

**ABBAY ACADEMIES TRUST
TRUST BOARD
MINUTES OF MEETING
MONDAY 8TH JULY 2024, 4.00 P.M.
AT BEPPA**

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

Apologies: Philip Brierley, Trustee (PBr); Amelia Eggleston, Trustee (AE); Fr Stephen Buckman, Trustee (SB)

		Action
1	Welcome & Prayer SH welcomed all to the meeting. CB said a prayer.	
2	Apologies Apologies were received and accepted from PBr (unable to make rescheduled meeting time); AE (work commitments); SB (holiday).	
3	Declarations of Interest None declared.	
4	Review of Trust Board Membership & Scheme of Delegation JB distributed hard copies of an updated Scheme of Delegation. There were two amendments which had been highlighted in yellow for trustees' attention: <ul style="list-style-type: none"> • An update to SM's job title on page 2 • The addition of the decision to appoint a CEO on page 9 Trustees were asked to read the document and let JB have any comments by Friday 19 th July 2024. SM asked JB to investigate whether the Diocese have a preferred model Scheme of Delegation.	Trustees read and give feedback by 19th July 2024 JB approach Diocese
5	Review of Membership: <p style="text-align: center;">i. AAT Trustee & Governor vacancies</p> All trustees present had received an updated copy of the current structure and vacancies at each level/LGB at the recent LGB meetings and JB reminded them of the details. <p style="text-align: center;">ii. Pen Portraits</p> All trustees present had received a copy of the pen portrait summary included on the AAT website at the recent LGB meetings. JB reminded trustees that if they wish to update their pen portrait details, they should let her know by the end of the school term, Friday 19 th July 2024. <p style="text-align: center;">iii. June Richardson, Diocesan School Effectiveness Advisor, annual review</p> All trustees present had received copies of June Richardson's visit reports for all 3 schools at the recent LGB meetings.	Trustees let JB have any updates

	<p>iv. Members' mid-term meeting It is anticipated that this will take place w/c 16th September. JB to confirm date. SM/SH will update trustees at the next Trust Board meeting in Autumn term.</p>	<p>JB confirm date</p> <p>SM/SH update trustees on outputs of meeting</p>
6	<p>Minutes of the Trust Board meeting 7th March 2024 and agreed as a true record Agreed as a true record and signed off as such.</p>	
7	<p>Matters arising from the minutes of the Trust Board Meeting 7th March 2024 All completed or appear later on the agenda except:</p> <p>Item 5 Page 2 BAP Trustees were asked to think about members of the community who could be considered for the vacancy. Update 7th March 2024 – PG has suggested a possible candidate to SM. SM will progress. Update 8th July 2024 – PG will approach contact by email to see if he is still interested and will copy JB in.</p> <p>Church SEF documents and updated SIAMs schedule 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. Update 7th March 2024 – Megan Shears (Director of Curriculum & Standards), Alison Simpson (Director of Church Distinctiveness) and Louise Jordan (HoS – CSW) have worked hard to create a draft new Church SEF for BEPPA which is the next school in the Trust due for a SIAMs inspection. The draft has been sent to Gillian Georgiou at the Diocese for her feedback and will be shared with trustees and govs at the summer meeting. Update 8th July 2024 – the new BEPPA Church SEF had been shared with all Trustees present via the LGB meetings. The BAPA and CSW versions will be ready and shared in the Autumn term.</p>	<p>PG email contact & copy JB in</p> <p>SLT share updated Church SEFs Autumn term</p>
8	<p>Issues from the Local Board meetings</p> <p>i. Bourne Elsea Park 11th June 2024 ii. Bourne Abbey 18th June 2024 iii. Colsterworth 24th June 2024</p> <p>All trustees present had attended at least one LGB meeting. Subjects discussed at all 3 meetings included:</p> <ul style="list-style-type: none"> • New safeguarding audit tool • Jill Chandar-Nair safeguarding audit report • Updated BEPPA Church SEF • Gov and trustee vacancies • Budget for each school including Kids' Club (and Abbey Ark at BAPA meeting) • Attendance data • Pupil numbers for September 2024 • Staffing and class arrangements for 2024-25 • How govs impact the trust's vision (see question 20) 	

<p>9</p>	<p>Budget</p> <ul style="list-style-type: none"> i. AAT Budget update from Jane Parsons (CFO) and Chris Bates (Chair of Finance, Pay and Audit Committee) to end of May 2024 ii. Update from Finance meeting 04.07.2024 iii. Agree 2024-2025 budget iv. Annual budget forecast return (3 year forecast) update <p>Trustees had received copies of the one-page budget summary for each school with the LGB packs prior to the meeting. All issued electronically.</p> <p>Trustees had also received the following electronically prior to the meeting:</p> <ul style="list-style-type: none"> • AAT Budget Summary Report 2024-25 • 3-Year Plan Assumptions <p>The Finance/Pay/Audit committee had discussed the budget figures to the end of May 2024 and the proposed budgets for 2024-25 in detail at their meeting on 4th July 2024.</p> <p>JP advised that the 3-Year plan assumptions are based on what we know now but these could be significantly impacted following the change in Government.</p> <p>See also confidential minutes.</p> <p>v. Internal audit</p> <p>JP reported that the audit took place on 3rd May 2024 but that we have yet to receive the report. JP is chasing TC Bulley Davey, our internal auditors, for the report.</p> <p>vi. Benchmarking</p> <p>JP reported that the Finance/Pay/Audit committee had received copies of the benchmarking. Based on their questions she had raised the following in the pre-audit meeting this morning:</p> <ul style="list-style-type: none"> • Azets will work with JP to review and reduce the number of staff reported in the accounts as being part of SLT • For the annual accounts return 2022-23, Azets had attributed resources etc over all 3 schools. This made it appear that CSW is in a more positive position financially that it is. Azets will report figures to reflect each school's position in future <p>A trustee asked for copies of the benchmarking information. JP will send copies out.</p> <p>vii. CIF update</p> <p>Bids for windows and fire doors at BAPA had been unsuccessful. The work required for fire doors/front door at CSW did not meet the threshold to submit a bid.</p> <p>SM and JP had met with JB and agreed that we will be able to fund the BAPA fire door work out of devolved capital as this has been raised in the last 2 fire risk assessment visits. We are also seeking quotes for the work required to the CSW front door.</p> <p>viii. IT replacement programme</p> <p>JP has provided Paul Houghton (PH), BAPA HoS, with the expenditure information required to update the IT programme report previously prepared by Peter Bellamy.</p> <p>JP also reported that PH is assessing quotes received for Ark ICT support for our schools for 2024-25.</p> <p>SM and JP will arrange to meet with PH to discuss updated report when available.</p>	<p>JP chase TC Bulley Davey</p> <p>JP send benchmarking to trustees</p> <p>JB to pursue CSW quotes</p> <p>SM/JP meet with PH</p>
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	<p>ix. PP funding SM reported that we are waiting for updates regarding the funding allocated and expect further information towards the end of Term 1. However, we can readily show the impact of funding already received.</p> <p>x. Finance, Pay and Audit Committee - staff update – pay progression and ISR SM reported that no ISRs (Individual Salary Range) have changed. Pay progression is linked to appraisal targets and SM’s recommendations will be presented to the Finance/Pay/Audit committee in early October 2024. The budget proposals for 2024-25 have been based on the anticipated progression for teaching staff.</p> <p>xi. Update on Abbey Ark (BAPA) and Kids’ Club (BEPPA, BAPA & CSW) Already covered.</p> <p>xii. Pupil numbers September 2024 R2024 numbers at present are:</p> <ul style="list-style-type: none"> • BAPA 84 • BEPPA 30 • CSW 19 <p>SM encouraged trustees to think about how their discussions about finance have impacted on the trust’s vision and suggested that all the following impact on allowing ALL to flourish:</p> <ul style="list-style-type: none"> • Supporting funding for good quality CPD • Targeting funding for high quality resources • Holding SM and JP to account to ensure budget managed well <p>Q Q. A trustee noted that BAPA SEND spending had increased from approx. £300K in 2022-23 to approx. £400K in the current year and asked why that is the case. A. The gov had asked the same question at the BAPA LGB meeting and SM acknowledged that it had not been fully answered. Although the number of SEND pupils is increasing, with 4 or 5 EHCP pupils expected in R2024, this does not reflect the full picture. SM will meet with SENCOs Danielle Gould (DG) and Lauren Briggs (LB) to compare the current position with the same time last year.</p>	SM meet with DG/LB
10	<p>Ofsted and SIAMS inspections 2024-25 SM reported that BAPA are due an Ofsted inspection and BEPPA a SIAMS inspection next academic year.</p>	
11	<p>Church Distinctiveness</p> <p>i. SIAMS - new Church SEF Already covered.</p> <p>ii. Statutory checks for RE and Collective Worship Already covered. PG reported that he is due to meet with Alison Simpson, Director of Church Distinctiveness, on 18th July to complete BAPA checks.</p> <p>i. June Richardson, Diocesan School Effectiveness Advisor, annual reviews (BEPPA/BAPA & CSW) Already covered.</p>	

	<p>ii. June Richardson website review June 2024</p> <p>SM gave some background to the recent BEPPA website review which had been completed by June Richardson. Issues raised will be followed up as appropriate for all 3 school websites. Some very useful aspects will also be shared.</p>	SLT follow up review outputs
12	<p>Mental Health and Well-being</p> <p>i. Update on provision for pupils and staff</p> <p>Pupil questionnaires have been completed and sent off to an external company for analysis. We are awaiting the outputs from that analysis.</p> <p>We have considered the DfE guidance on flexible working which was issued in April 2024 and are confident that we offer many opportunities for flexible working. We have referenced the document in our staff handbooks and the Staff Health & Wellbeing policy.</p>	SM provide feedback to trustees at next meeting
13	<p>AAT staffing and classes 2024/2025</p> <p>SM reported that 2024-25 staffing arrangements had been discussed at each LGB meeting and had been well-received.</p> <p>See also confidential minutes.</p>	
14	<p>Growth Strategy including AAT website</p> <p>Any growth in AAT is currently on hold due to leadership capacity.</p> <p>SM gave trustees an update following her recent Diocesan MAT CEO network meeting.</p> <p>See confidential minutes.</p>	
15	<p>Policy reviews (three to table at the meeting)</p> <p>SM tabled the following:</p> <ul style="list-style-type: none"> • Child Protection & Safeguarding (name changes) • RSHE (new policy following consultation process) – trustees had ratified this policy by email in April 2024 • Health & Safety (name changes) 	
16	<p>Approval of in-service training days 2024/25</p> <p>SH had approved the in-service training days for 2024-25.</p>	
17	<p>Health & Safety</p> <p>i. NCC Fire risk assessments – BAP & BEP 9th July 2024 JB</p> <p>JB reported that we contract Arc Partnership from Nottingham to update each school's fire risk assessment every two years. The assessors are due to visit both Bourne schools tomorrow. CSW was last updated in May 2023.</p> <p>ii. NCC H&S audit update JB</p> <p>JB reported that the Notts County Council H&S audit had taken place at CSW last week. One school will be audited every year on a 3-year cycle with best practices shared across the trust after each audit.</p> <p>Although JB has yet to read the report in full she was able to report that:</p> <ul style="list-style-type: none"> • The assessor had declared our documentation and processes 'spot on' • Violence & Aggression and Manual Handling risk assessments will be rolled out to BAP and BEP now they have been checked at the audit 	JB feedback to trustees & govs

	<ul style="list-style-type: none"> NCC have produced a new 'whole school' risk assessment to replace the generic one we currently use. JB will review and introduce across the trust NCC have introduced a new H&S induction booklet which JB will present to SLT for consideration <p>JB will share the report with SM.</p> <p>iii. Update on governor/trustee H&S visits All completed.</p>	<p>JB follow up actions from report</p> <p>JB share report with SM</p>
18	<p>Safeguarding</p> <p>i. Update from recent Local Authority safeguarding briefing SM reported that:</p> <ul style="list-style-type: none"> Updated Child Protection Policy will be out before the end of term. We usually have to wait for this until the start of the new academic year Useful links suggested by the LA Safeguarding in Schools team, will be updated on all three websites for parents/cares Need SENDCos to look at the SEND local offer for any changes and these need to be in the SEN reports we update SCR – some slight amendments will be made. Probably at the start of the autumn term now – we will look out for when this happens, especially as we are due an Ofsted <p>ii. SCR check feedback – term 5 (J Bates) Completed with SLT, DSLs and Senior Administrators following the latest SCR course with Carolyn Eyre.</p> <p>iii. Update on Local Priorities for Safeguarding Discussed at LGB meetings. No changes.</p> <p>iv. Governor Safeguarding visits feedback Discussed at LGB meetings.</p> <p>v. LA Safeguarding audit update and annual governor 'Safeguarding in Schools Self- Assurance Audit 2023-24 review' Discussed at LGB meetings.</p> <p>vi. LA CSW safeguarding audit, 01/05/24 led by Jill Chandar-Nair (reflecting Trust wide practice) Discussed at LGB meetings.</p>	
19	<p>Governor visits and training</p> <p>i. Update from training governor & Clerks' update from Jill Bates JB has issued the annual training summary to trustees and gobs and has asked them to update her with any additional training that should be included.</p> <p>There has been no clerks' network meeting recently, but JB is booked to attend the LCC gov briefing on Weds evening this week.</p> <p>ii. Clerking update See confidential minutes.</p>	<p>Trustees update JB</p>

	<p>iii. Governor open morning for all Trustees and Governors in AAT. Focus to be the new SIAMS and Church Distinctiveness – Wednesday 2nd October 2024 at BEPPA from 8.15 a.m. to 10.15 a.m.</p> <p>SM asked trustees to make a note of the details in their diaries.</p>	
20	<p>How have we, through our discussions and decisions in this meeting, seen the impact of our vision?</p> <p>A trustee suggested that we have a clear focus on what is happening in schools through our glasses of hope.</p>	
21	<p>Determination of confidentiality of business</p> <p>Items relating to pupils, staffing, growth strategy and finance as appropriate.</p>	
22	<p>Date and time of next meeting: Autumn 2024, Spring 2025 and Summer 2025 TBA</p> <p>SM and JB will suggest meeting dates for 2024-25 and let trustees have them as soon as possible.</p>	<p>SM/JB suggest dates</p>

Meeting finished 5.00 p.m.



Signed:
Chair

Date: 27.11.24