



MEETING OF THE BOARD OF TRUSTEES

PUBLIC MINUTES

Date	:	Monday, 16 December 2019
Time	:	19:10pm
Venue	:	Tollgate Primary School, Barclay Road, London E13 8SA
Present	:	Asha Choolhun [AC] Trustee Clive-Anthony Douglas [CAD] Trustees / Chair Mohammed Mamun [MM] Trustee Phillip Minns [PM] Trustee / Vice-Chair Patricia Regis [PR] Trustee John Rolfe [JR] Trustee Rosemary Tehrani [RT] Trustee
Apologies	:	Tom Canning OBE [TC] Chief Executive Officer – Ex-officio Nina Panayis [NP] Trustee
In attendance	:	Sarah Lack [SL] Deputy CEO and Headteacher of Cleves Steven Lock [SGL] Chief Finance and Operating Officer Rose Nelson [RN] Virtual Chief Finance Officer Bob Crick [CLERK] Clerk

1. MEETING OPENING

- 1.1 CAD welcomed the Trustees to their second meeting and thanked everyone for attending. The CEO, Tom Canning had sent his apologies along with NP. SL (DCEO) was in attendance with Rose Nelson (RN). The meeting was quorate. This full board immediately followed an Audit Committee where most Trustees were in attendance.

2. DECLARATION OF INTERESTS, PECUNIARY OR OTHERWISE IN RESPECT OF ITEMS ON THE AGENDA

- 2.1 There were no declared interests in respect of the items of the agenda.

3. CONSTITUTION AND MEMBERSHIP LIST

- 3.1 Trustees noted the appointment of Neelan Bhangu as Company Member by written resolution dated 31 October 2019.

4. PUBLIC MINUTES OF THE PREVIOUS BOARD MEETING AND ACTIONS ARISING

- 4.1 The minutes of the inaugural meeting dated 10 September 2019 were accepted as a fair record.

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Resolution: The trustees accepted that the minutes of the Full Board meeting dated 10 September 2019 were a true and fair record.

5. MAIN BUSINESS

5.1 CEO Report: SL gave a verbal report to Trustees. No paper was tabled.

5.1.1 **Fischer Family Trust Tables:** The Fischer League Tables are sponsored by the DfE. All league tables are now published for 2018/19, the full academic year where all the Boleyn Academies have been operational within the Trust. The average score overall is greater than 111. In reading, writing and mathematics Boleyn is in the top 10-20% high achieving trusts.

These are strong results for this full academic year. Is there a mechanism for Governors of each Academy to give a termly update of progress? *It is early days in the life of the Trust to have all Local Governing Bodies operating in a similar way. The Executive recognise that these governing structures have different ways of looking at their 3-5 year plans and how they dovetail into the strategic plan of the Trust. Consideration of using the National Governor Association's scheme of work in 6-7 areas is being given as a training template to explore a more streamlined style of governance.*

Action: Provide an update on the programme that has a common system of feedback across the LGBs in the Trust.

5.1.2 **MAT Trustee/LGB interface** Trustees spent some time exploring the role of Trustees and Local Governing Bodies. Partly in light of recent letters from the Minister for School Systems looking for greater evidence of internal scrutiny at both Trust and Academy level and, as this Board is fairly nascent, looking at the future dynamic between Trustees and each LGB. The new OFSTED framework is looking for dynamic governance, not just in fiscal matters and probity but that of education, in particular how the new Curriculum is not just evolving but being embedded in the life of each Academy. Both changes (Probity and OFSTED) in 2019 are driving a fresh look at the role of Trustees of MATs and LGBs. Trustees in seeking to avoid replicating the role of Governors and micromanaging the LGBs considered the following:

- Take an overview of the Trustees role in the context of Intent, Implementation and Impact;
 - LGBs providing a termly report to Trustees in an agreed format;
 - Reports by Trustees when they visit their link school;
 - Each LGB submitting annually top 10 risks over which Governors have influence and/or control.
 - One or two Chairs LGB/HTs give a verbal brief to the Full Board over a four old term period (covering 16 months);
 - Resolve who sees the minutes of Trustees and Governor Meetings.
 - The need for a Newsletter from Trustees?
 - The interface between Executive and Trustees relating to each Academy.

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- Ensure the website reflects the role of Trustees accurately.

5.1.3 **Ravenscroft:** On 19/20 November Ravenscroft was the first Trust school to receive a Section 8 visit by OFSTED since the framework changed in September. It was a positive inspection overall, with the Academy maintaining its GOOD assessment. There were no findings which would merit a Section 5 inspection in the next 18 – 24 months. Under this new system the inspectors looked at reading, mathematics, art and PE. The latter partly to test the School motto of, “Explore, Achieve, Fly.” There was much evidence of breadth in the curriculum eg. Pupils were looking at female artists in Africa, Asia and Europe.

Trustees commended the School: Pupils, Staff and Families, navigating the new system of inspection with such creditable and substantial outcomes.

5.2 **Safeguarding Audit:** SGL informed the Board that a Safeguarding Audit will take place and the outcome submitted

Action: Safeguarding Audit to Trustees

5.3 **Boleyn Trust Risk Register:** The most recent Risk Register has been uploaded into the Portal. Trustees are requested to view the document and provide feedback to SGL in the next 4-6 weeks.

Action: Trustees to read the Trust Risk Register and provide feedback to SGL.

6. STANDING ITEMS

6.1 **Feedback from Committees:** The trustees had sat in on the Audit Committee so were up to speed on their business. Much of the emphasis at that meeting was internal audit following the report by the Trust Auditors. This in part has been taken forward by Trustees in paras 5.1.1/2.

The other committee meetings were largely inaugural and thus dealing with setting up business.

6.2. Feedback from Local Governing Boards

6.2.1 **Monega:** Trustees endorsed the appointment of Kamila Samini and Akash Bajwa as Co-opted Representatives of the Monega Local Governing Board.

6.2.2 **Tollgate:** Trustees endorsed the appointment of Carly Clarke as a Co-opted Representative of the Tollgate Local Governing Board.

6.2.3 **New City SLT Appointment:** New City has asked to appoint a third Deputy Headteacher. This request has been seen by the CEO and finance team. In the absence of a written submission there was a broad discussion regarding why this was a requirement. One member of the SLT had spent some time away from New City supporting another school and this candidate had been standing in for some time. It

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was not clear if this appointment was pump priming. After some discussion it was concluded that a written justification was needed outlining the pros and cons of the request. A decision will be made out of meeting by email.

Action: Submit a briefing to the Chair Trustees a robust case to support the appointment of a third Deputy Headteacher.

6.3 Trustee Education and Training: As Trustees shape their modus operandi there is a need to define their role, separate from that of the LGBs and define their training needs. Some of this has been covered in previous items (Item 5.1.2) but now needs better definition. This includes a consistent approach to Trustee and Governor visits to Schools. Determining what is relevant to each group and how they interact for the good of each Academy and the Trust as a whole.

Action: Take forward the training needs for Trustees.

There is a Governor's Day on 12th February 2020.

6.4 Trustee Visits: There had been a trustee visit to Ravenscroft before the OFSTED in November (see Item 5.1.3).

6.5 Items for Future Meetings

- Safeguarding Audit
- Boleyn risk Register
- GDPR
- Independent check of Website

7. ANY OTHER URGENT BUSINESS

7.1 It was pleasing to report that Tollgate has received an International School Award. How this has had an impact on the curriculum.

8. CONFIDENTIAL ITEMS

8.1 None

9. DATE, TIME AND VENUE OF NEXT MEETING

9.1 The date of the next Trust Board meeting will be held on **Tuesday, 11 February 2020 at 18:30pm at Tollgate Primary School, Barclay Road, London E13 8SA.**

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Papers			
No.	Subject	Item	Lead
1	Agenda		SGL
2	Minutes of the meeting dated 10 September 2019	4	SGL
3	Boleyn Trust Risk Register	5.3	SGL

NEW ACTIONS			
ITEM	ACTION	WHO	DUE BY
4	Resolution: The trustees accepted that the minutes of the Full Board meeting dated 10 th September 2019 were a true and fair record.	CAD	Completed
5.1.1	Provide an update on the programme that has a common system of feedback across the LGBs in the Trust.	SGL / SL	11.02.20
5.2	Safeguarding Audit to Trustees	SGL	11.02.20
6.2.3	Submit a briefing to the Chair Trustees a robust case to support the appointment of a third Deputy Headteacher.	CAD	11.02.20
6.3	Take forward the training needs for Trustees.		

OUTSTANDING ACTIONS			
ITEM	ACTION	WHO	DUE BY
	Nil		

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