

# Minutes - Board of Directors

**Version:** Approved  
**Meeting Date:** Thursday 20 June 2024  
**Location:** Teams  
**Time:** 4.00pm

<b>Chairing this meeting</b>	Paul Olomolaiye (PO)	Chair of the Board
<b>Vice Chair:</b>	Rachel Mortlock (RMO)	Vice Chair of the Board
<b>Trustees:</b>	Mark Davies (MD)	Director
	Suzanne Carrie (SC)	Director
	Adrian Coleman (AC)	Director
	Orville Lynch (OL)	Director
	Steve Taylor (ST)	CEO
<b>Attendees:</b>	Dan Nicholls (DN)	Executive Director of Education, Deputy CEO
	Sally Apps (SA)	Education Director
	Susie Weaver (SW)	Education Director
	Kate Richardson (KR)	Education Director
	Alison Fletcher (AFL)	Director of CLF Institute
	Rachel Mylrea (RMY)	Director of HR
	Andy Ling (AL)	IT Director
	Martin Thomas (MT)	Director of Estates and Facilities
	Liz Tincknell (LT)	Head of Governance
	Sarah Lovell (SL)	Chief Operating Officer
	Wendy Hellin (WH)	Clerk
	Ross Newman (RN)	CEO Leaf Academy Trust - Observer
	<b>Apologies:</b>	Bryony French (BF)
Zarah Morwood (ZM)		Director
Tim Spratt (TS)		Director
Yvonne Beach (YB)		Director

## Matters Arising

Action date and no	Relates to item no	Action	Owner	Update
12.10.23 01	7.3.14	SW to update the board on destinations data at the June board meeting.	SW	Exec and Trust CEE Lead working with partners to capture destinations data. An update will be provided in June as per the action. <b>Update:</b> SW advised that of the 1759 students leaving, only 17 are NEET. A short paper with further detail will be added to the board Teams folder. This action can be <b>closed</b> .
14.12.23 05	11.4.1	LT to provide an update of the External Review of Governance at the next board meeting.	LT	The External Review Report has been received. LT, SL and DN have met and reviewed. LT will produce a table of recommended next steps for consideration. Due to limited capacity within the team, this piece of

				work is still ongoing. A recommendations report will be provided at the May briefing. <b>Update:</b> This action is an item on the agenda and can be <b>closed</b> .
07.03.24 01	8.4.1	SL to provide an opportunity and threats plan for the budget at the next full board meeting.	SL	Update: This is included in the finance report and can be <b>closed</b> .
02.05.24 01	5.8.3	MT to investigate potential for sale of CLF owned land.	MT	Update: MT advised that when considering sale of school owned land, the trust needs to ensure compliance with regulations including seeking approval from the Secretary of State. The trust also needs to ensure that the remaining land meets the minimal requirements for the school. As such, net capacity surveys are being carried out and the impact of any sale of land considered. <b>Ongoing</b> .

### Minutes

Item	Description	Action
<b>1</b>	<b>Introductions, Administration, Apologies</b>	
1.1	PO welcomed everyone and introductions were made. Apologies are recorded above. PO noted his thanks, on behalf of the board, to DN, RM and all colleagues that supported CAB through the recent challenging period, with regard to union activity. PO also recognised the hard work that has gone into supporting the Ofsted inspections that have taken place. DN was congratulated on his appointment as CEO of the White Horse Trust.	
<b>2</b>	<b>Declarations of Interest</b>	
2.1	No verbal declarations were made.	
<b>3</b>	<b>Minutes of Previous Meetings</b>	
3.1	Minutes of the meeting of 2 May 2024 were approved.	
<b>4</b>	<b>Matters Arising</b>	
4.1	The action table has been updated above.	
4.2	PO noted that the Risk Register is included in the board papers at Flag A, and asked if the Executive Team could provide assurance to the board that all risks are regularly reviewed and that appropriate mitigations are in place. SL advised that extracts of the risk register are reviewed regularly at each subgroup, and also reviewed as a whole by the Executive Team at their meetings. Appropriate mitigations are in place, and these are monitored for effectiveness and the overall risk adjusted as appropriate.	
<b>5</b>	<b>Education Report</b>	
<b>5.1</b>	<b>Input from Educational Scrutiny</b>	
5.1.1	SC reported that the scrutiny panel spoke with Post 16, JCA and HWA in May. It was pleasing to see the level of scrutiny that the schools received from the Academy Councils, and the level of understanding that Academy Councillors hold regarding data and key trends. The recommendations are included in the Education Report.	
5.1.2	The Executive Scrutiny panel also met in May and are still working through the best approach for this committee. A helpful conversation took place about what information is most useful for the scrutiny panel and what is useful for the Executive. These discussions are ongoing. Some things came out from the secondary scrutiny meeting that will inform the development of Executive Scrutiny going forwards. It was noted that some of the papers received by the Executive Scrutiny panel are similar to those sent to the board, with some crossover. There are a lot of papers to read, and the panel felt that it would be helpful if the executive summary noted the current challenges of the trust, highlighting anything that is a cause of concern for the Executive Team. Further discussions will seek to ensure clarity around the scope of the committee.	

<b>5.2</b>	<b>Key Stages EYFS to P16</b>	
5.2.1	DN highlighted key areas of the Education Report and invited questions from the board.	
<b>5.2.2</b>	<b>The trust has grown exponentially. It is important that we ensure all schools are meeting the needs of pupils in the now expanded trust. We cannot afford to leave any school behind. How is this philosophy or vision played out in an expanded trust?</b>	
5.2.3	The advantage to growing now, is that we know what we are aligning to. When we grew in the past, we were still very much a developing trust and we are now mature and much more stable. We are working closely with the new academies to align the curriculum in a timely way. The new academies benefit from the central teams (Operations, HR, finance, IT, data etc) due to the investment of the board in those teams, and in the Educational Executive Team. There is enough capacity to work with the schools individually. Some are performing well, some less well. The key variation that exists is in the quality of teaching and we have maturity and capacity of line management to help those school align and improve relatively quickly.	
<b>5.2.4</b>	<b>In the table showing attendance, if you were to include all the new provisions, would the figure be a plus or minus one?</b>	
5.2.5	The table was purely for comparison. All of our new academies are now included in the daily and weekly attendance data. The attendance chart included in the report is published fortnightly with all academies in it. The gap has widened from the trust average to national average at primary phase, due to growth. The gap has widened in the secondary phase due to two new secondary academies joining that have attendance well below national average. Overall attendance has decreased, but not significantly.	
<b>5.2.6</b>	<b>There is a national campaign around improving attendance. What has been the impact of that?</b>	
5.2.7	We are an Attendance Hub, based at WFA, that supports 60 primary schools nationally, that have a focus on disadvantage. There are 6 one-hour meetings and support is largely through the connections made. The learning has all been focused on disadvantaged pupils and those with SEND. We have learned from some of those schools attending the meetings. There are a lot of benefits through the collaboration the hub brings. It is helping us to know and better understand the barriers to attendance. We also run a South West attendance network where colleagues from across SEND, special, AP, LA maintained, nursery etc can collaborate. Through the hub we have worked with the DfE to bring together an attendance toolkit to be released post-election and to be rolled out as the next version of Attendance Hubs nationally through attendance conferences that we will help support. The trust has also implemented a project working with 15 Pupil Premium students to really get close to those pupils and their families and understand their issues. We will share that learning with the wider trust.	
<b>5.2.8</b>	<b>Is it helpful to look beyond the trust to schools that might be 5 or 10% better than us, in another region, that we can reach out to?</b>	
5.2.9	Context is relevant and key when considering attendance. The trust's Attendance Lead looks at other school websites to ensure any school we do connect with has an ethos in line with our own. Our attendance work is relationship based; we do not promote improving attendance through exciting rewards or harsh penalties that are not sustainable. We are careful and cautious around who we reach out to; the headline figures only tell part of the attendance story.	
<b>5.3</b>	<b>Safeguarding</b>	
5.3.1	A summary headline report has been shared with the board; a full annual report will be produced in the autumn term. The summary report is compiled from the termly reports submitted by academies. Since the last board meeting a new role of Deputy DSL for the trust has been created to ensure appropriate capacity and support. A successful appointment has been made to the role. The impact of the additional capacity can already be seen. The team is working with the South West grid for learning and a piece of work around sub-contractor arrangements is underway. Other strategic priorities include working with Equaliteach around	

	the intersectional work with EDI and safeguarding. The report also includes detail around the ongoing partnership work which has a huge impact on the work of the trust. The trust currently works with 5 different Local Authority Designated Officers and strong partnership arrangements are in place.	
<b>5.3.2</b>	<b>Questions from trustees</b>	
<b>5.3.3</b>	<b>In terms of the issues around youth violence, are you getting what you need from your partnerships with the LA and others in order to be assured children are as safe as possible, especially in Bristol as we move toward the summer holiday period? Are there any lessons from that work in Bristol that might help those in other contexts, including the newer schools outside of the Bristol area where there might be similar trends?</b>	
5.3.4	We have been proactive in convening a group of people to explore youth violence further. Following the work, we have regrouped and are planning to capture where we think that work has landed across the trust and how far we have managed to go with some of the partnership work. We have managed to deepen relationships and there is more transparency around information sharing. We are still sensitive to the live police investigation.	
5.3.5	In terms of the learning from that, the group we formed was wider than Bristol. We included people from all five clusters, knowing that there are county lines in operation in each of those clusters. Airlie Fife (AFI) has stepped in to the board link role, and we are working in partnership together. <b>ACTION: AFI has drafted a summary of that work and this will be shared at the July board meeting.</b>	<b>SW</b>
<b>5.3.6</b>	<b>What support is there for children, particularly our most vulnerable and disadvantaged students, as we go into the summer holiday?</b>	
5.3.7	A lot of planning is currently taking place, and a more detailed update on the support over the summer break will be provided at the July board meeting. <b>ACTION: SW to provide an update at the July board meeting around the support in place for vulnerable students over the summer break.</b>	<b>SW</b>
<b>6</b>	<b>CLF Institute</b>	
6.1	<p>AFL provided an overview of the three main sections of her report to the board:</p> <ul style="list-style-type: none"> <li>• <b>Teacher Training</b> – The national context in terms of recruiting for post graduate teacher training is included in the report, and this highlights the acuteness of the shortfall and the added challenge of retention. SCITT recruitment for September is at 82 students and is still rising. Interviews are taking place several times a week and the picture for next year looks healthier than the current cohort.</li> <li>• <b>Professional Development</b> – Since the last full Board meeting it was confirmed that our Teaching School Hubs have been redesignated for the next 4-year contract. The remit continues to be to deliver the DfE’s ‘golden thread’ of Initial Teacher Training, the Early Career Framework programme and the National Professional Qualifications, and to provide the Appropriate Body service for statutory induction. The Teaching School Hubs are now the only Appropriate Body service providers. We have almost 1,400 ECTs registered with this service for the monitoring of Statutory Induction. On 5 July the largest CLF conference ever takes place at Winterstoke Hundred Academy and all trustees are welcome.</li> <li>• <b>External School Improvement</b> – The CLF Institute has 2 DfE Trust and School Improvement (TSI) commissions, one with Educate Together Academy Trust, focused on Redfield Educate Together Primary Academy, and one with Bridgwater and Taunton College Trust, a Somerset-based trust with 7 schools</li> </ul>	
<b>6.2</b>	<b>Questions from trustees</b>	
<b>6.3</b>	<b>How many of the trustees have progressed into jobs within the trust this year? How does that compare to last year?</b>	

6.3.1	It is around a third of trainees so far and we are hopeful that all will secure jobs before the end of the year. It ranges from year to year but is typically around 50% of trainees that progress to roles in the CLF; it depends partly on the existing vacancies. We have pooled recruitment for maths, science and English for secondary trainees, so that they gain the post before we match them to a vacancy. This has worked fairly successfully for maths and science; however, we still typically have further maths and science vacancies. There have not been enough primary ECT vacancies at one time to warrant pooling the recruitment.	
<b>6.4</b>	<b>What support is there for the remaining trainees to assist them in securing jobs?</b>	
6.4.1	We provide group and individual support for trainees to write their application letter and we hold practice interviews. Some of the delay in them securing jobs this year is due to it being a busy point in the year due to final assessments and placements. There are still 2 or 3 weeks for them to apply and we hope to support all trainees into posts in September.	
<b>6.5</b>	<b>What are you doing to ensure you recruit even more students in the SCITT programme?</b>	
6.5.1	The target was going to be 100 trainees, but our upper limit is 120 and we will not close recruitment at the end of the school term. We will continue to recruit through August to ensure we have as many on the programme as possible.	
<b>6.6</b>	<b>How much do you charge for the CEO development programme? Are we charging the right price and how is that income used?</b>	
6.6.1	We do want to generate income and we also provide many training courses free of charge due to DfE funding. The National Institute of Teaching are funding to provide programmes and they pay us to allow shadow placements. There is an opportunity to find out what the sector is charging and to launch relevant programmes; we do need to be more commercial.	
<b>7</b>	<b>Strategic Developments</b>	
<b>7.1</b>	<b>CEO Report</b>	
7.1.1	ST provided an update on the strategic work taking place in Somerset, one of the lowest performing Local Authority's in the region.	
7.1.2	AFL highlighted the work with the South West Specialist Leaders. This is a relaunched version of the SLEs that used to exist and is about identifying people with a strong track record of high performance with the capacity to work across the school and trust. It will involve working with 50% of local authority schools and 50% trust schools in Somerset.	
7.1.3	A long-term piece of work is underway to build relationships with the local authority in Somerset to further support the commissioning arrangements with The Sky Academy and working with the local authority to ensure that the setting is used in such a way to meet the needs that exist across the local authority.	
7.1.4	ST advised that the final board meeting of the academic year takes place on 11 July 2024. The meeting will be in person, with an opportunity to celebrate the achievements of the year and to say farewell to those leaving.	
7.1.5	ST confirmed that during the Pre-Election Period (PEP), the DfE is limited with how it is allowed to interact with the sector; they cannot execute anything responsive to policy and are not allowed to encourage or facilitate a school to join a trust until after the election. Schools can still approach trusts and begin conversations and some schools have reached out. In terms of any future growth, the trust is now prepared in terms of its internal structures, to manage that growth.	
7.1.6	A letter detailing the removal of the termination warning at Wicklea Academy, and another regarding the Primary Free School in Weston-Super-Mare are included in the papers at Flags G and H.	
<b>7.2</b>	<b>Funding for The Big Trip</b>	
7.2.1	ST invited a discussion around funding sources for The Big Trip. The trust has formed a good relationship with Outward Bound, who partly fund the trip alongside the trust. An additional funding partner has also contributed to the trip. At the end of the trip this year, the trust	

	received some t-shirts bearing that sponsor's logo, and the trust was asked to distribute them to the children that took part. As the funding had not been accepted on that basis the t-shirts were not handed out. Before any further funding is accepted, the views of the board are sought, regarding the appropriateness of receiving merchandise in this manner.																												
7.2.2	Following a full discussion, it was agreed that the funding could be accepted on the basis that the sponsorship could be included in the funding partner's annual report, but that merchandise would not be accepted or distributed. The following action was also agreed: <b>SL and ST will consider introducing a policy on sponsorship and will consider engaging student voice to inform this.</b>	SL ST																											
<b>8</b>	<b>Finance Report</b>																												
8.1	SL reported that following an unsuccessful recruitment process, the trust had not yet been able to appoint a Finance Director; a further round of recruitment will take place early in the new academic year.																												
8.2	SL advised that currently there are local arrangements for security across the trust which includes the following services such as key holding, locking and unlocking and call outs. A tender process has been followed in order to put in place a pan federation security contract by re-procuring the current service which is due to expire and include the additional academies that have joined the federation. The tender was undertaken via the Everything FM framework, a framework we have used previously for various site-based contracts. The winning bidder was RelyOn Guarding and Security Services Limited. The value of the aggregated contract is estimated at £605k. The Board is asked to approve this procurement and the appointment of RelyOn Guarding and Security Services Limited. <u>Decision:</u> The board approved the procurement and the appointment of RelyOn.																												
<b>8.3</b>	<b>Management Accounts</b>																												
8.3.1	The management accounts for April are included in the pack. The position has improved by £20k, with a surplus of £270k reported against a budget of £250k.																												
<b>8.4</b>	<b>Financial Regulations</b>																												
<b>8.4.1</b>	The financial regulations have been reviewed in light of the significant growth of the trust, and the fact that the Finance Director and Deputy Finance Director roles have been re-implemented. The Finance Executive Group have considered the revised regulations in some detail and are happy to recommend that the board approved them. The main change is the change to the approval limits. The trust is seeking to increase those as follows: <table border="1" data-bbox="272 1413 1370 1767"> <thead> <tr> <th>No.</th> <th>Recommended Values (£)</th> <th>Approval</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>0 to 2,000</td> <td>Budget Holder &amp; Senior Role</td> </tr> <tr> <td>B</td> <td>2,001 to 7,500</td> <td>As above plus the Principal</td> </tr> <tr> <td>C</td> <td>7,501 to 20,000</td> <td>As per B plus the DFD</td> </tr> <tr> <td>D</td> <td>20,001 to 50,000 (New)</td> <td>As per C plus the FD</td> </tr> <tr> <td>E</td> <td>50,000 to 200,000</td> <td>As per D plus the CFO</td> </tr> <tr> <td>F</td> <td>200,001 to 350,000</td> <td>As per E plus the CEO</td> </tr> <tr> <td>G</td> <td>350,001 to 600,000</td> <td>As per F plus 2 directors appointed annually by the Board</td> </tr> <tr> <td>H</td> <td>&gt; 600,001</td> <td>As per F plus full Board</td> </tr> </tbody> </table>	No.	Recommended Values (£)	Approval	A	0 to 2,000	Budget Holder & Senior Role	B	2,001 to 7,500	As above plus the Principal	C	7,501 to 20,000	As per B plus the DFD	D	20,001 to 50,000 (New)	As per C plus the FD	E	50,000 to 200,000	As per D plus the CFO	F	200,001 to 350,000	As per E plus the CEO	G	350,001 to 600,000	As per F plus 2 directors appointed annually by the Board	H	> 600,001	As per F plus full Board	
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<b>8.4.2</b>	<b>Questions from trustees</b>																												
<b>8.4.3</b>	<b>Why are the approval levels increasing? Is it because products and resources are more expensive?</b>																												
8.4.4	It is twofold. The cost of contracts and services have increased and the trust has grown. The aggregated spend across 35 academies is now much higher.																												
8.4.5	<u>Decision:</u> The board approved the revised Financial Regulations.																												

<b>8.5</b>	<b>Budgets 2024/25</b>	
8.5.1	SL advised that a draft budget was discussed at the Finance Executive Group (FEG) meeting last week. The budget originally presented showed a small surplus of £43k. Following conversation at the FEG meeting, feedback from the group suggested it might be more appropriate to propose a breakeven budget. The figures have been revised to reflect a breakeven budget and the board are invited to comment on that proposal. SL confirmed that board approval will then be sought for the 2024/25 budget at the next board meeting on 11 July 2024.	
8.5.2	SL confirmed that a breakeven budget would mean there was still around £9m of free reserves, which is still above the 5% reserves target required in our own Reserves Policy. £353k of reserves will be used to provide some existing EP and school improvement capacity for another year while seeking to make savings elsewhere. This use of reserves has been approved by the Finance Executive Group.	
8.5.3	PO noted a question raised by TS who could not be present at the meeting, around a potential increase in pupil numbers, due to the intention of one political party to add VAT to the cost of private education. It was agreed that this could not be commented on at this point in time and that any changes in policy would in any case take time to be implemented.	
8.5.4	PO noted a further question from TS regarding supply spend. PO confirmed that supply spend was discussed at length at the FEG where it was confirmed it correlates to vacancies that exist, in addition to sickness and other absence. An increase in supply costs was also seen where there was unbudgeted SEND needs. SL confirmed supply cost spends were being tracked closely and that despite the large negative variance, the trust was still meeting the budget due to savings elsewhere. SL confirmed that the current budgeted figure for supply was realistic.	
<b>9</b>	<b>Operations Report</b>	
<b>9.1</b>	<b>Operations</b>	
9.1.1	SL advised that the focus on the induction of new academies continues. A Project Steering Group (PSG) has been set up to oversee planning for the new primary school in Weston-Super-Mare.	
9.1.2	As detailed in the paper, the trust has been asked to reconsider setting up a Resource Base at HPA for pupils with autism and SEMH needs. North Somerset local authority would fund the works required to remodel an existing building on the HPA site, for this purpose. The board are asked to approve the opening of a Resource Base at HPA for 10 pupils initially, with a proposed opening date of September 2025. <u>Decision:</u> The board approved the proposal.	
<b>9.2</b>	<b>Estates and Facilities</b>	
9.2.1	MT advised that the trust would receive a total Schools Condition Allocation fund of £2,143,238. This funding, combined with other funding streams, will support the implementation of 72 projects over the summer across 24 of the trust's academies. The planned projects are presented and discussed at the Project Premises and IT group (PPI).	
9.2.2	MT reported that over the summer, Property Development Plans will be created for each school. These plans will comprehensively address remedial, compliance, safety, structural, and electrical or mechanical defects. An overarching trust wide 3–5-year prioritised plan for Capital Condition projects will then be drawn up.	
9.2.3	MT advised that the Operations Report identifies significant projects taking place at Monkton Wood Academy (MWA) following a number of defects being identified in the conditions report. The DfE has granted SSICB funding to Monkton Wood Academy totalling £2.5 million to pay for these works. The three major projects include the construction of a new dining facility, the replacement of the flat roof on Block A of the academy, and the replacement of the ATP carpet.	

9.2.4	The Board is requested to appoint two trustees to approve the works funded via the £2.5m grant. It is recommended one of these trustees is the chair of PPI. <u>Decision:</u> Delegated Authority was given to MD and ACO to approve the works.	
<b>9.3</b>	<b>IT</b>	
9.3.1	AL advised that the main focus of the IT report is the network rebuild following growth. Another four academies were completed in the Spring. The project is on track with the final two academies (Priorswood Academy and Minerva Primary School) being planned for the first two weeks of the summer break.	
<b>9.4</b>	<b>HR</b>	
9.4.1	<p>RMY provided the following highlights from the HR report:</p> <ul style="list-style-type: none"> <li>• The resignation date for teaching staff has now passed and the HR team are moving into the recruitment season for TAs and support staff roles.</li> <li>• Turnover continues to be monitored; the highest proportion of staff will leave in August and that will be reflected in the data next time it is reported on.</li> <li>• The job evaluation project is close to finishing; phase 5 is currently underway for pastoral staff.</li> <li>• The professional services pay award is effective from 1 April 2024 but has not yet been finalised; the trust is currently waiting for the unions request and the national response to that. In terms of the budget, 3% has been included at this point but the trust will follow the national offer. A paper will then go to PO, BF and DA for their approval with the aim of getting it through at the end of July.</li> <li>• The gender pay gap has now been published and there is a slight improvement in the data. The job evaluation project seeks to further improve the position, as does paying the living wage.</li> <li>• Sickness continues to be monitored; there was a spike in data in April, especially for AP and special provision. HR staff are working with those provisions to look at the reasons for this. The focus on mental health and wellbeing continues.</li> <li>• EDI data continues to be collected and tracked. At present the data is looking more positive from a global majority perspective. In terms of disability, much more data has now been gathered and there is now data missing for around 10% of staff.</li> </ul>	
<b>9.4.2</b>	<b>Questions from trustees</b>	
<b>9.4.3</b>	<b>What is happening locally in schools, to cause the high level of incidents of sickness, particularly mental health issues?</b>	
9.4.4	There has been a particularly high amount of sickness from coughs and colds. We are working closely with academies and know there is a higher amount of sickness absence in some academies. We are working alongside those leaders to understand any trends and to consider interventions. Mental health absences are being monitored closely; there is a rise in absences, however, there has also been a significant rise in the staff body due to the recent growth period. We continue to work with new schools as part of the induction to ensure the right data is collected and used to inform processes. In terms of a percentage of staff, absence due to mental health issues is not currently higher than last year.	
<b>10</b>	<b>Governance Report</b>	
<b>10.1</b>	<b>External Review of Governance - recommendations</b>	
10.1.1	<p>LT advised that the External Review of Governance report has now been considered and reported that there are a number of recommendations proposed. The draft proposal has already been discussed at the recent Chairs of Academy Council meeting. The main four main changes are:</p> <ol style="list-style-type: none"> <li>1. <b>Structure</b> - Reduce the size of the Academy Councils to 9 members from 13 to be more in line with other MATs of a similar size and create a sustainable model whilst</li> </ol>	



	<p>still providing strong local governance with the capacity to support school improvement.</p> <ol style="list-style-type: none"> <li>2. <b>Link roles</b> - All Academy Councils to have link roles for Safeguarding, SEND and Disadvantage. Secondary Academies to have a Careers link role. Other link roles to be at the discretion of the Academy Council, to meet identified needs over time.</li> <li>3. <b>Agenda</b> - The Governance Team to review the COAC Agenda, in particular, the suggested line of enquiry and the approval of Sponsored Councillors. At the same time, review how Chairs of Academy Council are approved.</li> <li>4. <b>Review of the Delegated Authority Framework (DAF)</b> - Review the DAF, in particular, how Chairs of Academy Council and Sponsored Councillors are approved. This proposal is being brought forward to reduce administration time at Board and COAC level whilst still providing rigour and scrutiny.</li> </ol>	
10.1.2	<u>Decision</u> – the board approved the recommendations.	
<b>10.2</b>	<b>Policies</b>	
10.2.1	<p>The board approved the following policies:</p> <ul style="list-style-type: none"> <li>• Attendance Policy</li> <li>• Health and Safety Policy</li> <li>• CCTV Policy</li> <li>• DP Policy</li> <li>• Records Retention Policy</li> <li>• Information Security Policy</li> <li>• Provider Access Statement</li> <li>• Conflicts of Interest Policy</li> <li>• Modern Slavery Statement</li> </ul>	
<b>10.3</b>	<b>Renewal of TOO of Chairs of Council</b>	
10.3.1	The appointment of KV as Chair at HMA was renewed for a further 4-year term.	
<b>10.4</b>	<b>Approval of Appointment of New Chair of Academy Council</b>	
10.4.1	Sarah Page was approved as the Chair of BPA for a 4-year term.	
<b>10.5</b>	<b>Report of Sub-Committees and Executive Groups</b>	
<b>10.6</b>	<b>Chairs of Academy Council Meeting</b>	
10.6.1	DN advised that the main topic of the recent COAC meeting was the recommendations from the External Review of Governance, which the group largely welcomed.	
<b>10.7</b>	<b>Audit Co</b>	
10.7.1	The Audit Committee has not met since the last board briefing.	
<b>10.8</b>	<b>Finance Executive Group</b>	
10.8.1	The Finance and Executive group met to review the budget as detailed at 8.5.1.	
10.8.2	PO noted that the group also discussed how the trust disposes of its old computers and asked AL to clarify that. AL advised that many that are put out of service are beyond their shelf life and no longer usable. Where they are able to be repurposed, staff have linked with academies and placed some with vulnerable families. Where this doesn't happen, the device is wiped passed on to an organisation that can redistribute it.	
<b>10.9</b>	<b>Projects, Premises and ICT Executive Group</b>	
10.9.1	ACO reported that a good discussion took place around the bidding process for reserves funding. It was agreed that this will take place in the autumn term, rather than in Spring, in order that there is time to implement the proposals. The ongoing projects were discussed. There were some concerns around the LHA programme, in terms of the new site being ready according to the given timeline. Alternative plans are being considered in case needed. The group also heard about the Laptops for Teachers pilot at BBA and reflected on the recent period of growth and how that will inform future due diligence.	
<b>10.10</b>	<b>P &amp; W</b>	

10.10.1	The People and Wellbeing Executive group met last week. An update will be provided at the next board meeting.	
<b>10.11</b>	<b>SCITT Board</b>	
10.11.1	The SCITT Board has not met since the last board meeting.	
<b>10.12</b>	<b>Maths Hub Board</b>	
10.12.1	The Maths Hub board have met very recently. An update on the work of the Maths Hub has been provided in the CLF Institute Report.	
<b>11</b>	<b>Any Other Business</b>	
11.1	No further business was reported.	
11.2	Future meeting dates: 11 July 2024 – Board Strategic Review meeting, in person at the CLF Institute.	
11.3	The meeting closed at 7.10pm	

Actions to take forward

Action date and no	Relates to item no	Action	Owner	Update
02.05.24 01	5.8.3	MT to investigate potential for sale of CLF owned land.	MT	Update: MT advised that when considering sale of school owned land, the trust needs to ensure compliance with regulations including seeking approval from the Secretary of State. The trust also needs to ensure that the remaining land meets the minimal requirements for the school. As such, net capacity surveys are being carried out and the impact of any sale of land considered. <b>Ongoing.</b>
20.06.24 01	5.3.5	AFI has drafted a summary of that work and this will be shared at the July board meeting.	SW	Included in board papers at Appx 5
20.06.24 02	5.3.7	SW to provide an update at the July board meeting around the support in place for vulnerable students over the summer break.	SW	
20.06.24 03	7.2.2	SL and ST will consider introducing a policy on sponsorship and will consider engaging student voice to inform this.	SL ST	