



## Alderman Jacobs Primary School (Academy Trust)

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

**Wednesday 11th January 2023**

### **MINUTES**

#### **Key:**

Trustee Questions

School Improvements

**Governors Present:** Laura Holland (Chair), Cathy Carlisle (Headteacher), Joel Combes (JC), Elaine Crane (EC), Sadie Wiles (SW), Eleanor Gunn (EG), Andrew Pattison (AP)

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

Meeting commenced at 6.12pm

<b>1</b>	<b>Welcome and Apologies</b> Laura Holland (LHO) welcomed everyone to the meeting. Apologies received from Tom Claxton (TC) and Laura Hemmaway (LH).	<b>All to note</b>
<b>2</b>	<b>Declaration of Pecuniary Interests -</b> <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>Joel Combes (JC) - Wife, Sarah Combes is a teacher in school.</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 our school accounts.</li> </ul>	<b>All to note</b>
<b>3</b>	<b>Minutes of the Previous Meeting - 7th December 2022</b> Minutes were shared with trustees prior to the meeting. All agreed they were a true reflection of the meeting. Proposed by LHO, seconded by AP.	<b>All to note</b>
<b>4</b>	<b>Agreed Actions Update</b> Outstanding actions: LHO did contact LH following nonattendance at the last meeting. This is the second meeting LH has been unable to attend.	<b>All to note</b>

	<p><b>ACTION: LHO will contact LH</b></p> <p>Training - EG &amp; TC still to complete induction governor training provided by the School Governance Team. EG confirmed that she had booked onto the training but had to cancel due to other commitments. She will rebook the training. Trustees were advised that the training is available both virtually or in person.</p> <p>LHO asked what other governor training is still outstanding. Emails were sent prior to Christmas asking for completion of mandatory training via the National College.</p> <p><b>ACTION: LHO &amp; AU to meet and review outstanding training.</b></p>	LHO
5	<p><b>Financial Management</b> (attached)</p> <ul style="list-style-type: none"> <li>Management accounts</li> </ul> <p>Management accounts up to period 3 were shared with trustees prior to the meeting. Some reports for period 4 are available and the rest will be over the next few days.</p> <p>Overall there were no real concerns. Trustees just need to be aware of the following:</p> <p>Aged Debtor customer MRS002 have paid off their debt but have continued to make payments. Unfortunately, we have no way of contacting them. We have spoken with a relative but have only been able to give limited information asking them to contact the school for good reasons. It was suggested that we could possibly contact the relative again just to advise that we need to refund some money, not disclosing anything else. The next step is that we contact the bank to ask that they reject the payment. <b>Trustees asked that we ensure the money is ring fenced so that it can be refunded, and agree that the bank should be contacted.</b></p> <p>In April we are due additional funding through a supplementary grant. We are still awaiting further information on the actual amount, we only have an approximate figure. <b>Trustees asked if this was the funding which schools have flexibility on spending.</b> Yes. Trustees further discussed the current financial climate and energy costs, and noted that they had seen there is a new scheme for lower energy costs extended until March 2024.</p> <p>Expenditure is on track. We are underspent on our building repair &amp; maintenance. This was on hold while expenditure was being reviewed with confirmation of pay awards. <b>Planned projects will now continue and once completed will bring the % back up.</b></p> <p>Utilities expenditure is currently underspent. <b>Trustees asked if this is because we are still on a fixed rate.</b> Yes, there is still time for this to change but currently, it looks fine.</p>	<p>AU/LHO</p> <p>All to note</p>
6	<p><b>Estate Management</b></p> <p>There have been no updates since the last meeting apart from as discussed in point 5 regarding building repairs &amp; maintenance.</p>	All to note
7	<p><b>Policies to review</b> ~ (attached)</p> <ul style="list-style-type: none"> <li>Charging and Remissions - proposed by JC, seconded by LHO</li> </ul>	All to note



	<ul style="list-style-type: none"> <li>• Lettings (Hire of School Premises) - proposed by SW, seconded by EG</li> <li>• Mental Health - proposed by AP, seconded by EG</li> <li>• Modern Slavery - Trustees noted that the policy is only required for businesses that have over 250 employees, which the school doesn't have.</li> </ul> <p>Agreed, but it is recognised as good practice to have a policy. Proposed by JC, seconded by EG</p> <ul style="list-style-type: none"> <li>• Protocol for dealing with children not collected from school at the end of the school day/Activity - proposed by AP, seconded by SW.</li> <li>• Swimming Pool Normal Operational Plan. It was highlighted that the site manager needs to complete refresher pool operators training. We also need an additional staff member trained, as back up. Suggestion was that the PE teacher undertake the training.</li> </ul> <p><b>ACTION: EC to speak to the site manager and the PE specialist teacher.</b> Proposed by LHO, seconded by AP.</p> <p>Trustees asked if we had spoken to Coates School regarding use of the pool. Yes, we are able to offer them an afternoon.</p> <p><b>JS Left 6.29pm</b></p>	EC
8	<p><b>Educational Standards</b></p> <p>i) Headteachers report</p> <p>The Headteachers report was shared with trustees prior to the meeting. This was summarised for the trustees. Some points highlighted:</p> <p>Tiered approach of contact to tackle persistence absence. There is a clear strategy in place with AHT, class teacher and pastoral and CPD training for teachers has taken place. This will hopefully help manage and give the appropriate support.</p> <p>Exclusions/suspensions - these figures are higher than last year and reflect the very complex and challenging behaviours. Trustees asked if they were reading it correct and the 24 suspensions were outside school. Yes, they were external suspensions. Trustees were reassured that suspensions are carefully thought of and give time to reflect on provisions to enable the child to be successful. Trustees asked if our numbers were high, is there any average comparison figures. We are likely above average. Trustees asked if this is the effects of the pandemic. Yes, some of it is. Trustees asked if there are any other provisions that could be put in place to help. Trustees were informed of the current provisions in place. Trustees also need to be aware that several children don't have funding, but they have 1:1 TAs in order for them to be successful and other children to learn, this has an impact on other interventions and support for other children. At the moment it's not negatively impacting learning, but we are not moving things forward how we would like too. SLT time is massively impacted. The next step is to go to the inclusion team to</p>	

see what else could possibly be done to help. Some children need Social Care involvement but there is no support.

It was noted that improvements have been seen and those now in Yr 5/Yr 6 who were in nurture and are now back in class, on a reduced timetable. The challenges are now in KS1 into early KS2. Trustees asked if you can see the trajectory and can you intervene earlier on. Yes, we have a play therapist but they are at capacity. STEPs has also been implemented which is a therapeutic and trauma informed approach.

Trustees were updated on Autumn/Spring year group admission appeals which have been upheld and appeals in place, which have taken us over PAN in certain year groups. Appeals are being upheld even having given robust reasons eg: full, high level needs, class size, resources. The biggest issue to highlight is that some of the appeals come with additional needs/health needs. With limited resources it is becoming difficult to continue the quality education we want for all children.

There are issues with school places locally. The LA have been challenged with regards to a local school which has been extended to a 2-form entry which has not opened. We have been advised that currently there isn't a business case to open another class in that school until reception exceeds PAN, at that point a 2nd class will open and follow through the school years. Trustees noted that means it will be nearly a decade for a year 6 place. Trustees need to be aware that when the application goes to appeal it is at a cost to the school. We need to send a representative to a legal panel, this is not an expertise we have inhouse. Trustees asked if the representative we use is good. We believe so, he does seek further information when needed. It's at a point where you consider accepting the application, as they go to appeal and the appeal is upheld anyway, costing money and time. Trustees asked if a suspension creates a school place. No. Trustees asked if we had approached the Director of Education. Yes, the advice is they cannot force schools to go over PAN but want schools to.

There was further discussion around the other local primary schools and pupil numbers. A meeting will be taking place with the headteachers to discuss what each school is prepared to do.

Trustees are concerned that there really isn't anything that we can do. There must have been a business case to extend the school, even if they considered opening a mixed KS1 & KS2 form. Trustees also noted that having larger class numbers will be a more challenging environment for dysregulated children.

Trustees asked if we could fund an additional class in year 5 if it's over PAN. It would alleviate the pressure and workload but we do not have the space.

Trustees asked that the situation continue to be monitored and inform trustees if they can support in any way. Trustees asked if there were concerns with regards to staff wellbeing and retention. Yes, more so TAs as they are supporting the children with complex needs. Staff are being given STEPS training and modeling. Recruitment of HLTAs is an issue.



	<p>There was a brief discussion around 'zoning' of the site in terms of door release mechanisms. Trustees agree this should be reviewed.</p> <p>Trustees said it was nice to see the actions on spring term and wanted to thank EC for the report.</p> <p>ii) Strategic Plan for improvement This is up to date and was shared with trustees prior to the meeting.</p>	
9	<p><b>Trustee Visits</b> LHO to book another PP visit. TC has completed a telephone SEN review (awaiting report) SW/EG have booked an EY visit next week</p>	All to note
10	<p><b>Safeguarding</b> Nothing new to report since the last meeting. Safeguarding monitoring visit took place in the Autumn 22 term.</p>	All to note
11	<p><b>Trustee Training</b> Feedback on any training undertaken since previous meeting Governor training discussed earlier. AU/LHO to meet and look at outstanding training.</p>	All to note
12	<p><b>Wellbeing</b> Personnel &amp; Wellbeing update document was shared with trustees prior to the meeting and was summarised for the trustees.</p>	All to note
13	<p><b>Any Other Business</b> Please advise chairman at least 24 hours prior to the meeting</p> <ul style="list-style-type: none"> <li>Admissions policy</li> </ul> <p>This was discussed under point 8. This needs to go to consultation.</p>	All to note
14	<p><b>Summary of meeting</b></p> <ul style="list-style-type: none"> <li>Discussion around ongoing concerns with additional children and high levels of need which need monitoring but trustees will support the best way we can in budget spend.</li> </ul>	

The meeting closed at \*\* 7.03pm\*\*

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

**Date of next Trustee Meeting: Wednesday 12th March 2023**