



## MEETING OF THE BOARD OF TRUSTEES

### PUBLIC MINUTES

<b>Date</b>	:	Tuesday, 10 September 2019
<b>Time</b>	:	18:30pm
<b>Venue</b>	:	Tollgate Primary School, Barclay Road, London E13 8SA
<b>Present</b>	:	Asha Choolhun [AC] Trustee Clive-Anthony Douglas [CAD] Trustees / Chair Mohammed Mamun [MM] Trustee Phillip Minns [PM] Trustee / Vice-Chair Nina Panayis [NP] Trustee Patricia Regis [PR] Trustee John Rolfe [JR] Trustee Rosemary Tehrani [RT] Trustee
<b>Apologies</b>	:	Mohammed Mamun [MM] Trustee
<b>In attendance</b>	:	Tom Canning OBE [TC] Chief Executive Officer 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

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### 1. MEETING OPENING

- 1.1 Trustees were welcomed to the meeting.
- 1.2 An apology from MM was received and condoned.
- 1.3 It was noted that the meeting was quorate.

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

- 2.1 There were no declarations of interest on any item of the agenda.
- 2.2 Trustees completed declaration of interest forms for this academic year.

### 3. CONSTITUTION AND MEMBERSHIP LIST

- 3.1 The Clerk called for nominations and CAD was proposed and seconded and unanimously elected as Chair of Boleyn Trust for one year.
- 3.2 The Chair called for nominations and PM was proposed and seconded and unanimously elected as Vice Chair of Boleyn Trust for one year.

*Clive-Anthony Douglas*

CHAIRS SIGNATURE

DATE

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- 3.3 It was noted that there is a vacancy for a Member and a Trustee. The CFOO will be carrying out a skills audit to ascertain what skills are required to enable the Board to carry out their responsibilities effectively.

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

- 4.1 The minutes of the meeting held on 16 July 2019 were agreed as an accurate record and signed by the chair.
- 4.2 There were no matters arising or actions to report on from the previous minutes.

#### **5. MAIN BUSINESS**

##### **5.1 CEO Report**

5.1.1 The CEO gave a short verbal report and highlighted the following areas:

- It is evident that the work carried out in early years has ensured that all schools within the Trust achieved excellent SATS results with the majority above national. It is also evident that there is a progressive curriculum at all key stages to ensure good knowledge and application.
- The Director of Learning has been working closely with one of the Headteachers to support the Trust's vision. Their Chair of Governors is supportive of the Trust's actions and will visit other schools to see how the vision is being delivered.
- Ofsted visits are imminent.

5.1.2 Trustees were presented with contextual information on each school and advised that they will be linked to a specific school to support during an Ofsted visit. Trustees advised that they are optimistic that Cleves, Tollgate and Shaftesbury schools will maintain their outstanding status.

##### **5.2 Chief Finance and Operating Officer's Report**

5.2.1 RN from Academies Finance highlighted the following points:

- An audit is currently being carried out.
- The Budget is on track as forecast at the previous meeting.
- There is a £1.3m in-year surplus, which is 16% of the total income.
- The deficits in most of the schools have been recovered.
- As from this year, the SCITT and Teaching School budget has been removed from Tollgate's budget.
- All Headteachers are confident in their management of their budgets.
- £600,000 has been received from the DfE and will be allocated to schools when key priorities have been identified.
- All schools have capital projects that they will be working on.

*Clive-Anthony Douglas*

**Q:** Has the return of half a percent of the central charge supported schools further?

**A:** Yes, however this has put the MAT budget into deficit. It is proposed that, in future, money will be allocated from Reserves following the agreement of Trustees.

**Q:** Are you confident that all the School Business Managers now have the knowledge to deliver the budget?

**A:** They have all received intense training, are more knowledgeable and aligned to the Trust's objectives.

## DECISIONS

- Trustees noted The Academies Financial Handbook – September 2019, key changes to the handbook and top 10 'musts' for Chairs and Trustees which had been circulated electronically.
- The Board **AGREED** to appoint SGL as Company Secretary.
- The Board received and **AGREED** to ratify the Internal Control of Work.
- There being no further questions, Trustees thanked the RN for her verbal report.

### 5.3 Policies

5.3.1 Trustees acknowledged receipt of and **AGREED** to ratify the following policies:

- Appraisal Policy
- Capability Policy
- Disciplinary Policy
- Grievance Policy
- Maternity, Paternity and Shared Parental Leave Policy
- Pay Policy
- Probation Arrangements for Support Staff Policy
- Sickness Absence Policy
- Staff Handbook Contents
- Staff Harassment and Bullying Policy Statement
- Safer Recruitment Policy

Trustees also acknowledged receipt of and **AGREED** to ratify the following:

- Code of Conduct for Members, Directors (Trustees) and Local Governors
- Candidate Privacy Notice and Members, Trustees, Volunteers and Governors Privacy Notice
- Modern Slavery Statement
- Parent and Visitor Code of Conduct

### 5.4 Committees

5.4.1 The Board **AGREED** the following committees and membership.

*Clive-Anthony Douglas*

<b>Committee</b>	<b>Members</b>
Finance, Resources & Remuneration	CAD; PM; MM; NP
Audit Committee	AC; PM; MM
Standards Committee	RT; JR; PR; NP

## 5.5 Keeping Children Safe in Education 2019

5.5.1 The Board signed in acknowledgement of Part 1 of the DfE document ‘Keeping Children Safe in Education - 2019’

## 6. STANDING ITEMS

### 6.1 Committees

6.1.1 No committees have met since the last meeting

### 6.2 Local Governing Board

6.2.1 Trustees were asked to agree the appointment of Rashmitaba Gohil and Matthew Dobbs as co-opted Governors at Monega School and the removal of Aleen Alarice from New City School due to non-attendance in line with their Terms of Reference.

**DECISION:** Trustees **AGREED** to the recommendation of the LGB of Monega School to the appointment of Rashmitaba Gohil and Matthew Dobbs as Trust Governors. Trustees **AGREED** governors’ decision to remove Aleen Alarice from New City School LGB for non-attendance.

### 6.3 Trustee Training

6.3.1 No training has taken place since the last meeting. The Board acknowledged that a programme of training will be implemented when the skills audit is completed.

### 6.4 Trustee Visits

6.4.1 No visits have taken place since the Away Day in June.

## 7. ANY OTHER URGENT BUSINESS

### 7.1 Sex and Relationship Education (SRE)

7.1.1 Further to a query from the Chair, the CEO advised that the Trust has pre-empted any issues in regard to the teaching of SRE and are working with LBN schools as a collective.

*Clive-Anthony Douglas*

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

8.1 The date of the next Board meeting will be held on **Monday, 16 December 2019** at **6:30pm** at **Tollgate Primary School, Barclay Road, London E13 8SA**.

There being no further business, the Chair thanked everyone for attending. The meeting closed at 7:45pm

*Clive-Anthony Douglas*

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CHAIRS SIGNATURE

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DATE