><u>Ref. item 23</u>: The definition of “standards” will be carried forward.</p> <p><u>Ref. item 24</u>: BE updated Trustees on his discussions with the Marcomms team. Their plans for this year are clear and realistic with current priorities including school website redesign with the aim of a standard Eden underpinning but with individual school 'fronts' reflecting the way that users (parents first, then staff and prospective staff) have historically engaged. This will be completed by the end of 2020. BE has agreed with them that he would be happy to act as a sounding board for occasional text/ideas. SD confirmed that Marcomms colleagues had greatly appreciated the discussion and BE’s input.</p> <p>HM and BN reflected on the recent successful northern hub Development Day. The workshops and speakers had been good, the feedback was positive, and it was felt that this provided a good basis for building relationships between the schools. SD updated Trustees on the plans for the upcoming southern hub Academy Day. Staff will be briefed on the Board’s 3-year vision document agreed in the summer. JC confirmed that could now also attend the Academy Day.</p> <p>Action: Inform Marcomms of JC’s attendance at the southern hub Academy Day</p> <p><u>Ref. item 33</u>: BN confirmed that he had written to Alexandra staff re. their Ofsted report. SD informed Trustees that Alexandra had recently hosted the education minister from Singapore, who thought the school was “inspirational”. SD had extended an invitation to the current schools’ minister for England to visit the school.</p>	<p>SD</p> <p>KJH</p>
39/2019-20	<p>Standards</p> <p><u>Confidential minutes also refer</u></p> <p>HM & VC updated Trustees on recent meetings with Senior Heads.</p> <p>HM’s meeting Kris Williams (KW) had reviewed the northern schools’ SMI data including core progress, attendance and behaviour. Trustees discussed the variances in the behaviour figures from the last data set and the impact of different interpretations of a serious incident. Trustees agreed that whilst differences were to be expected between the schools, given the different needs of their children, the significant variances were likely to represent a reporting issue</p>	

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Ref.	Discussions and decisions	Action
40/2019-20	<p>CEO report <u>Confidential minutes also refer</u></p> <p>Trustees received and noted the report, aspects of which also discussed elsewhere on the agenda.</p>	
41/2019-20	<p>Safeguarding <u>Confidential minutes also refer</u></p> <p>KD and SD updated Trustees on recent meetings and actions.</p> <p>The new Code of conduct for Eden was on the agenda for this meeting for ratification. This is an academised version of the national guidance, which had been agreed by the safeguarding hub.</p> <p>The safeguarding hub has reviewed training, to provide greater alignment across the Trust for quality assurance and to improve understanding of the training.</p> <p>The safeguarding hub had agreed that the 3-yearly updates to staff DBS checks will not be maintained, except for staff at Sunshine House for whom these will continue in line with the RNIB's safeguarding policies. It was confirmed that the 3-yearly renewals would continue for volunteers, including Members, Trustees and LAB/committee members.</p> <p>KD and AS had discussed the delivery of services used by the Trust.</p> <p>Trustees discussed the recommended approach that all Trustees should undertake L1 safeguarding training on an annual basis. An online package had been prepared by the safeguarding and PDSS teams. It was agreed that:</p> <ul style="list-style-type: none"> • All Members, Trustees and LAB/committee members would be required to complete L1 training on an annual basis; • Trustees had received the link and should complete their training by the end of January; • The training will be rolled out to LAB members following the update with Heads at the end of the week; • Safeguarding training from another provider will be accepted provided that the details are provided to KJH to update the training records. <p>Action: Trustees to complete the online training, or provide details of appropriate alternative training, by the end of January.</p>	<p>All Trustees</p>

Ref.	Discussions and decisions	Action
42/2019-20	<p>Finance <i>Confidential minutes also refer</i></p> <p>Trustees received and noted the report from the Director of Finance and Operations. JC updated Trustees on discussions from the recent Finance Committee meeting.</p>	
43/2019-20	<p>Asset management incl. ICT</p> <p>ASJ updated Trustees on the draft Asset Management Policy and Plan which is being prepared, a copy of which had been uploaded onto the meeting papers area of the Board's Teams site. This will be discussed with Sudhi Pathak (SP) and comments from Trustees would be welcomed. Most of the requirements from the DfE are already covered in other policies currently in place.</p> <p>ASJ confirmed that, in preparing the plan, the assumption had been made that this only applies to land and buildings, which was the DfE's intention.</p> <p>The draft covers off the areas which the DfE expects Trustees to know. As with other areas of responsibility, the detailed understanding forms part of the Portfolio holder's remit.</p> <p>Trustees discussed the report from the ICT Manager. He is intending to visit the northern schools later this term, but the more immediate concerns were in the south.</p> <p>Trustees discussed the scale of the work required regarding upgrades and licences.</p>	
44/2019-20	<p>Trustee recruitment</p> <p>BN updated Trustees on the current recruitment process. Several Trustees' terms of office are due to expire at the end of the year, KD has already indicated her intention to step down and Hardip Begol had done so at the start of the year.</p> <p>Informal meetings had been held with 4 candidates and 3 are being taken forward to formal interview with BN, Judith Hemery and Mark Lemon on 7th February. BN had been impressed with the quality of candidates identified by Academy Ambassadors.</p> <p>Two of the candidates have safeguarding experience which is one of the areas of experience which Members were looking for as KD steps down.</p> <p>BN informed Trustees that KJH had recently met with Mark Lemon who was returning to his role as Chair of the Audit Committee. BN thanked BE for covering this in Mark's absence. It was agreed that BE would move from the Audit to the Finance Committee to replace VC.</p>	
45/2019-20	<p>Free school project Covered at item 40 (<i>see confidential minutes</i>).</p>	

Ref.	Discussions and decisions	Action
46/2019-20	<p>Risk registers</p> <p>KJH briefed Trustees on the updated registers and highlighted the new and closed risks.</p>	
47/2019-20	<p>Feedback from LAB Liaison</p> <p>BN updated Trustees on the recent meeting with LAB Chairs. This had been via MS Teams and several Chairs had difficulties connecting which meant that the number of attendees was low. BN intends to discuss the format and timing of the meetings with Chairs to ensure that both they and the Board were gaining maximum benefit.</p>	

Ref.	Ratification items	Action
R10/2019-20	<p>Code of conduct for Eden</p> <p>Trustees noted that this was based on current national guidance and had been agreed by the safeguarding hub. Trustees approved the policy.</p>	
R11/2019-20	<p>Pay policy</p> <p>Trustees noted that this was based the current Schools HR model. JC had noted some typographical errors from the original Schools' HR text which he would share with KJH for correction prior to publication of the policy.</p> <p>Action: Correct typographical errors.</p> <p>Trustees approved the policy subject to the correction of the typographical errors</p>	JC & KJH
R12/2019-20	<p>Health & safety policy</p> <p>BE had previously raised a couple of queries regarding insurance cover and the cost of home visits which KJH would respond to directly once further advice had been sought.</p> <p>Action: Respond to BE's queries re. insurance cover and the cost of home visits.</p> <p>Trustees approved the policy.</p>	KJH
R13/2019-20	<p>Business continuity strategy</p> <p>KJH briefed Trustees on the background to the strategy document which sets out the framework across the Trust and will be supported by updated individual school plans. KD offered to share example Business Continuity Plans with KJH to inform the drafting of the school plans and CS also offered to review the draft plans.</p> <p>Action: Share external model plans with KJH</p> <p>Action: Share draft plans with CS for comment</p> <p>Trustees commented that the proposed Gold/Silver/Bronze approach was well established amongst many organisations and the emergency services.</p> <p>Trustees discussed the training suggested in the strategy document and it was agreed that this should be part of the</p>	KD KJH

Ref.	Ratification items	Action
	process. KD advised that her husband had experience of running such exercises and may be able to assist. Trustees approved the strategy.	

Trustees noted the following information items:

Ref.	Information items	Action
16/2019-20	Capability procedure <i>Adopted (academised) Schools HR policy and procedure</i>	
17/2019-20	Whistleblowing policy <i>Adopted Schools HR policy and procedure</i>	

There are confidential minutes for this meeting.

Meeting closed at 8:20pm

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
38	Matters arising	Document what we mean by standards so that Trustees and staff are using the same language	SD
		Inform Marcomms of JC's attendance at the southern hub Academy Day	KJH
39	Standards	Discuss with Heads how/when use of physical restraint is recorded with Heads	SD
		Discuss timescales allocated to actions in the SIPs with AS	VC
41	Safeguarding	Trustees to complete the online training, or provide details of appropriate alternative training, by the end of January.	All Trustees
R11	Pay policy	Correct typographical errors before publication	JC & KJH
R12	Health & safety policy	Respond to BE's queries re. insurance cover and the cost of home visits	KJH
R13	Business continuity strategy	Share external model plans with KJH	KD
		Share draft school plans with CS for comment	KJH