



## PUBLIC MEETING OF THE BOARD OF TRUSTEES

### MINUTES

**DATE** : Tuesday, 08 February 2022  
**TIME** : 16:00pm  
**LOCATION:** : Microsoft Teams

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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
<b>AC</b> Asha Choolhun	29 April 2023
<b>CAD</b> Clive-Anthony Douglas MBE	20 November 2024
<b>MM</b> Mohammed Mamun	29 March 2023
<b>NP</b> Nina Panayis	29 April 2023
<b>JR</b> John Rolfe MBE	22 August 2022
<b>RT</b> Rosemary Tehrani	26 February 2022

#### IN ATTENDANCE

<b>SL</b> Sarah Lack	Deputy CEO and Director of Primary
<b>SGL</b> Steven Lock	Chief Finance and Operating Officer
<b>RN</b> Rose Nelson	Finance Specialist
<b>AA</b> Angela Ainsworth	Judicium Clerk

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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.

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#### 1. MEETING OPENING

1.1 The chair welcomed members to the meeting.

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- 1.2 Apologies were received and accepted from Philip Minns and Tom Canning. Carly Clarke was noted as absent, no apologies had been received. It was noted that Mohammed Mamun would arrive late.
- 1.3 The meeting was confirmed as quorate,
- 2. DECLARATION OF INTERESTS, PECUNIARY OR OTHERWISE IN RESPECT OF ITEMS ON THE AGENDA**
- 2.1 No pecuniary or personal interests were advised for any agenda item for this meeting.
- 3. CONSTITUTION AND MEMBERSHIP LIST**
- 3.1 No item to report.
- 4. PUBLIC MINUTES OF THE PREVIOUS BOARD MEETING AND ACTIONS ARISING**
- 4.1 The public minutes of the Board of Trustees meeting held on Tuesday 14 December 2021 were noted and approved by Trustees.
- 5. MAIN BUSINESS**
- 5.1 The Board to receive the CEO's report.

To note Mohammed Mamun was admitted to the meeting.

SL summarised the report for Trustees.

To note thanks to all staff for their hard work in achieving successful Ofsted outcomes this year. Congratulations to Rosetta School in achieving a Good Ofsted and a letter outlining their route to Outstanding in 18 months.

To note Sir Robin Boshers reports.

To note SL continues to be based at The Clara Grant overall, the experience is very positive and the team is responding well.

**ACTION: Trustees agreed to invite the Headteacher of The Clara Grant to give present a standards and finance report at the next Trust meeting.**

To note the remaining schools which are Ofsted imminent self-evaluate as good or outstanding.

Q: CAD noted it was crucial that SCITT reaccreditation was achieved and asked for clarification on the timeline for any decision.

A: SGL advised the current timeline was that decisions should be notified in May 2022. SL noted that she sees no reason why the Trust would not be reaccredited.

Q: RT asked whether Sir Robin's visits were to be ongoing beyond this term?

A: SL confirmed that the trust has paid for the first visit and each school has been asked to pay for the second. SL noted that the visits are exceptionally useful to the schools and the Trusts intention was to continue with them as long as possible. SL further noted the synergy with Mary's visits and school development plans.

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

  
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RN presented the accounts and reminded Trustees the accounts are available on the GovernorHub.

To note these accounts were presented to the FARM Committee on 01 February 2022.

The full-year forecast is for a surplus slightly below budget, this is in line with other similar schools due to additional covid recovery costs. To note national insurance contributions are due to increase in April 2022.

Overall, the accounts show a 2% surplus for the Trust as a whole.

RN presented the accounts school by school.

The Clara Grant is showing a 3% deficit and has received an internal financial notice to improve. As agreed by Trustees all future spending must be approved by SL, SGL or RN.

RN advised she had met with LA today regarding securing additional SEND funding to match the resource provision. There is no funding available from LA so the cost control measures in place will need to continue.

To note SCITT should break even for the full year, the deficit will be addressed in January and shown in the January accounts. RN fully expects Clara Grant to not be in deficit at year-end due to the cost control measures in place.

To note KPI information has been added to the papers.

CAD thanked RN on behalf of Trustees for her clear and concise presentation,

## **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.

The main concerns discussed were the deficit at Clara Grant and a decision was made that the central team should approve future spending.

The audit report was presented and agreed.

There was no change to the risk register from the December meeting.

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

No report the next scheduled meeting is March 2022.

- 6.3 The Board to receive and consider assurance reports.

SL advised that Health & Safety assurance reports and other requested assurance reports have been added to the GovernorHub to ensure visibility.

CAD thanked staff for the report.

Trustees were advised that the Trust was moving to a new paperless system which will allow central control, and improved monitoring and reporting. The software will be shared with Headteachers this week and training will be provided for facilities managers.



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RN shared the most recent census data which will be added to GovernorHub  
To note FSM is high in several schools – The Clara Grant, Ravenscroft.

Q: NP asked in relation to The Clara Grant FSM numbers whether the LA have a policy of providing FSM to all primary students.

A: SL advised they do; this is the same policy as Newham.

RN asked Trustees to note that, excluding The Clara Grant onboarding, the Trust has seen a fall in student numbers and that this would indicate the recruitment freeze should remain in place.

Q: AC asked if the Trust knew how much the fall in roll is due to mobility or to students not joining the Trust.

A: SL responded that the fall in roll reflects both the loss of council housing and pan-London lower pupil numbers which is likely to continue until 2030. SL also noted the additional competition from private nurseries offering free full-time places.  
SL assured Trustees that this drop in roll has been built into the Trusts future planning.

Q: AC asked whether students with high needs, but no EHCP were being assessed?

A: SL advised that Newham have a large backlog of EHCP applications, and they are taking longer than the statutory timeframes to be approved but funding will be made available. SL noted the LA have a new SEND coordinator.

SL opened an invitation to Trustees to attend future meetings with the LA.

6.4 The Board to suggest items for future agenda discussion.

## 7. ANY OTHER URGENT BUSINESS

7.1 AC advised Trustees that she recently attended governor training - Education for Change – the feedback from participants was very positive. AC asked whether the Trust would be interested in offering this training to Trustees and Governors.

Trustees were positive and SL offered to arrange an open training session for all Trustees and Governors.

MM asked whether the next Board meeting could be face-to-face, the request was agreed in principle.

7.2 The Chair advised that there was a confidential item for discussion, see Part B.

## 8. DATE, TIME, AND VENUE OF NEXT MEETING

8.1 The date of the next **Board of Trustees** meeting will be held on **Tuesday, 29 March 2022 at 16:00 via Microsoft Teams/ on-site.**

**The meeting ended at 17:00 pm.**



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DATE