



Whinless Down Academy Trust

Board Meeting

9th December 2025

CEO: Kelly Brown

Public Minutes of the Trust Board Meeting

Held at Trust Office at Priory Fields School at 5pm on Tuesday 9th December 2025

Board Trustees Present: Pamela Brivio, Kelly Brown (CEO), Dean Jones (Vice Chair), Alison Mackintosh (Chair), Felicity Pearce, Carol Rayfield, Leanne Westhire

Others Present: Michelle Noden (Trust Business Manager)

Governance Professional: Katie Banes

<p>1</p> <p>1.1</p> <p>1.2</p>	<p><u>Welcome, Introduction and Apologies</u></p> <p>The Chair welcomed all to the meeting and confirmed all were in attendance, with no apologies for absence received.</p> <p>Introductions</p> <p>New Trustees, Felicity Pearce and Leanne Westhire were introduced and welcomed to the Trust Board.</p>
<p>2</p>	<p><u>Declaration of Business and Pecuniary Interests</u></p> <p>Trustees were given the opportunity to declare any new business interests and/or declare any pecuniary interests against this agenda.</p> <p>No new declarations of business or pecuniary interests were raised in the meeting.</p>

<p>3</p> <p>3.1</p> <p>3.2</p>	<p><u>Approve Minutes from Previous Trust Board Meeting – Tuesday 14th October 2025</u></p> <p>Approval of Minutes</p> <p>Previous minutes were made available to Trustees prior to the meeting.</p> <p>The minutes of the Trust Board meeting held on Tuesday 14th October 2025 were approved as a true and accurate record of the meeting.</p> <p>The minutes will be marked as signed on GovernorHub.</p> <p>Matters Arising/Actions</p> <p>The actions from the last meeting were as follows:</p> <ul style="list-style-type: none"> - <i>Governance Professional to chase outstanding ID checks on Companies House.</i> New Governance Professional has sought clarity from the Accountants and will contact Trustees individually if any further action is necessary.
<p>4</p>	<p><u>Annual Updates – ID Checks</u></p> <p>This was covered under agenda item 3.2.</p>
<p>5</p> <p>5.1</p> <p>5.2</p> <p>5.2.1</p> <p>5.2.2</p> <p>5.2.3</p>	<p><u>Governance Review</u></p> <p>PB Term of Office</p> <p>PB’s Term of Office is due to come to an end on 5th January 2026. PB confirmed she will not be renewing her term of office. The Trust Board thanked PB for her support and commitment to the Whinless Down Academy Trust during her time as a Trustee.</p> <p>With the recent recruitment of two new trustees, it was agreed that it still leaves the Trust Board in a strong position, with potential for succession planning from within the Local Governing Bodies in the near future.</p> <p>Terms of Reference for the Trust Board, FSARC and LGBs</p> <p>The Terms of Reference for the Trust Board, FSARC and LGBs were made available for Trustees to review prior to the meeting.</p> <p><u>Terms of Reference for the Trust Board</u></p> <p>It was agreed that FP would join the FSARC committee due her skills and background in finance. DJ will also remain on the FSARC Committee.</p> <p>It was agreed that LW would join the Standards Committee, joining the School Reviews when they take place.</p> <p><i>The Terms of Reference for the Trust Board were agreed and approved by the Trust Board.</i> Governance Professional to update Terms of Reference for Trust Board and upload to website.</p> <p><u>Terms of Reference for FSARC</u></p> <p>With the amendment to update the committee members on the Terms of Reference, <i>the Trust Board agreed and approved the Terms of Reference for FSARC.</i> Governance Professional to update Terms of Reference for FSARC and upload to the website.</p> <p><u>Terms of Reference for the LGBs</u></p> <p><i>The Trust Board agreed and approved the Terms of Reference for the Local Governing Bodies.</i> Governance Professional to upload approved Terms of Reference for LGBs to the websites.</p>

5.3	<p><u>Meeting Schedule</u></p> <p>The meeting schedule was discussed; if a Trust Board and FSARC meeting are due to take place in the same term, the aim will be to transition to holding the FSARC and Trust Board meetings on the same day. All Trustees were supportive of this and acknowledged it would support all involved.</p> <p>The next FSARC meeting was confirmed as Thursday 12th February 2026 at 3pm and the next Trust Board meeting will be held on Tuesday 24th March 2026 at 4pm.</p>
6 6.1 6.2 6.3	<p><u>Policies</u></p> <p>Admissions Policy 2027/2028</p> <p>The Admissions Policies have been updated for 2027/2028. The Trust are not due for consultation, as the last consultation took place in 2022/2023; consultations should take place at least every seven years. It was highlighted that children of staff are included within the ranking process, placed second to last, prior to distance. Trustees were informed the CEO is awaiting new dates to be published to be included within the policy. Amendment to dates will be the only change required following the Trust Board meeting.</p> <p><i>The Trust Board agreed and approved the Admissions Policy 2027/2028.</i></p> <p>SEN and Disability Policy</p> <p>The SEN and Disability Policy has been updated to include the changes with SEN to include the new Community of Schools model, which has replaced the previously known Local Inclusion Forum Team (LIFT).</p> <p><i>The Trust Board agreed and approved the SEN and Disability Policy.</i></p> <p>Employment of Ex-Offenders Policy</p> <p>The Employment of Ex-Offender Policy was due for review. The policy has been updated in line with the HR Connect guidance.</p> <p><i>The Trust Board agreed and approved the Employment of Ex-Offenders Policy.</i></p>
7	<p><u>Minutes from Local Governing Bodies (LGB)</u></p> <p>Minutes from the Term 1 LGB meetings for Priory Fields and St Martin's/Vale View were made available to the Trust Board prior to the meeting, for information purposes. No comments were raised in relation to the LGB minutes.</p>
8	<p><u>GDPR Update</u></p> <p>Trustees were informed of a possible breach that occurred which, once fully investigated, the outcome was that no harm came to those involved. Therefore, it was not reported to the ICO.</p>
9	<p><u>Safeguarding</u></p> <p>See confidential minutes.</p>
10	<p><u>Any Other Business</u></p> <p>Trustees were reminded that Vale View are coming into the Ofsted window in the new year and will be judged under the new Ofsted framework. To support preparations, the CEO has been and will continue to meet with the Headteacher weekly. In addition to this, an external advisor has also been supporting the Headteacher.</p> <p>The CEO informed Trustees that an Ofsted training session will be organised for the new year. Dates will be emailed to Trustees once the date has been confirmed.</p>

11	<p><u>Confidentiality</u> As per agenda item 9.</p>
12	<p><u>Date of Next Meeting</u> The next meeting is due to be held on Tuesday 24th March 2026 at 4pm, at which these minutes will be approved and published.</p>
<p><u>Actions</u></p> <ul style="list-style-type: none"> - Governance Professional to update Terms of Reference for Trust Board and upload to website. - Governance Professional to update Terms of Reference for FSARC and upload to the website. - Governance Professional to upload approved Terms of Reference for LGBs to the websites. 	

Minutes taken by Governance Professional Katie Banes