



**Whinless Down Academy Trust**

**Board Meeting**

**Thursday 2<sup>nd</sup> November 2023**

Executive Headteacher: Mrs Anne Siggins

**Minutes of the Trust Board Meeting**

**Held VIRTUALLY Via Teams at 4pm, 2<sup>nd</sup> November 2023**

**Board Trustees Present:** Anne Siggins (CEO), Alison Mackintosh (Chair), Tricia Sherling (Vice Chair)

**Others Present:** Michelle Noden (Trust Business Manager), Kelly Brown (Acting EHT), Anthony Welch (Member), Carol Rayfield (Member), Sandie Butcher

**Governance Professional:** Claudia Sawyers

<b>1</b>	<b><u>Welcome, Introduction and Apologies</u></b>	<b><u>Actions</u></b>
<b>1.1</b>	<p>All Trustees were welcomed to the meeting. The meeting had to be changed to a virtual meeting at the last minute due to a severe storm.</p> <p>Sandie Butcher is attending as a proposed Trustee and introductions were made. There are three Members present at this meeting and all Members agreed SB's appointment as a Trustee.</p> <p>Pam Brivio sent apologies which were accepted.</p>	
<b>1.2</b>	<p><b>Resignations</b></p> <p>Mike Ashley has tendered his resignation to the Trust Board. Trustees would like to thank MA for his time and dedication to WDAT and accepted his resignation; a letter will be sent to him by chair. TBM will update GIAS.</p> <p>Due to MA's resignation, a new chair and vice chair have been elected for the Vale View and St Martin's LGB. Carole Bennett has been elected as chair and Chris Scoble as Vice Chair. These appointments have been agreed by the Trust Board.</p>	<p>Letter to be sent to MA</p>

<p><b>2</b></p> <p><b>2.1</b></p>	<p><b><u>Minutes from Meeting 17<sup>th</sup> July 2023</u></b></p> <p><b>Matters Arising and Approval of Minutes</b></p> <p>Previous minutes were made available to Trustees via email prior to the meeting.</p> <p>It was noted that item 15. AOB on the confidential minutes (no longer confidential at this time) did not clearly reflect that the Trust Board have received and accepted Anne Siggins resignation due to retirement in December 2023.</p> <p>Trustees have otherwise agreed the minutes as a true and accurate record of the meeting. As this meeting is virtual, Chair will sign the minutes on the next visit to school (next week).</p>	
<p><b>3</b></p>	<p><b><u>Publication of Minutes</u></b></p> <p>The Governance Professional confirmed the approved minutes from the Trust Board meeting held on 22<sup>nd</sup> May 2023 have been published on the Trust website.</p>	
<p><b>4</b></p>	<p><b><u>Register of Business and Pecuniary Interests</u></b></p> <p>Trustees would be due to re-sign the register of business interest as is done annually however as this meeting is virtual, this will take place at the next meeting. There were no new interests or changes declared.</p> <p>There were no interests declared against this agenda.</p>	
<p><b>5</b></p>	<p><b><u>Code of Conduct - New</u></b></p> <p>A Code of Conduct has been devised based on templates from NGA and Confederation of School Trusts. It is good practice for Trust Boards and Governing Bodies to have a code of conduct which is not something that has been in place in the past.</p> <p>All Trustees agreed the code of conduct and will sign this at their next available in-person meeting.</p> <p>A version more relevant to the Local Governing Body will be devised and brought to the next meeting to agree before sharing with the LGBs.</p>	
<p><b>6</b></p> <p><b>6.1</b></p> <p><b>6.2</b></p> <p><b>6.3</b></p>	<p><b><u>Review</u></b></p> <p><b>Delegation of Function</b></p> <p>The delegation of function has been reviewed. There has been a slight amendment in line the the FSARC terms of reference which now states that HTs will feed back to the LGBs with an overview of financial position, following a discussion at the FSARC meeting.</p> <p><i>The Delegation of Function was agreed.</i></p> <p><b>Terms of Reference for the Trust Board</b></p> <p>The Terms of Reference for the Trust has been updated to reflect roles. <i>Trustees agreed the Terms of Reference.</i></p> <p><b>Terms of Reference for the FSAC</b></p> <p>The Terms of Reference have been reviewed at the FSAC meeting and recommended to be agreed at the Trust Board. <i>Trustees agreed the Terms of Reference.</i></p>	

<p><b>6.4</b></p>	<p><b>Terms of Reference for the LGBs</b></p> <p>The Terms of Reference have been reviewed at the LGB meetings and recommended to be agreed at the Trust Board. Trustees suggested that an emphasis needs to be added with regards to safeguarding. <i>Trustees agreed the Terms of Reference with the suggested update.</i></p>	
<p><b>7</b></p>	<p><b><u>CEO Report</u></b></p> <p>The CEO report was made available prior to the meeting. The Headteachers were due to present their data at this meeting, however due to the last minute change to virtual it was decided it would not be conducive to this format of meeting. The data has already been discussed at the Trust Board meeting in July. There were some appeals that have made slight changes to the data, which are detailed in the report. The low data outcomes at Vale View are very specific to this cohort due to high levels of need. KB is working alongside VV HT to ensure every opportunity is taken to make progress.</p> <p>A Trustee asked what the targets are for this year. CEO explained that a meeting is booked in to discuss targets and tutoring. Only 50% of tutoring is funded so ensuring this is delivered in a way to achieve best outcomes is very important and looking at which children are targeted and exactly how they will be targeted.</p> <p>A Trustee asked how the board or standards committee can assist in a strategic way. KB suggested that once the in-school meetings have taken place and plans have been established, monitoring the targeted group throughout the year may be beneficial.</p>	
<p><b>8</b></p>	<p><b><u>Data Outcomes</u></b></p> <p>This was discussed above under HT report, it has not been possible for HTs to attend to present data due to the last minute change to a virtual meeting.</p>	
<p><b>9</b></p>	<p><b><u>MAT Strategic Plan</u></b></p> <p>The MAT Strategic Plan was shared with Trustees prior to the meeting to review. The plan includes Strategic aims and key priorities for 2022-2025 and has been updated by KB for the forthcoming year. The key priorities for 2023-2024 were talked through.</p> <p>Governance and leadership is one of the main priorities, securing new trustees and LGB members as numbers are low. Leadership of the Trust is also a main priority due to CEO retiring and interim has been appointed in KB, however recruitment will need to take place again for the permanent position for September 2024.</p> <p>Improving attainment and progress, behaviour and attendance are all key priorities in all schools. Collaboration beyond working with the KMA and improving links more locally, such as with Astor secondary school, particularly working with shared families.</p>	
<p><b>10</b> <b>10.1</b></p>	<p><b><u>FSARC Update</u></b></p> <p>TS is now the chair of FSARC and AM is vice chair.</p> <p>At the recent FSARC meeting, July and August monitoring was conducted. There were no concerns over the financial position nearing year end, the rollovers were healthy, however falling pupil numbers will have a future impact.</p>	

<p><b>10.2</b></p> <p><b>10.3</b></p>	<p><b>Finance Regulations Policy</b> There were minor changes made to the policy in line with the Academy Trust Handbook. The financial delegated limit for TBM has been increased from £5000 to £10,000. The committee recommended the policy to be agreed by the Trust Board. The policy was agreed.</p> <p><b>Approved Supplier List</b> This will be delayed to the next meeting.</p>	
<p><b>11</b></p> <p><b>11.1</b></p> <p><b>11.2</b></p> <p><b>11.3</b></p>	<p><b><u>Safeguarding</u></b></p> <p><b>Annual Update Training</b> All Trustees have confirmed they have undertaken the Annual Safeguarding Update training and have received and read Keeping Children Safe in Education.</p> <p><b>Safeguarding Update Report</b> CEO has updated the report with the actions that have taken place in Term 1 as well as the actions scheduled for Term 2. Audits have taken place in each school with no major concerns highlighted, but some points identified for best practice. Audits will continue to take place regularly and it was suggested that website audits could also be scheduled in and LGBs could be involved in this.</p> <p><b>Filtering and Monitoring</b> Further guidance was included in KCSIE with regards to filtering and monitoring in schools and CEO presented slides on what the guidance is and how the Trust is meeting the guidance. The Trust Board has responsibility for the measures. The 'Meeting Digital and Technology Standards in Schools and Colleges' were reviewed. There are some actions due to be completed; including naming a governor and training for the DSL. There is an established cyber group within the Trust and they are currently working towards the 'Cyber Essentials Accreditation'.</p>	
<p><b>12</b></p>	<p><b><u>Minutes from LGB Meetings (Term 6)</u></b> Minutes of the LGB meetings were distributed to the board for information purposes.</p>	
<p><b>13</b></p> <p><b>13.1</b></p> <p><b>13.2</b></p>	<p><b><u>Policies</u></b></p> <p><b>Child Protection and Safeguarding Policy</b> The Child Protection and Safeguarding Policy has been reviewed in line with Keeping Children Safe in Education September 2023, updated and was sent to the Trust Board prior to the meeting. A slight amendment is needed to reflect MA's resignation and the safeguarding governor at VV/StM. The policy will also need to be updated again in January following CEO's retirement. <i>The Policy was agreed and approved by the Trust Board.</i></p> <p><b>Health and Safety Policy</b> The Health and Safety Policy has been reviewed by the Trust Business Manager and updated where necessary, was sent to the Trust Board prior to the meeting. The policy was sent to the Trust Board prior to the meeting.</p>	

	<p><i>The Policy was agreed and approved by the Trust Board. The Chair will sign the policy at their next visit to the Trust Office.</i></p>	
13.3	<p><b>Appraisal Policy</b> The Appraisal has been reviewed by CEO, there has been an amendment to the policy which is with regards to class based support staff moving away from the three target model to a model where one or more targets are set depending on the individual . The policy was sent to the Trust Board prior to the meeting. <i>The Policy was agreed and approved by the Trust Board.</i></p>	
13.4	<p><b>Low Level Concern Policy</b> This is a new policy in line with Keeping Children Safe in Education 2023. This is a policy for staff based on concerns that may not meet the threshold of concern and highlights how to report these types on concerns. The policy was sent to the Trust Board prior to the meeting. <i>The Policy was agreed and approved by the Trust Board.</i></p>	
13.5	<p><b>SEN Policy and Information Report</b> The SEN Policy and Information Report has been reviewed by SENCOs and updated where necessary. The policy was sent to the Trust Board prior to the meeting. <i>The Policy was agreed and approved by the Trust Board.</i></p>	
13.6	<p><b>Safer Recruitment – Online Checks Annexe</b> Further to the safer recruitment policy update in Summer 2023, which detailed requirements to conduct online checks on shortlisted candidates, guidance has been devised based on the HR Connect model. The guidance details a formalised process for conducting the checks which will be added to the recruitment policy.</p>	
14	<p><b><u>GDPR Update</u></b> There are no breaches to report.</p> <p><b>Information and Document Retention Schedule</b> The recently updated Information and Document Retention Schedule is being worked through with the relevant staff involved, with some new practices being put in place such as a disposal log and document transfer form.</p>	
15	<p><b><u>Confidentiality of Proceedings</u></b> None</p>	
16	<p><b><u>Date of the Next Meeting</u></b> Thursday 14<sup>th</sup> December at 3:30pm.</p>	
17	<p><b>AOB</b> The CEO recruitment process timeline will need to be discussed for term 3, a date for an ad-hoc meeting will be organised.</p>	

	<p><b>Trust Event</b> A date will need to be set for a Trust Event, it was suggested to be in term 4 in line with last year's event.</p>	
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<b><u>Action Points</u></b>	
<p>1.2- Letter to be sent to MA to acknowledge resignation and send thanks - Chair. 13- Child Protection and Safeguarding policy to be updated - Gov. Prof.</p>	

Minutes taken by Governance Professional Claudia Sawyers

Signed by Chair of Whinless Down Academy Trust: \_\_\_\_\_ Date: \_\_\_\_\_  
Alison Mackintosh