



LAURUS BOARD OF TRUSTEES

Date: 02.12.2020

Time: 10.00am

Venue: Microsoft Teams

Clerk: N Burgess

Present: T Little, C Nevin, J Cromblehome, P Benton, L Woolley, W Mason, D Brown, V Horsfield, L Elias and R Kumar

In attendance: L Magrath and M Vevers

Action	Initials
Trustees to inform the Clerk of any amendments to the Register of Business interests	All
To undertake to produce a suite of documents for Trustees to complete at the start of each year	LW/NB
Training plan to be circulated to all Trustees and Academy Committee Governors	LW/NB
User guides to be circulated – including Teams and email access on devices	NB
GDPR training to be completed by all Trustees	All
Compliance report to be presented at the next meeting	WM
Update regarding IT provision	WM

Agenda – Part 1				
Category	Item	Notes	Action	
1	Governance Arrangements	Apologies	Apologies were received from D Kershaw.	
		AOB items	There were no other items of business to raise which were not already covered by the agenda.	
		Register of interests	The Register of Business Interests was circulated prior to the meeting and Trustees were asked to inform the Clerk of any changes to the records held.	All
		Part 1 Minutes	The minutes of the meeting held on 7 th October 2020 were <u>approved</u> as an accurate record of the meeting. <u>Matters arising</u> In terms of the Trustees request for a bundle of documents for completion to be issued at the start of the year, it was agreed that this would be discussed at the meeting of the Governance, Oversight and Standards Committee and would be available at the start of the next academic year.	LW/NB

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			Terms of office for Trustees and Academy Committee Governors will be reviewed to identify recruitment needs and support the process.	
2	People	Membership and succession planning	<p>Trustees were given the agenda for the upcoming AGM meeting. It was discussed how to demonstrate communication with Directors throughout the year. It was <u>agreed</u> that the Trust Board report would be sent to Directors after each Trust Board meeting. Communication to members would need to be added to the Trust Board Performance report.</p> <p>The Training Plan was discussed. LW and CN have formulated the plan which will be circulated to commence in the new year with a combination of E-Learning modules, which can be done in between meetings, and face to face training at the start of meetings. Trustees agreed that flexible learning was the best approach, which enabled Trustees and Governors to complete some of the training at times convenient to themselves. It was noted the Training Plan was ambitious but set out what would like to be achieved with relevant and focussed training. The first training module to be completed is Pupil Premium – how we engage PP students and improve their life chances.</p> <p>Following completion of training modules this would then be reviewed at each Academy Committee meeting where Governors could discuss and give feedback. The impact of training will be reflected in the quality of challenge recorded in the meeting minutes. Clerks will keep records of training completed.</p> <p>The Standard Operating Procedure for appointing Governors was discussed. The document reflects the process and who is involved at each stage. Recruitment is ongoing and applications are being received all the time. Who interviews for the vacancy is decided by the application form and the Head of the relevant school is involved at each stage. Trustees undertook to ensure that when recruiting regard was given to diversity and gender equality. It was agreed that the Skills Audit would be revisited at the next meeting of the GO&S Committee meeting in March 2021.</p>	LW/NB

3	Systems and structures	Governance structures	<p>The Trust IT Team have produced a Teams guide to help Trustees and Governors navigate Teams effectively. How to set up Teams on devices guides will be issued following this meeting.</p> <p>Training sessions will be offered to Trustees and Governance and details will be sent shortly. Going forward all Trustee correspondence will be using Trust email accounts and meeting papers will be stored under the Governance channel on Teams – access will be covered under the planned training sessions.</p> <p>Trustees were informed of the allocation of the team of Clerks across the Trust. Trustees also received an update of new Academy Committee Governors who have been recruited to the schools across the Trust – the recruitment process is ongoing.</p> <p>C Nevin asked to feedback to Clerks of the professional job they are doing across the Academy Committees.</p> <p>It is hoped that it will be possible for the Chairs of the Committees across the Trust will be able to meet at some point in the Spring or Summer term.</p>	NB
4	Reporting	Trust Board Committee updates	<p><u>Pay Committee</u> CF fed back to Trustees from the meeting which had taken place 4th November 2020. Despite a difficult year is was heartening to receive such positive feedback with regards to staff performance and recommendations across all schools.</p> <p>All staff who applied or were eligible for progression were approved by the committee.</p> <p><u>Governance, Oversight and Standards Committee</u> CN circulated a written update prior to the meeting. The committee had discussed the allocation of Clerks to the Academy Committees, the recruitment of new Governors, the Training Plan and had scrutinised the minutes of the various Academy Committees.</p>	
5	Being strategic	Critical success factors	Trustees reviewed the updated Critical Success Factors (CSF) which were contained within the Trust Development Plan 2020-2023.	

		<p>Academic Focus – Priority 1: Headline Performance</p>	<p>The academic focus is CSF 2, to ensure curriculum intent and implementation is embedded securely and consistently in each school. MV presented to Trustees.</p> <p>MV had met with Trust Directors and Subject Leaders to question intent and to reflect on and share. Each individual school identifies that the curriculum is embedded as it should be. Curriculum Leads meetings take place to allow for questions. Trust Leads/Directors are in the process of visiting all schools to complete a review. This process was delayed due to the national lockdown. Meetings regularly take place via Teams.</p> <p>Trustees were updated as to how contact tracing had become a full time job for SLT.</p>	
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		<p>Priority 2: Management of Trust Growth Finance & Procurement/ Capital projects)</p>	<p><u>Finance</u> Internal and external audits have been undertaken, a full update will be given at the Audit and Finance committee meeting on 11th December 2020. The External Audit report was a clean report with no recommendations.</p> <p>TL offered thanks, on behalf of Trustees, for an excellent external audit report, achieved during a very difficult year. LE reiterated thanks, as Chair of Audit and Finance Committee.</p> <p><u>Workforce Development</u> RK raised the issue of workforce development, in particular of the IT team. Improvement of digital and technology are crucial. What would happen if technology goes down? What plans are in place? What is the plan for strengthening the IT team, for digital learning and video content due to having to host remote events? It was agreed that this issue would be revisited at the next meeting. It was noted that the Trust are currently advertising for a Performing Arts Technician who will also assist with video editing going forward.</p> <p>IT are currently working to roll out Teams assignments which will be invaluable for students who are isolating. Lessons and homework can be uploaded and completed and returned for marking, this will be possible for both individual students and whole classes. RK offered to undertake a third party review of the IT provision and this was welcomed by the Trust and thanks were offered to RK.</p> <p>Q – JC asked of critical factors 7 and 8 how do you measure and how do you know you have achieved? A – Staff and student surveys are completed and parental feedback is also considered. There is a Student Voice survey done every year and all students complete.</p> <p>Other ways to measure include Recruitment and Retention figures and oversubscription figures for all schools.</p> <p><u>AP Free School</u> There is little to report at this stage. Feasibility surveys will done over the Christmas break and an update will be given at the next Trust Board meeting.</p> <p><u>Primary Projects</u> There is currently nothing to update at present. An email had been sent regarding the Woodford project but as yet there had been no reply.</p>	<p>WM</p>
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		<p>Risk management</p>	<p>Changes were made to the risk assessments due to the second national lockdown in November 2020 and the subsequent move into Tier 3. To assist Trustees, the changes were highlighted within the documents. It was noted that the risk assessments are live documents and are updated ongoing as the guidance changes.</p> <p>Trustees were informed that HR had produced a very comprehensive RA document which was completed for all staff who have underlying health conditions or who are clinically vulnerable.</p> <p>Trustees were also informed of the wealth of information which was available to staff via the HR Hub. The information is clear and consistent and is used by all staff across the Trust, including a list of FAQs.</p>	
		<p>Policies for approval</p>	<p>The policies had previously been reviewed by the Policy Sub Group and recommended for approval by Trustees.</p> <p>Trustees <u>approved</u> the following policies:</p> <ul style="list-style-type: none"> ● Acceptable Use Agreement ● Appeals against Internal Assessment ● BTec policy ● Exams policy ● Flexible Retirement policy ● Keeping Children Safe in Education ● Minibus policy ● Non-examined Assessments policy ● Post Exams Results policy ● Safer Working practice ● Secondary Employment policy ● Use of a Word Processor policy ● Violence at Work policy 	

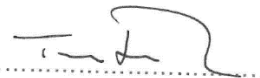
6	Holding to Account	Covid 19 update	<p>There have been a significant number of confirmed cases across the Trust. HGHS was hit particularly hard with 98 confirmed cases involving both staff and students. MV confirmed that Heads of School always speak to PHE after each confirmed case to report and seek advice.</p> <p>In total across the Trust there have been 182 cases, 128 students and 54 staff. As a result ,2932 students and 83 staff have been sent home to isolate.</p> <p>It was noted that the larger schools, HGHS and CHHS, had been particularly hard hit and this was reflected in the number of students in the school making social distancing more difficult.</p> <p>LE informed Trustees he had been put forward for the vaccine trials and Trustees were very supportive of this commendable act.</p> <p>LM confirmed that there had been challenge from the DfE as to whole year groups being sent home. Clarity was sought from the LA who confirmed that 3 or more cases in a year group means the whole year group should be sent home to isolate. The DfE had been actively challenging the advice of the LA Public Health.</p> <p>Q – JC asked if a year group is sent home what happens to students who do not have access to it? A – Currently the schools are in the process of allocating laptops to students who have been identified and there are a small number of spare devices for other students who may come forward.</p> <p>Q – What has been lost and how do we further embed to allow students to catch up? A – The immediate catch up focus is year 11 and 13 who will be taking external exams this coming year. We then need to look across the board at all students and this is part of the role of Trust Directors. Some of the catch up funding allocated has been used to release Trust Directors to fulfil this aspect. They now teach 5 hours per week and then support catch up and assist curriculum leaders.</p> <p>Q – TL- Who are the tutors? A – The DfE have chosen to spend on tutors who are from companies who are already out there when ideally schools would prefer to do their own catch up tutoring.</p>	
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		<p>Q – TL asked who is backfilling the role of Trust Director? A – More staff were recruited over the summer and time has been built in as part of the curriculum plan.</p> <p>Q – PB asked how much impact will Track and Trace have for staff over what should be the Christmas break? A – Schools should be closing on 18th December and this would mean the last day of Track and Trace would need to be 24th December. This decision is awaiting final confirmation from DfE.</p>	
	Auditing and reporting arrangements for matters of compliance (eg safeguarding, H&S and employment)	Internal and External Audits have now taken place. The External Auditors will attend the AFR meeting to discuss the Audit Report and present the Final Accounts.	
	GDPR	<p>There have been a small number of minor breaches recently. Communication has been issued to all staff to add controls to stop this being repeated. It was acknowledged that staff are tired and are working under pressure.</p> <p>Trustees were reminded to complete their GDPR training.</p> <p>Q – RK asked if any of the data breaches were reportable to ICO? A – No there were none required to be reported after checking with DPO. It was agreed that an update would be given at the next meeting.</p>	All WM
	Financial oversight	The agenda for the upcoming AFR meeting was shared with Trustees. Trustees were asked to let WM know if they had any questions relating to any of the agenda items. The meeting will be held on Teams at 9.30am on Friday 11 th December 2020	

	AOB		There were no other items of business.	
	Meeting Dates:	TBM4 TBM5 TBM6	Wednesday 03.02.2021 at 10.00am Wednesday 24.03.2021 at 10.00am Wednesday 05.05.2021 at 10.00am Wednesday 07.07.2021 at 10.00am	

Impact of Meeting / Key Outcomes	
	<ul style="list-style-type: none"> • Trustees received the agenda for the forthcoming AGM meeting and agreed that Directors would receive a summary report after each Trust Board meeting • Trustee and Governor Training Plan was circulated • Governor recruitment was discussed • User guides for Teams and accessing on devices were issued • Trustees received a verbal review of the Pay Committee meeting • Internal and External Audits have been completed • Curriculum intent and how this is embedded was discussed at length • Trustees discussed developments in IT and succession planning • Trustees received an update on going projects • Updated Covid 19 Risk Assessments were received and reviewed • Trustees approved 13 policies • Trustees were given an update on the impact of Covid 19 across the Trust • Trustees were given an update on GDPR across the Trust

Meeting closed at 11.50am



Chair of Trustees:

3rd February 2021