



PUBLIC MEETING OF THE BOARD OF TRUSTEES

MINUTES

DATE : Tuesday, 19 October 2021
TIME : 16:00pm
LOCATION: : Microsoft Teams

Trustees are hereby notified and requested to attend a meeting at the above time on the above date to transact the business set out below.

The meeting will be open to the public, except where exempt information is being discussed as noted on the agenda.

TRUSTEE	END OF TERM OF OFFICE
AC Asha Choolhun	29 April 2023
CC Carly Clarke	12 April 2024
CAD Clive-Anthony Douglas MBE	20 November 2024
MM Mohammed Mamun	29 March 2023
PM Philip Minns	20 November 2024
NP Nina Panayis	29 April 2023
PR Patricia Regis	16 February 2025
JR John Rolfe MBE	22 August 2022
RT Rosemary Tehrani	26 February 2022

IN ATTENDANCE

TC Tom Canning OBE	Chief Executive Officer
SL Sarah Lack	Deputy CEO and Director of Primary
SGL Steven Lock	Chief Finance and Operating Officer
RN Rose Nelson	Finance Specialist
SF Stacey Fountain	Judicium Clerk

The Code of Conduct for Trustees requires Trustees to be honest and open with regard to conflicts of interest (either real or perceived). Trustees must not use their position for personal gain in business, political or social relationships. Therefore, a Trustee who has, or may be perceived to have, such a personal interest in a particular matter under consideration should declare that interest, withdraw from all discussions relating to it and take no part in any vote on such matter.

Items marked * are those in which a majority of Trustees may have an interest because of some shared attribute. When considering these items, Trustees should aim to achieve a balanced view, paying

particular attention to the sources of information and advice, and remind themselves of their duties as Trustees and to act in the public interest.

1. MEETING OPENING

- 1.1 Those present were welcomed by the Chair.
- 1.2 All Trustees were present for the meeting.
- 1.3 The meeting was quorate.

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

- 2.1 Trustees are reminded that any interests in a matter under discussion must be declared at the start of the meeting, or at the commencement of the item of business. The trustee concerned must leave the meeting room while the item is being discussed and decided.
- 2.2 There were none.

3. CONSTITUTION AND MEMBERSHIP LIST


- 3.1 Board to elect a Chair to serve for the 2021 academic year.
CAD was proposed and seconded and re-elected as Chair of the Board
- 3.2 Board to elect a Vice-Chair to serve for the 2021 academic year.
PM was proposed and seconded and re-elected as Vice-Chair of the Board.

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

- 4.1 To receive the public minutes of the **Board of Trustees** meeting held on **Wednesday, 14 July 2021**.
The minutes of the meeting 14 July 2021 were APPROVED and RATIFIED.

5. MAIN BUSINESS

- 5.1 The Board to receive the CEO's report.
The CEO provided a report to the governors in advance of the meeting.
Some learning gaps have been identified across the Trust schools due to Covid in the summer term and a recovery curriculum has been put in place.
Attendance was at 94.5% which is above the national average of 93%.


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There have been some staff absences due to covid and the vaccination process.

Children aged 12 and are being vaccinated if they choose to. Some families have chosen against it.

Clara Grant Primary School have joined the Trust. The CEO and Deputy CEO have completed visits and the staff are keen to work with the Trust.

Meetings have been launched for the Chair of Governors and Headteachers to attend.

5.2 The Board to receive the Management Accounts from the Finance Specialist.

RN confirmed that the Trust are still in the process of completing the management report from August 2021 and it is still being reviewed by the auditors.

The executive summary was provided to the Trustees.

The Trust currently have a surplus of £1,986,716. Staffing cost is currently at 72%.

Other expenditure is at 20%. 3 schools have exceeded the expected limits.

All schools have received the correct funding for EFSA except Tollgate. They have received less GAG funding than budgeted due to a variance in the number of students on roll.

The Trust received £7000 more PP funding than budgeted. PP funding is decreasing due to the social clarification of disadvantaged children. During the October census, there was a reduction in the number of pupils that qualified.

The Trust put a recruitment freeze on all schools. Further work is required to ensure schools meet the blueprint and long-term financial plans.

Professional services have gone over the budget plan due to Covid-19 but additional funding has been received from the DfE to cover this.

The Trust is working with external auditors to verify the accounts and position of capital spend and this will form part of the final audit journal. RN will inform the Trustees of the financial position and recommendations from the auditors at the next meeting.

Q: The Chair asked if the energy and utility bills for the Trust office's come out of the overall cost of Tollgate?

A: The CFOO confirmed that the Trust HQ and London District East Teaching School Hub and SCITT pay the school a ground rate each year towards these costs.

Q: MM stated that at the last board meeting it was agreed to have some schools on a budget 'watch list' and asked for an update on this?



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A: The CEO confirmed that Shaftesbury, Monega and Rosetta were on this list. Each of the schools are expected to have a small surplus at the end of the academic year but in the meantime, they will be closely monitored by the CEO and CFOO.

The CEO explained that the national birth rate has declined and the number of children joining reception has reduced. Because of this, some Trust schools have been capped to a 2-form entry. Schools need to realign themselves and ensure the staffing structures are realistic. It is important to the CEO to protect staff in existing roles rather than recruit and risk redundancies.

5.3 The Board to formally ratify the following policies and statements:

- Admissions Policy
- Attendance Policy
- Behaviour and Discipline Statement
- Capability Policy
- Complaints Policy
- Conflict of Interest Policy
- Dealing with Allegations of Abuse against Staff Policy
- Disciplinary Policy
- Equality and Diversity Policy
- Freedom of Information Policy
- Grievance Policy
- Pay Policy
- Trustee and Local Governor Expenses Policy
- Anti-Fraud Policy
- Investment Policy
- Novel, Contentious and Repercussive Transactions Policy
- Related Party Transactions Policy
- Procurement Policy

The Trustees formally RATIFIED the policies and statements.

6. STANDING ITEMS

6.1 The Board to receive a verbal update from the Chair of the Finance, Audit and Risk Management Committee since the last meeting.

AA confirmed that the committee reviewed the compliance tracker and looked at the work in detail that the auditors are doing.

They are reviewing the digital media and devices and ensuring they are all compliant.

It was agreed that the risk register will be looked at during all future meetings.

6.2 The Board to receive a verbal update from the Chair of the Standards Committee since the last meeting.



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NP explained that the Trustees received good and detailed presentations from the deputy CEO Craig Lilleyman from the teaching hub.

They reviewed CPD priorities and also looked at how safeguarding checks are completed.

It was also agreed that they will review subject curriculums at future meetings including PE, international links and reading.

6.3 The Board to suggest items for future agenda discussion.

None.

7. ANY OTHER URGENT BUSINESS

7.1 The Chair will state the reason for urgency of any item taken

New City Primary School have 7 parents that owe money for clubs pre covid. The Headteacher has asked for this debt to be written off. These are vulnerable/hardship families.

Trustees **AGREED** to write off this debt.

8. DATE, TIME, AND VENUE OF NEXT MEETING

8.1 The date of the next **Board of Trustees** meeting will be held on **Tuesday, 10 March 2020** at **16:00** via **Microsoft Teams**.

8.2 The Chair thanked everyone for their attendance and closed the meeting at 17:45pm.



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