



Present: Tracy Penfold (Chair)  
Phil Grundy (Principal)  
Andy Sikora  
Alan Benton  
Christina Proffitt  
Richard Palmer  
Sophie Boyack  
Ginette Hogan  
Claudine Crossley

Also in attendance: Tom Capewell and Nick Hyde (Deputy Principals)  
Jacob Adeshina (Acting Chief Finance Officer)  
Tim Morris (Company Secretary/Secretary to the Board)  
Sue Gill (Clerk to the Trustees)

Action summary:

7.8.2	School to consider creating a forum for parental consultation feedback.
7.9.1	Trustees' congratulations to be conveyed to Brian Dooley on his appointment as SENCO.
9	Trustees to email the Chair of attendance at training sessions
16.4.1	Covid19 recovery plans to be sent to Trustees.
16.7.2	Academy Effectiveness Committee to review the SEND and SEND offer
19.1	Principal to pass on the Trustees' best wishes to all staff.

**1. WELCOME AND APOLOGIES FOR ABSENCE**

- 1.1 Trustees were welcomed to the meeting.
- 1.2 An apology for absence was received and accepted from Dave Brown.
- 1.3 The meeting was confirmed as meeting quorate

**2. NOTICE OF ANY OTHER BUSINESS/CONFIDENTIAL ITEMS**

There were no additional items.

**3. DECLARATIONS OF INTEREST/CODE OF CONDUCT/**

- 3.1 Tim Morris was awaiting a small number of signed Pecuniary Interest and Code of Conduct forms. Reminders had been sent.
- 3.2 There were no declarations in regard to the agenda items.
- 3.3 Standing declarations were noted:  
Tracy Penfold – governor on Opossum Federated Governing Board  
Claudine Crossley – governor on Churchfields Primary School Governing Board

#### **4. APPOINTMENT OF OFFICERS**

##### **4.1 Election of Chair for the academic year 2020/2021**

The Company Secretary welcomed nominations for the position of Chair of the Trust Board. Claudine Crossley proposed that Tracy Penfold be elected as Chair for the 2020/2021 academic year, this was seconded by Sophie Boyack. With no other nominations and no objections Tracy Penfold was duly elected as Chair.

##### **4.2 Election of Vice-Chair for the academic year 2020/2021**

The Company Secretary welcomed nominations for the position of Vice-Chair of the Trust Board. Tracy Penfold proposed that Sophie Boyack be elected as Vice-Chair for the 2020-2021 academic year, this was seconded by Claudine Crossley.

On behalf of the Leadership Team, the Principle thanked the Chair and the Chairs of Committees for their work and support.

#### **5. DBS CHECKS**

All Trustees had current DBS checks.

#### **6. MINUTES**

6.1 Trustees received the minutes of the Trust Board meetings held on 27 April, 14 July, 1 September and the Extraordinary Trust Board meeting on 10 June 2020 and agreed these to be an accurate record of the meeting. Tracy Penfold will sign a copy of the minutes at her earliest convenience.

6.2 **Matters arising 27 April - noted.**

6.3 **Matters arising 14 July – noted**

6.4 **Matters arising 3 September - noted**

6.4.1 Minute 13 – The numbers of people in communal areas had changed.

6.5 **Matters arising 10 June - noted**

6.5.1 Minute 5.9 – The Behaviour Policy addendum will be emailed to Trustees. The location of the Inclusion Room had been changed and the red card system was amended. More information was included in the Company Secretary's report.

6.6 **Minutes from Committees**

6.6.1 **Resources 19 August and 22 September 2020.**

The last meeting was budget setting for 2021 for recommendation to the Trust Board.

6.6.2 **ACADEMY EFFECTIVENESS 19 MAY 2020**

The committee gave full scrutiny to the CAGs and discussed admission of pupils.

#### **7. COMPANY SECRETARY'S REPORT**

##### **7.1 Students on roll**

- There were more students this year than last year. The largest area growth was in the Sixth Form, more being recruited Year 12 and more staying on in Year 13.
- There had been a lot of movement of students at the start of the year, which was more than usual. During the lockdown, the school was not admitting students. There was however an influx of moves early in the academic year.
- The greatest mobility of students was in Year 8. It was reminded that the PAN was 240. It was important to maintain the numbers close to 240 as possible. The curriculum was budgeted for 240 per year group. 1561 was the student number recorded in the recent pupil census. Trustees noted the issue of

admission of students during the census. There was one conflict on a recent admission.

- The gender and ethnicity breakdown was noted.
- Trustees asked for student attitude to be included in the report. Based on student comments, they had a positive return to school and there was malleability to adopt to the new systems and structures. Since the report was written, the school has had to send a large group of Year 10 students home. There was growing frustration and annoyance that they were not able to continue with the schooling they were used to.
- Students were reminded about the guidelines around Covid 19. On the occasions that students have been sent home, it was because students/parents were not following the guidance.

**Q: Was there a concern with students and staff re. systems? As Christmas was approaching was there less compliance?**

A: It was not thought that everyone was complying out of defiance. Everyone was trying to get a balance. It was challenging for teachers when they had 2/3<sup>rd</sup>s of the class present. Stress was part of the national picture. The wearing of face masks will take time before it was established as part of life. The numbers of people forgetting facemasks and having to be provided was decreasing, but still challenging

7.2 Student absence

- There was some absence of Year 13 students, but the larger issue was Year 10, which affected over 50 students and 4/5 staff going into isolation. As the school was using seating plans, it was easier to locate where students were sitting.
- Staff had been able to say in confidence that they had not come into contact with students who had tested positive. There might have been times when the 2m range was not observed.
- It seems that Public Health England is handing the decision to Headteachers to decide the course of action.
- The latest guidance received states that only those people who have come into close contact with someone who is tested positive to self-isolate and not the whole class.

7.3 Teaching Staff

- It was noted that some individual teachers have had to isolate via the track and trace app. This has meant that the school has had to bring in more external supply.
- Sickness absence had decreased, most were Covid related. Staff were aware of the importance of coming to work. Each half term 100% attendance will be 'celebrated'.
- The Chair asked that the Trust Board's appreciation be passed to staff.

7.4 Covid absences

- The student attendance rate reflected the national figure. There was initial fear of families not sending their children to school, but there was over 90% attendance in each year group.
- It was highlighted that Highams Park had one of the highest student attendance rate.

**Q: If a student was sent home to isolate, was that counted as not being at school even if technically they were carrying on in virtual lessons?**

A: A different code was allocated. They were still absent, but not unauthorised. If it was student who was tested positive, that would also be recorded with a different code.

#### 7.5 Fixed term exclusions and inclusions

- There was no huge cause for concern.
- There had been an increase in physical assaults on adults compared to last year. The two incidents referred to were isolated.
- Male students received more exclusions than female students.
- The school continued to have students from the Black and/or mixed White background over represented in the exclusion figures.

##### 7.5.1 **Q1: Was the behaviour at break and lunch times okay?**

A: Better than usual, as students were physically in their year group bubbles. When looking at exclusions, this was mainly around drugs and alcohol or persistent disruptive behaviour. These relate to underlying frustrations built up during the lockdown and dealing with problems as they returned to school. More mental health support had been put in as a response.

##### **Q2: It was noted that students from a Black and/or mixed White background were over represented. Was this the same for SEND? Students on Education Health Care Plans (EHCP) were getting more support and SEND was disproportionate from that category?**

A: That was correct. SEND students were over-represented. It could be related or equally unrelated to behaviour. There were more SEND students that were also Pupil Premium. There were more students who were close to the line of poverty from the Black and minority ethnic community. There was a cross over. The Pastoral Team was looking at this, so that intervention was going to the right places.

7.5.2 There was no longer the red card system, the location of the inclusion room was moved in order to have more capacity. There was greater reliance on the Pastoral Team, which lead to an increase of students going to the Inclusion Room. The Inclusion Room started from approximately three weeks from the start of the new academic year as staffing had to be organised. Mental health was building up since the lockdown and some students were presenting with issues. The school had been able to provide a level of support and sanction when required. The students were resilient.

7.5.3 This was evident to see with the Year 11 figures. The numbers of fixed term exclusions and admission to the Inclusion Room made a difference as the were in school during the summer term and were used to the system and structures. They had an opportunity to work in smaller groups and knew what was expected of them. The Year 10 and 11 students were appreciative of being back at school and their behaviour reflected that. Years 8 and 9 were more challenging.

7.5.4 The demands of the Senior Leadership Management Team was considerable, as they were also on duty during breaktime (six breaks a day). Some tasks have had to be put on hold. The Principal reported that he had not been able to observe a lesson this term.

#### 7.6 Teaching and Learning

This was discussed earlier in the meeting. The school was trying to develop resources and infrastructure to deliver suitable lessons.

7.7 School organisation

This had been discussed previously in different points of the meeting.

7.8 Parental feedback

7.8.1 The views of those Trustees who were also parents of the school were invited. The school had not yet engaged in a parental consultation. The school had to think logistically. Digital views could be gathered, but no face to face consultations. In the previous week the school tried working with parents of potential Year 7 (2021) students. Three days' worth of visits had been arranged, but the Saturday visit had to be cancelled as the school was not allowed to admit these parents as it would involve mixing households.

7.8.2 The school will consider how to help parents feel they have a forum to raise questions.

**ACTION: School**

7.9 Staff morale

7.9.1 The Principal stressed that he could not thank staff enough for approach to work and support. Despite personal fears and anxieties, they have remained professional in their committed determination to do their job.

**Q1: Re. isolation, were there any teachers testing positive and was the risk assessment working or was it school-based transmission?**

A: It was not thought that any member of staff tested positive and there was no transmission between colleagues at school at all. No students sent home had themselves been tested positive and there was no evidence of anyone from the school community testing positive at all.

**Q2: Had the school received phone calls from the Health and Safety Executive?**

A: Every time a call was made to report an incident, it had been followed up. There had been no spot check calls.

**Q3: What was the update on the SENCO recruitment?**

A: Five candidates were interviewed. Brian Dooley, Deputy SENCO was appointed to the post and will start in January 2021. Tracy Penfold was thanked for her involvement in the appointment process.

Trustees asked that their congratulations be conveyed to Brian Dooley

**ACTION: The Principal.**

**Q4: Will the Deputy SENCO position be replaced?**

A: There was no definite decision whether to replace this position. It was also noted that it would be dependent on the budget.

**8. CHAIR'S ACTION**

There was nothing to report.

**9. TRUSTEES' TRAINING**

The list of training sessions was on the portal. Trustees were asked to email the Chair when they undertook training.

**ACTION: Trustees.**

**10. SAFEGUARDING AND WELLBEING REPORT**

The Chair had visited the school and prepared a report, which will be made available in time for the next Trust Board meeting.

**ACTION:** Agenda item.

**11. STAFF AND PUPIL WELLBEING**

Staff well-being was noted earlier in the meeting. The Heads of Year were 'on the case' and aware of those students who had suffered during the lockdown.

**12. RISK ASSESSMENT UPDATES**

This was currently being in view of Tier 2.

**13. ADMISSION ARRANGEMENTS FOR SEPTEMBER 2022**

Usually the school had to consult every seven years which would be September 2022. However, the school had decided to move this to an earlier date. The Trustees had to approve the consultation document. Nothing had changed regarding the admissions criteria. The school was not selective and continued to encourage siblings of current students, children of staff members and LAC children (who would have priority). The document will be emailed/posted on 23 October. Trustees approved the document.

**14. INSURANCE ARRANGEMENTS**

Jacob Adeshina confirmed that the school had taken out the commercial insurance policy (£27,000 per year).

**15. SUPPORT STAFF PAY AWARD**

As discussed at previous meetings, support staff were awarded a 2.75% pay award backdated from April 2020. Governors formally approved this.

**16. SCHOOL ITEMS**

**16.1 GCSE and A Level summer exam update**

**16.1.1** Attention was drawn to the school dashboard and a reminder that the Trust Board had looked at the Central Assessment Grades (CAGs) and the algorithm.

**Q: Was the school sent algorithm for GCSE?**

**A:** The grade was not sent for all students. The algorithm was released a day before the results, so it was not possible to calculate what the results were based on prior attainment.

**16.1.2** There was more analysis data to explore i.e. comparisons with the previous year and other schools and ALPS etc. Nationally schools' grades were higher this year by - 0.3. The school's analysis tool was noted, which showed what CAGs would look like with prior attainment. Attention was drawn to the FFT dashboard, 1700 schools submitted data (approximately 1/3<sup>rd</sup> of schools in the country). The figures are reliable.

**16.1.3** The headline GCSE figures were noted. Progress 8 was shared internally and will not be published on the website. The English and Maths score was 3% over compared to prior attainment. The Attainment 8 scores from 2017 were noted.

**16.1.4** The scores received throughout validated the hours put in by teachers to ensure the grades were right. Appropriate grades were submitted and the progress measures were noted. Re. gender differences, the school was just under the national average.

16.2 Key Stage 5

16.2.1 The ALPs tool was used to help analysis with one at the top and nine at the bottom progress. The Year 13 A level results was in the top 25% in the country. This was generated over a three-year average. BTEC was in the top 40%. AS results average was 2.

16.2.2 Trustees thanked the sixth form staff for all their work producing CAGs and supporting students on results day.

16.3 CIF Contract update and proposals for new CIF bids

16.3.1 Trustees were advised that the school was about to start the process. It was reminded that the school received £550,000 funding for the fire safety works (alarm, doors, brakes, escapes and landscaping). Work was to start during half term and the bulk will be completed during the Easter and summer break 2021. Thanks, was extended to the Chair for her involvement regarding the contract.

16.3.2 Next term there will be a further round of bids, no details had been released. Potential projects could include the resubmission of the failed heating bid and other projects being reviewed.

16.3.3 It was noted that at the previous meeting, the Chair was to have reported back the agreed start and completion dates. Trustees formally agreed this. The Chair will sign the contracts via Chair's action, so that work could start in the autumn half term break.

16.4 SDP/SEF

16.4.1 The headline summary was noted. The Principal informed the Trustees on the status of each area. Most of this was covered in the Company Secretary's Report and other discussions earlier in the meeting.

**Q1: Given the Covid19 recovery budget in general plans, how will this be spent?**

A: This will be looked at in depth by the Academy Effectiveness Committee. There was a spending plan in place, which will be circulated to Trustees ahead of the meeting.

**ACTION: Covid19 recovery plans to be sent to Trustees.**

**Q2: Was there a criterion for the spending of that money or is it just used for catch up?**

A: There was a strict criterion to follow. There could potentially be an audit to ensure that the funds had been spent correctly. A future Ofsted visit would want to see that this was happening.

**Q3: Could funds be used for broader mental health and wellbeing?**

A: There was freedom to spend on providing support to those students who have found it difficult to return to school in the form of counselling etc. The school had already spent funds on an extended contract with a counselling service.

16.4.2 The SIP visit will take place after the half term break. Some of that time will be used to carry out an audit. This will be included in the annual SIP report.

16.4.3 Year 9 had been assessed where their attainment was now and there has been a recovery curriculum and assessment moderation for Years 11 and 13. The school aimed to find students who had not accessed Firefly during the lockdown and those who had also identified with mental health issues.

**Q1: Was there a certain group of students identified for the recovery curriculum or was it across the school, or was it too early to know?**

A: There was more Year 11 analysis. They had a mock week at the start of the year and there were some obvious cases of underperformance. A full analysis was needed for Years 8 and 9. Catch up was more at a departmental level. There were gaps across the school including the Sixth Form as would have been expected

**Q2: Year 11 had admitted not putting in the work, was it connected to mental health?**

A: There was a mixture, some had not put in the work and others could not cope with lockdown. Students have received pastoral support and counselling.

16.4.4 Departments had created an assessment analysis tool and reporting cycle for Years 11 and 13. Great detail had been applied as it was unknown what will happen next summer. This will also apply to the mocks, as the school was building in more time from September to January. There was a need to know that the internal assessment was solid. The attitudes of the Year 11 behaviour was impressive.

16.4.5 Trustees were asked if there were any areas of the SDP that wanted to question. They noted the training on firefly, more resources, curriculum recovery, moderation and support to students.

16.4.6 The school will be transferring from SIMS to Arbor IT systems as it was no longer viable. The transition will take place at the end of this term for a January 2021 start. A mock data run will take place early November 2020. SIMS will run in the background until April 2021.

16.5 Budget month end September 2020

The Chair informed Trustees that information was due to be presented at this meeting, including the outturn 2019-2020 figures, but was not yet completed. Jacob Adeshina will be working on this during the half term break. Trustees will be asked to give feedback via email.

16.6 Budget outturn for financial year 2019-20

Trustees noted that the outturn for 2019-2020 was being finalised in conjunction with the external audit and final account.

16.7 Policies

16.7.1 Safeguarding - the policy was ratified

16.7.2 SEND and SEND offer - Trustees noted that this policy was being reviewed and will be brought to the Academy Effectiveness Committee for recommendation to the Trust Board.

**ACTION: Academy Effectiveness Committee.**

16.7.3 Remote Learning - This was the newest policy due to the pandemic from the last academic year. This was kept in draft form and as a working document. This had been issued to all students, along with a digital guide on how to access remote learning. The policy was ratified.

16.7.4 Pay - the policy was ratified.

16.7.5 Grievance - the policy was ratified.



16.7.6 NQT – the policy was ratified.

16.7.7 Policy and Scheme of Delegation – petty cash had increased from £30 to £100. There were no changes on the role of the committees. The document was ratified.

16.7.8 Trustees asked that all changes to policy documents be highlighted.

**17. ITEMS AGREED VIA EMAIL PRIOR TO THE MEETING**

Trustees noted all the items. The Chair will upload the email onto the portal.

**Email dated 14 October 2020:**

- Resources Committee membership
- Academy Effectiveness Committee membership
- Link Roles
- KCSIE part 1 confirmation
- Virtual meetings to January and then review

**Email dated 24 September 2020:**

- Budget 2020/2021 approved

**Email 28 August 2020:**

- Clerking SLA
- Training SLA

**Email dated 6 and 9 July 2020 (Resources Committee):**

- Internal Auditor Appointment
- Changes to the Schedule of Delegation
- Benchmarking/KPIs
- Minutes of meeting held on 2 March 2020
- Internal Auditor's Scope of Work
- Letter from ESFA dated 21 April 2020

**Email dated 12 May 2020:**

- Approval of Support Staff Pay increments

**18. LETTERS/CORRESPONDENCE RECEIVED FROM ESFA**

Trustees had sight of the letters/correspondence from ESFA via the portal: Letters dated 21 April, 16 July and 26 August 2020 – submission of 2019-2020 financial statements and associated documents.

**19. ANY OTHER BUSINESS**

**19.1 Thanks**

On behalf of the Trust Board, appreciation was shown for the work, dedication and support given by staff over the last half term. The challenges they faced was acknowledged. The Principal will pass on the Trust Board's sentiments to staff.

**ACTION: The Principal.**

**20. DATE OF NEXT MEETING**

- Academy Effectiveness Committee - 12 November 2020 at 6pm
- Staffing Committee at 5.00pm and Resources Committee at 6.00pm - 26 November 2020
- Trust Board meeting – 12 January 2021 at 6.00pm

The meeting closed at 8.05pm.

Chair: ..... (print)

..... (sign)

Date: .....