

**ABBAY ACADEMIES TRUST**  
**TRUST BOARD**  
**MINUTES OF MEETING**  
**WEDNESDAY 29<sup>TH</sup> NOVEMBER 2023, 6.40 P.M.**  
**(immediately following the AGM)**  
**AT BAPA**

**Present:** Stephen Haigh, Chair of Trustees (SH); Sarah Moore, CEO (SM); Chris Bates, Trustee (CB); Paul Gandy, Trustee (PG); Stephen Farnaby, Trustee (SF); Jane Parsons, CFO (JP); Jill Bates, Clerk (JB)

**Apologies:** Philip Brierley, Trustee (PBr); Amelia Eggleston, Trustee (AE)

		Action
1	<b>Welcome &amp; Prayer</b> SH welcomed all to the meeting. A prayer had been said at the start of the AGM immediately preceding this meeting.	
2	<b>Apologies</b> Apologies had been received and were accepted from PBr (unwell) and AE (work commitments).	
3	<b>Declarations of Interest</b> None declared.	
4	<b>Minutes of the Trust Board meeting 29<sup>th</sup> June 2023 and agreed as a true record</b> Agreed as a true record and signed off as such.	
5	<b>Matters arising from the minutes of the Trust Board Meeting 29<sup>th</sup> June 2023</b> All completed or appear later on the agenda except:  <b>Item 10</b> <b>Page 5</b> Q. A trustee asked if AAT has received any information about the 7% increase in early years funding announced in the national news. A. JP advised that there has been no official communication yet and SM asked her to update trustees once any further information is forthcoming. <b>Update 29<sup>th</sup> November 2023</b> – JP advised that funding for 3-year-olds is to increase by 7.4% and for 2-year-olds by 33.46 %.  <b>Item 11</b> <b>Page 5</b> <b>Ofsted and SIAMs inspections 2022-23</b> A trustee suggested that there should be some way of marking the achievements of this year and a discussion took place about arranging staff team photos at each school. <b>Update 29<sup>th</sup> November 2023</b> - SM acknowledged that this had been a lovely idea but that time pressures at the end of the school year, given that the Trust Board meeting wasn't held until the end of June, meant that we had been unable to organise photos.  <b>Item 19</b> <b>Page 7</b> <b>Update from training governor &amp; Clerks' update from Jill Bates</b> JB reminded govs that she resigned from the role of clerk in Autum term 2022. We approached the LA in January 2023 about buying into their clerking service and are expecting an update regarding any possible provision next week. JB to send a duplicate copy of her letter of resignation to SH. <b>Update 29<sup>th</sup> November 2023</b> – JB	

	<p>advised that although LCC had been able to provide a clerk, SM had asked her to continue in the role this year given the state of flux that the trust board and LGBs are currently in. JB had agreed to continue for one more year. However, as she intends to retire from the trust completely in August 2025 and from the clerk role in August 2024, it is important that trustees consider their preference for a replacement for 2024-25 e.g. bought in service from LCC or recruit a clerk who would be employed by the trust.</p> <p><b>Item 10</b> <b>Page 8</b> <b>Abbey Ark</b> We will continue to market all our extended provision and hold regular meetings to monitor numbers and income/expenditure. <b>Update 29<sup>th</sup> November 2023</b> – JP advised that we had undergone a local authority Early Years audit last week. The auditor checked our processes and record keeping and was happy with everything she saw. SM recorded her thanks to JP, Helen Bergmann (HB), Director of Early Years, Phonics &amp; Early Reading and Hollie Dalgleish, Abbey Ark Manager.</p> <p><b>Item 10</b> <b>Page 9</b> Q. A trustee asked if AAT has enquired whether the sharp rise in numbers on roll at CSW meets the DfE threshold for a partial in-year funding allocation. The numbers on roll represent a 17% increase. A. SM undertook to contact Kathryn Harrison at the DfE to enquire. <b>Update 29<sup>th</sup> November 2023</b> – SM has already updated trustees by email but to confirm she has explored funding through the DfE and LA but has been unsuccessful as the view is that this is simply the effect of lagged funding. AE has offered to try alternative funding streams through her contacts.</p>	<p><b>Trustees consider and discuss at Spring meeting</b></p> <p><b>AE explore funding streams through contacts</b></p>
6	<p><b>Issues from the Local Board meetings</b></p> <p>i. <b>Colsterworth Monday 13<sup>th</sup> November 2023</b> ii. <b>Bourne Abbey/Bourne Elsea Park Tuesday 21<sup>st</sup> November 2023</b></p> <ul style="list-style-type: none"> <li>• Pupil numbers</li> <li>• Staffing</li> <li>• Data reports and that the fact that data at all 3 schools is a very positive picture</li> <li>• H&amp;S visits and feedback</li> <li>• Policies – key policies tabled</li> <li>• Individual school budgets to 31<sup>st</sup> August 2023</li> <li>• Governance inc vacancies</li> <li>• Attendance for 2022-23 and compared to 2021-22 and current figures</li> <li>• Growth strategy</li> </ul>	
7	<p><b>Review of Trust Board membership and Scheme of Delegation</b></p> <p>i. <b>Members agreed: confirmation of office</b> JB reminded trustees and members that, following the resignation of Jo Derrick as a member, John Kirkman (JAK) had expressed an interest in becoming a member to maintain his links with AAT. However, JAK had subsequently declined the opportunity to re-join the trust and PL had recently been approved by fellow members to become our 5<sup>th</sup> trust member. PL had attended the AGM which was held immediately prior to this meeting.</p>	

D	<p><b>ii. Governor/Trustee vacancies and discussion about number of Local Governors on each Board</b></p> <p><b>Trust Board</b></p> <ul style="list-style-type: none"> <li>Currently 7 trustees – SH; SM; PG; CB; AE; PG; PBr</li> <li>2 foundation vacancies created by the departure of both Fr Chris and Revd Neil</li> <li>Given that it is unlikely that there will be incumbents at either CSW Church or Bourne Abbey it was agreed that JB will contact Sue Edgar, Governance &amp; Compliance Lead at the Diocese for support in filling these vacancies</li> </ul> <p><b>BAP</b></p> <ul style="list-style-type: none"> <li>It was agreed that SM, as CEO, should no longer be included as a local governor for the Bourne schools</li> <li>This therefore leaves 8 – SH; PB; PG; CB; PBr; SB; UO; MS</li> <li>One co-opted vacancy therefore exists (NB. historically there have been 11 governors on the BAPA LGB but trustees agreed 9 is an acceptable number)</li> <li>Trustees were asked to think about members of the community who could be considered for the vacancy</li> </ul> <p><b>BEP</b></p> <ul style="list-style-type: none"> <li>It was agreed that SM, as CEO, should no longer be included as a local governor for the Bourne schools</li> <li>Ray Kinch's term of office as a parent governor has just expired. RK has been a valuable member of the LGB acting as Vice-Chair and H&amp;S link and trustees unanimously agreed to co-opt him</li> <li>This therefore leaves 5 – SF; RK; PB; PG; WC</li> <li>Nominations are to be sought for a parent governor</li> <li>Trustees were asked to think about members of the community who could be co-opted on to the LGB</li> <li>Fulfilment of the above would result in an LGB of 7 – the minimum required by the Scheme of Delegation</li> </ul> <p><b>CSW</b></p> <ul style="list-style-type: none"> <li>Currently 7 governors – AE; SM; LW-B; GL; EJ; LJ; SCr – the minimum required by the Scheme of Delegation</li> <li>No vacancies to be filled at present</li> </ul> <p>Trustees agreed that as we move forward consideration should be given to appointment of Foundation govs.</p> <p><b>iii. Skill audit Autumn 2024</b> To be completed in Autumn 2024.</p> <p><b>iv. Clerking</b> Already covered under item 5.</p>	<p><b>JB contact Sue Edgar</b></p> <p><b>Trustees put forward suggestions</b></p> <p><b>JB issue parent gov letter</b></p> <p><b>Trustees put forward suggestions</b></p> <p><b>JB set diary note for completion</b></p>
8	<p><b>Budget</b></p> <p><b>i. Update from Finance/Pay/Audit meeting Wednesday 8<sup>th</sup> November 2023</b> Covered at the AGM immediately prior to the Trust Board meeting.</p> <p><b>ii. Internal Audit update</b> Shared with the Finance/Pay/Audit committee – no issues raised.</p>	

	<p><b>iii. CIF update</b> Condition Improvement Fund work is ongoing on the BAPA roof. Bids are being prepared for the next round of funding for:</p> <ul style="list-style-type: none"> <li>• BAPA – fire doors and drains</li> <li>• CSW – fire doors</li> </ul> <p><b>iv. Abbey Ark update</b> JP advised that Abbey Ark numbers are very positive compared to the same time in 2022. She also reported that we have noticed an increase in social media recommendations for Abbey Ark and that Jolly Giraffes has a waiting list.</p> <p><b>v. Pupil numbers including BAPA projections September 2024</b> JB advised that the LA projection for R2024 for Bourne Abbey is 88. Their projection for R2023 had been 67 (currently 60 on roll). SM sked JB to share the projection information with BAPA LGB.</p>	<b>JB share projection info with BAPA LGB</b>
<b>9</b>	<p><b>Staffing Update</b> During Peter Bellamy's absence and in consultation with SH, SF and CB, Paul Houghton (PH) and Andy Whiteway (AWH) have been appointed Acting Heads of School at BAPA and BEPPA respectively.</p> <p>See also confidential minutes.</p>	
<b>10</b>	<p><b>Church Distinctiveness</b></p> <p><b>i. Church SEF documents and updated SIAMs schedule</b> The new Church SEFs are being written following SIAMs training undertaken at the beginning of November. These will be shared with trustees in January 2024.</p> <p><b>ii. RE and Collective Worship statutory checks</b> Louise Jordan and Alison Simpson will be contacting trustees/govs about completion of the checks for CSW and the Bourne schools respectively.</p> <p>A discussion took place about who would be responsible for the BEPPA checks. This is to be PG.</p> <p><b>iii. June Richardson MAT report</b> SM had shared copies of June Richardson' report prior to the meeting. She had also shared the report she had prepared for Paul Thompson's Diocesan visit earlier this afternoon.</p>	<p><b>SM share SEFs</b></p> <p><b>LJ/AS arrange checks</b></p>
<b>11</b>	<p><b>Mental Health and Well-being</b></p> <p><b>i. Update on provision for pupils and staff</b> SM advised that a staff questionnaire had been issued to BAPA staff during the Autmn term. We received 6 responses which were all positive. An additional box was included this time asking staff to share the reasons for their response to the statement 'This school is well led and managed.' A reminder had been sent out before the deadline and a subsequent email was sent after closure reminding staff that Sarah's door is always open.</p> <p>Questionnaires had not been sent to BEP and CSW as staff were surveyed during last year's Ofsted inspections, but these will be included on next year's monitoring schedule.</p> <p>Pupil questionnaire MSR for CSW has already been shared with trustees and those for BAP and BEP will be shared in the next few days.</p>	<p><b>SLT include BEP/CSW staff questionnaire on monitoring schedule 2024-25</b></p> <p><b>JB send out BAP/BEP MSRs</b></p>

12	<p><b>Policy reviews</b></p> <p><b>i. Ratify policies from Autumn term Local Board meetings and table key policies</b></p> <p>Policies were ratified and tabled as below:</p> <ul style="list-style-type: none"> <li>• Able and Talented</li> <li>• Access Plan</li> <li>• Anti- Extremism and Anti- Radicalisation</li> <li>• Asbestos</li> <li>• Assessment</li> <li>• Asthma</li> <li>• Attendance</li> <li>• Behaviour and Bullying</li> <li>• British Values</li> <li>• Character Education Statement</li> <li>• Charging and Remissions</li> <li>• Child on Child Abuse</li> <li>• <b>Child Protection and Safeguarding (tabled at meeting)</b></li> <li>• Children Leaving Site Without Permission</li> <li>• Collective Worship</li> <li>• Complaints Procedure</li> <li>• Confidentiality</li> <li>• <b>Cyber Policy (tabled at meeting)</b></li> <li>• Display and Presentation</li> <li>• EAL</li> <li>• Educational Visits Policy</li> <li>• Emergency Plan</li> <li>• Employee Code of Conduct</li> <li>• Equality Policy</li> <li>• Equality Statement and Targets</li> <li>• E-Safety</li> <li>• EYFS</li> <li>• Feedback</li> <li>• First Aid</li> <li>• Food</li> <li>• Governor Code of Conduct</li> <li>• Governor Induction</li> <li>• <b>Health and Safety (tabled at meeting)</b></li> <li>• Health and Well-being</li> <li>• Homework</li> <li>• ICT Safeguarding including Social networking</li> <li>• Induction for Staff</li> <li>• Intimate Care</li> <li>• Kids' Club</li> <li>• Lettings Policy</li> <li>• Lone Working</li> <li>• Managing Allegations</li> <li>• Maths Calculation Policy</li> <li>• Medicine in Schools</li> <li>• Monitoring and Evaluation</li> <li>• Physical Intervention</li> <li>• Policy for Parental Use of Social Networking Internet Sites</li> <li>• Presentation</li> </ul>	
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<b>13</b>	<p><b>Growth Strategy</b></p> <p>This had been covered in depth at the AGM.</p> <p><b>Q</b> Q. A trustee asked how the Diocese support us with growth. A. SM advised that they are supportive but want us to go out and market ourselves more. However, we found the approach with CSW, where we were asked to take the school in, to be the most effective for AAT.</p> <p>SM reminded trustees that Paul Thompson and Archdeacon Justine are due to visit CSW on 25<sup>th</sup> January to discuss MAT growth.</p>	
<b>14</b>	<p><b>New Ofsted Framework</b></p> <p>SM advised govs that following the death of Ruth Perry, Headteacher, the new framework sets out to be more collaborative. The MH&amp;WB of staff involved in an inspection will be paramount.</p>	
<b>15</b>	<p><b>Health &amp; Safety</b></p> <p><b>i. BAPA roof</b></p> <p>The current roofing work at BAPA is being carried out by M&amp;J Construction &amp; Roofing, project managed by Rob Dimond of Peter Smith Architects. SM gave details</p>	

	<p>of a recent incident involving M&amp;J which a parent had reported to the HSE. A discussion took place around learning points from the incident.</p> <p><b>ii. BEPPA roof</b> Timelines in respect of the leaks at BEPPA had already been shared with trustees and BEPPA govs.</p> <p><b>iii. RAAC</b> Timelines in respect of RAAC had been shared with trustees and govs. SM noted the quick response of the LA to visit BAP and CSW following desktop exercises undertaken by the LA. During those visits they were able to confirm that there is no RAAC present. Following their desktop exercise there had been no need to visit BEP.</p> <p><b>iv. Governor visits update</b> BEP and CSW visits completed for Autumn term and reports submitted for SLT to follow up.  BAP visit to be organised.</p>	<b>JB check govs availability</b>
<b>16</b>	<p><b>Healthy Schools</b></p> <p><b>i. Food standards</b> JB reminded trustees that they are responsible for ensuring that school food standards are met in our schools.  JB has confirmed with the LA Food in Schools team that they are happy with Ideal School Meal's process of self-assessment.  JB had asked Alison Coates of the Food in Schools team to review the menus used by our Kids' Clubs and Abbey Ark. Alison had given some constructive feedback which had been passed on to the relevant teams. Changes are to be in place by the beginning of Term 3 to allow for stock to be used up.</p>	<b>JB update at Spring meeting</b>
<b>17</b>	<p><b>Safeguarding</b></p> <p><b>i. LA Safeguarding checklists for Trustees /Governors</b> SM recorded her thanks to AE, SH and SF for visiting their respective school, completing the checklist and carrying out an audit of our safeguarding records.</p> <p><b>ii. Dissemination of information from LA briefing for Designated Safeguarding Leads</b> The briefing is scheduled for tomorrow, 30<sup>th</sup> November 2023.</p> <p><b>iii. Updated Safeguarding and Child Protection Policy and new Keeping Children Safe in Education (September 2023)</b> Covered under policy reviews, item 12.</p> <p><b>iv. SCR check</b> Completed on 10<sup>th</sup> October by LJ, PB and Duncan Pickering. JB to book check for Spring term in Term 3.</p> <p><b>v. Trustee/Governor safeguarding visits feedback</b> Feedback from each visit had been excellent. A discussion took place about trustee and gov safer recruitment training.</p>	<b>JB book SCR check Term 3</b>

18	<p><b>Governor visits and training</b></p> <p><b>i. Governor/Trustee open mornings</b></p> <p>Our recent open morning had been cancelled due to lack of support. As a trust we recognise that it is not always easy for trustees and gobs to come to school during the day as they all have busy lives. It is important to us that we get this right and at the moment we are not doing so.</p> <p>A gov has suggested that instead of the trust planning the dates in, it would be helpful if gobs are offered a range of dates to choose from to ensure open mornings are held when maximum attendance can be achieved. SM/JB will therefore propose some dates to choose from.</p> <p>SM asked gobs for any thoughts on changing the approach we take to open mornings.</p> <p>Trustees agreed that an earlier session in the morning would be helpful for those who are at work</p> <p><b>ii. Training governor update and training priorities</b></p> <p>The trust does not currently have a training gov. JB continues to share training opportunities with trustees and gobs.</p> <p><b>iii. External review of governance</b></p> <p>To take place in Spring term 2024.</p> <p><b>iv. Trustee/Governor visibility in schools</b></p> <p>SLT will continue to invite trustees and gobs into school and JB has recently sent out a reminder about Christmas dates. SM noted that it would be wonderful if any trustees or gobs are able to join us at the attendance assemblies on the last day of term.</p>	<p><b>SM/JB suggest dates</b></p> <p><b>SM/Megan Shears plan for an early start</b></p> <p><b>Trustees let JB know if they can attend</b></p>
19	<p><b>Determination of confidentiality of business</b></p> <p>Items relating to pupils, staffing, growth strategy and finance as appropriate.</p>	
20	<p><b>Confirmation of dates for spring and summer terms:</b></p> <p>Spring – Thursday 7<sup>th</sup> March 2024</p> <p>Summer – Monday 8<sup>th</sup> July 2024</p>	

Meeting finished 7.30 p.m.



Signed:  
Chair

Date: 07.03.2024