



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

Also present: Tom Capewell and Nick Hyde (Deputy Principals)
Summaya Aziz (Chief Finance Officer)
Tim Morris (Company Secretary)
Sue Gill (Clerk to the Trustees)

Action summary

1.2	Tracy Penfold to contact Nicky Whitehead re attendance
5.4	Tim Morris to provide attendance information on the last two weeks of the academic years 2017-2018 and 2018-2019.
5.10.2	Phil Grundy to provide Waltham Forest exclusions rates.
5.13.2	Tracy Penfold to write to Barry Hughes
6.4.5	Budget commentary to be provided to Alan Benton or Phil Grundy by Summaya Aziz
7	Clerk to receive training updates from Tracy Penfold.

Feedback from the new Ofsted Framework training session which preceded the meeting.
Tracy Penfold informed Trustees that the agreed outcome of the training session was for each Trustee to be aware of the New Framework and the part they could play in an Inspection including possible questions they may be asked. Trustees were asked to brainstorm five to six points that they could be asked. This would be collated into a report.

ACTION: Trustees

Trustees were reminded of what would be involved in different types of Inspections, As Trustees, they should understand possible questions and noted the responses to give.

Q: What about crib sheets for Trustees involved in an Inspection?

A: *This will emerge from the questions that were asked. The front page of the SEF, which was an overview of the judgements, will be updated and presented in October 2019. The crib sheet will include comments on the four areas of the new Ofsted framework and will be forwarded to the Heads of Departments for a response. The quality of education was measured on intent, impact and implementation. All this was already happening in the school.*

1. Welcome and Apologies for Absence

1.1 Tracy Penfold thanked Trustees for attending the training session that was held prior to the meeting.

- 1.2 Apologies for absence was received and accepted from Jon Kemp, Richard Palmer and Nicky Whitehead. It was noted that Nicky Whitehead had not attended three Trust Board meetings and it was questioned whether his apology should be accepted. His contribution to the Resources Committee and the recent pupil exclusion meeting was positively noted. Tracy Penfold will contact Nicky Whitehead.

ACTION: Tracy Penfold.

- 1.3 The Clerk confirmed that the meeting was quorate with eight Trustees in attendance.

2. Declaration of Trustees' Pecuniary Interests/Gifts and Hospitalitys

- 2.1 There was nothing to declare in regards to the agenda items.
- 2.2 Tracy Penfold was a governor on the Opossum Federated Governing Body and Claudine Crossley was a governor on Churchfields Primary School Governing Body.

3. Minutes of the Board meeting held on 1 April 2019

- 3.1 Trustees received the minutes of the meeting held on 1 April 2019 and agreed these to be an accurate record of the meeting.

3.2 Matters arising:

3.2.1 Minute 5 – Exclusion Training

The documents from the training session were available on the portal. It was noted that the quality of the school's background papers for the exclusion meetings were praised by BACME at the training session.

3.2.2 Minute 7 – Company Secretary's Report

A report on off rolling was presented at the Academy Effectiveness committee.

4. Reports from Committees –

4.1 Resources

- Tracy Penfold reported that the committee discussed the draft budget and agreed the appointment of the external auditor. The first budget forecast was approved via email. Benchmarking was also discussed.
- The committee noted the policy matrix on the portal and the Scheme of Delegation was to be reworded so that policies could be approved via committees or a governor. Once the skills audit were completed Tim Morris will be able to assign the policies.
- The committee also discussed the single central record and the CIF bids.
- Work to the west wing and the refurbishment of the kitchen are to be undertaken during the summer holiday. The tender reports were on the portal if Trustees wanted to view them.
- The Accessibility Plan was ratified.

4.2 Academy Effectiveness

- The current Sex Education Policy was recommended for ratification. The policy will need to be reviewed following statutory guidance for 2020.
- Nick Hyde presented report on curriculum organisation.
- Cally Halkes presented an item on alternative provision and off-rolling.
- The committee received KS4 and KS5 presentations.

5. Company Secretary's Report

5.1 Registration numbers

Tim Morris stated that the data in the report was up to the summer half term. Responses to questions raised at last meeting was included. A lot of data sat behind this and could be discussed in more detail with Trustees when they carried out their link visits.

5.2 In year student leavers

5.2.1 Figures and reasons for leavers were outlined and discussed.

Q: Were the Year 9 in year transfers moving out of the borough?

A: Yes there was a problem with stability within benchmarking data. This was above average. The school was experiencing more students in transitional living arrangements in Years 9 and 10.

5.2.2 Some students came to the school for a few months and returned to their country of birth. Due to social housing arrangements, some families moved out of the area. It was noted that two Year 8 students were in the care of the local authority.

5.3 In year student admissions

Two students were on dual registration at Whitefield and Joseph Clarke Schools.

5.4 Attendance from September 2018

It was the school's aim to exceed the national average of 95.3% for attendance. Year 9 was slightly below all the other year groups.

Q: Activities week took place week commencing 8 July 2019, would this be included?

A: The impact was not yet known. An update will be provided in the next report. More students were attending residential and off-site trips/activities. The preceding week was so much better in terms of comparing to the penultimate week, which was challenging for everyone.

It was agreed to provide a report to Trustees comparing attendance on the last two weeks of the academic year and consult on staff on their views.

ACTION: Tim Morris

5.7 Absence

Year 9 was slightly high due to long term absence for medical reasons.

5.8 Unauthorised absence

The number of unauthorised absences had decreased. It was unsure if this was due to penalty notices being issued to parents.

Q: Regarding students who came into school just to take their GCSE examinations - on the days that they did not come into school, was it recorded as absent?

A: When students were present, they were marked as present. There was a code on the system 'not required to attend' at the start of the examination period. Though this was a grey area. Communications to parents left room for them to decide what was right. Some students want to come into school whilst others preferred to do revision at home/outside of the school. Students were coded to appear to be at school.

5.9 Ethnicity of student roll

Trustees noted the ethnic backgrounds of students from May 2018 and 2019.

5.10 Exclusions

5.10.1 The numbers were similar to those of last year. There had been increases in some of the categories that warranted permanent exclusions. It was stressed to Trustees that exclusions were something that they would be asked at the next Ofsted inspection. Phil Grundy informed Trustees that the decision to exclude was a carefully considered choice and he would maintain that line of action. The right message needed to be sent to the students and school community that unacceptable behaviour would not be tolerated, i.e. anti-social behaviour, sexual assault and knife crime.

5.10.2 There had been five permanent exclusions this year. It was agreed that there was a need to look at what the school could do to avoid this.

Q: How did Highams Park compare against other schools' exclusions rate?

A: The only time this information was known was at the FAP meeting. It might be possible to obtain the information from the local authority. If received, this would be shared with the Trustees.

ACTION: Phil Grundy

5.10.3 Trustees were informed that the school was praised at a recent exclusions training session on the quality of the paperwork. It was noted that averting exclusion was not the same as off rolling. The approach to this was different in other schools.

5.11 Inclusion room data

This was slightly lower compared to last year.

5.12 Progress of KS4 and KS5

This was noted.

5.13 Staff leavers and starters

5.13.1 Staff leavers were noted. A teacher was currently being treated for leukaemia, long term cover had been secured. Trustees noted the number of staff leaving the profession. One teacher was going on a sabbatical. The school was trying to flexible where possible, as this was a way of retaining good teachers.

5.13.2 Trustees noted in particular that Barry Hughes, Vice Principal, will be retiring after 29 years' service. Tracy Penfold will write to him on behalf of the Trustees.

ACTION: Tracy Penfold

5.13.3 New staff and internal staffing changes were noted.

Q1: Was the Second SEND post an additional post?

A: It was and was on top of what was already being undertaken. In view of the recent review, the conclusion was that the school would benefit from additional leadership capacity. This will be a boost to the SEN team. Both postholders were English teachers and will have reduced timetables. They will both have a TLR for the SEN work.

5.14 Proposed meeting dates

Trustees noted that the Resources Committee will be combined with the Trust Board meeting on 23 September 2019. All Trustees will be invited to the combined meetings.

ACTION: Dates approved

- 5.15 Trustees asked that future reports also include gender and ethnic breakdown for exclusions. Year groups will not be included unless there was a trend. Tim Morris will produce headline figures and detailed information would be sought from Claudine Crossley during her link visits.

ACTION: Tim Morris

6. Financial updates

6.1 Benchmarking

- 6.1.1 Summaya Aziz reported that the DfE school resources management tool was used to aid benchmarking against similar schools. It put into context the school's actions and expected future actions. The areas that were measured were noted.

Q: Pupil to teacher ratio green but pupil to adult was lower?

A: This included teaching and support staff.

- 6.1.2 The Resources Committee agreed at their last meeting that they should do more work on benchmarking, as it was a useful tool. They needed to use this data and come up with a more careful interpretation. Some of the areas flagged red could be a strength and not necessarily an area for development.

Q: Was the teacher cost average compared to other London schools of a similar size?

A: This was believed so. The school was also getting to know the strength and weaknesses of the tool. Having the self-evaluation process in place would help this. It was questioned whether this was driving down average as not all staff were on the same pay and conditions. More interrogation on the pupil to staff ratio was needed. The Resources Committee and auditors to look at benchmarking in more detail.

ACTION: Resources Committee

6.2 Appointment of Internal auditors

The school will be looking to appoint EES. The scope of work was noted. Trustees approved EES as the internal auditors, as previously discussed by the Resources Committee.

6.3 Letters from the ESFA

The letters and their contents were noted. One of the actions from the audit was to ensure advice from the ESFA was passed to and digested by Trustees. The letters were also uploaded onto the portal and viewed by the Resources Committee. Trustees noted all the letters received during this financial year, including a letter from Lord Agnew. The statutory returns were actioned.

6.4 Approval of the final budget 2019-2020

- 6.4.1 This was presented to the recent Resources Committee meeting. Members discussed the budget in detail. £190,000 was to be committed from the reserves, which enabled the school to have a balanced budget.

- 6.4.2 The GAG funding had increased by £38.00 per pupil. Teachers' pensions contributions were currently 16.48% and will increase to 23%. The DfE will fully fund this, but the exact amount was unknown. A breakdown will be given to the Chair of the Resources Committee at the future monthly meetings.
- 6.4.3 The main changes were in the salaries budget (line 20). Projections were based on a 2% increase for teachers and 1% for support staff from April 2020. There was an underspend from pensions, approximately £105,000 as some staff had chosen to opt out of the pension scheme.
- 6.4.4 Line 29 (Utilities and Rates) – annual renewals were taking place. One energy quote received was £25,000 higher than the previous year, details from two other quotes were awaited. This will need to be submitted as part of budget forecast return.
- 6.4.5 Building in all the assumptions as discussed at the Resources Committee, there was a £170,000 carry forward and £1.695 million in reserves. Alan Benton proposed, and Christina Edward seconded that the budget be ratified. This was unanimously agreed by the Trustees. Trustees also approved the three-year forecast return. Summaya Aziz was asked to provide a short commentary to Alan Benton and or Phil Grundy.

ACTION: Summaya Aziz

7. Trustee Training updates

Tracy Penfold – How to be an effective link governor

- Online Safety
- Finance for school Governors

Alan Benton – Exclusions

Claudine Crossley- How to be an effective link governor

8. Link Trustees Visits

- 8.1 Trustees noted that the reports from Tracy Penfold (Safeguarding) and Claudine Crossley (SEND) were on the portal.

- 8.2 All Trustees undertook online safeguarding training in the spring term. At the last Trustees Training Day, a crib sheet was produced on how safeguarding was managed. This would be updated in September 2019.

Q: Apart from the annual training, how were staff kept updated on new information on safeguarding?

A: They received monthly bulletins. All staff had to confirm receipt and that they had read the information as part of the training.

**ACTION: School to send safeguarding bulletin to Trustees
Safeguarding training session to be held on January 2020 (date to be confirmed)
A folder will be created on the portal to store Trustees' confirmation.**

- 8.3 The DfE had contracted out a research company to gather information about allegations of safeguarding issues against staff. Highams Park was one of a

selection of schools to contribute to this. PG will meet with the company to talk about the school's experiences.

- 8.4 More would be known about the SENCO post in the new year, but it was noted that succession planning was underway.

9. Policies

9.1 Health and Safety

This was discussed by the Resources Committee. Tracy Penfold had gone through the policy in detail with Summaya Aziz. Ginette Hogan had some points that she wanted to pass onto Tracy Penfold but will raise them outside of the meeting. It was noted that the policy had not been discussed with the teaching unions. Concluding the discussion, it was agreed to bring the policy to the next meeting for ratification, once Andy Sikora and Ginette Hogan had submitted their input. In the meantime, the current policy would be in use.

ACTION: Agenda item

10. Policies for ratification from previous committees

10.1 Resources

10.1.1 Accessibility Plan

Trustees ratified the policy.

10.2 Academy Effectiveness

10.2.1 Sex Education

Trustees ratified the policy. This policy will be reviewed next year in line with the new statutory guidance.

11. Update on new school website

- 11.1 Nick Hyde informed Trustees that the school had been developing the website for the last six months. It was on target for the launch in September 2019. Trustees were given a 'tour' of the website, noting that it was more user friendly and more text based rather than graphics.

- 11.2 The new website was developed in line with Firefly. This was a public projection of the school and it was hoped that it would attract more staff and sixth form students. Parents were able to see what their children will be learning throughout the year. Policies and other documents were more accessible.

- 11.2.1 Trustees noted that the school was compliant on what policies and documents had to be on the website.

12. GDPR report update

- 12.1 Nick Hyde presented this item, The decision was made not to purchase the DPO services from the local authority Traded Services (£7,000 per year). An audit was purchased for £700.00.

- 12.2 The audit was very thorough. The auditor met with key members of staff and produced a RAG rated report. There were no high-risk areas. Helpful suggestions were given for improvement such as the use of USB memory sticks. The overall rating was a low risk.

- 12.3 Nick Hyde adhered to the ICO guidelines. It was strongly recommended that the DPO post be reviewed to ensure that there was no conflict of interest with his

substantive function in the school. Trustees agreed that Nick Hyde continue in his role as the DPO, especially as the school was a low risk. It was agreed to have an audit every two years.

12.4 Nick Hyde was happy to discuss the amber areas in the report.

13. Update on School Development Plans 2018-2019

13.1 Thanks was extended to Trustees who advised on priorities for the year. Views were also taken from the staff and the senior leadership team. The SDP will include the four key points from the new Ofsted framework. The finalised document should be ready in time for the next meeting.

ACTION: Agenda item

13.2 The documents will be presented to staff at the next INSET day and will have specific and measurable targets. Each department has its own development plan.

Q; How will this be reported to Trustees?

A: The Trustees could interact with the departmental development plans and add it to their Link Trustee role.

14. Any Other Business

14.1 Governor Services SLA

It was recorded that the school had purchased the Platinum package.

15. Chair's action

Tracy Penfold invited nominations from Trustees for the position of Chair in the next academic year.

16. Date of next meeting

16.1 The next meeting will be held on Monday 23 September 2019 at 7.00pm in N16.

16.2 Agenda items:

- Health and Safety Policy
- School Development Plans

17. Confidential items

This was recorded separately.

The meeting closed at 9.35pm.