



Alderman Jacobs Primary School (Academy Trust)

**** Trustee Meeting ****

Wednesday 11th May 2022

MINUTES

Key:
Trustee Questions
School Improvements

Governors Present: Laura Holland (Chair), Cathy Carlisle (Headteacher)
 Joel Combes (JC) Sadie Wiles (SW) Thomas Claxton (TC),
 Andrew Pattison (AP), Elaine Crane (EC)

In Attendance: Jocelyn Sumner (Finance and Operations Manager), Amy Ure
 (Governance Professional)

Meeting commenced at 6.12pm

1	Welcome and Apologies Laura Holland (LHO) welcomed everyone to the meeting. Trustees were advised that agenda point 10 will be brought forward for discussion after Estate Management. Apologies received from Eleanor Gunn (EG), Laura Hemmaway (LH)	All to note
2	Declaration of Pecuniary Interests - <ul style="list-style-type: none"> Cathy Carlisle (CC) - Husband has completed landscaping work. Daughter has a contract as a temporary midday supervisor / TA. Laura Holland (LHO) - Trust Member of Alderman Jacobs School (Academy Trust) Director (Trustee) for another Academy Trust (OWN trust) Joel Combes (JC) - Wife, Sarah Combes is a teacher in school. Sadie Wiles (SW) - CFO of OWN Trust, Governor of Nene Valley Primary School. 	All to note
3	Minutes of the Previous Meeting (23rd March 2022) Minutes agreed as a true reflection of the meeting. Proposed by LHO, seconded by SW.	All to note
4	Agreed Actions Updated Ongoing action - should now be marked as completed.	All to note



5	<p>Financial Management</p> <ul style="list-style-type: none"> • Funding & Income <p>This is a new standing agenda item based on the handbook. This is a summary of funding from ESFA across the year which was shared with trustees. The 4 highlighted amber in May, were received yesterday. It was explained that there is a supplementary grant for the new Health & Social levy. Trustees asked if this was the same as the catch up funds. No, its not - this is to cover the increased costs for NI payments.</p> <p>Trustees asked if this is done on census. Yes. We are expecting more because the government seems to have more so have given an additional 5%. Trustees asked if we had records of where the school led tutoring has been spent? Yes, this is reported on census, in CC reports and it is included in the September return. It was confirmed that we have already used 1250 hours, just under £19,000 and our strategic plan is to continue using so none/little is taken back. The issue is getting the tutoring done within the remaining 15weeks.</p> <ul style="list-style-type: none"> • Monthly Management Accounts <p>These were shared with the Trustees prior to the meeting along with annotations. Trustees asked when we will hear if we were successful with the CIF bids. Usually by March, last year they were much later (June) due to COVID. Our understanding was deadlines would revert back this year but we still haven't heard. Trustees asked if the funding would have to be used in the same academic year? Yes, but we have gone to tender, plans are in place so if we are successful the companies are prepared.</p> <p>Trustees questioned the high use of supply staff costs on the budget to date report. Yes, we had a member of staff on long term sickness, we had high COVID absence at that time and needed a supply for continuity. We now have staff returning from MAT leave which will build in capacity. We do not anticipate needing supply staff. Trustees asked if the returning staff will be in class or supporting. One member will be returning this term to class, the other will return and be supporting because there are only 3 weeks until the end of term.</p> <p>The 3year budget forecast was shared with trustees, this now includes a 4th column. It is still in DRAFT and being worked on but is there for trustees to review and raise questions.</p> <p>Also discussions are taking place since the update of the white paper. One target is:</p> <ul style="list-style-type: none"> • 90% of children to reach expected progress by 2030, which we are working towards. • Parent pledge - children receive catch up funding. 	All to note
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Within the budget school has allocated money from School led funding and additional funding from Pupil Premium and our own income for intervention to allow us to offer short fixed term contracts to provide flexible intervention. Having the additional funding line ensures we ringfence that funding so intervention time is not disrupted. To ensure we meet that pledge.

We would also like to (not included in the proposed budget currently) offer a secondment to a SLT position to cover expected MAT leave. Previously the workload was spread and although staff managed, having capacity will release the additional burden. Interestingly the year we had full leadership structure, we had the best results. We have around £70,000 unallocated, we would use around £7-8000 for an internal secondment. Trustees felt that this would be a good opportunity for staff progression.

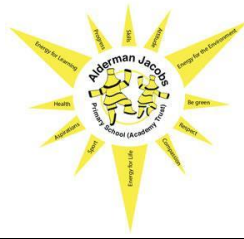
Trustees were also advised that when offering interventions, space in school is an issue. The POD has made a big difference and we would like another POD built. This is not included but we would like this additional effective/useful space, it would cost around £15,000. Trustees asked where we would put the additional POD. It would go next to the current POD.

All the above would work towards meeting the White Paper Government objectives.

Everything else is included as part of the 3year school development plan or asset management plan (school estate).

Trustees asked why the teaching staff costs have gone up. We have more teachers back from MAT leave, people who are likely to go up UPS. We have a lot of NQTs likely to go up which all contribute. Staff pay rises are all built in. Trustees questioned the TA staff costs next year. This is due to temporary contracts. Trustees also noted that they have been advised to budget an increase of 200% for gas and electricity. Trustees asked where the sport premium funding is. This sits under the Healthy Lifestyle. Trustees questioned the difference in increment for staff & support staff. Currently there is no opportunity for increment for support staff, they are fixed and so many of the roles do not have increment scales. This has been raised at some appraisals so it has been included to see if it is affordable.

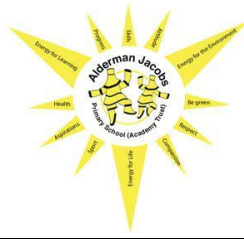
Benchmarking documents were also shared prior to the meeting. Nothing massively has changed over the years. High on premises due to the work we have had done. Staff pay has come down, we are much lower in terms of support staff and this has been discussed over the years so we started to increase support staff, so it's likely we will see a difference. KPIs shows total



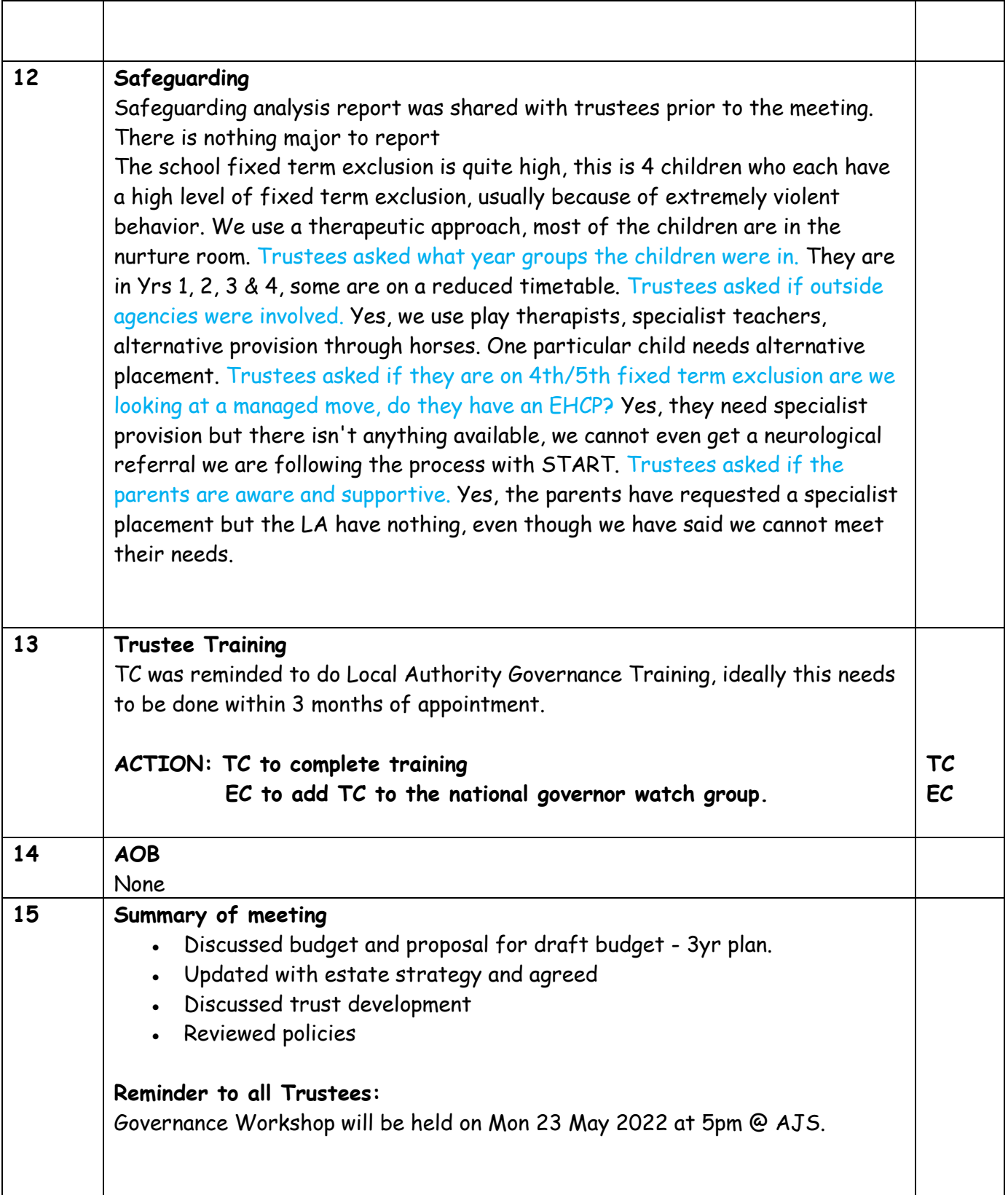
	<p>staff costs to income at around 82%, so we are on track. Considering the school size, we are around the 50% band which is good. Trustees felt that it's good to see, the school has no budget or financial problems and shows nothing to worry about.</p> <p>The trustees thanked JS for the management accounts and notes, they are really helpful.</p>	
6	<p>Estate Management</p> <p>Estate Vision and Site management report was shared with trustees prior to the meeting.</p> <p>It was explained that the site report is a summary of the larger pieces of work and where we are with them. Since the report was updated the pressure test on the water pipes will take place on 31 May, which will be observed by the surveyor. The surveyor has done an inspection, he is happy with what he has seen - a couple of points have been raised and will be remedied. Once this is done the pipes will be insulated.</p> <p>The document also includes an update on the assessment management plan. We are working our way through that. Quite a lot of work was completed during the holidays. Redecoration is ongoing. Some actions are dependent on the CIF bids, ie.blinds cannot be done until we know the position on window replacement.</p> <p>The board reviewed some of the projects within the report. As previously agreed, the canopies project was brought forward from year 2&3, funded from reserves. Quotes are now in.</p> <p>Lift repairs were unexpected but we have built this into the contingency. We are on track.</p> <p>JS left the meeting 6.40pm</p> <p>Trustees were advised that the investment is coming to an end. Various options were shared with the board.</p> <p>AGREED: All trustees agreed to continue with reinvestment on 1year bond at current rate.</p>	
10	<p>Trust Development</p> <ul style="list-style-type: none"> Governance Report & Action Plan (attached) 	



	<p>The External Governance Review report along with what the action plan was shared with the Trustees prior to the meeting. Overall the report was promising, some of the actions have already been met and there are a few areas for review/action which we will talk through at the Governance Workshop.</p> <p>Since then the white paper has been released and one of the priorities is an expectation that single academies will transfer to a MAT by 2030. We have a strong, long standing board but we do not have a robust succession plan for the governing body. We need to look at the risk of the board going forward and where we sit as a Single Academy Trust. This is something that has always been on our radar and options have been explored before.</p> <ul style="list-style-type: none"> • Presentation <p>*CONFIDENTIAL MINUTES*</p>	
7	<p>Policies</p> <ul style="list-style-type: none"> • Pre-school Pastoral care <p>Includes late collection charge and safe touch. Proposed by LHO, seconded by SW</p> <ul style="list-style-type: none"> • Pre-school sleep policy <p>Proposed by LHO, seconded by AP</p> <ul style="list-style-type: none"> • Internet Safety <p>Change language to computing. Proposed by, seconded by TC</p> <ul style="list-style-type: none"> • Intimate Care <p>Minor change in framework. Proposed by SW, seconded by TC.</p> <ul style="list-style-type: none"> • Admissions <p>No changes - It was highlighted to trustees that the next consultation will be in 2024. Have to go out for consultation every 7years. Proposed by LHO, seconded by SW.</p> <ul style="list-style-type: none"> • Allegations against staff <p>Policy due annual review. Only changes are to the name/structure of roles. Proposed by LHO, seconded by TC.</p> <ul style="list-style-type: none"> • Safer Recruitment <p>No change. Proposed by SW, seconded by AP.</p> <ul style="list-style-type: none"> • ECT <p>1 year review, No change. AP propose, SW second</p>	All to note
8	<p>Educational Standards</p> <ul style="list-style-type: none"> • Attendance reports <p>These were shared with trustees prior to the meeting. Overall attendance is improving. We have quite a high level of persistent absenteeism. We use the zone, meet & greet in the mornings. Pastoral are formally picking up FPN notices. Where we have carried out interventions beyond pastoral we move to contract meetings. Trustees asked if soft letters are effective? Yes, parents</p>	All to note



	<p>can be unhappy but our pastoral team are good at dealing with them. Persistent late arrivals are reducing following soft letters.</p> <p>Vulnerability attendance report again shows the same things, teachers make the first contact. Again, we start with helpful/supportive all the way through to contract meetings. Trustees noted that EHCP children have the lowest attendance, but are the highest need. Yes, some are on a reduced timetable which will impact the data, some have health issues..</p> <ul style="list-style-type: none"> Achievement Committee Minutes (20/4/22)- shared for reference only. 	
9	<p>Wellbeing</p> <ul style="list-style-type: none"> TDT survey <p>Recent survey carried out via TDT - All teachers were asked to take part.</p> <p>First 4/5 sections give a comparison to other schools, and we came out favorably.</p> <p>The final section (Perceived Stress Scale) - There are no comparators but it's interesting to see the perception of an individual over the last month. It is a demanding/stressful job. The results are representative of how everyone feels. Trustees asked if the school had changed any processes following the survey results or are we happy with what we have in place. Moving forward in September staff will have training around dealing with difficult conversations. This will help with confidence to deal with challenging parents. We are happy with what we have in place, we have full SLT capacity which aids dedicated support to their phase year groups. Trustees asked about wellbeing. The agenda has helped, it's about supporting and helping teachers to find their own wellbeing and their own ways to deal with challenges. Trustees felt it would be more alarming if the leadership support was low and stress was higher.</p> <p>Next step is that the findings will be shared with staff. It will include information on how to seek support.</p> <p>Trustees felt overall that the report was positive.</p>	All to note
10	<p>Trust Development</p> <p>See above</p>	All to note
11	<p>Trustee Visits</p> <p>Safeguarding & PP Visits in March were shared prior to the meeting. There was nothing in either report for governors to be aware of.</p> <p>Laura Hemmaway (LHE) is doing another Safeguarding visit this term.</p>	All to note



Initials..... Date.....



Signed as a true record: Date:

Laura Holland (Chair)

Date of next Trustee Meeting: Wednesday 6th July @ 6pm