

**East Midlands Academy Trust - Trust Board Meeting**  
 25<sup>h</sup> of September 2020, 10:00am - Virtually via MS Teams  
**First meeting of academic year 2020/2021**

These minutes reflect the order of the agenda and not necessarily the order in which items were discussed.

Agenda Item	Discussion	Action
<b>1. Welcome</b>	<p><b>Present:</b>  <b>Kevin Crompton</b> (EMAT: Trustee)  <b>Fiona Wheeler</b> (EMAT: Trustee)  <b>Ayo Salam</b> (EMAT: Trustee)  <b>Andy Davis</b> (EMAT: Trustee)  <b>Stephen Morales</b> (EMAT: Trustee)  <b>David Houghton</b> (EMAT: Trustee)  <b>Asvin Morjaria</b> (EMAT: Trustee)  <b>Jon Harris</b> (EMAT: Member) <i>joined at 11.39am</i></p> <p><b>Joshua Coleman</b> (EMAT: CEO)  <b>Paul Wheeler</b> (EMAT: Finance &amp; Operations Director)  <b>Monica Juan</b> (EMAT: Head of Governance &amp; Safeguarding)- Minutes</p> <p>MJ welcomed all and reminded all present that the matters raised within this meeting would remain confidential until the minutes were agreed and signed off.</p>	
<b>2. Apologies</b>	<p>Apologies had been received and accepted by <b>Jon Harris</b> and <b>Leigh Jones</b>  <b>Matt Johanson</b> was absent.          Trustees noted the continuous absence of the trustee. KC/MJ agreed to contact him again to discuss his involvement with the trust.</p>	<b>MJ/KC to contact trustee.</b>
<b>3. Quoracy</b>	The meeting was confirmed as quorate.	
<b>4. Declarations of Interest</b>	There were no declarations of interest pertaining to this agenda in addition to those already recorded on the annual Register of Interests.	
<b>5. Election of Chair and Vice-Chair</b>	<ul style="list-style-type: none"> <li>• <b>Kevin Crompton</b> was elected Chair</li> <li>• <b>Andy Davis</b> was elected Vice-Chair</li> </ul>	
<b>6. Minutes of EMAT TB meetings held on 17/07/2020 &amp; 27/08/2020 &amp; matters arising not appearing on action log.</b>	<p>The minutes of the meeting held on the 17/07/2020 (including confidential minutes) were reviewed and agreed to be an accurate representation of the meeting.</p> <p>The minutes of the extraordinary meeting held on the 27/08/2020 were reviewed and agreed to be an accurate representation of the meeting.</p> <p>KC agreed to physically sign both sets of the minutes once lockdown restrictions had been lifted.</p>	

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<b>7. Action Log from the meetings held on 17/07/2020 &amp; 27/08/2020</b>	All actions from both meetings had been completed.	
<b>8. Governance Review</b> <ul style="list-style-type: none"> <li>• TB Chair report</li> <li>• Committees</li> <li>• Chair's Report</li> <li>• A&amp;R Chair JD</li> <li>• Members ToR</li> <li>• TB ToR</li> <li>• LAB Chair reports</li> </ul>	<p><i>Papers had been distributed with the agenda for this meeting</i></p> <p>The Chair thanked trustees, governors and staff for their commitment during what had been a very challenging year.</p> <p>Trustees considered the documents presented and had a robust discussion around the direction of the Trust moving forward. It was agreed that the organisation had successfully gone through the transition period and was ready to enter the next stage, which would involve growth.</p> <p>The following points were noted:</p> <ul style="list-style-type: none"> <li>• Separation between members and trustees was an ongoing process which was expected to be completed by the end of the current academic year.</li> <li>• There was a need to start again a cycle of self-review and appraisal of the board performance.</li> <li>• There was a sense of missing interaction between trustees and schools.</li> <li>• Trustees would welcome more specialised presentations at meetings by school staff or team members.</li> <li>• There was a desire by trustees to undertake more discussions outside the formal agenda to review the trust strategy.</li> <li>• LABs reports showed that local governance was enthusiastic about supporting their schools and would welcome more responsibility.</li> </ul> <p><b>Trustees agreed that in order to facilitate the communication between layers of governance a Chairs Forum would take place 3 times a year.</b> The Chair of the Board would chair it and Chairs and Vice-Chairs would be invited.</p> <p><b>It was agreed that, in order to provide a moral informal forum for strategic discussion, trustees would be invited once a month to join the weekly conversations conducted by the Chair and CEO.</b></p> <p>Trustees welcomed the idea to sponsor individual schools to increase governance visibility. <b>It was agreed that once restrictions were lifted the CEO would facilitate connexions between trustees and academies.</b></p> <p><b>Trustees agreed to continue holding hybrid/virtual meetings until restrictions were fully lifted to offer attendance flexibility to all parties.</b></p> <p>After a robust discussion regarding the A&amp;R Chair JD <b>Trustees agreed to appoint an internal Chair for the A&amp;R committee</b> to provide context and continuity to the committee.</p>	<p><b>MJ to liaise with KC to organise forum.</b></p> <p><b>MJ to organise invites.</b></p> <p><b>MJ/JC to organise linking of trustees with academies.</b></p>

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	<p><b>Trustees unanimously approved the Trustees and Members Terms of Reference</b></p> <p>In response to a question from a trustee regarding how the board could acknowledge the work done by the LABs the Chair agreed to write to them expressing the trustees' gratitude for their support during the past year. This would include a personal message to the ongoing chairs.</p>	<p><b>MJ to distribute ToR to Members</b></p> <p><b>KC to write to LABs</b></p>
<p><b>9. Constitution of Board:</b></p> <p><b>i. Allocation of Lead roles: SG; SEND; PP; Well-being; Careers</b></p> <p><b>ii. Allocation of Trustees to committees</b></p> <p><b>iii. Chairs of committees</b></p> <p><b>iv. Board recruitment update</b></p>	<p>Trustee considered the current constitution of the committees.</p> <p><b>i. Pupil Premium Lead: AD</b>  <b>Safeguarding Lead: FW</b>  <b>SEND Lead: FW/DH</b>  <b>Careers Lead: To be appointed</b></p> <p>In response to a question from a trustee regarding the level of support the CEO had received during the pandemic under the current composition of the committees the CEO confirmed that he had felt well supported, both personally and strategically. However, it was important to recognise that the effects of the pandemic would be long-lasting and how this could affect the trust in the future. H&amp;S was a forever evolving area alongside Wellbeing. It was agreed to appoint a link trustee to look at these two areas and work closely with the CEO.</p> <p><b>H&amp;S/Wellbeing Lead: SM</b></p> <p><b>ii. Standards &amp; Performance: FW/LJ/DH/AS</b>  <b>Finance, HR &amp; Estates: SM/DH/AM/AD</b>  <b>Audit &amp; Risk: SM/AM/AS/AD</b></p> <p>SM agreed to support the chairs of the FHRE and A&amp;R</p> <p>iii. As some trustees were not in attendance Committee Chairs would be formally appointed during the next committee meetings.</p> <p>iv. JH had stepped down as trustee but would continue serving as member and was happy to support the S&amp;P committee if/when necessary A potential new volunteer had been invited to attend several meetings. <b>The clerk agreed to follow up another suggestion from one of the trustees.</b></p>	<p><b>MJ to add agenda item.</b></p> <p><b>MJ to contact potential volunteer.</b></p>
<p><b>10. Board housekeeping:</b></p> <p><b>i. Code of Conduct for signatures</b></p> <p><b>ii. Register of Interests form – reminder to complete</b></p>	<p><i>Papers had been distributed with the agenda for this meeting.</i></p> <p>The clerk reminded trustees that all these documents needed to be physically signed.</p> <p>Due to the current circumstances GovernorHub had created a way to mark the document on the platform as read. Trustees were reminded to do this before the next Trust Board.</p>	

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iii. KCSiE Part 1 & 2 for signatures iv. Electronic signatures	Trustees were reminded to complete the new DoI form and send it to the clerk.  <b>In response to a question from a trustee regarding the possibility sign documents electronically</b> the clerk agreed to investigate this option with the IT department.	<b>MJ to contact IT</b>
<b>11. CEO Verbal Report (including COVID19 &amp; Safeguarding)</b>  i. Curriculum update - Autumn Assessments  ii. HR update - Supply Bank  iii. PR & Communications update – Covid19 Survey	<p><i>Papers had been distributed with the agenda for this meeting.</i></p> <p>i. JC reported that attendance across the trust was high, the lowest being 93% and highest 97%. This proved that parents were confident sending their children to school.</p> <p>Behaviour for learning was extremely positive across all schools. NIA &amp; PWS would be using a tutor system during the school day to maximise learning. Catch-up funding would be used to recover some of this expenditure.</p> <p>Primaries were conducting a DATA drop and the Catch-up programme would be instigated once this is completed. The findings would be presented to the S&amp;P committee for scrutiny.</p> <p>JC stressed how important would be to contextualise the effect of the pandemic and lockdown across the whole school life of each student. These unprecedented events would have affected children in many different ways, and it would be necessary for schools to have a tailored approach for individuals as well cohorts. JC reiterated the importance to conduct any approach in a calm and methodical way.</p> <p><b>In response to a question from a trustee regarding whether exams boards had already clarified the expectations for year 11 and 13 moving forward</b> JC explained that at the moment they had not confirmed what would be the plan for the summer. However, academies were aware of the importance of collating initial assessments to establish where students needed to focus and also keeping a meticulous record of progress during the year in the event that teacher assessments were to be used again.</p> <p>ii. JC reported that the supply bank would be a huge transformative project in line with the trust strategic priorities. HR would be presenting it to trustees and staff during the development day on 17<sup>th</sup> November.</p> <p>iii. JC explained that, although not a huge sample, the survey showed a positive response from all stakeholders. Trustees discussed the findings and agreed that ultimately it showed constructive engagement with the stakeholders.</p> <p><b>In response to a question from a trustee regarding whether any other trustees had conducted the same exercise</b> JC agreed to liaise with JA to find out, however it had been decided to run the same exercise again in January to be able to offer a comparison.</p>	<b>JC/JA to look at other trust approaches</b>

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<b>12. Finance Flash Report August 2020</b>	<p><i>Papers had been distributed with the agenda for this meeting.</i></p> <p>PW presented the paper to trustees and answered questions.</p> <p><b>In response to a question from a trustee regarding whether there were any major variants to highlight for the year</b> PW responded that there were not. PW added that the trust had been able to invest as well as producing a surplus. The full report would be presented to the FHRE committee.</p> <p><b>In response to a question from a trustee regarding the ongoing NIA building developments and special unit for exclusion</b> PW clarified that the trust was close to finalise the lease document with NCC. Costings had been obtained to convert the commercial units on the ground floor should the school had a need for them. After going to tender, the NIA and Castle had successfully been awarded the running of one of the mental health hubs to support other schools in the community, sponsored by the council.</p> <p><b>In response to a question from a trustee regarding the PWS building developments</b> PW confirmed that work had started. Current completion date scheduled for the Friday before half term, mobiles would then be decommissioned.</p>	
<b>13. Safeguarding matters</b>	<p>There were no other matters.</p>	
<b>14. School bids update</b>  <ul style="list-style-type: none"> <li>• The Harefield Academy</li> <li>• NCC Towcester Primaries</li> </ul>	<ul style="list-style-type: none"> <li>• <b>The Harefield Academy:</b> JC reported that the THA first transition board would take place the following week. Due diligence matters were ongoing.</li> <li>• <b>Towcester Primaries:</b> JC reported that by mid-October the council would announce who was moving to the next stage.</li> </ul>	
<b>15. Policies ratification</b>	<p><i>All policies had been distributed with the agenda for this meeting.</i></p> <p><i>Dealing with allegations of abuse against staff members Policy was deferred to the next meeting</i></p> <ul style="list-style-type: none"> <li>• GDPR Policy</li> <li>• Admissions Policy 2022/2023</li> <li>• Designated LAC Teacher Policy</li> <li>• EYFS Policy</li> <li>• Children with health needs who cannot attend school Policy</li> </ul> <p><b>All policies were formally received and ratified by the Board.</b></p> <p><b>Trustees agreed to continue ratifying electronically other policies if necessary, during the duration of the COVID19 crises.</b></p>	<p><b>MJ to add this policy to the next meeting.</b></p> <p><b>MJ to upload policies to all EMAT websites.</b></p>

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16. AOB	<p>JH had previously agreed to become a member and for the record <b>formally resigned from his position as trustee.</b></p> <p>The Chair thanked JH for his services to the board.</p>	<b>MJ to update documents/ platforms</b>
17. Dates of next meetings	<p>Dates of meetings to July 2021:</p> <ul style="list-style-type: none"> <li>• Friday 11th December 2020 at 10am</li> <li>• Friday 23rd April 2021 at 10am</li> <li>• Friday 16th July 2021 at 10am</li> </ul>	<b>Calendar appointments have been sent</b>

**Meeting closed at 12.16pm**

**Signed by Kevin Crompton, Chair of Trustees**

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**Date**.....

**East Midlands Academy Trust**

Action Log of the Trust Board meeting held on 25<sup>th</sup> September 2020. Meeting conducted virtually.

<b>Item</b>	<b>Action</b>	<b>Owner</b>
<b>1.</b>	Contact Matt Johanson to discuss future involvement with the trust.	<b>MJ/KC</b>
<b>2.</b>	Organise Chairs forum dates.	<b>MJ</b>
<b>3.</b>	Organise invites for trustees to attend Chair/CEO meeting once a month.	<b>MJ</b>
<b>4.</b>	Organise linking of trustees with academies.	<b>JC/MJ</b>
<b>5.</b>	Distribute Terms of Reference to Members	<b>MJ</b>
<b>6.</b>	Write to LABs and ongoing Chairs	<b>KC</b>
<b>7.</b>	Add Chairs appointment item to all committee agendas	<b>MJ</b>
<b>8</b>	Contact potential trustees	<b>MJ</b>
<b>9</b>	Organise electronic signatures with IT	<b>MJ</b>
<b>10</b>	Investigate how other trusts have engaged with stakeholders during lockdown	<b>JC/JA</b>
<b>11</b>	Add Dealing with allegations of abuse against staff members Policy to next meeting	<b>MJ</b>
<b>12</b>	Upload ratified policies to website	<b>MJ</b>
<b>13.</b>	Update documentation relating to JH role	<b>MJ</b>