



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

Also in Attendance: Tom Capewell and Nick Hyde (Vice Principals)  
Jacob Adeshina (Acting Chief Finance Officer)  
Tim Morris Company Secretary/Secretary to the Board  
Cally Halkes (Vice Principal)  
Sue Gill (Clerk to the Trustees) recorded minutes post meeting.

Action summary:

13.4	Principal to send yearly Resource self-assessment link to Trustees.
16	Chair and Company Secretary to schedule future meeting dates.

**1. WELCOME AND APOLOGIES FOR ABSENSE**

- 1.1 Trustees were welcomed to the meeting. There were no apologies as all Trustees were present.
- 1.2 Quorum  
The meeting was quorate with 10 Trustees present.

**2. DECLARATION OF INTEREST**

- 2.1 Trustees to declare any interests they have in any of the following agenda items  
Trustees had nothing to declare in relation to the agenda items.
- 2.2 Standing declarations  
Tracy Penfold - Chair of Governors Edinburgh Primary School and Governor of the Opossum Federation.  
Claudine Crossley - Governor at Churchfields Primary School

**3. RSE POLICY**

- 3.1 Cally Halkes reported that the school was required to have in place a RSE policy. Over a year ago Trustees had approved the first draft policy. The policy originally had to be in place in September 2020, but had now been pushed back to September 2021. The school was in the process of consulting with parents, staff and students. The third draft was sent to parents who were asked for comments and inviting them to participate in a task group. There was not a large response.
- 3.2 There were three main comments from parents relating to the policy, desensitisation to pornography, conscious action and parenting. The fourth draft is now presented to the Trust Board for ratification. Trustees supported the wider school community's involvement in the policy.

3.3 Trustees formally approved the RSE Policy.

Cally Halkes left the meeting.

#### 4. MINUTES

4.1 Trustees received the minutes of the meeting held on 12th January 2021 and agreed these to be an accurate record of the meeting. The Chair of the Trustees will sign a copy of the minutes and these will be retained by the school for filing.

#### 4.2 Matters arising:

16.2	Tracy Penfold to send the internal audit tracker and summary of costs to Trustees, along with the letter of appointment. This will be discussed in detail at the next Resources Committee meeting.
20	Tracy Penfold and Tim Morris will look at future meeting dates. The Principal asked Trustees to consider how future meetings will be held in the future, face to face or virtual. Most Trustees agreed with blended meetings (virtual and face to face). The Principal will check how to set up blended meetings. Action: Principal.

#### 5. REPORTS FROM COMMITTEES

5.1 The Chairs of the Academy Effectiveness and Resources Committees gave verbal feedback at the Trust Board meeting held on 12 January 2021.

#### 6. SCHOOL FULLY REOPENING FROM 8TH MARCH 21

6.1 The Principal stated that the process of re-opening was twofold, first point was updating and reviewing the risk assessment. The second point related to the undertaking of rapid flow testing by staff and students. It was noted that there had been no positive cases identified from the testing carried out at school.

6.2 The Year 7 testing took place at a local community centre. Testing took place from 7.00am and was supported by a volunteer team of staff, parents and former students who made the process feasible with a positive atmosphere. Home testing was the next phase for all students. It was agreed that it was worth making clear that when students took a home test, that a negative PCR test override the positive lateral flow test. This will be written into the risk assessment.

6.3 Students have quickly adapted into the process of one-way systems, hand sanitisers and wearing facemasks. Their acceptance of and wearing of facemasks had been easier this time around and there was less need to remind students. Some parents have stated that they do not want their child(ren) to wear facemasks. Those students were issued with exemption cards along with students who had a specific medical card from their GP.

6.4 There was a huge undertaking from school to deliver nearly 6,000 tests. Trustees thanked the school and volunteers with all their help in getting students tested. Trustees were reminded that the risk assessment was a live document that was constantly changing. The SEND aspect was included in the risk assessment.

**Q1: Were there any staff who were classified as clinically vulnerable and have they received a risk assessment so that they can return to school?**

A1: Several members of staff were in that category. There had been given a 1:1 meeting with HR and had individual risk assessments. Risk assessments have also been carried out for pregnant members of staff.

**Q2: Have any concessions been made for school uniform?**

- A2: During the first two weeks, the focus was on getting the students back into school. There were no issues about students wearing uniform, though some were growing out of their shoes. Heads of Year were following up with some students who were not suitably attired.
- Q3: Was there financial support for families where cost was the issue? Was this through the school?**
- A3: The Heads of Year and pastoral staff were aware of individual circumstances. Support was given to those families that they were aware of facing challenges.
- Q4: Were home testing Covid tests given to all students?**
- A4: Covid test were only given to students who had completed the three tests at school. Parents were advised how to order the test kits.
- Q5: Regarding technology lessons, how were the changes going i.e. risk assessment of practical lessons?**
- A5: There was not a sweeping change. In terms of technology and science, school was trying to enable practical work to continue safely. All equipment used was sanitised between lessons. Priority was given to those students in examination years.
- Q6: Was there any extra-curricular or after school clubs?**
- A6: After the Easter break there will be PE and music clubs.

## 7. **LINK TRUSTEE REPORT (SAFEGUARDING)**

The Chair informed Trustees that she carried out a safeguarding visit on 4-10-2020 and 8-2-2021. Information was on the portal. She was due to meet with James after the Easter break. It was noted that James was new to the post of temporary Designated Safeguarding Lead, taking over from John Davison.

## 8. **POLICY**

### 8.1 Whistleblowing

Schools were required to have a policy in place. The policy was updated and was easier to read. Trustees formally approved the policy.

### 8.2 Relationship and Sex Education (RSE)

This was discussed earlier in the meeting (minute 3)

The meeting closed at 7.45pm.

Chair: ..... (print)

..... (sign)

Date: .....