



Alderman Jacobs Primary School (Academy Trust)

**Trustee Meeting **

Wednesday 8th December 2021

MINUTES

Key:

Trustee Questions

School Improvements

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

In Attendance: Amy Ure - (Governance Professional)

Meeting commenced at 6.20pm

1	<p>Welcome and Apologies LHO welcomed all to the meeting. Apologies were received from Joel Combes (JC) and Lindsey Boucher (LB)</p>	All to note
2	<p>Declaration of Pecuniary Interests Cathy Carlisle (CC) - Daughter carries out temporary midday / TA work Lisa Hatfield (LHA) - Step Son works for Newflame Laura Holland- 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. Lindsey Boucher (LB) - Headteacher at Coates Primary School</p>	
3	<p>Minutes of the Previous Meeting ~ 20th October 2021 minutes (attached) SW noted an amendment is required on page 3 - should read COVID pixel Fisher. ACTION: AU to amend minutes.</p>	<p>All to note</p> <p>AU</p>

	Minutes otherwise agreed as a true and accurate record. Proposed by AP and seconded by SW.	
4	<p>Agreed Actions Updated</p> <p>The only outstanding action is completion of training by AR and EG. See below under Trustee training. LHO is going to contact AR and EG ask them to undertake training while they are off, to get up to speed.</p>	All to note
5	<p>Raising Standards</p> <p>i) Headteacher's Report (attached)</p> <p>The schools targets to improve will be reviewed in Spring term when we have more data and evidence. Everything is mostly static and we are progressing well against the plan. Progress with interventions will be discussed at the next achievement and trustee meeting as we will have data to share. At the moment we are confident and although there are reasonable gaps in areas, we have plans to address them as they come up.</p> <p>There have been two school closures due to burst water pipes. There have been various meetings with those people involved. Academy Estate Consultants have managed the project along with the contractor who won the tender - APC & Intersmooth. We are liaising with AEC to resolve the issues. APC have appointed a company to do an x-ray scan of every joint. There are an estimated 850+ plus joints. The work has already started, they will be doing this during the evenings, until 11pm and over the weekend.</p> <p>The trustees asked if they have found anything</p> <p>We have asked the question. He has said he is not appointed to make a decision, just to scan but on the first night he found a couple of joints that are definitely not fully inserted.</p> <p>The trustees asked if they are an independent company</p> <p>Yes, the decision on which joints require replacement will be made by the mechanical engineer appointed by AEC, not the plumbing company.</p> <p>Trustees asked if we have trust with this system</p> <p>Yes once the works are completed- although those joints identified will be replaced by the original company, those joints will then be rescanned and put under a hydrostatic (air/water) pressure test over a 5 hour period, pushing the temp up.</p> <p>Trustees were informed that there were concerns about the school temperatures in the 'old block'. Although, the temp drops in the evening, it's not actually that cold. We are operating at 19 degrees, 18-19 is the recommended temp.</p> <p>Trustees acknowledged that we have had some really cold weather too.</p> <p>Trustees were informed that currently we have no hot water in the main block, there is hot water in parts of school. Although not ideal, for Health</p>	All to note



and Safety we have hand sanitiser and hot water in parts of the building, so can be moved if needed. The Kitchen still has access to hot water and their dishwasher uses cold and heats. The Kitchen had a recent Health and Safety inspection, they lost 1 of their 5 stars because of the hot water. This is not recommended/ideal not to have hot water but the alternative is children do not get a hot meal and we have to close school so the two risks outweigh not having hot water throughout the whole school for a short period of time.

Trustees asked if the electrical heaters were still an issue.

They are sorted now, the heating is on overnight and goes off before AB gets in, leaving enough time to cool before he arrives. For Health and Safety anyone in the building is safe, water pipes have cold water in them, but they are much less likely to burst as they are not under any expansion/contraction pressure from heat and the pressure within the system has been lowered, so the risk is low.

Trustees asked once work is complete will the company finish the planned work to encase the pipework.

Yes

Trustees asked do we have any idea when we are likely to get water / heating sorted

Trustees were informed that the honest truth is we do not know, depending on the number of joints that need changing and the work required after this.

Trustees were amazed at the work involved and the school managed to only close for 2 days.

The trustees wanted to thank JS for the time spent ringing round and chasing. AB for coming in outside of his contracted hours.

They felt we need to take a win that we are able to open and operate in a short space of time, if not for the hard work it could have been weeks of closure.

One trustee parent was on the playground the morning of the burst pipe and their observations were that there was no panic and it worked smoothly.

Trustees were informed that the fire alarm went off today during an EY nativity from a fault in the Kitchen. Again the evacuation went smoothly and was well organised.

Trustees were informed of a child who absconded from the premises.

Trustees asked how it happened, is this a school safety concern?

As the school gates are locked it's not a school safety concern, the pupil chose to leave by climbing over the gates.

They are a challenging child that will not come in after playtimes. The plan is that the teacher leaves the class door open and keeps an eye on them. They usually return a short while after. The pupil knew the plan but on this occasion, decided they were not going to do that.

The pupil didn't get far, AU chased after them and they returned to school. So there are no issues with regards to the security of the school.

A discussion with the parent/teacher took place and the plan has now been adapted as a protective consequence.

Trustees were advised that there are no safeguarding issues to report

Update on targets set will be provided to the Achievement committee after holidays with progress against targets. Targets for Yr1 and EY will be set at this point.

Phonics Y2 screen is currently taking place and Achievement committee will have data.

Trustees questioned about the number of TAs that have been appointed because of the additional EHCPs, do we have many.

We have lots of EHC's coming through and we will have a total 15. We have redeployed some staff and appointed three additional ones.

Trustees asked if the EHC's are all In-years or new, do we have the space?

We don't have much space generally most PAN's are at 90. One child transferred from another school, some are children we already had in school that we now have evidence for that meets the criteria.

Trustees asked if we have sufficient funding in the budget?

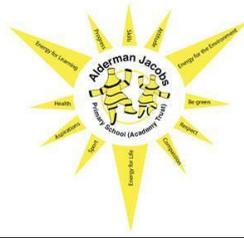
For each EHCP we need to put in the first £6000. We have some money in the budget for those EHC we anticipated being successful. Some funding can be taken from Contingency. We were going to appoint an out of school leader but it's not busy enough for that. We have enough in the budget at the moment

Trustees were informed that Twilight training sessions have been held for teachers in the areas of DT & Music. The same for Geography and History - we have taken a couple of professional days and done them as twilights.



	Trustees said it is good to see training still happening.	
6	<p>Resources to Support Learning</p> <p>i) 5 Year Financial Forecast</p> <p>The trustees were informed that this report is a forecast to help them predict future funding. The report shows a dip in surplus in future years but this is due to staffing costs increasing and predicted lower pupil numbers. Years 4 and 5 has lower predicted pupil numbers. However, with lots of housing developments it is now predicted that the numbers in catchment will be 780 children. Given the predicted numbers, all schools will be full.</p> <p>Trustees asked if the 5 year forecast is useful.</p> <p>Yes, it gives a good general prediction about the academies future and support trustees to make financially sound decisions.</p> <p>ii) Audit & Risk Committee Minutes ~ 20th October 2021 (attached) Minutes were attached as reference.</p> <p>Trustees (excluding employees) were given a copy of last year's Internal scrutiny report for ESFA. The next Audit and risk committee doesn't meet until March and the report deadline is 31/12/21. All trustees made aware that they need to email any amendments to AU by Tuesday 14/12/21.</p> <p>iii) Management Accounts</p> <p>All agreed they had seen the accounts.</p> <p>Key points are that we are pretty much on target (17% YTD) in key areas. Some lines have spent more to date the 12 month prediction, for example with training we wanted to do this in the first part. Some budget lines for individual subjects are lower but everyone has been asked to stick to the budget as we end up with a surplus, it's not big budgets but little amounts end up adding to a lot. This has been highlighted as good budget planning to all staff.</p> <p>Trustees asked about after school clubs</p> <p>Trustees were informed that After School/Breakfast Clubs are slow to pick up. People are now working from home, mornings are busier but it's nowhere near as busy as in the past.</p> <p>Trustees asked if there were any more thoughts for use of the surplus. They are keen that the funds are spent on children in school.</p>	All to note

	<p>Various options were discussed. The policy states a minimum reserve but Trustees can review this and look at what we need in reserve against what could possibly go wrong.</p> <p>ACTION: All agreed to list Surplus for fuller discussion at the next Audit and Risk Committee meeting.</p> <p>Trustees asked what the 'other staff costs' sitting at 32% and is already over spent</p> <p>ACTION: CC will check with JS and email SW</p> <p>Trustees asked if we are paying for Site Officer over time. Yes, it's already built into the contingency.</p> <p>Trustees asked if we are incurring extra costs because of the water/pipe work. We have already had the loss adjuster out and we have a spreadsheet listing all costs incurred which will be submitted to the insurance company.</p>	<p>AU</p> <p>AU</p>
7	<p>Policies to Ratify ~ attached</p> <ul style="list-style-type: none"> • Capability Policy & Procedure This is an annual policy - cross checked against Judicium, it's still current and up to date. No changes required. Proposed by LHO and seconded LH. • Disciplinary This is an annual policy, it's up to date with employment law. Proposed by SW and seconded by LH • GDPR Data Protection • GDPR Privacy & Fair Processing - Parents • GDPR Privacy & Fair Processing - Employees • GDPR Privacy & Fair Processing - Governor • GDPR Privacy & Fair Processing - Visitors <p>All GDPR are a 1 year, statutory policy. Nothing changed. Proposed by SW and seconded by LH</p> <ul style="list-style-type: none"> • Grievance Policy & Procedure Nothing changed. Proposed by LHO seconded by SW Second <p>ACTION: All policies were agreed and adopted. AU to action</p>	<p>AU</p>
8	<p>Trustee Monitoring Visits</p> <p>LHO will organise the SEND monitoring visit and she will be in on the 13 December 21 to do PP link visit. Another visit will be arranged after the next set of data is available.</p> <p>LH is in tomorrow, Thursday 9/12/21, to do the Math's monitoring visit.</p>	



	<p>All reminded, remaining monitoring visits to be booked for next term.</p>	
<p>9</p>	<p>Safeguarding & Equality Trustees were advised that we have a Equality & Diversity curriculum lead. They have received training on how to approach Equality and Diversity with children.</p> <p>Trustees asked if diversity is offered to staff We have two different training sessions around diversity, what it looks like generally and another around how staff can have more challenging discussions, words/ phrases to use and approaches to take.</p> <p>Trustees asked if Equality and Diversity are covered in the curriculum Yes, we talk to children regarding diversity. We also consider de-colonising curriculum opportunities for children so they see representative groups in what they are learning. First, we looked at history and geography and the diverse cultures as well as other subjects. Also in terms of children having equity across 3 classes regarding education, support, behavior. Equality is covered in both the pastoral and academic side of school.</p> <p>Trustees were informed that My Concern is set up and reports are ready and can be provided to Ofsted. Any concern raised goes to DSL and SLT to discuss. My concern also provides training.</p> <p>Trustees noted that we had talked about an attendance report for staff sickness at the Audit Committee to monitor trends/changes. ACTION: Agreed this is to be included in the Head Teacher report.</p> <p>Trustees asked about the wellbeing of staff at the moment, how is moral, have we done a staff survey? The trustees were advised that the staff survey was done in Feb 21, its bi-annual so not due again until 2023.</p> <p>Trustees felt it might be good to switch things up. Wellbeing is a big thing which trustees want to support staff with.</p> <p>Trustees were informed that AP & RI have been on recent training which looked wellbeing needing to come from within the person supported by the organisation and leaders. We have started feeding that into staff meetings.</p>	<p>CC</p>

	<p>AP also noted that employees have access to the EAP Employee Assistance Programme. We receive quarterly figures. it's not used much but is a useful service.</p> <p>ACTION: CC & LHO to explore different wellbeing options, other than a staff survey.</p>	<p>CC/LHO</p>
<p>10</p>	<p>Trustee Training <i>Feedback on any training undertaken since previous meeting</i></p> <p>Trustees asked if everyone was up to date with Safeguarding. LH has started her Safeguard training. She has also completed her Prevent and will undertake more training in January 22.</p> <p>All trustees were advised that its advisable to do Safer Recruitment training. SW had already done this. LHO and LH have done their refresher</p> <p>LHO is planning her PP training.</p> <p>ACTION: LHO will push out to AR and EG after Christmas to see what their plans are and to ask them to undertake training while at home, to get up to speed.</p> <p>LH to complete Safeguarding in January 22</p>	<p>LHO</p> <p>LH</p>
<p>11</p>	<p>Any Other Business <i>Please advise Chairman at least 24 hours prior to the meeting</i></p> <p>1) Future CIF bids Although this bid hasn't gone as smoothly as we would have liked, we have been successful and progressed smoothly with the past 4 or 5 bids.</p> <p>We used AEC for the CIF project, we went through due diligence as part of the selection process and obtained feedback from other clients. We were looking at 2 future bids with them prior to the incident.</p> <ul style="list-style-type: none"> ● Window replacements ● Fire and electrical <p>Both bids are in the region of 800,000-900,000.</p> <p>We believe there is a strong case in terms of fire/electrical needs and this has been highlighted. The electricians in the building are not strong enough, the building wasn't built to house the number of electrical sources we need without overloading.</p>	



Two questions: do we go ahead with these bids? We don't have the technical knowledge within school and it's helpful to appoint someone. Do the governing body want to put in a percentage, the points increase the higher the percentage. We would have to put in 5%-10% percent to get 1 point.

Trustees asked what the points mean

It was explained that 5-10% equates to 1 point which means we would need to put in about £40,000 to meet 5% contribution on each project. The more points the bid has the more likely it is to win. As a single academy we do not have the resources to put in the same percentage that larger academies may do. Our reserves provide us with a limited number of days to function.

Trustees asked what the minimum is you can put in.

The higher the school contribution the more likely the bid will be successful because this gains more points. School can choose to add nothing.

Trustees asked if they look at the school need.

We have to put in evidence to prove why there is a need.

Trustee all agreed that there was enough evidence for the fire/electrical bid and it is a priority.

AGREED by all:

Fire and Electrical - put in bid with 5% percent, that's £40,000 to use out of the surplus.

Windows - put in a bid with 0% because it's not the same priority as the electrics at present.

2)Investment fund

Trustees were informed that there is already £85000 in a 1 year bond that matures in 2022, at an interest rate of 0.75%. Do we want to make a further investment using surplus or just keep hold in reserve? The current rates were shared (1yr bond with an interest rate of 1.25% or a 6month bond which would mature closer to the date of the original bond)

Trustees felt there was not enough interest to warrant, but if it goes up dramatically in future it might be worth it.

3) LHO co-opted ~ terms expire Jan 22

	<p>LHO is a co-opted governor and her terms expire in January 22. She is happy to continue for another 4 years. All trustees agreed for LHO to be re-appointed as a Co-opted trustee.</p> <p>Trustees asked about completing an External governance review using an NGL</p> <p>Trustees were advised that DFE has made contact and if we would like support from NLG to come in to do a governance review. This will be free and provide useful guidance. Trustees had this as part of their strategic plan for 2022/23. Trustees agreed to go ahead.</p> <p>ACTION:CC to confirm yes we would like the review with the DfE and to let trustees know what they need to do.</p>	CC
12	<p>Summary of meeting</p> <ul style="list-style-type: none"> • Talked about CIF bids • Confirmed monitoring visits 	

The meeting closed at 7.20pm

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