



## Alderman Jacobs Primary School (Academy Trust)

### **\*\* Trustee Meeting \*\***

Wednesday 20<sup>th</sup> October 2021

### **MINUTES**

**Key:**

**Trustee Questions**

**School Improvements**

**Trustees Present:** Cathy Carlisle (Head), Joel Combes, Laura Holland (Chair), Andrew Pattison, Sadie Wiles.

**In Attendance:** Jocelyn Sumner (Finance & Operations Manager), Gemma Glazebrook (Clerk).

Meeting commenced at 6.08pm

<b>1</b>	<b>Welcome and Apologies</b> Laura Holland (LHO) welcomed all to the meeting. Apologies were received from Elaine Crane (EC), Laura Hemmaway (LHE), Lisa Hatfield (LHA), Amrit Rehal (AR) and Eleanor Gunn (EG).  It was explained that EG will return to her trustee position after Christmas and AR will return after easter.	<b>All to note</b>
<b>2</b>	<b>Declaration of Pecuniary Interests</b> <ul style="list-style-type: none"> <li>Cathy Carlisle (CC) - Husband has completed landscaping work. Daughter has a contract as a temporary midday supervisor / TA.</li> <li>Laura Holland (LHO) - Trust Member of Alderman Jacobs School (Academy Trust)</li> <li>Joel Combes (JC) - Wife, Sarah Combes is a teacher in school.</li> <li>Sadie Wiles (SW) - CFO of OWN Trust, Governor of Nene Valley Primary School.</li> </ul>	<b>All to note</b>
<b>3</b>	<b>Minutes of the Previous Meeting - 7<sup>th</sup> July 2021</b> The minutes were agreed as a true and accurate record. Proposed by SW and seconded by JC.	<b>All to note</b>

	Confidential Minute - 7 <sup>th</sup> July 2021 - Proposed by SW and seconded by JC.	
4	<p><b>Agreed Actions Updated</b></p> <p>All actions have been completed and satisfactorily closed other than the skills audit from AR and the training to be completed by AR and EG.</p>	All to note
5	<p><b>Raising Standards</b></p> <p>Trustees were provided with the headteachers report prior to the meeting.</p> <p><b>i) Headteachers Report</b></p> <p>It was explained that this is a short report which includes key things and set priorities. Trustees were also provided with the SIP to show the direction. We have only been back at school for half a term, so it is too early to rag. There have been changes in staffing. Despite the high level of Covid in the Fenland area, attendance is good. <i>We were successful in the CIF bid. Trustees asked whether the improvements from the CIF bid have all gone to plan.</i> Yes, but we are following up a few snagging issues e.g. what needs to be insulated. <i>Trustees asked whether the school can be open when these are to be corrected.</i> Yes, these repairs can be completed when the school is open.</p> <p><i>The new CIF window opened today. We will be putting in two bids, one for the windows and one to address fire and electrical safety. We have received quotes for replacing the stair rails and banisters as they are not conforming to current regulations.</i> Children can go up the side of the stairs and can walk on the outside of the banisters. <i>Trustees questioned whether this would part of the CIF bid.</i> No, we will be funding this, and it has been budgeted for.</p> <p>The headteachers report also included the targets for the coming year. This was quite problematic as there is not a lot of prior attainment data. Only year 5 and 6 have key stage 1 data. Year 1 has nothing, but we won't do assessments now as they have only just come out of EYFS. <i>Trustees asked whether Ofsted will be looking at the data.</i> No, they are not looking at internal data anymore.</p> <p>The years we are most concerned about is years 3 and 4. Year 4 especially as this is a year group that has been most badly affected by the lockdown as their last full year of school was in year 1. They do not have prior knowledge to build on. Year 1 have no language communication interactions with other children. Year 3 and 4 are struggling most with resilience. <i>Trustees questioned whether there is additional budget to help with this.</i> Not as much as we thought. We have put money towards it. It is problematic as money is tighter due to the number of children with an EHCP. For each EHCP we must put up the first £6,000. We have another EHCP child coming from</p>	All to note



	<p>another school and 6 more from the panel. There are also potentially another 4-5 children that need to go to the panel.</p> <p>Pupil premium can be used in schools to ensure those pupils make progress but can support all children. We have got a strategic plan for the pupil premium funding.</p> <p>The recovery premium was put in place last year.</p> <p>The main challenges are the resilience in the core year groups and year one struggling with the more formal setting instead of play-based learning.</p> <p>Trustees asked whether behaviour is an issue. There is an increase in low level behaviour, but this can be short term. You can see the same in years 5 and 6. They are not used to normal school life as they were in lockdown and then in bubbles. Recent PIXL assessments are above other schools. Maths is above other schools and reading is the same. There are no national assessments to see how the children are doing and there is a margin for error. Trustees asked whether book scrutiny will be taking place with other schools. Not currently due to Covid. PIXL, Fishe Family Trust and No More Marking has better benchmarking.</p> <p>Fenland schools had to go into additional measures recently. As a result, we had to review events that involved visitors into school such as the early years open sessions.</p> <p>Recruiting is quite tricky at the moment and is harder this term than many other terms. There has been staff absence which is Covid related and an increase in sickness with more children being off ill. This is an impact of what we have gone through. We need to catch up, but we can't. We don't have to show results this year and they will not be published. When children get into a routine, low level behaviour could improve.</p> <p>Trustees questioned the impact of having four smaller classes in year 6. Teachers are positive about children's progress. Trustees asked whether they are in classes linked to their abilities. Not necessarily have higher potential but needed similar things particularly in maths. Smaller classes are better, but we will measure the impact of this later in the year. Trustees asked if an extra teacher was recruited. No, two part time teachers came back from maternity leave.</p>	
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	<p>Trustees asked if we can sustain this. Yes, it is in the budget, but we need to look at the impact.</p> <p>Trustees asked about staff morale. It has been a long half term. People have worked hard but everyone is tired, and children have been behaviorally demanding.</p>	
6	<p><b>Achievement Terms of Reference</b> Agreed, proposed by LHO and seconded by JC.</p>	All to note
7	<p><b>Appointment of Local Authority Trustee</b> All trustees agreed to Joel Combes being appointed as the Local Authority Trustee.</p>	All to note
8	<p><b>Budget to Date</b> Period 12 is on the shared drive. At this point we have a surplus, but this is smaller than last year. In regard to income funding, there is more money than forecast. The SEND funding has been chased and we have now received this in a lump sum. The budget includes a pay reward for support staff. We are awaiting to see if this is resolved and if we pay this out of last year's allowance. Trustees asked if the 1.75% is accrued. No not yet, we are waiting for the auditors to come in. We put money in last year's budget, but we will get advice from the auditors. There is a CIF bid anomaly and the work had overspilled. Auditors are coming in after half term and we will get advice on how to report the CIF bid.</p> <p>We have no outstanding debtors, and the debt management is working well. Bank accounts are not overdrawn. KPI is following a consistent trend. Total percentage spend on staff is coming down, but we are spending more on other things such as maintenance and resources for example the two new rooms.</p> <p>Trustees questioned the overspend on 'other expenditure'. This is because there was no budget for the CIF bid so money has come out of this. This is also related to dinner money as we were over cautious on expenditure and income.</p> <p>Trustees questioned the 'depreciation'. We have to do this now, but it is an even figure each month. Just a book figure really. The figure is below true cash surplus.</p> <p>Trustees questioned the spend for 'supplies and other supplies and services'. It is best to look at the year to date. Photocopying and telephone usage was high due to the lockdown. We are trying to review this each year, but we provide the best guess forecast. This can change on a weekly basis.</p>	All to note



<b>JS left at 6.45pm</b>	Trustees stated that the cash flow is historic, and it would be good to look at it going forward. SW & Jocelyn Sumner (JS) to meet up and go through this together.	<b>SW &amp; JS to action</b>
<b>9</b>	<p><b>Policies to review</b></p> <p>The following policies were agreed and adopted:</p> <p>Critical Incident ~ Proposed by LHO and seconded by Andrew Pattison (AP).</p> <p>Equality Information &amp; Objectives ~ Proposed by LHO and seconded by SW.</p> <p>Best Value Statement ~ Proposed by LHO and seconded by SW.</p> <p>Internal Financial Procedures ~ Proposed by LHO and seconded by SW.</p> <p>Financial Statement ~ Proposed by JC and seconded by LHO. Signed by JC.</p> <p>Anti-Harassment &amp; Bullying ~ Proposed by LHO and seconded by AP.</p> <p>Child Protection ~ Proposed by LHO and seconded by SW.</p> <p>Confidentiality ~ Proposed by LHO and seconded by AP.</p> <p>Pay ~ Proposed by LHO and seconded by SW.</p> <p>Trustee Roles &amp; Responsibilities ~ Proposed by AP and seconded by JC.</p> <p>Health &amp; Safety ~ Proposed by JC and seconded by LHO.</p> <p>The policy has been amended to state that we only give oral antibiotics that are prescribed four times a day. A parent wanted us to administer eye drops. As we don't take splinters out due to this being classed as invasive, we are amending to the policy to state that we are also unable to administer eye drops as this is invasive also. The policy will then match practice.</p> <p>All trustees confirmed that they had seen and read the KCSIE Part one.</p>	<p><b>All to note</b></p> <p><b>Gemma Glazebrook (GG) to action</b></p>
<b>10</b>	<p><b>Letter to trustees accounting officers from ESFA</b></p> <p>Trustees were provided with a letter from the ESFA prior to the meeting. This is for information only. Trustees asked whether we are ok with the deadline stated. Yes, we are, this is part of the KPI and the auditors put through the returns.</p>	<b>All to note</b>
<b>11</b>	<p><b>Trustee Monitoring Visits</b></p> <p>All trustees were provided with the reports for the SEND, Leadership, Pupil Premium and Safeguarding trustees monitoring visits prior to the meeting.</p>	<b>All to note</b>

	Trustees were asked to ensure visits are completed this term. It was confirmed that the early years visit was cancelled but this will be rearranged. LHO visits have been moved to December. LHO and JC to book in a leadership visit before Christmas.	
12	<b>Safeguarding &amp; Equality</b> Trustees asked if there are any safeguarding and equality concerns. No safeguarding or equality concerns. Everyone is using My Concern and there has been quite a lot of training and we are using My Concern effectively to create reports, so we are ready for Ofsted. The reports are all set up, so they are there at all times,	All to note
13	<b>Trustee Training</b> LHO requires the safeguarding training to be set up on the National College. GG will ask Elaine Crane to set this up on the National College for LHO.  LHO signed up to the NGA online learning platform.  LHO attended the Single Academy Trust Forum meeting run by the NGA.  SW completed the prevent training.	All to note  GG to action
14	<b>Any other business</b> LHO is currently reviewing the trustee Ofsted booklet from last time. This will be updated and will be provided to all trustees. It has been 5 years since the last Ofsted inspection, and we will be due another inspection in June 2022. The chances that we will get an inspection soon is low, but we would like to be ready.	All to note
15	<b>Summary of meeting</b> <ul style="list-style-type: none"> <li>Talked through the implications of Covid re: the resilience of children.</li> <li>Ratified policies.</li> <li>Scrutinised the management accounts.</li> </ul>	All to note

The meeting closed at 7.04pm

Signed as a true record: ..... Date: .....  
Laura Holland (Chair)

Date of next Trustee Meeting: Wednesday 8<sup>th</sup> December 2021 @ 6pm