



## Alderman Jacobs Primary School (Academy Trust)

### Trustee Meeting

Wednesday 23rd March 2022

### MINUTES

#### Key:

Trustee Questions

School Improvements

**Governors Present:** Catherine Carlisle (HeadTeacher), Laura Holland (Chair), Joel Combes (JC), Sadie Wiles (SW), Andrew Pattison (AP), Elaine Crane (EC), Laura Hemmaway (LH)

**In Attendance:** Jocelyn Sumner (Finance and Operations Manager), Amy Ure ( Governance Professional), Thomas Claxton (prospective co-opted trustee)  
Rosemary Lovatt - *virtual attendance* (National Leader of Governance)

Meeting commenced at 6pm

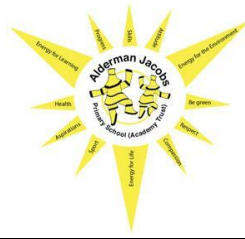
1	<b>Welcome and Apologies</b> LHO welcomed everyone to the meeting. Apologies received from Amrit Rehal (AR) as she is not well and Eleanor Gunn (EG) is unable to attend. Laura Hemmaway (LH) will be late.  Rosemary Lovatt (RL) attended virtually, everyone introduced themselves.	All to note
2	<b>Declaration of Pecuniary Interests -</b>  No changes to pecuniary interests: <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) Director (Trustee) for another Academy Trust (OWN 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>	All to note
3	<b>Minutes of the Previous Meeting</b> (9th February 2022) All agreed they are happy with the minutes. Proposed by JC, seconded by AP	All to note

4	<p><b>Agreed Actions Updated</b></p> <p>Actions outstanding from previous meeting:  JC and CC have a leadership visit booked for 6/5/22  LHO and HT have a review meeting booked.</p>	All to note
5	<p><b>Monthly Management Accounts</b></p> <p>Management account reports were made available to Trustees a few weeks prior to the meeting. Trustees were advised that the following additional reports are now also produced, as requested from a previous meeting</p> <ul style="list-style-type: none"> <li>• Parent/staff dinner debts</li> <li>• After School Club</li> </ul> <p>Trustees were asked if they were happy with the format and frequency of these reports.</p> <p>Trustees agreed they are very happy with the reports, they are full of detail, leave no questions. Monthly frequency is fine.</p> <p>Trustees were advised that the balance sheet includes split funds as requested following an internal audit. This comes directly from software, no manipulation required. We have also</p> <p>The management report also includes a summary of the school fund bank accounts (this is managed in different software) but gives an idea of the activity with opening/closing balance. This is used for things like trips, parent payment and funding.</p> <p>Trustees questioned the negative balance.</p> <p>This is an incorrect historical balance in the software that we are unable to rectify, the account was closed when Lloyds Bank moved out of the locality and the school does not have any overdrawn accounts.</p> <p>Trustees were advised that there were no concerns to report in terms of the Aged Debtor and Aged Creditor reports.</p> <p>Trustees questioned the negative expenditure on the cash flow report under 'other expenditure' for period 6.</p> <p>The actual figures in the report when pulled directly from the software have picked up the period to date balances following accruals and prepayments. It is a reporting issue not an issue with money or real life funds.</p> <p><b>ACTION: JS to check that future reports don't show journal effects.</b></p> <p>Trustees asked about the extra COVID funding, is this present in the cashflow report.</p> <p>Yes, we have two grants, which both sit under the DFE income line.</p> <ul style="list-style-type: none"> <li>• School led Tutoring Grant</li> <li>• Recovery Premium Grant</li> </ul> <p>Trustees were advised that the majority of the grants have been allocated. 25% of the Recovery Premium has been allocated to supplement the School Led funding (to subsidise 75% of the cost of school led tutoring). Funding has been used for staff to provide additional tuition and additional interventions e.g Speech and Language. We have around £3100 left which will be used for a couple more groups. We are already seeing a positive impact.</p>	<p>All to note</p> <p>JS</p>



	<p>Some of the Recovery Premium grant has been used for staff training in terms of evidence based interventions LEXONIX, S&amp;L interventions. We have about £4000 not allocated but we have plans to use this to continue to spend on training/resources as intended.</p> <p>Trustees questioned the capital income in the Management Report and why this is not included in mid-year review.</p> <p>CIF capital is not included in the mid-year budget review but will be now that the opening balances have been posted in the software.</p> <p><b>ACTION: JS to add CIF Heating and Water projects to the budget following the mid-year review</b></p> <p>Trustees thanked JS for the management accounts.</p>	JS
6	<p><b>Policies to review</b></p> <p><u>Debt Management</u></p> <p>This is an annual policy, no changes to the policy. The policy purpose is to make sure we are using public funds appropriately.</p> <p>Proposed by SW, seconded by JC.</p> <p><u>Pre-school Admissions</u></p> <p>This policy was last reviewed in Spring 2018 when it first opened.</p> <p>There have been a few changes to the policy to represent how it operates in practice now.</p> <p>A point to note is that now pre-school is near to or at full capacity and decision of allocation of spaces need to be based on constraints of setting and needs of children.</p> <p>Trustees asked if the additions to the policy are national recommendations. Yes, you should have a clear admission policy. The policy is consistent with our whole school admission policy, it's transparent and clear that it gives the pupil no prior preference or guarantees of admission in Early Years.</p> <p>Trustees asked what is meant and the purpose of final 2 full time-time spaces being reserved for those requiring full-time and will not be allocated as separate sessions.</p> <p>The sessions could be offered to a number of children, and we have made the decision to hold those sessions for those eligible for full time funding (30hour scheme) as it becomes more difficult. They are not held long term but give pre-school the opportunity to equibily offer to those who require full time care. Trustees were asked if they feel that this is fair. Trustees agreed this is a good policy.</p> <p>Proposed by AP, seconded by JC.</p>	

	<p><u>Pre-school Booking and Payment</u> Trustees advised that again no major changes just clarification of wording around how we operate now. Proposed by LHO, seconded by SW..</p> <p><u>Probationary Period Policy</u> This is a Judicium policy we have had for a while, it's a model policy from our provider. We still had an old EPM provider policy. They are both similar as they follow employment law, but it's better to use Judicium as they offer advice based on the policy. Trustees asked if we had any other EPM policies left. No, we have checked and this is the only EPM policy left. Trustees noted within the policy that it says that probationary period would not apply to an internal change in role, but later in the policy it says it only excludes internal promotion within the same job family. An example was given that the same job family would be TA becoming a HLTA they are still operating in a similar role. Where this exclusion would not apply would be a TA who moved to an admin role, this is two different types of jobs that would require different skill sets and so the probation policy would apply. Trustees agree this is sensible and are happy with the policy. Proposed by SW, seconded by JC</p>	
<p>7</p> <p>LH arrived 6.22pm</p>	<p><b>Raising Standards</b> <u>Headteachers report</u> The headteachers report was shared with the Trustees prior to the meeting. The report was summarised and is an update from the last Trustee meeting. It sets out a summary against progress as set out in the SIP. Trustees attention was drawn to: * Priority 3, year 6 have now undergone mock SATS. We will be able to review gaps in learning and have more detailed data to bring to the Achievement Committee Meeting.</p> <p>AHT has now reviewed some sample tutor group data which was fed back to the Trustees. The sample data included a mixture of pupils including SEN and PP pupils. In summary based on the quick first round, sample data shows accelerated progress for the children. Trustees felt this was really good, positive news.</p> <p>*Priority 5, Trustees were advised that we have used additional funding towards external resources to support the pastoral side of school, examples given Occupational Therapy, Play Therapy and Speech &amp; Language therapy which is contributing to closing gaps.</p> <p>*Pupils - We are likely to be full instantly for EY in September.</p> <p>*Attendance - is at 93.7%, currently above average for Peterborough, Cambridge and national. This is lower than normal but not bad in the current climate. The last 2 weeks we have seen a large impact due to COVID but we are still putting normal school procedures in place for dealing with absence.</p> <p>*Premises - Work is starting to take place over Easter &amp; next term as identified on the Strategic Estate Plan. Funding set aside will be spent.</p>	All to note



\*Safeguarding - No SG actions are outstanding. DSL taken training to ensure up to date and link SG visit has been completed. moment.

Trustees were invited to raise any questions.

Trustees asked how the school is supporting nurture provision. This is through external agencies, an example given is links with mental health support workers. Trustees asked if referrals are still a concern. Trustees were advised that there is still an 18month wait on some referrals hence the route we have taken to get support in place in the meantime.

Trustees asked if the Visit from Associate Advisor was Patrick and if the report was written by Patrick. Yes, the report was written by Patrick and was shared with Trustees prior to the meeting. The purpose of the report/visit is to corroborate the evidence that the leaders provide. They look at the 4 areas OFSTED would inspect. Trustees asked if the report had identified any areas we could improve or do differently. The report identified things we could refine further with agreed actions. EC is already working with subject leaders to ensure this is implemented. Trustees asked if the visits were still helpful as Patrick has a good relationship/knowledge of the school. Yes, he visits other schools so has a wide perspective and still raises challenging questions and there is always suggestions to refine/improve.

Trustees noted that it was great to see in the Headteacher report that Growth Mindset workshops back in school. Yes, we also had mindfulness workshops for years 2 & 3. It was felt that after the last 2years Y4 have been more affected since coming back to school so they have taken part in the Growth Mindset workshop. Feedback from teachers in those year groups was really positive and pupil engagement was good. We hope this will continue to impact the attitude throughout school.

Trustees asked if residential/school trips have started again. Yes, residential and trips have started. The first trip is next week.

Trustees asked if COVID funding has shown an impact.

Data that has been shared earlier is a sample picture we are seeing across those groups which evidences that more dedicated/targeted support is helping.

Data shared in the meeting evidenced that the funding is having a positive impact through interventions and school led tutoring groups. A spike in Covid related absences in both staff and pupils is disruptive but plans for further interventions and tutor groups will continue to be delivered as best

	<p>as possible. Following a DFE meeting today these issues are consistent with schools in the area and nationally.</p> <p>Trustees said it was great to see that the funding and focus is having a direct measure. Trustees were advised that we chose a 'school led tutor' route. The benefits are that the pupils know the teachers and the teachers know the children and any gaps so are able to tailor what is taught in lessons and at small group level. This was certainly the right decision and the evidence proves this.</p> <p>Trustees asked what ECT stands for.</p> <p>Early Career Teacher</p> <p><u>Strategic Plan for Improvement</u></p> <p>The Strategic Plan for Improvement was shared with Trustees prior to the meeting; each objective is ragged. The SIP was discussed at the last meeting but is there for reference and is summarised within the Headteachers report. Trustees noted that the RAG ratings are amber but acknowledge they are ongoing and we are not at year end yet. Trustees were aware that this is because we do not have full evidence or are still putting implementations in place.</p> <p><u>Advisors Note of Visit</u></p> <p>This was discussed - see above</p> <p><u>Minutes from Achievement Committee 26/1/22 &amp; Audit and Risk meeting 9/2/22</u></p> <p>Minutes were shared with Trustees for reference.</p>	
8	<p><b>Mid-Year Budget Review</b></p> <p>The mid-year budget review was shared with Trustees prior to the meeting. We looked at areas of overspend and areas where we haven't spent as much. The table shows the changes clearly with annotations where adjustments have been made for the rest of the school year. Trustees felt that the report is very detailed and self explanatory. All agreed on the Mid-Year budget.</p> <p>It was suggested that we bring forward and discuss surplus spending, from AOB. The 'Carry Forward' document was shared with Trustees prior to the meeting.</p> <p>The school looked at surplus money from in year and considered projects that we wanted to do. We have extra money from other pots and other funding applied for has all now been considered. Staffing has been reviewed, an ASC leader role has been removed as fixed term contracts have been extended.</p> <p>Energy costs were reviewed, as raised at a previous meeting. GAS prices will increase, electricity is fixed. Trustees asked if we are seeing the increase now. We expect to see an increase in Electricity costs from April and the forecast in the budget has been adjusted considering the reported increase to the cap and usage costs from the previous year. The Gas costs are due to be reviewed in the Autumn and so will expect an increase for 2022-2023</p>	All to note

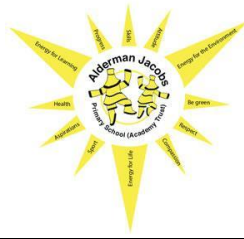




	<p>The mid-year budget includes (in green) additional projects with projected costs and annotations why.</p> <p>There has been previous discussion around surplus spending, commitment to staff costs and barriers to making progress for children.</p> <p>It was proposed to the meeting that some of the projects planned for future years were funded by the surplus reserves to focus the 2022 - 2023 budget on supporting the current high level of pupil needs. This would be achieved with short term costs by having sufficient staff in school (classroom and intervention support) through additional/continued fixed term contracts and engaging with external agencies. Trustees had been provided with a list of projects, forecast costs and expected impact. Trustees agree that it makes sense to spend and support/benefit the children now.</p> <p>Trustees asked if the outdoor sports area is still going ahead. Yes, that will be this year. The predicted costs were underestimated. Again this will be taken from in year surplus as it will benefit the children now, help increase outdoor active PE all year round, so it is prioritised for this year. Trustees approved and agreed the Mid Year Review and surplus spending plan.</p> <p>There was discussion around use of CIF bid monies if we were unsuccessful this year. It could be used for compartmentation elements of the Electrical and Fire Project or we could put that money aside for priority work.</p> <p>Trustees asked if the school had received a £11,460 grant. JS had moved the Devolved Capital Funding into the income section of the budget to support the cost of the Outdoor Sports Area. Trustees asked if there would be any more 'catch up' funding from the Government. We don't know yet, the white paper is coming out in May so should hopefully clarify this. Trustees agreed that we need to use the surplus, we don't want to hold so much back. It should be used for what the school needs and links with the school priorities.</p> <p>Trustees questioned the 'all staff budget' expenditure to ensure that the recently agreed 2021 support staff pay award had been applied. It was confirmed that there is a clear awareness of the pay award and that it has been applied appropriately.</p> <p>Trustees asked why the pupil meal income had reduced when the expenditure had increased.</p> <p><b>ACTION: JS to look at the above and confirm with SW.</b></p>	<p>JS</p>
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	<p><b>Note following the meeting:</b></p> <p>During the review actual figures were compared to the point in the year, recent meal uptake trends and historical figures were reviewed - pupil meal expenditure includes spend on meals for FSM children and meals paid for by parents/carers and pupil income only includes meals paid for by parents/carers. The funding that we receive for FSM and UIFSM does increase in line with weekly uptake of meals.</p> <p>Trustees asked if the heating/hot water was sorted. They have scanned all high level joints both upstairs and downstairs. We are currently in dispute as they have only done the 'high' level fixings and we are not happy until they have done all the joints. JS is currently liaising with both the contractor and the project manager. We have informed them that they cannot insulate until all joints are scanned. Trustees asked if any joints have been fixed yet and do we have an idea of the proportion that are wrong. They have fixed down stairs so far, they have changed 36 joints out of roughly 600 scanned. Trustees asked if the school required any additional support. No not at the moment as they are going to do the work, as agreed they would do everything to keep us happy.</p> <p>All Trustees are happy to propose and agree to the mid-year budget review and surplus spending.</p> <p>Trustees asked if we will find out about the extra Government spending, if it comes. Yes, this will be built in the budget for the next academic year and will include staff costs.</p> <p>Trustees asked if we had won the CIF bid for this year. We don't know yet, you usually find out around March when we will know if we were successful with either bid.</p>	
9	<p><b>Trustee Visits</b></p> <p>EY monitoring visit Nov 2021</p> <p>The EY monitoring visit for Autumn term was shared with the trustees prior to the meeting. Trustees thanked SW.</p> <p>Trustees asked if the EY outdoor area was finished. The area is still being worked on but it really is enhancing the area.</p> <p>Trustees were reminded that they need to organise any outstanding monitoring visits. LHO and EC have arranged their PP link visit.</p>	All to note
10	<p><b>Safeguarding</b></p> <p>Safeguarding is a standing item and is highlighted in the Headteachers report. There are no outstanding referrals. 1 child has been taken off CP and moved to a CIN.</p> <p>LH has completed the link Safeguarding visit in the last half term. Nothing needs reporting from a Safeguarding point of view. DSL have completed training to ensure their knowledge is up to date.</p>	All to note
11	<p><b>Trustee Training</b></p> <p>All reminded that they have access to the National College - which has lots of training available to Governors.</p>	All to note
12	<p><b>Any Other Business</b></p> <p>i) Co-opted trustee</p>	





	<p>TC was asked to leave the meeting briefly so that Trustees have the opportunity to discuss and agree to appoint.</p> <p>TC's personal statement was shared with the Trustees prior to the meeting and hopefully everyone has read through this. Trustees are in agreement that we need numbers, he is:</p> <ul style="list-style-type: none"> <li>• Keen</li> <li>• In terms of the gap in skills he has educational knowledge.</li> <li>• Lives in the community so has commitment with no current alliance, so is neutral.</li> </ul> <p>All trustees are in agreement that TC brings the right skills to the board and is to be appointed.</p> <p>TC returned to the meeting - he was welcomed to the Trust board.</p> <p>ii) Surplus Spending Discussed above with the mid-year budget review.</p>	
13	<p><b>Summary of meeting</b></p> <ul style="list-style-type: none"> <li>• Agree surplus spending</li> <li>• Agree mid-year review</li> <li>• Summary of data is promising.</li> <li>• Policies</li> </ul> <p>Rosemary thanked everyone for allowing her to observe the meeting.</p> <p>Rosemary would like to meet with LHE, JC, AU, EC ideally before Easter, over zoom. LHO will share dates with everyone.</p> <p>The next meeting is the Achievement Committee Meeting on 20 April 2022, the day after returning from Easter Break. <b>Trustees asked if this gives the school enough time to prepare data.</b> Yes the date is fine.</p>	

The meeting closed at 7pm

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

**Date of next Trustee Meeting: Wednesday 11th May 2022 @ 6pm**