



## Alderman Jacobs Primary School (Academy Trust)

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

**Wednesday 17th May 2023**

### **MINUTES**

#### **Key:**

**Trustee Questions**

**School Improvements**

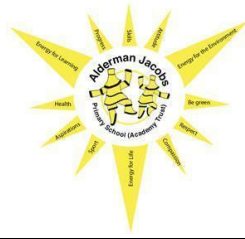
**Governors Present:** Cathy Carlisle (Headteacher), Laura Holland (Chair), Andrew Pattison (AP), Thomas Claxton (TC), Eleanor Gunn (EG), Joel Combes (JC), Laura Hemmaway (LH), Eleanor Gunn (EG)

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

Meeting commenced at 6.18pm

<b>1</b>	<b>Welcome and Apologies</b> Laura Holland (LHO) Welcomed everyone to the meeting. Apologies received from Elaine Crane (EC) and Sadie Wiles (SW)	<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> </ul>	<b>All to note</b>
<b>3</b>	<b>Minutes of the Previous Meeting (15th March 2023 including confidential)</b> The minutes were agreed as a true reflection of the meeting. Proposed by LH and seconded by TC.	<b>All to note</b>
<b>4</b>	<b>Agreed Actions Updated</b> None outstanding	<b>All to note</b>
<b>5</b>	<b>Financial Management</b> <ul style="list-style-type: none"> <li>Draft Budget</li> </ul> The 3yr draft budget along with progress to date notes was shared with trustees prior to the meeting. The draft includes plans moving forward with	<b>All to note</b>

	<p>Soke so it will affect some budget lines. Trustees asked if the budget includes projects that had been agreed. Yes. Trustees questioned the 1,000,000 difference in revenue expenditure. This year includes CIF funding. We have also forecast estimated staff pay awards. Teachers projected at 4% and support staff 6%, we have also included the top slice for Soke. Further discussions around teacher/support staff pay awards took place. Support staff was averaged at 6% but this is dependent on the pay scale. We have just tried to budget enough money to cover the costs. Trustees noted that forecasting the budget may be challenging with joining Soke and asked if there were any concerns. No real concerns highlighted. There is some surplus and the budget includes everything wanted in it. There have been no cuts to curriculum related budget lines. Trustees asked if there had been any cuts to classroom provision. No, we are able to continue 4 classes in Yr 6. Support staff costs are sustainable. Trustees asked if this will be built into year 2 &amp; 3. There is a reduction in years 2 &amp; 3. Potentially in the future if schools receive additional funding this could be reviewed.</p> <p>There was a brief discussion with regards to the continued high gas/electricity costs.</p> <p>Overall there is still surplus. Quotes are being obtained for some projects which had previously been discussed. Trustees asked if the surplus is pooled into the centralised pot if not spent. Yes.</p> <p>Trustees agree to obtain quotes with an aim to have those projects completed over the summer.</p> <p>Trustees wanted to thank JS for the DRAFT budget and supporting notes. They are happy based on this to move forward for the budget to be ratified in July.</p> <p>United Trust Bank and fixed rate bond documents were shared with trustees prior to the meeting. Usually we would invest for 1 year or could consider a shorter period, from a cash flow point it is affordable. Trustees considered the options. They agree that its advantageous and should reinvest in another 1-year Business Bond, that money would then join the Soke centralised funds.</p> <ul style="list-style-type: none"> <li>• Monthly Management Accounts</li> <li>• Budget Reporting</li> <li>• Financial Reports</li> </ul> <p>Monthly management accounts shared prior to the meeting. The accounts were summarised for trustees. It looks like there will be some surplus to spend. Trustees agree any surplus should go on projects this year and ask that quotes are obtained.</p>	
6	<p><b>Estate Management</b></p> <ul style="list-style-type: none"> <li>• Site Update</li> </ul> <p>Site Management Report (Summer 2023) was shared with trustees prior to the meeting.</p> <p>Current CIF project is still ongoing. Trustees asked if this was going to plan in terms of completion dates. Yes. The electricians will be done by the end of May. There is just a delay on the fire doors.</p>	All to note



	<p>Trustees were advised that the fire doors were identified as a risk. This is ongoing but due to increase in material costs and trying to source the doors there has been a delay. The fire doors in place are fine.</p> <p>Trustees asked if all projects are on track. Yes, big projects are on track to be completed. Repairs identified have been completed. Air con units are being installed next week.</p> <p>Trustees asked when we will find out if we were successful on the 2023/24 CIF bid. Likely about June 2024.</p>	
7	<p><b>Health &amp; Safety</b></p> <ul style="list-style-type: none"> <li>H&amp;S Audit Report</li> </ul> <p>H&amp;S audit report along with a response to summary of findings was shared with trustees prior to the meeting. This was summarised and although the report looks low, some of the areas identified have already been rectified.</p> <p>Trustees discussed some of the recommendations and made comments. They felt that the report was very thorough and everyone is doing a good job. Trustees reassured that even though the barometer suggesting compliance is low, in lots of ways we are compliant. The report has identified areas of improvement. Any issues identified have been rectified and so next time there will be an improvement in the score and this is suggested in the commentary.</p>	All to note
8	<p><b>Policies to review</b></p> <ul style="list-style-type: none"> <li>Admissions Proposed by LHO, seconded by TC</li> <li>Early Career Teacher Proposed by LH, seconded by EG</li> <li>First Aid Proposed by EG, seconded by LHO</li> <li>Flexible Working Proposed by LH, seconded by LHO</li> <li>Mobile device and camera use in school Proposed by AP, seconded by LHO</li> <li>Online Safety Proposed by AP, seconded by LHO</li> </ul> <p>6.46pm JS left</p>	All to note
9	<p><b>Education Standards</b></p> <p>i) Headteacher Report</p> <p>The headteacher report was shared with trustees prior to the meeting and was summarised for trustees. Some points noted were that following feedback</p>	All to note

	<p>from OFSTED the art lead has attended an assessment in art webinar and they will look at ways this can be fed back into what we do.</p> <p>Signed up for a professional learning project - with Anglia Ruskin, they are coming out to talk about what this entails.</p> <p>Coronation activities - AJS and all schools across Soke took part in the same project.</p> <p>New behaviour lead has been appointed. They will review the behaviour policy. Trustees asked if we are linking with SOKE in terms of the behaviour. Soke has a similar therapeutic approach to behaviour. AJS uses the LA recommended approach. Most LA are moving towards a similar route.</p> <p>We will also be moderated in KS1, which was expected. Trustees asked if this just involves observations. No, it's quite extensive. Trustees asked how staff feel about being moderated. The teachers feel confident, one being a moderator and there is expertise within the team so they feel they know what to expect.</p> <p>Attendance - is looking fairly positive. This is likely to change as we enter the holiday period. Attendance is monitored and there are robust procedures in place.</p> <p>Trustees recognised that exclusions had notably reduced. This is partly due to reduced timetables. Trustees noted that those on reduced timetables should be to support SEN not manage behaviour. Yes, these have been approved by both the LA and agreed by parents. It is evident that it is supporting the children to be more successful for longer periods of time that they are in school. There are still challenges with some struggling to regulate in a short space of time but overall it is positive. Trustees asked if those children are slowly being integrated back into school. We have spoken with the inclusion team and they are realistic and supportive of the steps in place. Trustees asked if this has had a positive impact on staff. Yes, it has built in capacity. Those children were already in nurture or 1:1 so there has been no positive/negative impact on children in class.</p> <p>KS1 sats are in progress. Phonics screening will take place after half term and then there will be the Y4 multiplication checks.</p> <p>Trustees were invited to raise any questions.</p> <p>ii) Achievement Committee Minutes - 18th April 2023 for review only Minutes shared prior to the meeting. Trustees noted for review.</p>	
10	<p><b>HR</b></p> <ul style="list-style-type: none"> <li>Wellbeing</li> </ul> <p>Personnel and wellbeing information was shared with trustees prior to the meeting and was summarised for trustees. Trustees noted that staff absence has gone down. There were no known reasons for this.</p>	All to note



	<p>Ice cream bar was well received.</p> <ul style="list-style-type: none"> <li>Staffing Changes</li> </ul> <p>A HLTA has been pointed to start after half term. Staff who recently left were offered exit interviews but they did not take up the offer.</p>	
11	<p><b>Trustee Visits</b></p> <ul style="list-style-type: none"> <li>Early Years monitoring report (Jan 2023)</li> </ul> <p>Trustees asked if Tapestry would ever be under review. No, it's embedded in both pre-school and EY, so there is no plan to change this. EG noted during the visit that EY were looking at ways to increase engagement in using Tapestry.</p> <p>AU/LHO to touch base with regards to monitoring visits. All trustees were reminded that they need to complete their Summer term monitoring visits. LH will organise a visit with link lead to complete a LAC visit.</p>	
12	<p><b>Safeguarding</b></p> <p>Nothing of concern to report. Procedures in place.</p> <p>Trustees asked to include a check of the SCR on the next SG monitoring visit.</p>	
13	<p><b>Trustee Training</b></p> <p>None completed</p>	
14	<p><b>SOKE/AJS update</b></p> <p><b>** See Confidential Minutes **</b></p>	
15	<p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li>Update on Soke Partnership</li> </ul>	
16	<p><b>Summary of Meeting</b></p> <ul style="list-style-type: none"> <li>Draft budget reviewed</li> <li>Ratified policies</li> <li>Discussed success in reduction of exclusions</li> </ul>	

The meeting closed at 7.19pm

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

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