

MEETING OF THE BOARD OF DIRECTORS**Minutes of the video conference meeting held at 19:45 hrs on 3 September 2020**

Directors	Office	Term
* Andrew Armour		23/12/2020
* Gary Benn		23/12/2020
Vacancy		
Melissa Challinor	Vice Chair	23/12/2020
* John Luke		23/12/2020
Sarah Mitchell	Executive Headteacher [EHT]	Ex-Officio
Andrew Taylor	Chair	23/12/2020
* Liam Tobin	DPA LGB Governor	22/07/2023
<i>In attendance:</i>		
Tom Bennett	Clerk	
* <i>indicates absence</i>		

19/20 Apologies for absence

Apologies were received and accepted from Gary Benn.

[The Clerk took the Chair]

20/20 Chair

The Clerk reported Andrew Taylor had expressed an interest in being elected as the Chair for a further year. No other Director had voiced an interest for the position and following a proposal from Sarah Mitchell, seconded by Melissa Challinor, it was **agreed** to elect Andrew as the Chair of the Board for 2020-21.

[Andrew Taylor resumed the Chair]

21/20 Vice-Chair

Melissa Challinor expressed an interest to be elected as the Vice-Chair of the Board. No other nominations had been received and following a proposal from the Chair, seconded by Sarah Mitchell, it was **agreed** to appoint Melissa as the Vice-Chair of the Board for 2020-21.

22/20 Notification of AoB

None.

23/20 Notification of business interests/ self-declaration

- a) No Directors present declared a potential conflict of interest on any matters to be discussed at the meeting.
- b) It was **agreed** to complete the formal declarations of business interest forms and the HMRC Self Declaration of Fit and Proper Person following the meeting.

All

24/20 Governance

- a) **Code of Conduct for Directors 2020.**

The meeting received, noted, and **agreed** to adopt the updated Code of Conduct for Directors 2020.

All

b) Code of Conduct for Committee Members

The meeting received, noted, and **agreed** to adopt the updated Code of Conduct for Committee Members.

c) LGBs Scheme of Delegation Appendix

It was **agreed** to approve the LGBs Scheme of Delegation Appendix subject to adding the following responsibilities

- Approval the furloughing of staff [Board]
- Covid Risk Assessment [LGBs/ Board]

d) Audit Committee

It was **agreed** to appoint the following as members of the Audit Committee for a further two-year term:

- Andrew Armour
- John Luke
- Melissa Challinor stepped down Jan 2020 (replaced by Liam Tobin)
- Paul Gray (independent member)
- Ursula Lyons (independent member)

e) Directors' Responsibilities

It was **agreed** the following Directors would oversee and monitor the LGBs to ensure they were meeting their statutory responsibilities.

- Health and Safety – Gary Benn
- Safeguarding and Child Protection – Liam Tobin

f) Annual Programme of Business

The Board received and noted a draft annual programme of business for the year.

g) ESFA letters

The meeting noted a letter from the ESFA dated 16 July 2020, addressed to the accounting officer, and copied to the chairs of trustees at all academy trusts. The letter set out the ESFA's further actions being taking in relation to academy trusts' financial management during COVID-19, and recent updated published documents to help Trusts maintain sound governance, good financial systems, and a healthy and safe school environment.

25/20 Policies

The meeting considered and **agreed** to adopt the following Trust policies:

- Equal Opportunities and Accessibility Policy 2020
- Racial Equality Policy 2020
- Investment Policy 2020
- Charging and Remissions policy

26/20 Corporate/ Strategy**a) MAT**

The meeting reviewed the progress made by the Trust during 2019-2020 and made the following points:

- Progress on expanding the Trust had been suspended due the time difficulties facing all schools in dealing with the current pandemic and re-opening schools, safely.

- There had been significant progress at DPA following the appointment of the new Head of School, who with the support of the EHT had made a positive impact on performance and morale of staff, improved the staffing and learning provision of Early Years Foundation Subjects [EYFS], had provided a positive learning environment thought the school, had raised the profile of the school within the local community and had increased the number of pupils joining the school, some from other schools.
- It was important to keep DPA under review following its last Ofsted Inspection assessment as a school requiring improvement. Further work was being carried on by the Schools' Improvement Partner, addressing the areas identified at the Inspection. Ofsted had suspended full inspection visits for the Autumn term due to Covid-19 and were carrying out "coffee morning" style visits at those schools requiring improvement to review the work and actions being taken to improve.

b) Trust priorities for 2020-2021

It was **agreed** the key priorities for 2020-21 should be:

- To re-establish the quality of education at each Academy that had been affected by Covid-19 and the closure of each school in April 2020, the provision of home-learning and "bubbles" having to quarantine. Full pupil progress assessment would be carried out to identify and target those needing additional support.
- To continue improving the quality of the teaching and learning at DPA to move it to Ofsted's "good" assessment.
- To follow up the interest expressed by two schools in joining and growing the Trust.

EHT

c) 2020-21 School Development Plans

It was **agreed** to circulate the 2020-21 School Development Plans for each Academy after they had been reviewed and approved for recommendation by each their LGBs.

EHT

27/20 COVID 19

The meeting reviewed the Government guidance issued to all Academy Trusts on 17 July 2020 on getting all pupils back to school in the autumn term.

The EHT reported governors at each Academy had met during the Summer holidays to review both the guidance issued by the Government and Essex CC and the updated Academy Covid-19 Risk Assessments.

A lead DFE Commissioner had contacted the EHT to enquire about the plans to re-open each Academy and identify any barriers that would prevent the schools re-opening.

28/20 Risk Register

The meeting received the updated risk register.

It was **agreed** Melissa Challinor would replace David Boatman as the Director responsible for Governor inspections and self-assessments under strategic group of risks.

All other Directors' responsibilities for monitoring other significant risk remained unchanged.

MC

29/20 Minutes

The minutes of the meeting held on 16 July 2020 were approved as a true and accurate record of the meeting.

30/20 Matters Arising

Minute 29 – Membership

It was **agreed** to follow up the two possible candidates with education and legal expertise and ascertain their interest in joining the Board.

MC/JL

31/20 Finance

a) Requests for Expenditure above EHT's Approval Limit

The EHT reported there had been additional spending on putting in measures to provide a safe Covid-19 environment for staff and pupils that had all been within her approval limit.

Additional resources may be needed should there be a significant increase in staff sickness.

The Trust had received extra money [£80 pre pupil] from the ESFA to help support those children who had not been at school from April and had been self-learning at home.

b) Requests for Expenditure from LGBs

None.

c) Pre-audit outcomes: Executive Pay Policy

The EHT advised the Auditors had recommended that the Trust should draw up an Executive Pay Policy. The EHT had had been un-able to find a template policy that reflected her current joint role as EHT and HT at GCPA.

IT was **agreed** to seek the advice of the Auditors.

EHT

32/20 Personnel

The meeting considered and **agreed** to adopt:

- The Staff Grievance and Discipline Policy
- The Appraisal and Capability Policy

EHT

33/20 EHT and HT's Performance and Pay

The meeting **agreed** the membership of the EHT's Performance and Pay Review panel as:

- Andrew Taylor
- Melissa Challinor
- Adele Peters
- Craig Duncan (SIP)

34/20 Any other business

None.

35/20 Date/time of future meetings

- Tuesday 01/12/2020
- Thursday 06/05/2021
- Thursday 15/07/2021

All meeting to start at 19:45 hrs

All to note

Approved by the Board on 1st December 2020