

## Meeting of the Trustees of All Saints Schools Trust

Minutes of the meeting held on Tuesday, 17<sup>th</sup> March 2020 at 4.30pm at Fressingfield Primary School and via video conference.

### In attendance:

Melanie Barrow	MB	Trustee/CEO	Present
Garry Deeks	GD	Trustee	Present
Nancy Ford	NF	Trustee	Present via video
James Hargrave (Chair)	JH	Trustee/Chairman	Present via video
Amanda Hull	AH	Trustee	Present
Isobel Hunter	IH	Trustee	Present via video
Thomas Jarrett	TJ	Trustee	Absent
Peter Robinson	PR	Trustee	Present
Jill Wright	JW	Trustee	Present via video
Paul Parslow-Williams	PPW	Executive Head/ Deputy CEO	In attendance
Karen Preece	KP	CFO	In attendance
Pam Pickard	PP	Central Finance Team	In attendance
Odile Wladon	OW	Clerk	In attendance

### Meeting Attendance record:

Date	JB	MB	GD	NF	JH	AH	IH	TJ	PR	JW
02/09/19	X	✓	✓	✓	✓	n/a	X	✓	n/a	✓
01/10/19	n/a	✓	✓	✓	✓	n/a	✓	X	n/a	✓
10/12/19	n/a	✓	✓	✓	✓	✓	✓	✓	✓	✓
04/02/20	n/a	✓	X	✓	✓	✓	✓	✓	✓	✓
17/03/20	n/a	✓	✓	✓	✓	✓	✓	X	✓	✓
<b>Total</b>	<b>0/1</b>	<b>5/5</b>	<b>4/5</b>	<b>5/5</b>	<b>5/5</b>	<b>3/3</b>	<b>4/5</b>	<b>3/5</b>	<b>3/3</b>	<b>5/5</b>

		Action
<b>1</b>	<p><b>Welcome</b> The Chairman welcomed all to the meeting during this difficult time. Some trustees joined meeting via video conference due to advice on social distancing.</p> <p><b>Apologies for Absence</b> Apologies for absence were received from Thomas Jarret and these were accepted.</p>	
<b>2</b>	<p><b>Declarations of Interest</b> There were no declarations of interest to note at this meeting.</p>	

<p><b>3</b></p> <p>(1)</p> <p>(2)</p>	<p><b>Meeting held on 4<sup>th</sup> February 2020</b></p> <p>The minutes were approved as a true record of the business conducted.</p> <p>Action List</p> <p>AP.46 – deferred to a later meeting</p> <p>AP.47 – Trust Charter, NF will revise and submit to Clerk</p>	
<p><b>4</b></p>	<p><b>COVID-19 Response</b></p> <p>a) Trustees approved the COVID-19 Strategy Team – Organisational Chart.</p> <p>b) Virtual Governance Policy</p> <p>Trustees noted that the Trust Board has the power under Article 100 to hold virtual meetings and to approve virtual LGB meetings.</p> <p>Trustees approved the Virtual Governance Policy</p> <p>c) School Closure and Educational Provision</p> <p>Trustees reviewed updates on possible school closure as follows:</p> <ul style="list-style-type: none"> <li>• Head has power to close a school if pupils’ health &amp; safety can’t be met.</li> <li>• Trustees noted that supply staff could be expensive if school staff have to self-isolate for 14 days.</li> <li>• Guidance and information on SATs awaited.</li> <li>• Guidance currently: schools remain open.</li> <li>• It is expected that schools will be closed in the near future and it is anticipated they could be closed for some time.</li> <li>• Staff have been exchanging ideas on preparing for educational provision once schools are closed – many areas need careful consideration.</li> <li>• Stradbroke &amp; Laxfield are ready to go when the call comes.</li> </ul> <p>d) Trust Business Continuity Plan</p> <ul style="list-style-type: none"> <li>• Staff should be available for work if fit.</li> <li>• Staff can be preparing reports</li> <li>• Subject leaders – staff could complete a timesheet each week with various tasks suggested, with a list of expectations.</li> <li>• Staff should check emails regularly and communicate via google hangouts.</li> <li>• There should be no “Virtual” contact with pupils.</li> <li>• Projects can be uploaded to each school’s website, some quite paper based activities should be prepared for distribution.</li> <li>• Staff could undertake online training if able.</li> <li>• Guidance to be sought regarding pupils eligible for free school meals.</li> <li>• <b>Trustees agreed to continue paying staff as if schools were open.</b></li> <li>• <b>Trustees gave approval for PPW to be set up on Lloyds Banking</b></li> <li>• Budget process will continue – Central team will pre-populate</li> </ul>	

	<p>budget and circulate to schools, for Heads to start work. Final budget must be approved by 16<sup>th</sup> June by Trust Board.</p> <ul style="list-style-type: none"> <li>• School staff have been spoken to re financial procedures. It was noted that it is very important that invoices from schools will need to be scanned and emailed or posted to the Central Finance Team @ Laxfield. Emails should be checked every day.</li> <li>• Payroll will continue as normal.</li> </ul> <p>IH expressed thanks to MB/JH/OW and the Leadership team for the work undertaken during this time.</p>	
<b>5</b>	<p><b>Finance:</b> Management Accounts January 2020 Trustees noted the following:</p> <ul style="list-style-type: none"> <li>• The accounts show a positive picture</li> <li>• There is a strong reserves position</li> <li>• Central finance team are monitoring Gt Whelnetham closely.</li> <li>• There is a sustained improvement in the financial position at Wortham.</li> </ul>	
<b>6</b>	<p><b>Reports:</b></p> <p>(1) <b>CEO</b> A full report was circulated prior to the meeting. Trustees thanked MB for producing such a comprehensive report during such a difficult period. Trustees noted that the key priority for March was the planning and response to the COVID-19 pandemic. This posed the greatest risk to the Trust and its schools at the present time. <b>Trustees agreed the following:</b> RAAC – the report from Eye will be submitted and if this proves to be insufficient then a full survey must be undertaken.</p> <p>(2) <b>CHAIR</b> The NLG governance review has started and the desk top part of the review will take place first, given the current circumstances.</p>	
<b>7</b>	<p><b>Policies</b> The Trustees approved the following policies:</p> <ol style="list-style-type: none"> <li>a. Time of for Public Duties</li> <li>b. Leave of Absence</li> <li>c. Virtual Governance Policy</li> </ol>	
<b>8</b>	<p><b>Local Governing Bodies:</b></p> <p>(1) The following documents will be uploaded to the Resources section of GovHub:</p> <ul style="list-style-type: none"> <li>• CEO Report for March 2020</li> <li>• PPW Report on action taken during COVID-19</li> <li>• Virtual Governance Policy will be circulated.</li> </ul> <p>(2) Procedures for LGB during COVID-19:</p> <ul style="list-style-type: none"> <li>• No face to face meetings to take place until Govt restrictions lifted</li> </ul>	

	<ul style="list-style-type: none"> <li>Virtual Governance Policy to be followed.</li> </ul>	
<b>9</b>	<b>Date of next meeting:</b> Tuesday, 12 <sup>th</sup> May 2020, 4.30pm either by video conference or @ Wortham if social distancing restrictions lifted.	

**Meeting closed at: 6.00pm**

**Actions from current meeting and items from previous meetings:**

Action Point	Reference		To be completed by:
AP.46	04/02/20 Item 6 (1)	School expansion. TJ will provide MB with possible funding options available.	TJ
AP.47	04/02/20 Item 7 (1)	Grammatical changes to Trust Charter – revised copy to be sent to OW for uploading to website.	NF

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Chair**