

Trust Board Meeting 3rd March 2022

A meeting of the Trust Board of All Saints Schools Trust took place on Thursday, 3rd March 2022 @ 4.30pm, Via Teams

Present:

Name	Initial	Role	
Russell Ayling	RA	Trustee	Present
Melanie Barrow	MB	Trustee/CEO	Present
Nancy Ford	NF	Trustee	Present
James Hargrave (Chair)	JH	Trustee/Chairman	Present
Amanda Hull	AH	Trustee	Present
Isobel Hunter	IH	Trustee	Absent
Thomas Jarrett	TJ	Trustee	Present
Paul Kirkwood	PK	Trustee	Present
Peter Robinson	PR	Trustee	Present
Ben Sear	BS	Trustee	Present
Jill Wright	JW	Trustee	Present
Paul Parslow-Williams	PPW	DCEO	Present
Karen Preece	KP	CFO	Present

Meeting Attendance record:

Date	RA	MB	NF	JH	AH	IH	TJ	PK	PR	BS	JW
16.09.21	✓	✓	✓	✓	✓	X	X	✓	✓	✓	✓
04.11.21	✓	✓	X	✓	✓	X	✓	X	✓	✓	X
09.12.21	✓	✓	✓	✓	X	✓	✓	✓	✓	✓	✓
27.01.22	✓	✓	✓	✓	X	X	✓	✓	X	✓	✓
03.03.22	✓	✓	✓	✓	✓	X	✓	✓	✓	✓	✓

Minutes:

Item	Description
1.	Apologies for Absence None received
2.	Declarations of Interest in subsequent agenda items None declared
3.	Minutes of the meetings held 9th December 2021 and 27th January 2022 (i) Minutes were approved as a true record of the meeting (ii) Matters/actions arising from the minutes not included on the agenda AP49. On the agenda (completed) Governance Review: <ul style="list-style-type: none"> • Offer document to be uploaded • Scheme of delegation ongoing

Item	Description
	<ul style="list-style-type: none"> • Communication – completed • Govs Conference – to be arranged • Training – outstanding
4.	<p>Risk Management</p> <p>Trustees noted that:</p> <ul style="list-style-type: none"> • None of the risk scores have changed to a higher risk. • The risk assessment reflects that curriculum is a bigger risk than historical data – the risk is mitigated by deep dives at each school. This has enabled the CEO/DCEO to observe the practice in all schools. • Cyber security is noted as an increased risk given the current situation in Eastern Europe. • Cyber Security accreditation is required and IT support provider tender document is out. • Cost of fuel is a risk as these costs are increasing – budgets may not be sufficient. Any fuel shortage could result in staff not being able to get into work. • Inflationary increases will have an adverse impact on schools budget. KP is monitoring the cost situation. • Downgraded risk – the water bill at Laxfield has been covered in full by RPA through an insurance claim. • Trustees noted the impact on families of the crisis in Ukraine is being monitored at each school.
5.	<p>Safeguarding</p> <ul style="list-style-type: none"> • Trustees reviewed a report prepared by MB on safeguarding monitoring. • Following advice from RA the records of each school were reviewed and all schools were encouraged to upload the information to Arbor. • MB will do a check of the SCR each time a school is visited. • COGs have been advised to ensure that their safeguarding lead is ensuring SCR is checked and up to date. • RA recommended an online training session for safeguarding governors from each school. • A training session for Trustees will be arranged.
6.	<p>GDPR</p> <ul style="list-style-type: none"> • An updated training programme has been circulated to all schools. • Staff will be expected to complete the training on an annual basis.
7.	<p>Reports:</p> <p>(i) CEO</p> <ul style="list-style-type: none"> • Covid – guidance from DfE is being followed. • Mrs Watts has started as Headteacher at St Peter and St Paul and has achieved a lot in a short period of time. • SENCO at Laxfield is proving a major job at the moment. • RA joined staff on a trust wide training on Rosenshine’s Principles and phonics.

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	<ul style="list-style-type: none"> • Deep Dives – it was noted in Autumn 2021 that a more robust early phonics scheme was required. The EY subject leaders reviewed which was best. PPW secured a discount and this was purchased for all schools. As a result deep dives were established with CF helping to monitor the schools run by the CEO/DCEO. Currently, reading is the focus of these visits and reports on 5 schools have been made available for review. The full reports will be reviewed in depth by the Learning and Achievement Committee. Once all schools have been visited the information will be summarised into a best practice update. A focus of feedback was suggested to be on the quality of education, how well implementation is matching intent and what the impact is of those approaches in reading ie how well it is being implemented and how much of the curriculum is being learned. • Early careers framework is still being followed through Unity. • H&S DfE conditions surveys – most of the schools were fine. A structural survey was recommended at Eye on a concrete post, this has been undertaken. The cost is £5,000 and has been approved. • LGB – a lot of work has been undertaken on safeguarding and the procedures within the schools It is important that governors are aware of trends etc. Schools can produce reports from My Concern and this should be part of governing briefing. Charsfield – JW was been seconded onto the LGB. • 2 pre-schools have seen dropped grading and support will be offered. Discussions are underway with external providers with a view to re-establishing a pre-school at Eye – quotes for works to the building are being obtained. • Following the closure of the pre-school at Occold, the school have moved the early years classes over to the village hall into the purpose built area. • SEN – benchmarking is undertaken and has highlighted possible inconsistencies which MB will investigate further with schools. • Approval was given for an ASST Leadership Team development coaching day – this will be funded from work undertaken as NLE. A budget of £1600 to £2000 was agreed. • The finance apprenticeship finishes in July and the apprentice is keen to move to the next level. The central team need to expand and it was agreed to offer Brooklyn Youngs a finance assistant role within the team at Grade 3 at the end of her apprenticeship. • CEO network – a brief update was given. It was agreed to put information forward for the brochure. <p>(ii) Chair</p> <ul style="list-style-type: none"> • MB/JH/OW – attended a meeting with Suffolk County Council regarding a new nursery at Stradbroke.

Item	Description
	<ul style="list-style-type: none"> • A number of Trustees have terms of office ending this month, all will be contacted to see if they wish to continue to enable the process to be completed with the Diocese. <p>(iii) Learning & Achievement Committee</p> <ul style="list-style-type: none"> • Positive meeting reviewing learning walks and deep dives. • Trustees discussed mixed age classes in respect of progression – staff will be making a presentation on the matter. This will enable Trustees to see how the best quality of education is provided. • The summer meeting will be focused on SEN – how the funding and resources are used to best meet the needs of the children. • CPD was reviewed. • Meetings will be held at different schools each time. <p>(iv) HR Committee</p> <ul style="list-style-type: none"> • A number of policies were approved: <ul style="list-style-type: none"> ○ Staff Code of Conduct ○ Online Safety Policy ○ Safer Recruitment • Looked at a budgeting system • Approved a grading structure for admin staff • Further members of the committee would be beneficial <p>(v) Finance & Audit Committee</p> <ul style="list-style-type: none"> • Agreed that the SRMAT would be agreed and circulated by email ahead of the 15th March deadline. • All other matters are covered in item 8.
8.	<p>Finance</p> <p>(i) Non-Teaching staff a pay increase of 1.75%. Trustees was approved a 1.75% increase to be given to non-teaching support staff back dated to April 2021. The Trust will also adopt the Suffolk County Council pay bands.</p> <p>(ii) November 21 and December 21 management accounts were reviewed by Finance and Audit and there were no concerns to raise with Trustees.</p> <p>(iii) Cash Platform: Trustees reviewed a recommendation to update the Investment Management Policy and a proposal to spread investments to obtain best value for the Trust by opening an account with Insignis. This has been discussed at two Finance & Audit Committee meetings and is recommended by the Committee to Trustees. Trustees approved the proposal and the change to the policy.</p> <p>(iv) Budget / Payroll / HR systems project: following a review of schools choice services and seeing how these can be streamlined and more effective, together with enhanced reporting. A proposal was reviewed and Trustees agreed to move the Payroll/HR function to Orovia Edupay and BPS systems will be taken forward – the decision was reached based on the interconnection of all the systems. An HR consultancy will be sourced</p>

Item	Description
	<p>separately.</p> <p>(v) IT Tender – specific information is being sought from schools. Trustees agreed that the tender document can be circulated for information and will be sent</p> <p>(vi) Low Carbon Skills Fund – the application will be circulated via email for Trust approval.</p> <p>Thanks were expressed the KP for the hard work on producing the proposals.</p>
9.	<p>Trust expansion</p> <p>See confidential minutes</p> <p>Thorndon have had green light from Diocese to pursue academisation, staffing structure is under review.</p> <p>See confidential minutes</p>
10.	<p>Date for meeting: Thursday, 12th May 2022 @ 4.30pm location to be confirmed.</p>

Meeting closed at: 18.45

Signed: _____

Date:

Actions from Governance Review:

Rec. Number	Detail	By Who	By when
	Offer document – to be developed and placed on website	PPW – document OW – website	Completed (needs to be sent to OW to be uploaded to website)
4	Amend Scheme of Delegation	JW, NF, JH & OW	Pending further establishment of Cttees
6	Annual Govs Conference Update: will be held online during the Autumn term.	Tbc	Outstanding
7	Training for Local Governors on governance within a MAT	Tbc	Outstanding