



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

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

**Wednesday 12th October 2022**

**MINUTES**

**Key:**  
**Trustee Questions**  
**School Improvements**

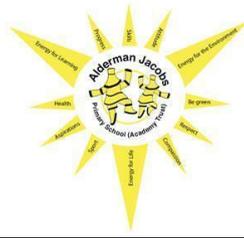
**Governors Present:** Cathy Carlisle (Head teacher), Laura Holland (Chair), Sadie Wiles (SW), Eleanor Gunn (EG), Laura Hemmaway (LH), Andrew Pattison (AP), Elaine Crane (EC)

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

Meeting commenced at 6.15pm

1	<p><b>Welcome and Apologies</b>          Laura Holland (LHO) welcomed everyone to the meeting. Apologies received from Thomas Claxton (TC) and Joel Combes (JC). Agenda Items 7 and 11 will be brought forward for discussion after agenda item 4.</p>	<p><b>All to note</b></p>
2	<p><b>Declaration of Pecuniary Interests -</b></p> <ul style="list-style-type: none"> <li>● Cathy Carlisle (CC) - Secondment to SOKE education Trust as CEO. Husband provides Landscaping services. Daughter has a temporary contract for Midday Supervisor</li> <li>● Laura Holland (LHO) - I am a Trustee of another Trust (OWN Trust) in Peterborough. I am also an associate Trustee for SOKE Trust but have no voting rights.</li> <li>● Sadie Wiles (SW) - CFO of OWN Trust, Governor of Nene Valley Primary School.</li> <li>● Elaine Crane (EC) - Oldest son works for MacIntyre Hudson, who audit the school accounts.</li> </ul> <p>Awaiting JC completed pecuniary interest form</p>	<p><b>All to note</b></p>
3	<p><b>Minutes of the Previous Meeting - 13th July 2022</b>          Minutes were shared prior to the meeting. All present were happy with the minutes.          Proposed by AP, seconded by LH.</p>	<p><b>All to note</b></p>
4	<p><b>Agreed Actions Updated</b>          All actions completed satisfactorily. EC and TC still to complete Cyber training.  <b>ACTION: Link to be resent. LHO to chase trustees for completion.</b></p>	<p><b>JS LHO</b></p>





	<p>management plan is being developed. Asbestos plans are being reviewed as the HSE are inspecting schools. Trustees asked if we have H&amp;S audits. Yes, Citation. Trustees asked for an update on the Window CIF bid. This bid was unsuccessful, we had the option to appeal but decided not to. Trustees asked if there were any particular areas in the school, are the windows a concern now we are nearing winter. No, some are difficult to close but this is managed. Trustees asked for an update on the rental property in terms of the tenants and any maintenance. Trustees were reassured that the property is still rented with good tenants, the rent has been increased a little. Some maintenance was required last year which comes from the school budget and it is listed on the asset management plan.</p> <p>Lots of work has been completed in school over the summer and there is a programme of internal decoration which is ongoing. Trustees asked how the site manager is coping with the workload. Trustees were reassured that he is fine, he is aware money is built into the budget for maintenance, should he need support.</p> <p><b>JS Left at 6.30pm</b></p>	
<p><b>5</b></p>	<p><b>Educational Standards</b>  <b>Headteacher report</b></p> <ul style="list-style-type: none"> <li>• <b>targets</b></li> </ul> <p>The head teachers report was shared with the trustees prior to the meeting. The trustees noted the increase in PP and asked what impact this would have on the school, do the school have the resources and support needed. Trustees were reassured that plans are in place. Interventions are set up and have proven to be effective in the past and will be continued. Provision maps are in place. Tutoring is set up to start after half term, prioritised for PP children of all years.</p> <p>Trustees were pleased to see that the process to manage attendance is effective. Trustees asked if insight will have an impact on this. No, Insight is just academic. The school uses FFT to track absence, it's useful to analyse data. Trustees agreed that the data shows there have been improvements.</p> <p>Trustees were advised that a letter will be going out to parents at the end of half term regarding attendance.</p> <p>Trustees noted CPD for teachers and weekly CPD for TA has started. Trustees were informed of some of the programmes that have been set up and this supports teachers to involve them in the appraisal process.</p> <p>Trustees asked if there has been any collaborative working with SOKE yet. There has been one Headteacher meeting so far to look at ways of moving</p>	<p><b>All to note</b></p>

	<p>forward. EY teachers will be attending training and we are looking at writing moderation.</p> <p>Trustees were pleased to see that things have returned to normal and parents can be more involved with 'look and share' / meet the teacher events. Trustees were informed that there has been positive feedback and uptake for these events has been good.</p> <p>Trustees asked if parent surveys will be going out. Yes, the parent forum will start again, a survey has been prepared. A 'you asked, we did' will be included in the new letter along with a further question/link to continue the feedback dialogue and hopefully encourage more to attend the forum.</p> <p>Trustees asked about the EY monitoring carried out last year, if this was different. It was a new framework recently adopted by others, we were part of the pilot so we have used this for 4 years.</p> <p>The targets set for the year were summarised for the trustees. Targets may be reviewed later in the year.</p> <p>Trustees asked if we continue to see a high need in lower school following the impact of COVID. Speech and language were an issue and there is still a level of need. Trustees were informed of the difficulties of getting an assessment and the programmes that are being used in school. Trustees asked if there is still a gap in Y2 phonics. Yes, those who didn't pass are receiving daily additional phonics with a dedicated member of staff.</p>	
6	<p><b>Terms of Reference</b> 2022/2023 terms of reference were shared prior to the meeting.</p> <p><u>Achievement</u> LHO advised that the terms of reference require a minimum of 4 trustees, 3 to be quorate. We currently have only 3 trustees sitting on the committee. All agreed to add both AP and LHO to the committee list. <b>AU to update committee lists</b></p> <p><u>Audit &amp; Risk</u> Updated to include pay awards as was recommended following our NGA external governance review. We also need to elect another parent governor. <b>ACTION: AU to start election process.</b></p>	<p><b>All to note</b></p> <p><b>AU</b></p> <p><b>AU</b></p>
8	<p><b>Trustee Monitoring Visits</b> EY &amp; Math/English visit reports were shared with trustees prior to the meeting.</p> <p>Trustees acknowledge that it was good to see the REAL project continues to have an impact and great to see it will continue next year without funding. Trustees asked if NELI is started in pre-school. No this is through reception. It's an intensive programme of 12-15 weeks. Trustees asked if you could see and monitor the impact. Yes, progress is monitored, it is an early language evidence-based intervention. Trustees asked how many staff are trained. There are 3 staff trained, again this is an intensive course.</p>	<p><b>All to note</b></p>



	<p>Trustees were pleased to see that the strategies that are being used in interventions are used in 1st phase teaching so everyone benefits.</p> <p>Trustees asked if there had been any change in the subject leads. Yes, there is the addition of a reading lead and a change in oracy lead.</p> <p><b>Link Governor &amp; Monitoring Visits</b></p> <p>The link governor schedule 2022-2023 was shared prior to the meeting. SW is in the process of arranging an EY visit. SW to mentor EG on the visit. Visit to be arranged November or January 2023.</p> <p>LH will be including LAC into the Safeguarding link governor visit. LH was asked to include SCR checks as part of the visit. Guidance SCR check lists are available on The Key or CCC website. Visit to be arranged after half term.</p> <p>Compliance &amp; H&amp;S - has been reintroduced. Trustee asked for clarity of what should be checked. AP to find previous monitoring spreadsheet.</p> <p>All trustees to inform AU once a monitoring visit is booked.</p>	
9	<p><b>Policies to Ratify</b></p> <p>Policies shared prior to the meeting. Some with little/no change.</p> <ul style="list-style-type: none"> <li>• Critical Incident Policy - proposed by LHO, seconded by SW</li> <li>• Pupil Premium - proposed by LH, seconded by AP</li> <li>• Safeguarding/Child Protection - changes clearly highlighted in red to reflect KCSIE updates. Proposed SW, seconded by LHO</li> <li>• Safer recruitment - Judicium policy again to reflect KCSIE updates to include online searches for shortlisted candidates. Proposed by EG, seconded by AP.</li> <li>• Allegations against staff - Judicium policy. Proposed by LHO, seconded by LH.</li> <li>• Staff code of conduct staff - Few changes again to reflect updates from KCSIE i.e low level concerns. Proposed by LHO, seconded by SW</li> <li>• Visitor code of conduct -Proposed by LHO, seconded by AP</li> <li>• Financial Statement - same no changes. All trustees are satisfied with the statement which requires signature by JC.</li> <li>• Best Value statement - Proposed by LHO, seconded by EG.</li> <li>• Internal financial procedures. Few inclusions recommended by trustees <ul style="list-style-type: none"> <li>➢ ATH needs to refer to the year 2022.</li> <li>➢ Mileage claims of 25p need to have additional note that they need to have own business insurance.</li> <li>➢ Overnight accommodation - this is not applicable.</li> </ul> </li> </ul>	All to note

	<ul style="list-style-type: none"> <li>➤ Would expect debt write off to have a limit at which point needs to come to the trust board.</li> <li>➤ Credit cards should only be used for 'emergency' purchases or where there is not an alternative payment method and if it should be stored securely in the safe - Extensive talks have taken place with AZET and this is not needed provided we have financial controls around their use.</li> <li>➤ Staff should not use 'reward' cards when making purchases on behalf of the school as these could be seen by HMRC as a benefit in kind and taxable</li> <li>➤ Include Link Trustee</li> </ul> <p><b>ACTION: Changes as agreed to be included in policy</b> Proposed by SW, seconded by LH</p> <ul style="list-style-type: none"> <li>• Capability - No changes. Proposed by SW, seconded LH</li> <li>• Disciplinary - Proposed by LHO, seconded by SW</li> </ul>	<b>CC</b>
<b>10</b>	<p><b>Wellbeing Personnel</b></p> <p><u>Staff absence</u></p> <p>Staff absence data was shared with the trustees prior to the meeting which was summarised for the trustees. Main points to note is that the data last year is skewed due to COVID. We track for trends and have procedures and support in place to improve absence. Trustees asked what the difference was between general and sickness absence. General absence would include hospital/dentist appointments. Trustees questioned the general absence, is this in whole days. No this might be half a day/hour it's hard to track entirely. Also, the system is new and so there were some inconsistencies in how the absence was recorded initially. Trustees asked if there were any concerns with staff absences. Are we seeing a higher level of absence? No, we have robust policies and procedures in place now so we have seen improvements.</p> <p><u>Wellbeing activity</u></p> <p>Wellbeing activity report was shared with trustees prior to the meeting, this is a standing agenda item - nothing particular to report. Trustees asked if we received data reports from EAP. Yes, received annually and can access the data at any time. EAP is a helpline/online resource offered to the whole family. This is promoted via emails, and on return to work meetings. Trustees are pleased to see it being promoted.</p> <p>The trustees were informed that a staff perception survey will be conducted again in Feb. Trustees acknowledged it is good to conduct a staff survey but the board suggested an alternative survey be carried out. Trustees were advised that a CORDS package has been purchased for everyone's wellbeing. Trustees would be interested to see this. Maybe they offer a staff survey.</p>	<b>All to note</b>
<b>12</b>	<p><b>Safeguarding &amp; Equality</b></p> <p>Safeguarding update was shared with trustees prior to the meeting. Nothing major to report. Recent safeguarding audit was compliant. Pastoral team works closely together. Internal staff newsletter always includes a Safeguarding item.</p>	

