



**Alderman Jacobs Primary School (Academy Trust)**

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

**Wednesday 24<sup>th</sup> March 2021**

**MINUTES**

**Key:**

**Trustee Questions**

**School Improvements**

**Trustees Present:** Cathy Carlisle (Head), Joel Combes, Elaine Crane, Eleanor Gunn, Laura Hemmaway, Laura Holland (Chair), Lisa Hatfield, Andrew Pattison, Amrit Rehal, Sadie Wiles.

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

Meeting commenced at 6.03pm

1	<p><b>Welcome and Apologies</b>          Laura Holland (LHO) welcomed all to the meeting. LHA will be arriving late to the meeting. LHO introduced and welcomed Amrit Rehal (AR) and Eleanor Gunn (EG) as the new parent trustees. Their personal statements have been shared with the trustees. LHO will mentor both AR and EG.</p>	All to note
2	<p><b>Declaration of Pecuniary Interests</b>          Cathy Carlisle (CC) - Daughter carries out temporary midday / TA work.          Lisa Hatfield (LHA) - Stepson works for Newflame.          Laura Holland (LHO) - Trust Member of Alderman Jacobs School (Academy 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.          Eleanor Gunn (EG) - Independent Psychologist for a private company based in Bedford.</p>	All to note
3	<p><b>Minutes of the Previous Meeting - 10<sup>th</sup> February 2021</b>          The minutes were agreed as a true and accurate record.</p>	All to note

	Proposed by LHO and seconded by JC.	
4	<p><b>Agreed Actions Updated</b> All actions have been completed and satisfactorily closed.</p>	All to note
5	<p><b>Monthly Management Accounts</b> All trustees had access to the monthly management accounts prior to the meeting.</p> <p>Some areas will be red, but our total expenditure has always been high for teaching staff. We spend more on teaching staff than we spend on TA's, but it is a conscious decision to spend more on people who have more experience. This always shows up with the ESFA as higher than other schools, but we are broadly in line with other things. Pupil to adult ratio is high.</p> <p>Regarding the management accounts, these show the actual things that have happened, commitment and spend. 8% period to period income and expenditure. Other expenditure is around 9% and halfway through the year, expenditure is about 50%. Some expenditure is below due to the closure and we are looking at spending this but there might be a potential surplus at the end of year.</p> <p>You might notice that £21,400 was spent on other expenditures. This is because we made the decision to give vouchers to families instead of using the catering company. Money will come back from the government, but we needed to spend it first. Trustees questioned whether the catch-up funding was showing yet on the management accounts. Yes, but it is equal to income outgoings. The catch-up funding was used for intervention work, TLA time and for a part time teacher to help with catch up work. Trustees questioned if this is a short-term contract. Yes, but we might get more catch-up funding next year. Trustees questioned whether this is being monitored. We will need to do a catch-up statement. Trustees asked whether this would go on the website. Yes, it will. Trustees questioned if we have to do this with other money spent. Yes, we create a proposal and at the end of the year we have to say how it has helped the children to catch up. It will be patchy as it was given to us last October and there have been gaps in progress impacted by the second lockdown.</p> <p>Trustees asked if the maternity pay has been dealt with. Yes, we looked at the budget and how it calculates it and looked at what it costs us. There is a bit of manual adjustment each month due to reimbursements.</p> <p>Trustees questioned the spend against budget for EXSUP. It was confirmed that part of the spend is related to external auditors fees. Trustees asked if this has been spent yet. It is put in the end</p>	All to note



	<p>of year balance and we can double check the specifics. Trustees asked if the £8,000 for the auditors was a one off. Yes, and it was for the external audit.</p>	
<p><b>6</b></p> <p>LHO exited the room at 6.20pm</p>	<p><b>Policies to review</b> The following policies were agreed and adopted:</p> <p>Complaints ~ Proposed by LHO and seconded by Laura Hemmaway (LHE). This policy is provided by the local authority and adopted by Cambridgeshire schools.</p> <p>Mental Health ~ Proposed by JC and seconded by SW. It is important to use this across the current curriculum as well as a standalone policy. One person is leaving but we have recruited, and they are undergoing training. Trustees asked whether this is a statutory policy. No, you just need to have a mental health lead.</p> <p>SEND Provision &amp; Inclusion Provision ~ Proposed by LHO and seconded by JC. We now use a steps approach, so this has been added to the policy. Trustees asked if trustees need to complete any SEND training. This is part of the induction and is completed online.</p> <p>Handling Redundancy ~ Proposed by Andrew Pattison (AP) and seconded by SW. We do not use this for any staff who have worked at the school for less than 2 years. Trustees asked if staff are aware of this. Yes, they are. Trustees confirmed that this removes the 2-year disciplinary.</p>	<p><b>All to note</b></p> <p><b>Gemma Glazebrook (GG) to action</b></p>
<p><b>7</b></p>	<p><b>Raising Standards</b></p> <p><b>i) Headteachers Report</b> Trustees were provided with a copy of the headteachers report prior to the meeting. The report details the school's priorities and the current Strategic Plan for Improvement and how we are doing. Progress is slow in some areas as we haven't been able to get staff together, complete scrutiny and complete some interventions. The programme for next term is to catch up with these things but many will roll to next year.</p> <p>Associate advisor came a couple of weeks ago and the information will be provided at the next achievement committee.</p>	<p><b>All to note</b></p>

<p>LHO re- entered the room at 6.25pm</p>	<p>A staff survey was completed, and the data will be brought to the next Trustee Meeting. All areas are above national benchmarking which is pleasing.</p> <p>We need to get the curriculum back on track, look at gaps and narrow them. We will be doing assessments to see any progress and highlight any gaps.</p> <p>Attendance at keyworker school was high and the current attendance is 93-94% which is not bad. Current absences are not caused by isolating. We are putting in support for families as some people might be weary. We will continue to monitor absences but need to be mindful of different circumstances in the current climate, so we are taking the compassionate route.</p> <p>Regarding the parent survey, there are suggestions of things to improve but overall extremely positive and the results will be brought to the next achievement committee. There are no major safeguarding concerns.</p> <p>Trustees questioned whether observations have happened. We will begin these next term and we will be looking at various ways such as pupil voice and scrutiny etc. We need to move back to some normality and put things back into place.</p>	
<p>LHA arrived 6.28pm</p>	<p>When everyone came back in September it was challenging for everybody (staff, pupils and parents) and mentally challenging for staff. Staff and students were used to working a certain way. Now resilience has been built back up and everyone is more used to working with our expectations and have accepted the changes.</p> <p>Trustees stated that engagement has been monitored well compared to last time, but this does not show in the report. It is really hard to quantify as parents might say their child completed the work but did not. Some would have more / less help from parents. It is not easy to put an actual figure on engagement. Trustees asked whether there was an increase in engagement. Yes, and if not, they would receive a weekly phone call. Welfare checks and home visits were completed to encourage engagement. However, there is some mismatch between what children handed in during lockdown and what they can now do in school. Some parents could have completed their child's work. Some children had one to one support and this can be seen in the quality of their writing for instance. Now they do not have the one-to-one support, they are struggling at school. There is a big difference, some children understand, some do not. Now children have to work independently, they are struggling more. You can tell which children have done nothing at home. There is a huge expanse between children who attended keyworker school, children who have done nothing and those who have been supported at home. Trustee asked if this is where you use the catch-up funding. Yes, but it will take time. You</p>	



	<p>can see a difference between the keyworker children and those who were home learning. Some who struggled before but then attended keyworker school are now thriving. Some of the gaps are unexpected but these will not be fixed in a year. Trustees questioned whether there are any concerns regarding year 6. Year 6 are doing really well. The priorities and focus have changed. Year 7 and 8 is usually repeating what the children have learnt in year 6, so we are not worried. However, younger children have missed out on basic skills and resilience. Trustees asked whether there will be more funding for catch up plans. We hope so. The initial funding was £50,000 but the additional amount could be as little as £6,000 which will not go far. If the government is serious about catch up plans, we might need a lot more. Trustees asked if we could use the surplus to support this. Yes, we are looking at the budget for next year. We recognise that children are resilient. Between September and December last year children made big gains. We will look at where it is most needed. Children are eager to be at school and have picked it up quicker this time and got back into the swing of things. Trustees stated that the feelings from parents are that the school has done amazing, and the survey will help show this. Results for the survey will be brought to the achievement committee meeting but they are extremely positive overall.</p> <p><b>*Confidential Minute*</b></p> <p><b>ii) Strategic Plan for Improvement</b></p> <p>Trustees questioned whether SEND and inclusion will be impacted by maternity leave and is this a concern. No, there are people in school to cover these roles. AHT have been largely involved in the role, so there will not be any gaps and it is not a concern for this period of time. There is also another member of staff with the relevant qualifications.</p>	
8	<p><b>School Resource Management Self-Assessment Tool Report</b></p> <p>Trustees were provided with the School Resource Management Self-Assessment Tool Report prior to the meeting. This was completed a couple of weeks ago by Jocelyn Sumner (JS) and LHO. Two things came up from the report, one being that Health and Safety will be added to the agenda for the AGM. The second thing was that contracts will be sent to the Audit and Risk committee in October.</p>	All to note
9	<p><b>Trustee Visits</b></p>	All to note

	<p>LHE has completed the Math's and English trustee visits. The visits went really well, there is good focus and plans have been changed and adapted. Janice Reed and Sarah Miles will be included in the next English visit.</p> <p>LHO has completed the pupil premium and SEND visits. The leads have done extra work on reviewing staff. There has been extra work on pupil premium to make sure we are not missing anything, and staff have what they need. Trustees confirmed that this is really good and helpful when they focus on the next steps. These are useful to see and understand especially when looking at reports and the impact against the budget.</p> <p>SW will complete her visit on the 22<sup>nd</sup> April 2021.</p> <p>LHO completed compliance with AP. Trustees are going to review whether the compliance visits need to be completed as this is picked up in the Audit and Risk committee.</p> <p>Trustees stated that the school council visit is difficult to complete at the moment due to current restrictions, therefore this will be postponed.</p> <p>Trustees confirmed that the virtual visits have been really useful and have worked well.</p>	
<p><b>10</b></p>	<p><b>Safeguarding</b></p> <p>The current safeguarding lead is leaving, and we have recruited two people to fill the position to run alongside another role. One is starting straight away as they are internal, and one candidate is external. We still have CC, Richard Isley and Sarah Holdsworth, so safeguarding will be covered.</p>	<p><b>All to note</b></p>
<p><b>11</b></p>	<p><b>Trustee Training</b></p> <p>JS will set up the new parent trustees on the e-learning system and enroll them onto the Safeguarding and Prevent Duty training.</p> <p>LHO attended the Annual Governance Conference last Saturday and relevant notes were emailed to all trustees.</p> <p>LHO also attended the Single Academy Trust Forum which is attended by people across the country. Most felt forced into becoming a Multi Academy Trust (MAT) and all came to the conclusion that if you are a large school and are not looking for extra resources, then there is not a lot to gain in becoming a MAT.</p> <p>SW attended the Statutory SEND training.</p>	<p><b>All to note</b></p> <p><b>JS to action</b></p>



	Trustees confirmed that the next virtual governance termly briefing is in April.	
12	<p><b>Any other business</b></p> <p>Trustees would like to extend their thanks to all staff for all their work over the last term and to wish everyone a restful holiday when it arrives. It is really appreciated by parents and pupils. CC will pass the thanks onto all staff.</p>	<p><b>All to note</b></p> <p><b>CC to action</b></p>
13	<p><b>Summary of meeting</b></p> <ul style="list-style-type: none"> <li>• Ratified policies</li> <li>• Talked at length regarding progress of children, difficulties of staff assessing where children are at and the schools long term plan.</li> </ul>	<p><b>All to note</b></p>

The meeting closed at 6.55pm

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

**Date of next Trustee Meeting: Wednesday 12<sup>th</sup> May 2021 @ 6pm (Virtual)**