



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

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

**Wednesday 12<sup>th</sup> May 2021**

**MINUTES**

**Key:**

**Trustee Questions**

**School Improvements**

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

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

Meeting commenced at 6.04pm

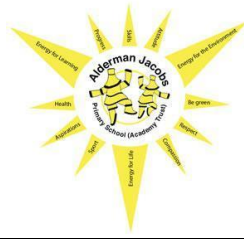
1	<p><b>Welcome and Apologies</b>          Laura Holland (LHO) welcomed all to the meeting. Apologies were received from Laura Hemmway (LHE).</p>	All to note
2	<p><b>Declaration of Pecuniary Interests</b>          Cathy Carlisle (CC) - Daughter carries out temporary midday / TA work.          Lisa Hatfield (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) - Works for an independent practice (Laura Keyes &amp; Associates) that provides psychological support and interventions to schools.</p>	All to note
3	<p><b>Minutes of the Previous Meeting - 24<sup>th</sup> February 2021</b>          The minutes were agreed as a true and accurate record.          24<sup>th</sup> February 2021 - Proposed by JC and seconded by SW.</p>	All to note

	Confidential Minute - 24 <sup>th</sup> February 2021 - Proposed by JC and seconded by SW.	
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> The management accounts can be found on the Full Governing Body shared drive each month for the trustees to see. There is nothing outstanding.</p> <p><b>**Confidential Minute**</b></p> <p>Regarding cash flow, there is sufficient money in the account. KPI is consistent with the strategic decisions made. "Staff" is high, but we are continually monitoring. Trustees asked if the school has received all the funding from the government. We have not received the £6,000 yet from the government regarding the catch-up funding but everything has been claimed for including the FSM vouchers.</p> <p>Management reports show that all is on track.</p> <p><b>**Confidential Minute**</b></p> <p>Regarding expenditure, we are continuing to work through the budget, but all jobs are planned. Trustees asked if these are shown on the site plan. Yes, they are. "Utilities" are under. Trustees asked if this is due to having less children in school due to the lockdown. It could be, we didn't use the swimming pool last year and we have been tighter with the heating.</p> <p>Trustees asked if we are on plan in terms of year end. Yes, we are. We have now got the new building which went up in just three days and this has now been decorated.</p> <p>Trustees asked if we are on track regarding the budget. There will be a slight underspend.</p>	All to note
EG arrived 6.10pm		
6	<p><b>Site</b> Trustees were provided with the Estate Vision and Strategy, Asset Management Plan and Site Review prior to the meeting.</p> <ul style="list-style-type: none"> <li>• <b>Estate Strategy</b> The DfE guidance states that we need to have strategic documents. Therefore, we have devised the Estate Vision and Strategy. This will stand for 3 years. It provides a summary of the estate and how it will be managed.</li> </ul> <p>Regarding the Asset Management Plan, we have a consultant come in and complete a survey of the condition of the site and what needs to</p>	All to note



	<p>be looked at. We filter what we look at and prioritise work and include this in the budget. Trustees asked if this is just an estimate. Yes, it is. Trustees questioned whether we are likely to get the bid that has been submitted. We should hear in June, but we budget as if we are going to receive it. Trustees asked what happens if we are not successful in the bid. We could try again in another year, but it depends on what score we receive. We could look at it and try again but a low score could be low again next year. We could look at what we could do ourselves. The bid includes everything we would like to do and includes bringing technology up to top grade. The bid also proposes each class to have its own tank of water as they currently all come from one tank. If we were to do the work ourselves it would not cost us £400,000 because we would not do everything all in one go and we could rectify the issues over a 2-3 year period. Trustees asked if there is anything that is urgent. Some aspects would need to be done immediately. Trustees questioned whether the heaters were in the Asset Management Plan. No, they are in the bid. We have looked at what is necessary, and we will hopefully know in June and can bring the final version to the July meeting. Trustees asked if the heating will be completed ready for next winter. No.</p> <p>All trustees are happy to approve the draft Estate Vision and Strategy. Proposed by LHO and seconded by JC.</p> <ul style="list-style-type: none"> <li>• <b>Site Review</b></li> </ul> <p>Trustees asked if everything is all costed and budgeted for. Yes. The music room is now finished and the area around the outdoor equipment has been completed. We have received a quote of £46,000 for aluminum windows as the windows for three classrooms are leaking. They stated that PVC would not be sufficient to fix the leaks and the windows would need drainage holes.</p> <p>Trustees asked if the trim trail is now fixed. The trim trail has been serviced and has had new flooring installed but it is in our long term plan to redevelop it. Trustees questioned if the trim trail is fine for now. Yes, it is.</p> <p>Trustees stated that it all looks good, and they are impressed with the cost of the pool considering we did not use this last year.</p>	
7	<p><b>ESFA Letter re: Complaints policy</b></p> <p>Trustees confirmed that this letter has been shared with them. The complaints policy has been ratified and is all up to date.</p>	All to note

8	<p><b>Finance Reports</b></p> <p>Trustees were provided with the 3 year budget, VMFI, Benchmark Report and Budget to Date prior to the meeting.</p> <ul style="list-style-type: none"> <li>• <b>3 year budget</b></li> </ul> <p>For the 3 year budget, we have provided trustees with two documents that show budget lines and support notes. Trustees asked if this was a draft budget. Yes, it is. Trustees questioned what GAG is and if the increase shown in the notes is correct. GAG refers to the General Annual Grant and is made up of a number of elements. The budget looks at it as depreciation and lump sum. Pupil premium is not part of the GAG. GAG is all the first ones listed and the minimum funding guarantee. We can provide a budget letter. Trustees stated that they are happy with the comprehensive budget. More pupils mean more money. The amount per pupil is currently £4750 which is an extra £250 per pupil. Trustees asked if this will be the same next year. Yes, it should be about the same.</p> <p>The draft budget is based on what funding is coming in and the SIP and the Estate Strategy. We have included some of the bigger projects.</p> <p>We currently have an underspend for this year (2020/21) and money above our reserve policy. Therefore, we propose to use some of the underspend to pull some of the projects forward to benefit children in school now. The trustees were shown pictures of the proposed hexagon pod. We would like to use £20,000 of the underspend for an additional pod as we are short of space. This would provide us with additional space we require. We would also like to shift the SEN extension from 21-22 to 22-23 and use the money allocated to SEN 21-22 to take on 1 full time teacher on a one year contract to support catch-up. There is no announcement for catchup funding next year. If we do receive additional funding, we could get approximately £48,000. Trustees questioned whether one full time teacher would be enough. We have also included additional overteachers and HLTAs. There is a very high possibility a couple of people could go on maternity leave. The new teacher would be on a 1-year temporary contract. It future proofs us as it takes away the risk of suddenly having to find a teacher on a temporary contract. Trustees questioned how many pupils the proposed building will hold. It will be an interventions room situated in the nature garden. The scenario that was provided was using it as a library and it was big enough to hold 25 adults including furniture. However, we can use it for interventions with 12-18 children. The £20,000 includes a clever touch. Trustees questioned the underspend. The underspend is approximately £40,000 and we are carrying over £90,000 over reserve and you can never have too much space. Trustees stated that you should not rollover money from one year to next but spend it on</p>	All to note



the children. They asked if we are being reserved in what we are asking and does the amount include the teacher. No, it doesn't include the teacher in the 21-22 draft budget but will be in the budget brought to the Trustee Meeting in July. Having an extra teacher will enable 2 part time teachers to be released from the classroom in order to complete interventions to help with any gaps in learning.

Proposal agreed by all trustees. Proposed by LHO and seconded by AP.

Regarding the draft budget, trustees questioned the money for electric car charging. We have looked at our strategic aims of supporting the environment and this ticks all the boxes.

We have looked at the asset management plan and we could stretch it out to a 5 year period if needed as there is a lot there. It considers ICT and replacement of equipment and general building and maintenance. It is pretty comprehensive. Preschool continues to be healthy.

**\*\*Confidential Minute\*\***

All subject leaders are supported to input into the 3 year period. Trustees questioned the grants. These are not on the budget. Trustees questioned when the sports premium will be coming in. We normally get £20,000 and it comes in and then goes out. Trustees stated that they are happy with the draft budget and it is very detailed. We will continue to finalise it and bring this to the July meeting to be ratified.

- **View my financial insights (VMFI)**

Trustees stated that the actual figure is higher than forecast. We ended up with more in reserve as less was spent. Trustees questioned why cost per unit for education supplies was higher compared to similar schools and is this by pupil or by meter square. We will look into this, resources could be support staff. The music instruments could be classed as supplies, but these were a one off. These figures are based on last year and it depends if it accounts for staff or educational resources. We will look into this. Trustees asked if the old coding was used. Yes, it was. We are not concerned as it is not showing on the draft budget and everything is planned. Trustees were asked whether they would like the school to look into this.

	<p>Trustees said no as it is not alarming and if it's ongoing it would be something to look at next year.</p> <ul style="list-style-type: none"> <li>• <b>Benchmark Report</b> This is a benchmarking report for trustees information.</li> <li>• <b>Budget to Date</b> This was discussed in the management account report.</li> </ul>	
9	<p><b>Policies to review</b> The following policies were agreed and adopted:</p> <p>Allegations against staff and volunteers ~ Proposed by LHO and seconded by JC. First Aid ~ Proposed by LHO and seconded by SW. Mobile device and camera use in school ~ Proposed by SW and seconded by LHO. Early Career Teacher ~ This was previously known as Newly Qualified Teachers. Proposed by LHO and seconded by LHA. Safer Recruitment ~ Trustees stated that we need to look into trustee's safer recruitment. Links for CPD have been emailed to all trustees and CC/EC will put the safer recruitment link on there. Proposed by Andrew Pattison (AP) and seconded by JC.</p>	<p><b>All to note</b></p> <p><b>Gemma Glazebrook (GG) to action</b></p> <p><b>CC/EC to action</b></p>
10	<p><b>Raising Standards</b></p> <p>i) <b>Headteachers Report</b> Trustees were provided with a copy of the headteachers report prior to the meeting. We have looked at the impact of things and prioritised them accordingly. <b>We have reintroduced learning walks and mentoring and looked at ways for children to have pastoral experiences.</b> We can do trips but there is a lot of hesitation from parents. We have been advised to keep children in bubbles and the recent outbreak shows that we still need to be mindful.</p> <p><b>The recent Mindset workshop with years 3-6 was well received.</b></p> <p><b>We are having regular assemblies, about 2-3 times a week.</b></p> <p>There is another member of staff going on maternity leave in October this year.</p> <p><b>Trustees asked whether the pastoral team is understaffed.</b> No, it is ok. There are a couple of key children that require a lot of time. As we get to the end of this term, the SEND lead will be back, and the new pastoral support worker will start in September.</p> <p><b>Attendance is very good. Trustees asked what the current attendance rate is.</b> The rate fluctuates on a daily basis and the LA</p>	<p><b>All to note</b></p>





	<p>send a weekly tracker. The rate is about 96% and we are ahead of other schools.</p> <p>Trustees asked whether the virtual parents evening went well and is this something we will continue to do. It is easier for parents with older children. We could do a mixture of maybe meet the teacher, mums in school, look and share and the virtual parents evening. It is nice for the children to show their work to their parents. Trustees stated that this could be the way forward as it is more convenient as some parents could attend from work or in their car and the appointments cannot overrun. We could try extending the time. Trustees asked whether there was more uptake. There was no difference. Trustees stated that they are glad the virtual parents evening went well, and we can use this in the future. If there is anything serious that the parents or teacher need to discuss they can contact each other directly.</p> <p><b>ii) Achievement Committee Minutes ~ 21<sup>st</sup> April 2021</b> All trustees were satisfied with the minutes.</p> <p><b>iii) Strategic Improvement Plan (SIP)</b> Trustees were provided with the SIP prior to the meeting. Aspects regarding the summer term have already started. We have been able to do small interventions with vulnerable groups in math's and reading. Regarding gap analysis, we have just done the assessment period. Trustees stated that this is really good and asked if there are any concerns related to the SIP. No major concerns that would require immediate action. The red and orange will be pulled forward to next year. Trustees asked what learning walks are. This is staff going into the classrooms and looking at the quality of teaching. Children and trustees can be involved in these.</p>	
11	<p><b>Resources to Support Learning</b></p> <p><b>i) Audit &amp; Risk Committee Minutes ~ 10<sup>th</sup> February 2021</b> All trustees were satisfied with the minutes.</p>	All to note
12	<p><b>Staff Survey</b></p> <p>The results from the staff survey were available to all trustees prior to the meeting. The staff survey is a bi-annual. The results are quite positive. Some feedback is similar to last time and some feedback is better than last time. There are ways to improve. Trustees stated that this is a good thing to keep doing. There are some discrepancies between teachers and TA's which you do not see between teachers</p>	All to note

	and administrative staff. We need to look at the TA performance management cycle. Trustees stated that it is nice to see that communication is high in such a large school and that we have come out better than an average school.	
13	<p><b>LA Trustee Vacancy</b></p> <p>We currently have a vacancy for LA trustee and someone on the current governing body could move over to this position. We need to inform the LA who we would like to nominate to be the LA trustee.</p> <p>Trustees questioned whether JC would be happy to be the LA trustee as his term as Co-opted trustee is coming to an end in July.</p> <p>It is part of our constitution that we need to have an LA trustee. JC and all trustees agreed for JC to be nominated as the new LA trustee.</p>	<p>All to note</p> <p>GG to action</p>
14	<p><b>Trustee Visits</b></p> <p>All trustees were provided with the reports for the Maths, English and Pupil Premium trustees monitoring visits.</p>	All to note
15	<p><b>Safeguarding</b></p> <p>Trustees asked whether there are any safeguarding concerns. There are no safeguarding concerns.</p> <p><b>**Confidential Minute**</b></p>	All to note
16	<p><b>Trustee Training</b></p> <p>LHE attended the Termly Governance Briefing.</p> <p>LHO is attending SEND training in May.</p> <p>GG attended the Termly Clerks Briefing.</p> <p>All trustees are required to log on to the new CPD portal.</p>	<p>All to note</p> <p>All to action</p>
17	<p><b>Any other business</b></p> <p>None</p>	All to note
18	<p><b>Summary of meeting</b></p> <ul style="list-style-type: none"> <li>• JC will be put forward as the new LA trustee.</li> <li>• Discussed hexagon pod.</li> <li>• Discussed budget underspend and how to use it.</li> <li>• Ratified policies.</li> </ul>	All to note

The meeting closed at 7.18pm

Signed as a true record: ..... Date: .....

Laura Holland (Chair)

**Date of next Trustee Meeting: Wednesday 7<sup>th</sup> July 2021 @ 6pm**