



Alderman Jacobs Primary School (Academy Trust)

**** Trustee Meeting ****

Wednesday 10th February 2021 (Virtual due to COVID-19)

MINUTES

Key:

Trustee Questions

School Improvements

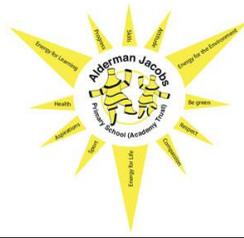
Trustees Present: Cathy Carlisle (Head), Joel Combes, Elaine Crane, Laura Hemmaway, Laura Holland (Chair), Lisa Hatfield, Andrew Pattison, Sadie Wiles.

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

Meeting commenced at 6.03pm

1	Welcome and Apologies Laura Holland (LHO) welcomed all to the meeting.	All to note
2	Declaration of Pecuniary Interests Cathy Carlisle (CC) - Daughter carries out temporary midday / TA work Lisa Hatfield (LHA) - Step Son 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.	All to note
3	Minutes of the Previous Meeting The minutes were agreed as a true and accurate record. Resources (21 st October 2020) - Proposed by LHO and seconded by Laura Hemmaway (LHE) Full Governing Body (9 th December 2020) - Proposed by SW and seconded by LHA	All to note
4	Agreed Actions Updated All actions have been completed and satisfactorily closed.	All to note

<p>5</p>	<p>Budget to date</p> <p>Trustees were given a copy of the budget to date report prior to the meeting. A review of the budget shows that we expect a surplus. We have suggested some projects to use the surplus in the budget 2020 review. The budget shows the income expenditure, how the year has gone so far, reduction in some income and expenditure and new sources of income. Trustees questioned why the teaching costs have gone over and is this linked to the closure. It takes into account maternity pay, back pay and overtime. Trustees asked if this was budgeted in the original plan. No, it was not. Trustees asked whether the school needs to review the budget. Yes, it is something we need to look at. Trustees stated that the biggest overspend is teaching and this will be something the school will need to look into. Trustees asked whether this could be an issue going forward, will extra budget be needed, could we use the surplus and is this COVID related. We do not expect this to keep going up.</p> <p>Trustee asked that in terms of the projects, were these agreed in the last meeting. The projects have been discussed and agreed in principle, but we now have a better idea of the costs. In regard to the proposed music room, we took into account the trustees concern regarding size and we found a slightly larger one for not much more money. Trustees questioned whether the other projects are things the school need. Yes, they are as they will increase site security. We have had an issue with the front gate since we switched to the new phone system and the front gate is not working properly. We believe it is better to replace then try to patch things up as it is over 6 years old. Regarding the fire security, we need to generally improve. Trustees confirmed that they already knew about the fire safety, intercom and music room and agreed to the extra £4500 that is needed. Proposed by LHO and seconded by JC.</p> <p>Trustees asked whether they will now receive updates on the budget in each meeting in addition to the emails. Yes, the trustees will be provided with an update on the budget in each meeting. The ESFA take the returns and puts them into a form which shows how the school is performing. Trustees asked how often this is done. This is done annually. Trustees questioned why 'Premises' is red. This is red because we have invested significant money to bring the premises back up to how it should be. Trustees confirmed that they were aware of this and this was discussed with Rawlinsons.</p> <p>Regarding teaching, we are spending more compared to other schools, but this is part of our strategic plan and this was a conscious decision. There will be a better outcome for our children. Comparative schools are closer than in the past. William Law is comparative to us as they are also a single academy trust and identical in size. Their strategy might be different to us but is a useful guide.</p>	<p>All to note</p>
<p>6</p>	<p>Site Report</p> <p>Trustees asked if there are any concerns regarding the impact of COVID. The music room has been pushed back until June so</p>	<p>All to note</p>



	<p>unfortunately, we will not see the impact this year. The curriculum has not moved along as we thought it would. All tasks are booked in and should complete this financial year. Trustees asked whether all the cost are in the budget unless stated. Yes, they are.</p> <p>Trustees questioned whether there is still an issue with the boiler for the house across the road. There could be an issue with the boiler and we are investigating it but the boiler isn't very old. Trustees asked as the boiler is only a couple of years old would it still be under warranty. Hopefully, it will be. The house will be included in the survey and future budget plan.</p> <p>Regarding the intruder alarm, the trustees asked if this was not done correctly the first time. We needed more sensors but once they started the work, they realised that the wiring was not done properly the first time around. This has been budgeted for.</p>	
7	<p>Staff Update</p> <p>A full-time member of teaching staff will be leaving at Easter. A couple of maternity staff are returning to work and we have recruited another part time member of staff that will be in place from Easter. A member of the pastoral team has secured another position and we will be reviewing the current position to see if we need this going forward. There will be minimal disruption associated with these staff changes.</p> <p>We have restructured the subject leader roles and are making use of internal skills.</p> <p>Regarding performance management, we are carrying on with this, but some targets will need to be reviewed due to the lockdown. For instance, targets link to working with another team cannot happen at the moment.</p> <p>Performance rating is good. We conducted a wellbeing survey with staff, and it showed positive strategies and support provided and actions taken to support any issues raised. Trustees stated that this is really positive news but questioned whether the survey was completed by all staff or just teachers. The survey was only completed by teachers. Trustees asked if an annual survey is completed with all staff. Yes, an annual survey is completed with all staff. This survey was looking at the effects and impact on the teaching staff due to the changes in their roles. We have received</p>	All to note

	verbal feedback from the TA's.	
8	<p>Policies to review</p> <p>The following policies were agreed and adopted: Adult Behaviour - Minimising Aggression - Proposed by LHO and seconded by LHE.</p> <p>Benefits, Gifts & Hospitality - Proposed by LHA and seconded by SW. The school keeps a record of all gifts and this is checked, and it is always nil.</p> <p>Charging & Remissions - Proposed by LHA and seconded by SW. Health & Safety - Proposed by LHO and seconded by LHE. Positive Handling & Use of Reasonable Force - Proposed by Andrew Pattison (AP) and seconded by SW. Staff Induction - Proposed by LHE and seconded by SW.</p> <p>Swimming Pool Normal Operation Plan - Proposed by AP and seconded by SW. Trustees questioned whether we need to look at the boiler and are we using the swimming pool this year. There is a potential that we could need to use the swimming pool this year. No student swam last year so it could be 2 years that children have not swam for and unfortunately this could be the only chance some children get to swim. Each child could have one day a week that they can swim, and the changing rooms will be cleaned in-between each class / year group. Trustees asked if there was a swimming protocol. We are not sure.</p> <p>Site Security - Proposed by LHE and seconded by AP.</p>	<p>All to note</p> <p>Gemma Glazebrook (GG) to action</p>
9	<p>Raising Standards</p> <p>i) Strategic Plan for improvement</p> <p>Trustees were provided with the strategic plan for improvement prior to the meeting. It was explained that all objectives are ongoing but delayed due to COVID-19. We have evaluated some areas and some KPI's have been altered. We have also added a list of documents to help the effectiveness of the strategic plan for improvement.</p> <p>Trustees confirmed that these resources are really helpful. There are some aspects that are on hold as we do not have all the children in school, and we will need to complete assessments once everyone is back to school.</p> <p>Trustees asked what the next steps are going to be. The next steps will be taken into next year and a lot of things will come in affect as children come back to school. There are talks of a wider opening or a full opening on the 8th March. Wider opening might be bringing back some key year groups, younger children or possibly older children who will be transitioning onto secondary school. The next half term is a 5-week term so bringing in some year groups could fit with a political agenda. Trustees questioned when we find out about the school re-opening. We should find out on the 22nd February. Jonathan Lewis and counterparts are meeting with the regional commissioner tomorrow to put forward what they would like to happen regarding the re-opening</p>	<p>All to note</p>

	<p>been ok. Yes, they have. There was one family we could not get hold off, but they had been away. The health visitor had also been trying to get hold of them. The home visits seem to stir them into action.</p> <p>Trustees asked if a lot of resources is needed for this to happen. The hardest part for teachers is when there is not much engagement. We have altered how we approach it. Sometimes we use our personal mobiles (number hidden), and they will then answer the phone.</p>	
13	<p>Trustee Training</p> <p>LHE completed Safeguarding training.</p> <p>GG attended the Annual Clerks Conference, and they were informed that Ofsted have started conducting their inspections again.</p> <p>SW completed the Safeguarding and Prevent training.</p> <p>JC completed the Safeguarding training.</p> <p>The Annual Governance Conference is on Saturday 8th March for all trustees.</p>	All to note
14	<p>Any other business</p> <p>Trustees thanked all the teachers and staff in school for all they have done. The school has been amazing at what they have been able to pull together and parents are really impressed with the home learning that has been provided. CC will pass this onto all staff.</p> <p>Trustees asked whether there are any concerns regarding re-opening. There are no concerns, we can use the plans we used last time and the catch-up plans to close any gaps.</p>	<p>All to note</p> <p>CC to action</p>
15	<p>Summary of meeting</p> <ul style="list-style-type: none"> • Ratified policies. • Talked through majors concerns and whether COVID is holding anything back. • Discussed overspend on the budget. • Looked at the Strategic Plan for Improvement in detail. • Trustee visits need to be completed by Easter. 	All to note

The meeting closed at 7.04pm

Signed as a true record: Date:

Laura Holland (Chair)