



Alderman Jacobs Primary School (Academy Trust)

**** Trustee Meeting ****

Wednesday 7th July 2021

MINUTES

Key:

Trustee Questions

School Improvements

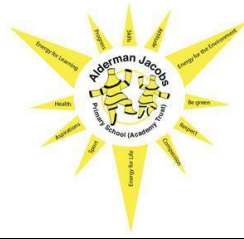
Trustees Present: Cathy Carlisle (Head), Joel Combes, Elaine Crane, Laura Hemmaway, Laura Holland (Chair), Lisa Hatfield, Andrew Pattison, Amrit Rehal, Sadie Wiles.

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

Meeting commenced at 6.02pm

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| 1 | <p>Welcome and Apologies Laura Holland (LHO) welcomed all to the meeting.</p> <p>*Confidential Minute*</p> | All to note |
| 2 | <p>Declaration of Pecuniary Interests Cathy Carlisle (CC) - Daughter carries out temporary midday / TA work. Husband completed arboricultural 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.</p> | All to note |
| 3 | <p>Minutes of the Previous Meeting - 12th May 2021 The minutes were agreed as a true and accurate record. 12th May 2021 - Proposed by SW and seconded by Laura Hemmaway (LHE). Confidential Minute - 12th May 2021 - Proposed by SW and seconded by LHO.</p> | All to note |

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| <p>4</p> | <p>Agreed Actions Updated All actions have been completed and satisfactorily closed.</p> <p>Elaine Crane (EC) has set all trustees up on the CPD portal. There are a couple of people who haven't logged on. New invites have been sent to those who haven't replied. Trustees stated the portal is very good and provides lots of options.</p> <p>Trustees asked why there was a cost for the safeguarding training. It was confirmed that this particular training course is provided by a private company. However, the National College does provide safeguarding training at no extra cost. There are KCSIE and sexual violence courses on the portal now and these have been put on the governors watch list.</p> | <p>All to note</p> |
| <p>5</p> | <p>Trustee Roles All trustees agreed that due to the circumstances over the past year regarding COVID-19, some trustees were unable to fully complete their role for example their monitoring visits etc and therefore the current chairs will continue with their current roles.</p> <p>Chair of Governing Body ~ Laura Holland Vice Chair of Governing Body ~ Joel Combes Chair of Audit & Risk Committee ~ Joel Combes Chair of Achievement Committee ~ Laura Hemmaway</p> | <p>All to note</p> |
| <p>6</p> | <p>Raising Standards Trustees were provided with the headteachers report, LSCB Annual Monitoring Report, School Improvement Plan and the Patrick Shelvin report prior to the meeting.</p> <p>i) Headteachers Report Trustees stated that this report was great and thanked CC for providing this. Trustees questioned the meaning of Cultural Capital. This is to do with the idea that the broader the knowledge the more opportunities in life. The more successful they will be ultimately, with better skills and experience. Trustees stated that this goes hand in hand with the school's aspirations and is part of our curriculum. It comes from the idea the people in power who are from private education who have more opportunities will be more successful. Trustees stated that this sounds good, and children do have an understanding of cultural capital but can find it difficult to explain what it means.</p> <p>Trustees asked whether there are any concerns regarding transitioning from early years and year 1. There are some self-regulation issues with some children. Teachers are meeting with the children's new teachers and will have a hand over. The additional</p> | <p>All to note</p> |



needs teacher is spending some time working with them. Speech and Language carries on and moves with them to the KS1 curriculum. Trustees questioned whether the out of school provision will pick up in September. It might do but the numbers have gone up in a little bit, but they are still low. Trustees asked if the number of children that can attend the out of school provision is capped. Yes, but we are nowhere near it. We are breaking even now.

Trustees stated that it is great news about the successful CIF bid. On the 14th of July there will be a meeting with contractors to finalise things. Trustees asked whether the school received the full amount. Yes, we did. They have contractors ready and waiting and can complete the work over the summer holidays. They will work 24 hours a day and there will be teams of people. Trustees questioned whether the work would impact the school. Not sure, but it could impact over the holidays. We will need to find this out, but some things might have to be postponed for example the carpet cleaning. Trustees asked whether there is a time limit to spend the money. Yes, we have until the 31st of March 2022. Trustees stated that it is great news that school was successful in obtaining the CIF bid.

Trustees stated that the parents evening went well, and the feedback received shows this.

Guidance has come out regarding COVID-19 relaxation of restrictions, but we still have a reason to be cautious going into the Autumn term.

Trustees stated that the data for years 4-6 was missing. It was confirmed that this is on the shared drive now. There have been no external statutory assessments. We were already aware of the gaps that have been highlighted in the data. We already have plans on place to start straight away in September. The data is based on ongoing work, no more marking and tests children have completed.

There will be four classes in year 6 in September. This has gone down well with students and parents. A couple of parents have queried it, and these were due to friendship issues. Trustees asked whether there were any concerns regarding the setting. No there were no concerns regarding the setting. The group is based on prior and current needs.

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| | <p>Trustees stated that it is great to see the data and it shows progression. Trustees asked whether the school will keep 4 classes in year 6. We have always had an extra teacher, but we will monitor to see if this is more effective.</p> <p>ii) LSCB Annual Monitoring Report 2021 Trustees confirmed that this report has been shared with them.</p> <p>iii) Review of School Improvement Plan 2020-2021 This is a 3-year plan. We have gone through the plan and ragged objectives. We have rolled the orange to next year. Some objectives have rolled to year 3. Trustees stated that this is really helpful for the monitoring visits. Overall, the objectives will be the same. Trustees stated that even though the school hasn't been open fully for the whole year, there is still a lot of green. Some are orange as we haven't been able to see the outcome. Background work has been done but we haven't been able to implement them, but these should become green quite quickly.</p> <p>iv) School Improvement Priorities 2021-2022 This was included in the School Improvement Plan document.</p> <p>v) Governance Review A governance review has not been completed in a long time. LHO will look on the NGA website for guidance. GG has contacted the school governance team for guidance also. Trustees stated that there is a website called CST Trust you can use. We need to get the governance review booked for the Autumn term. It is good to know what we need to do to move things along. We still need to actively recruit trustees and we need to do more monitoring visits. It will be good to get a review even if it corroborates that we are doing what we need to do. The last review was completed before the last Ofsted inspection.</p> <p>vi) Patrick Shelvin Report Trustees stated that the report is very detailed and useful. It shows the school priorities, progress, curriculum and leadership. Patrick has worked with the school for a long time so knows the school well.</p> | <p>LHO & GG to action</p> |
| 7 | <p>Resources to Support Learning</p> <p>i) Audit & Risk Committee Minutes ~ 12th May 2021 All trustees were satisfied with the minutes.</p> <p>ii) Budget 2021-2022 Trustees were provided with the 2021-2022 budget prior to the meeting. We have now found out that the CIF bid has been successful. If the works are completed before the end of August, we might have to dip into the reserves. There is an added amount in</p> | <p>All to note</p> |

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| | <p>All trustees agreed the budget. Proposed by LHO and seconded by JC.</p> <p>CIF bid ~ Trustees were asked whether they agree for the school to write to the ESFA and see whether we can use the £90,000 that was for the roof to be used against our contribution towards the CIF bid. Despite notifying the ESFA on the project return, we have had this for more than 8 years. We do not earn a lot of interest on this at all, but do we want to ask whether we can use this for the CIF bid. They might say that they want all their money back, but we haven't been able to come to a conclusion if we can spend it. Trustees asked what the risks are if we contact the ESFA. They could ask for the money back, but we don't use this money anyway. All trustees agreed for the ESFA to be contacted regarding using the £90,000 towards the CIF bid.</p> <p>iii) Management Accounts Trustees confirmed that these have been shared with them and are satisfied with them.</p> <p>iv) Letter from Baroness Berridge Trustees confirmed that this letter has been shared with them.</p> <p>The Academy Trust Handbook comes into effect from September and there are a few changes. This was formerly known as the Academies Financial Handbook. Jocelyn Sumner (JS) attended an academy workshop, and this has been uploaded to the Full Governing Body shared drive under Academy Finance.</p> | |
| 8 | <p>Policies to review The following policies were agreed and adopted:</p> <p>Attendance ~ Proposed by SW and seconded by LHA. Volunteers ~ Proposed by AP and seconded by JC. Forest School ~ Proposed by AP and seconded by JC. Admissions ~ Proposed by LHO and seconded by LHA.</p> | <p>All to note</p> <p>Gemma Glazebrook (GG) to action</p> |
| 9 | <p>Skills Audit Amrit Rehal (AR) still needs to complete the skills audit. Most aspects of the audit are 3 or above, 5 being extensive. We are lacking experience on other boards, links with the community and experience in procurement. We need to try to recruit community trustees. LHO thanked everyone for completing their skills audit.</p> | <p>All to note</p> <p>AR to action</p> |
| 10 | <p>Meeting dates 2021-2022 Trustees are happy with the meeting dates for next year.</p> | <p>All to note</p> |
| 11 | <p>Trustee Monitoring Visits</p> | <p>All to note</p> |



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| | <p>All trustees were provided with the reports for the SEND and Early year's trustees monitoring visits.</p> <p>LHO thanked trustees for completing their visits. LHE has completed a few visits and LHO completed two visits last week. All trustees need to get better at doing these. AR will shadow LHO on the 16th of July. Trustees need to start booking the October visits. LHE stated that she has been struggling to book the math's visit. GG to chase this up. If staff are stretched the visits can be done in September.</p> | <p>GG to action</p> |
| 12 | <p>Safeguarding Trustees asked whether there are any safeguarding concerns. There are no major concerns. LHE has completed her safeguarding monitoring visits and there was no major issues and any issues that they did have, have been dealt with. Richard has completed lots of training and Emily has completed her safeguarding training. AR and EG still need to complete their Safeguarding and Prevent training. JS has emailed the link to everyone that needed to complete it. Trustees will complete this again in October.</p> | <p>All to note</p> <p>AR & EG to action</p> |
| 13 | <p>Trustee Training Training provided by the full governance team is currently full and several trustees are on the waiting lists. As the training sessions are virtual, they are much more popular. There are however lots of training courses on the National College. Trustees stated that there was no space on the safer recruitment course. EC confirmed that there is training for safer recruitment on the National College and a certificate is provided.</p> | <p>All to note</p> |
| 14 | <p>Any other business Trustees asked why child's sexual abuse training was marked as 'no' on the LSCB. We haven't had training on it this year but the National College has webinars for this. Richard is the lead on several aspects of this and Emily will take some aspects on too when she starts in September.</p> <p>LHO thanked everyone for all their hard work over the past year.</p> | <p>All to note</p> |
| 15 | <p>Summary of meeting</p> <ul style="list-style-type: none"> Trustees agreed to writing to the ESFA regarding using the £90,000 towards the CIF bid. Ratified policies. | <p>All to note</p> |

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| | <ul style="list-style-type: none">• Agreed minutes.• Discussed proposed outside sports area.• Scrutinised headteachers report. | |
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The meeting closed at 6.55pm

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

Date of next Trustee Meeting: Wednesday 20th October 2021 @ 6pm