



Company No: 08036395

MINUTES

Non-confidential minutes of the Board of Trustees (BoT)
held at Pentland Field School, Pentland Way, Ickenham UB10 8TS
on Friday 29th June 2018 starting 14:45pm

Present:

Barry Nolan	BN	Trustee - Chair	Member
Collette Stone	CS	Trustee	
Hardip Begol	HB	Trustee	Member
Jamie Clarke	JC	Trustee	
Judith Hemmery	JH		Member
Karen Deacon	KD	Trustee	
Mark Lemon	ML		Member
Pam Stentiford	PS		Member
Susan Douglas	SD	Trustee - CEO	
Vicky Collis	VC	Trustee	
Colette Haugh	CH	minutes	

The meeting was declared quorate.

Item Ref	Agenda Item	Action
66/2017-18	Welcome	
67/2017-18	Apologies were accepted from: I. Jentle, A. Power, A. St.John	
68/2017-18	Declaration of Interests and other forms – none	
69/2017-18	Board approval of the minutes 3 rd May 2018 – Confidential and non-confidential minutes were approved	
70/2017-18	Matters arising not on the agenda: none	
71/2017-18	Items for Any Other Business – bid to Trustees for money to support research project, feedback on day	
73/2017-18	<u>CEO report:</u> a. Please see confidential minutes. b. Please see confidential minutes.	

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	<p>c. KD enquired about the implementation of the recent GDPR regulations e.g. data handling, emails, personal email accounts etc. SD reported that Sudhi and a new IT manager are looking at all necessary details and data sets. Requirements came into effect on 25/5/2018 and we now have a plan in place and a privacy statement.</p> <p>d. KD suggested that the H&S fire statement could include a mention of the difficulties in moving some of our pupils. It is the trustee's responsibility to check such details. <u>ACTION</u> – SD thanked KD for her contributions and will instruct SP to review and add to the next update of the report.</p> <p>e. SD suggested that next term BoT will ask JOB to attend and present detailed data re. pupil progress, standards in schools and SMI info will continue to be sent termly - <u>ACTION</u>. Antony Power could also do same in future when he has been in post a while longer</p>	<p>SP</p> <p>JOB</p>
74/2017-18	<p><u>Trustees priorities</u></p> <p>Trustees discussed their priorities and agreed the following:</p> <p>a. Preparing young people for life after school</p> <p><i>This priority included a challenge to identify whether the curriculum that we are offering (whether in primary or secondary) is preparing young people sufficiently for life after school. In secondary, this also includes a focus on post 19 provision (given the difficulties this year) and work experience.</i></p> <p>b. Creating and embedding effective communication systems between the north and south hub of the Eden Academy Trust.</p> <p>c. Create further opportunities for cross academy working</p> <p><i>This priority was raised as a result of many of you speaking about the benefits of cross Academy working and acknowledging that there are further opportunities now both in terms of the two hubs working together. In addition, the Trustees would be supportive of more secondment opportunities and cross Academy working groups (some of which may be linked to other priorities in this list along with the leadership coaching project).</i></p> <p>d. Further develop research as a core element of our work</p> <p><i>Trustees were encouraged to hear about the Journal Club, the Leadership Coaching project and the various pieces of research that were being carried out across the Academy. Trustees would be pleased to see this develop further including the documentation of some of most successful practice.</i></p>	
75/2017-18	<p><u>Northern hub:</u></p> <p>Questions and further information has already been circulated by email previously. The process has been interesting journey and both Trustees and the LGBs of HPS and JR have paid close attention to the due</p>	

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	<p>diligence reports.</p> <p>Further discussions of note:</p> <ul style="list-style-type: none"> • Top up fees – difference between JR and HP is very significant. It may help negotiations with local authority to be part of a larger trust. • JR staffing - Liz JR DHT moving to HT at HP in Sept and will not be replaced. SD referred BoT to a previous diagram showing how the central cost will be split by budget rather than pupil number. • Both schools are currently under the auspices of the LA budget management systems and both schools see advantages in moving to the academy system both in terms of transparency and sustainability. SD reminded BoT that both schools are outstanding and all schools will benefit from this collaboration. The schools in the south will benefit from a wider team e.g. sixth form liaison between MC and the northern hub. • SD acknowledged that she and SP will now be spread over 7 schools but there are plans to promote staff in the finance departments to support SP. JOB will now have another colleague to work with. • SD also confirmed that due diligence for personnel has been carried out with Schools HR regarding safeguarding, employee or payroll related issues and any other services offered by the schools e.g. short breaks at JR. • SD will circulate the interaction document to BoT that has been designed to set up regular meetings over the future months and shows the structure of communication - <u>ACTION</u>. • The trustees were pleased to have met the new Headteachers today and read their Ofsted reports • SD confirmed that it is proposed to have the same Scheme of Delegation. In line with our current schools, some policies will be Trust wide (e.g. safeguarding) whilst others e.g. curriculum policy will remain school specific. HP and JR will also keep their HR policies which will be reviewed during the first year and payroll will be converted as and when required and agreed e.g. HP in Autumn and JR later. • Members confirmed that they have separately agreed Helen Milner to be appointed a trustee of the Eden Academy Board of Trustees – <u>ACTION</u> SD confirm to Helen Milner. The members also discussed and agreed that new schools joining the Eden Trust need to have a suitable induction to Eden. It was proposed that a Trustee could be coopted for 12mths onto BoT as part of induction. JR will have a vote to decide who this Trustee will be. Helen Milner will be full time trustee and will liaise with Director for Schools North. DFE state that boards must be skills based and not representative. • About inclusion, SD confirmed that is it common parlance in MATS 	<p>SD</p> <p>SD/clerk</p>

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	<ul style="list-style-type: none"> Members approved the appointment of new trustees to the board – Antony Powers (retrospectively) and Helen Milner. SD confirmed that the current numbers of Trustees are now 11 + 1 co-opted = 12 which may be large. SD proposed that maybe she should step down as trustee in case of any conflict as CEO. BoT AGREED is it not necessary for SD to step down and would rather SD take part and is committed to collective decisions. BoT will co-opt from JR not HP – do not want board to get bigger – however will need to be clear what the policy is and whether each school has an option to have a co-opt member for induction – ACTION – SD further review. 	<p>Clerk</p> <p>Clerk</p> <p>SD</p>
AOB	<p>a. One bid was received from therapist Helen Milward and it was proposed and agreed that this be accepted.</p> <p>b. Trustees agreed that the format continues to work well. We are celebrating success today but can follow up other details and other focus at different meetings. Trustees still want the day to be challenging, but it is important to have a good balance. It was noted however that all staff acknowledged there were challenges and all had set goals for next year.</p> <p>May need to review the format next year with 7 schools and also consider a better method of communication and presentation. Some presentations had a lot of detail to view and take in on the day (although it is preferred to send out all in advance). ACTION – SD will remind all of the format next year but resources in school are limited for poster style presentations.</p>	SD
78/2017-18	<p>Dates of future Board meetings:</p> <p>ACTION – please note specific meeting times and details:</p> <ul style="list-style-type: none"> 4th October 2018 (17.30-20.30): Trustees & Members – long term vision and strategy 15th November 2018: 18.00-19.00 safeguarding training, 19.00-21.00 Trustee meeting 17th January 2018 (18.30-20.00) 7th March 2019 2nd May 2019 28th June 2019 (Away Day) <p>In case of cancellation of any of the above it was agreed to also include the date of the December finance meeting when the budget is approved involving BoT (to ensure there are 6 x BoT mtgs/year in line with guidance). ACTION – future clerk</p>	<p>ALL</p> <p>Clerk</p>

Item Ref	Ratification Items	
R12 /2017-18	Budget 2018-19 – agreed	Clerk
R13/2017-18	IT Strategy & Online Safety – agreed	Clerk