



Alderman Jacobs Primary School (Academy Trust)

**** Trustee Meeting ****

Wednesday 13th July 2022

MINUTES

Key:

Trustee Questions

School Improvements

Governors Present: Laura Holland (Chair), Catherine Carlisle (HeadTeacher),
Joel Combes (JC), Andrew Pattison (AP),
Elaine Crane (EC), Laura Hemmaway (LH), Thomas Claxton (TC)

In Attendance: Jocelyn Sumner (Finance and Operations Manager),
Amy Ure (Governance Professional)

Meeting commenced at 6pm

1	Welcome and Apologies Laura Holland (LHO) welcomed everyone to the meeting. Apologies received from Sadie Wiles (SW) and Eleanor Gunn (EG).	All to note
2	Declaration of Pecuniary Interests - <ul style="list-style-type: none"> Cathy Carlisle (CC) - Husband has completed landscaping work. Daughter has a contract as a temporary midday supervisor / TA. Laura Holland (LHO) - Trust Member of Alderman Jacobs School (Academy Trust) Director (Trustee) for another Academy Trust (OWN trust) Joel Combes (JC) - Wife, Sarah Combes is a teacher in school. 	All to note
3	Minutes of the Previous Meeting - 11th May 2022 All agreed the minutes were a true and accurate record of the meeting. Proposed by LH and seconded by AP.	All to note
4	Agreed Actions Updated TC confirmed that he is booked onto the Governance training in July 2022 and is also receiving information from the National Governor group. ACTION: TC to update Amy when training is completed. All actions from the last meeting are completed.	All to note TC
5	Trustee Roles Academy trusts have to hold elections each academic year for Chair, Vice Chair and Chair of each Committee. Nomination forms were sent out prior to the meeting. No nominations have been received. The Proposal is that those elected last year remain in post for another year. All Trustees present agree that they are happy to continue with trustees in current roles.	All to note

	<p>LHO - Chair</p> <p>JC - Vice Chair and chair of the Audit and Risk Committee</p> <p>LH - Chair of the Achievement Committee</p>	
6	<p>Educational Standards</p> <p>i) Headteachers Report (attached)</p> <p>The headteacher's report was shared with Trustees prior to the meeting. Trustees were invited to raise any questions.</p> <p>Trustees asked who the staff are that have been appointed as writing moderators for the Local Authority, and the process involved. This was NY and SM, this involved training, submitting a mock moderation and achieving a pass. This has been extremely beneficial as the additional support/knowledge of writing moderation has been shared across the whole school. Our Y6 writing moderation was conducted this year and all teacher judgements were upheld, one GDS was moved to EXS. So data compared to national is very positive considering this was in a moderated year. Trustees asked if the staff continue as writing moderators for future years. They can continue if they want to.</p> <p>Trustees asked about the changes to school trips. Yes, we have had to review what the school can offer in terms of residential trips. We have taken the decision to only offer residential trips in Yr 5 & Y6, but with an increased capacity to enable all children who want to, attend. This decision has been made considering significant increase in transport costs, cost to the school to cover staff, ratio in adult/child with 1:1 and additional medical needs. Trips rely on staff volunteers, this year, Y3 & Y4 residential trips created real problems and were only viable as SLT supported them which is not sustainable. Trustees asked if Y3 and Y4 will still have the opportunity to go on school trips. Yes, but we also need to consider the cost of the trip, some trips have doubled in transport/coach costs so we need to be mindful of the opportunities and balance the impact on families. Trustees noted there is also the impact on learning back in school. Yes, as a school we need to be analytical of the benefits. Yes, it's an experience and an opportunity that some children may not get but also recognise that some trips can be done here in school, from external agencies. Over the course of the year, the plan is that there will be a free school trip, a paid trip and a funded trip to create a balance.</p> <p>Trustees asked if there would be an increase in capacity for the residential. Yes, we have already done a parent survey and we have increased capacity based on the level of interest.</p> <p>Trustees asked if this had been communicated out to parents yet. Yes, an email has been sent. This year parents will likely be disappointed but next year this would be 'normal'. Trustees agree that it's a good decision</p> <p>Trustees asked what Interleaving is. This is taking a concept of learning and having an opportunity to thread that concept throughout the year, to improve learning. Trustees asked if staff had received additional training on this and how to bring this into a subject. Yes, this is already built into the curriculum plan. Clever Blocking in math has been really successful.</p>	All to note



ii) Advisor's Note of Visit

The Advisor's note of Visit was shared with trustees prior to the meeting. Trustees felt that it was quite in depth. Trustees asked if this leads into the SIP for next year. Yes, it does. As part of the visit (depending on time of the visit) we discuss data, we share books across the curriculum/year groups in order to ensure our self-evaluation is accurate. He then corroborates and provides feedback on areas to improve. Main point of note was that children with SEN/SEMH although require personalised plans, OFSTED also expect them to have access across the whole curriculum. Trustees asked why this was not already happening. It's difficult, the pupils are likely on a reduced timetable, they may not be able to play/share and so this needs to be worked on. The suggestion is to introduce a learning passport to tie together the entitled and nurture care. Trustees asked if we were to implement this would it require additional costs/resources. There would be additional costs in terms of time. It's already happening but we need to make it explicit. Trustees asked if this was a focus for next year. Yes.

iii) Review of School Improvement Plan

The SIP was shared prior to the meeting and briefly summarised. We are going into the 3rd year and each objective is clearly RAG rated. Any areas we haven't managed to achieve in year 3 will be incorporated into the annual school improvement plan, which is being worked on for September. Trustees asked if there are any barriers/concerns with areas we haven't fully achieved. No, time has been a factor, impacted by COVID absence, cover and segregation of class/years. Most areas have been initiated but not embedded yet. Example given was the difficulty of bringing TAs together, now we have whole school assemblies we can focus on TA training over the next year. Trustees asked if the document is standard, as there is a lot to achieve, will we ever get there. No, you never get there, it's a 3year plan, by the end of the year some will be embedded and some will roll on.

Trustees noted that outdoor provision is within the SIP and the Advisory Note from Patrick - Yes, this is a focus for this year. It is about supporting other practitioners to use the outdoor provision as a learning experience for the children, not to marshall them. Next year we will continue to develop TAs to support learning outside. Trustees asked if we are seeing the benefits or is it too early. It's difficult to measure, we would look at language, attainment and engagement at the end of the year. Trustees need to be aware of end of year data for EY, but this really shouldn't be an accountability measure. Nationally they are moving away from this; it's about what children understand, not attainment.

	<p>iv) School Improvement Priorities 2022-2023 The SIP priorities were shared with Trustees prior to the meeting. They are similar with the odd wording change in terms of embedding rather than developing. All agreed they are happy with the SIO priorities.</p> <p>v) End of Year Assessments (tabled)</p> <p>vi) End of year in-school data The end of year assessment data is very pleasing having no idea what it would look like with no data for 2years and no national set of data.</p> <p>The data across all areas is in line with national or a little above. Phonics data noted a significant drop to our previous results but this is the picture nationally. Trustees acknowledged that this cohort has found school life challenging. 76% is still positive and in line nationally.</p> <p>Y2 data is again very positive, above national. GDS is slightly lower but not significant or a concern.</p> <p>Y6 data again on par nationally. Writing was above national which is really pleasing in a year we were moderated. Math is higher than national level. Overall, we are very pleased. We did lose a few GDS in reading as the pass mark went up by 2 marks. Trustees were advised that a few appeals have been made. Trustees asked what we could do to bring the reading up so it's closer to writing. Have we used 'reading for pleasure' or any other initiatives that have had an impact? We use reading therapy which works. We have appointed someone as 'reading lead' for the coming year, so they will have lots of ideas/targets to focus on. We have reading events, class readers, book lists for each year group.</p> <p>All agreed they are pleasing and respectable results. Trustees asked that their congratulations be passed on to all those staff involved.</p> <p>Year 4 multiplication figures were shared. There is currently no pass mark so we have estimated in line with phonics check. Trustees asked if there is likely to be a pass mark. The data is not used as one of the school's accountability measures. They are used to check the children's times table recall and will help us to identify pupils who need additional support. Trustee asked what support is given in Y5 for those that haven't hit the pass mark in Y4. Interventions will be in place to support, we teach times tables strategies throughout the school not just in Y4.</p>	
7	<p>Financial Management</p> <p>i) Audit & Risk Committee Minutes - 11th May 2022 (attached) No issues raised regarding the minutes.</p> <p>ii) Budget 2022-2023 ~ to ratify The Budget was shared prior to the meeting and Trustees were invited to raise any questions.</p>	All to note



Teachers pensions and pay grants are shown as a separate line but this was added to the GAG funding - why is this shown separately. This is because we have Pre-school staff, they are funded differently - not part of the GAG. Trustees noted that there are no changes to SEN funding in the next 3 years, are there no pupils leaving/joining, what's the reasoning for a static budget. This is a best guess of what we foresee based on; the current children we have, the children who will leave, the next 2 years we will have over a 50% EY intake from our Pre-School children, gives us an estimate. Trustees asked why there is a reduction in adult meal income but an increase in expenditure. The budget from the caterers has gone up. Some staff have free school meals. Staff are encouraged to offer extracurricular clubs i.e. lunch time/after school clubs, to help children develop new skills. In return, staff are entitled to free school meals - so they won't balance. Trustees asked why the pupil meal income is up but the expenses are down. Due to the cost per meal to school from ABM Catering the cost per meal to parents/carers will also increase. The cost to school is lower than the cost to parents to support the running costs of the kitchen (i.e. utility costs, maintenance and repairs). Due to the continued rising cost of living it is likely that the paid pupil meal numbers will decrease and the uptake of UIFSM and FSM will increase.

Trustees asked if a parent applies for FSM but they do not take the meal, does the school still receive the money. Yes, we get FSM funding through the GAG even if they do not have the meal. The funding continues for the whole time the pupil is in school, even if family circumstances change. Trustees asked why there was a reduction in swimming pool cost. This year a swimming pool cover was included in the budget, it's there ready to purchase. Ours needs replacing, it's a very expensive item but we are struggling to get 3 quotes. Trustees asked if the pool was drained down when not in use. We half drain the pool. The cover will help retain heat in the summer.

Trustees asked what the intervention increase was for. This is money put aside for intervention groups, it's also to support EHCP children that we do not know about. It will be lower next year because we have TAs in place and as staffing costs come up, the intervention budget will reduce.

Trustees asked about the total staff cost percentage and leadership percentage increase, which is quite significant. This is because a member of SLT has just returned from MAT leave and we did not cover in their absence. Going forward next year there will be full SLT in post.

Trustees asked if there was an increase in the budget for energy. Yes, a significant increase. We will review the budget monthly and adjust going forward, as necessary.

	<p>2022/2023 budget ratified by Trustees. Proposed by LHO and seconded by AP.</p> <p>iii) Management accounts Monthly management accounts until June were shared prior to the meeting. Trends continue through the months. It was highlighted that dinner debts are increasing, we follow our normal processes to get debts paid. Trustees asked what happens if someone accumulates a high debt. We do write to parents to say that they cannot have any more school meals, where there is a large debt and a pupil books a lunch, the parent is called and asked to bring in a packed lunch. The leavers meal is a concern but any debts will be chased through the holidays. We offer support in terms of payment plans. Trustees asked if it's the same families who are repeat offenders. Sometimes, often it's down to disorganisation and only usually needs a phone call.</p> <p>Trustees thanked JS for the financial/management accounts.</p>	
8	<p>Policies to Review (attached)</p> <ul style="list-style-type: none"> <i>Investment Policy</i> No major changes. Proposed by LHO and seconded by JC. <i>Maternity Leave</i> Proposed by LHO seconded by LH. <i>Competitive Tendering</i> Changes to ensure it complies with guidance/updates on statutory things from the Academy Trust Handbook. No major changes. Proposed by JC and seconded by LH. <i>Fire Safety and Evacuation</i> No major changes, just names/responsibilities. Tablets linked to the visitor management system. Proposed AP proposed and seconded by LH <i>First Aid</i> No changes. Proposed by LHO seconded by JC. 	All to note
9	<p>Meeting dates 2022-2023 AJS Governing body and SOKE Trust meeting dates were shared with everyone. JC & LHO will attend the SOKE meetings. SOKE will send two representatives (they have no voting rights) to our Trustee Meetings. As Headteacher and LHO will be attending lots of meetings they will not be able to attend the Achievement Meetings. ACTION: AU to update committee lists</p> <p>All Trustees confirmed they are happy with the dates.</p>	<p>All to note</p> <p>AU</p>
10	<p>Trustee Monitoring Visits</p> <ul style="list-style-type: none"> Finance Visit - July 22 	All to note



	<p>The finance monitoring visit report was shared prior to the meeting. There was one recommendation which was highlighted. This is with regards to a system to monitor larger, long term rolling contracts to ensure they deliver VFM. There is a good system in place for new contracts but examples are ICT/Judicium services.</p> <p>The Trustees need to decide who creates the plan/monitoring programme. Who is responsible, how many quotes to seek. Need to consider satisfaction of service provided, time and effort to change service, training required, and consider the project as a whole. Maybe where we are happy with the service just get 2 further quotes (rather than 3). Trustees felt this is a good option, gives you a benchmark but need to be mindful that service may not be like for like.</p> <p>All felt it would be useful if JS could provide a list of contacts (that this would affect) so that they could be discussed and a decision made if they are cost effective or to explore costs/services from other providers.</p> <p>ACTION: JS to bring a list of contracts to the next Risk/Audit meeting.</p>	JS
11	<p>Safeguarding</p> <ul style="list-style-type: none"> LSCB Annual Monitoring <p>LSCB monitoring report has been submitted and shared with Trustees prior to the meeting. Everyone has received training or refresher training as required. We are having an external Safeguarding audit tomorrow. This will be reported at the next Audit and Risk meeting.</p> <p>Safeguarding reports since the last meeting were shared. 92 logs were made, the vast majority come from the home environment. The charts also give a picture of referrals made. Attendance is high, there has been a lot of absence which has reached fixed penalty notices. Trustees asked if those parents are still written to. Yes. Trustees also advised that currently Headteachers make the decision on 'exceptional circumstances' but there is talk that the Government may be taking the onus away from schools, which will be a good thing.</p> <ul style="list-style-type: none"> CPD <p>DSL are booked on to have refresher training.</p>	
12	<p>Estate Management</p> <ul style="list-style-type: none"> CIF update <p>A CIF summary document was shared with trustees prior to the meeting. A brief update was given, the pipework is near completion.</p>	

	<p>Trustees asked if there were any lingering concerns or anything which needed picking up and taking further. No, we have hot water back, heating would work if needed. The insulation is just being finished then it will all be put into isogenic packing. Trustees asked if it needs signing off. The director has been out, the system has been tested and they have responsibility for 6years.</p> <p>The next CIF bid will start over the summer. The electrical work is a huge project and will take pretty much 6 months. They will be working evenings/weekends/school holidays. Trustees asked if there would be any impact to the school. They assure us any impact will be minimal. If we can free a classroom (move the class to music room) this will significantly reduce the time it takes to complete. Trustees asked who would be responsible for locking the building when work is carried out, out of hours. They will do this themselves, they are enhanced DBS checked. We have met with the company, directors and surveyors. We have also researched the contractors and found lots of evidence that they have experience of completing large projects, similar to this, within schools. Trustees asked if we are covered by insurance if they are responsible for securing the building. Yes, the insurance company has been informed. They have already submitted their HSE forms. There will be better communication and presence in school this time. Our understanding is that there will be a period of 'switch over' to the new board, this will be done in the holidays. Trustees asked if the project is fully funded. No, we had to put some money in and this was budgeted for. Trustees asked if we won the CIF bid for the windows. No, they wanted us to resubmit on appeal. This bid was placed before the issues with the pipe/heating, so we decided not to appeal. We felt the electrical project is a huge project and sufficient for this year.</p> <ul style="list-style-type: none"> • HR <p>Staff deployment document was shared with Trustees so they know where people will be deployed. Children had a move up morning on Monday and so they know their class/teacher now.</p> <p>Trustees asked if we are continuing with 4 classes in year 6. Yes, we are.</p>	
13	<p>Wellbeing</p> <ul style="list-style-type: none"> • School Personnel Update • Progression Requests <p>A personnel update and pay scale progression recommendations document was shared with Trustees prior to the meeting. Trustees felt the documents were really helpful.</p> <p>** See Confidential Minutes **</p>	
14	<p>Trustee Training</p> <p><i>Feedback on any training undertaken since previous meeting</i></p> <p>JS has emailed everyone asking them to complete Cyber Security training. This is a 40minute YouTube video and then you can download the certificate. SW has completed hers.</p>	



	<p>Trustees asked if there was a deadline. Yes, tomorrow.</p> <p>ACTION: All trustees to complete and return the certificate to JS, if not already done so, by tomorrow.</p>	ALL
15	<p>Trust Update</p> <p>** See Confidential Minutes **</p>	
16	<p>Any Other Business</p> <p><i>Please advise chairman at least 24 hours prior to the meeting</i></p> <p>Trustees were informed that AR is leaving, they have a new job and will be relocating. So, in September we will need to seek a parent Trustee.</p> <p>We have received an expression of interest from the school's former deputy head teacher of 30 years, she has a grandchild in school. LHO to contact her.</p>	
17	<p>Summary of Meeting</p> <ul style="list-style-type: none"> • Review of end of year school data - which is really pleasing. • Budget reviewed and ratified • Policies reviewed and ratified • Agreed pay progression • Review of SIP. 	

The meeting closed at 7.28pm

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

Date of next Trustee Meeting: Wednesday 12th October 2022