

**East Midlands Academy Trust**

Friday 22<sup>nd</sup> May 2020 at 2.00pm - Virtually via MS Teams

**Extraordinary meeting**

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>Jon Harris</b> (EMAT: Trustee)  <b>Leigh Jones</b> (EMAT: Trustee)</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)  <b>Callum Brown</b> (Headteacher – Orchard)</p> <p>KC 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 from <b>Joan Martin</b>, <b>Stephen Morales</b> and <b>Matt Johanson</b>. Apologies were accepted.</p>	
<b>3. Quoracy</b>	<p>The meeting was confirmed as quorate.</p>	
<b>4. Declarations of Interest</b>	<p>There were no declarations of interest pertaining to this agenda in addition to those already recorded on the annual Register of Interests.</p>	
<b>5. Coronavirus Update (including Safeguarding matters)</b>	<p><i>JC reported verbally about COVID19. The <b>COVID19 EMAT Safeguarding Policy Addendum v2</b> had been distributed with the agenda for this meeting.</i></p> <p>JC explained that following the announcement from central government for a phased return to school, extensive plans had been put in place to start reopening schools to further pupils from 1<sup>st</sup> June (primary) and 15<sup>th</sup> June (secondary).</p> <p>JC clarified that although the ultimate legal responsibility for the conduct of the EMAT schools and the welfare of its employees rested with the trust board the decision to reopen schools was an operational one and therefore delegated to the CEO.</p>	

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	<p>However, due to the unprecedented nature of the situation, JC and KC had agreed to call an extraordinary meeting, with the sole purpose of keeping the board fully informed of any decisions taken.</p> <p>The meeting would allow scrutiny of the operational plans presented, offering trustees the opportunity to pose questions in order to consider the assessment and the options to mitigate any risks and would cascade a message of reassurance to the rest of stakeholders.</p>	
<p><b>6. Covid19 Risk Assessment</b></p>	<p><i>The Covid19 Risk Assessment had been distributed with the agenda for this meeting.</i></p> <p>PW explained that linked with re-opening, there were some elements of risk-minimisation which needed to be considered. The Trust has conducted a COVID-19 Risk Assessment across the MAT and each school would adapt the document to suit their own unique circumstances. The Risk Assessment would be kept under constant review during the duration of the crisis.</p> <p>PW informed trustees that a survey had been conducted amongst staff to understand their positions and to try to anticipate what needed to be done in order to be safe for reopening.</p> <p>Schools had also been in contact with parents to judge the appetite for a phased return and in order to assess the potential final numbers. Surveys showed that a small minority was not keen with the idea of their children returning to school.</p> <p>It was clear that most primary schools had just enough space to accommodate R, Y1 and Y6 as well as key worker and vulnerable children. However, there was an expectation that numbers will spike once schools are open. If this was to happen Headteacher would have to reassess their plans.</p> <p>Secondary schools would reopen from 15<sup>th</sup> June to Y10 and Y12 (a quarter of a year group at a time).</p> <p>The Risk Assessment template had been provided by another MAT and adopted after careful reviewing had been provided by a NIA governor with H&amp;S expertise.</p> <p><b>In response to a question from a trustee regarding any possible liabilities the trust could sustain related to the reopening of the schools</b> PW responded that insurers had confirmed cover, providing that the trust had taken all the necessary steps to protect children and staff and had followed all government guidelines. PW confirmed that there was evidence of this throughout the risk assessment document.</p> <p><b>In response to a question from a trustee regarding additional cost incurred due to the COVID19 pandemic</b> PW explained that the finance team was</p>	

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	<p>recording all additional expenditure and following advice from the government there was an expectation that most of it would be claimed back. However it was still unclear when this would take place.</p> <p><b>In response to a question regarding the information cascaded to the LABs</b> JC explained that a meeting had been scheduled to take place on Tuesday 26<sup>th</sup> June with all Chairs to present the same documents the trustees had been privy to. Governors would be welcomed to assess and monitor the robustness of the risk assessment moving forward and to report back through the LAB meeting.</p> <p><b>In response to a question regarding the letter sent by one of the teacher's unions and the reluctance of several LAs to reopen</b> CB explained that all EMAT HTs were willing to go ahead with the proposed phased return providing the government confirmed their plans on Thursday 28<sup>th</sup>. CB was confident that risks had been limited as much as possible.</p> <p><b>In response to a question regarding the online provision in place for those students not attending school</b> JC and CB confirmed that the staff currently working from home and unable to come back to school would be managing the online curriculum. Parents had been made aware that the provision online would not match completely the one provided in schools. Also there was an understanding that the current curriculum would have to be addressed in a different way. Schools would put in place a recovery curriculum in order to bridge any educational and emotional gap between pupils.</p> <p><b>In response to a question regarding complex challenging behaviour from children during the pandemic</b> CB explained that staff were mindful that children might be experiencing emotional distress as a result of the crises and part of the recovery curriculum would consider how to improve their mental wellbeing. The behaviour policy had been adapted to recognise the need to accommodate temporary disruptive behaviour and the risk assessment was also addressing how to deal with it.</p> <p><b>Trustees received the COVID19 Risk Assessment and agreed with all proposals put forward for the phased return to schools.</b></p>	
<p><b>7. Communication with stakeholders:</b></p> <ul style="list-style-type: none"> <li>• Staff</li> <li>• Parents/carers</li> </ul>	<p><i>Samples from Orchard Academy had been distributed with the agenda for this meeting.</i></p> <p>JC praised CB's swift work preparing the documents presented to trustees.</p> <p>CB presented the documents that he and his team had prepared for Orchard staff and parents and that had been unanimously adopted by the rest of schools in the trust.</p> <p>CB pointed out that during the creation of the interim staff handbook careful consideration had been given to the fact that it would be asking staff to work in a very different way to the one they were currently used to. However, CB</p>	

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	<p>was pleasantly surprised with the positive reaction from staff who had commended the in-depth of the documents. Staff had presented few questions, mainly around opening/closing times and PPE.</p> <p><b>In response to a question from one of the trustees regarding the possibility of an outbreak in one of the schools</b> CB outlined the procedure that would take place. Cohorts were to work in ‘bubbles’ of a maximum of 15 people, including a teacher and TA. ‘Bubbles’ would be self-contained and would not mix amongst themselves. If there was a potential outbreak in one of the ‘bubbles’ all members of that particular group would be sent home to self-isolate until confirmation that the risk of infection was over. Deep cleaning of the ‘bubble’ designated area would take place straight away. Tests would be provided for staff and children if necessary to ascertain whether the risk was COVID19.</p> <p><b>In response to a question regarding the provision of PPE for staff in the trust</b> PW confirmed that the trust had sufficient stock to provide each member of staff with PPE if requested, although, following government guidelines, it was not compulsory to wear. Those providing First Aid or working in the medical room would be provided with a full face screen to add extra protection. The trust was working with PWS for the continuous provision of these masks.</p> <p>Trustees thanked CB for his efforts and praised the positive attitude of all EMAT staff throughout this crises.</p> <p><b>Trustees agreed to allow the executive team to take the decision to reopen schools following government guidelines and any further announcements.</b></p>	<p><b>MJ to distribute copy of minutes to EMAT staff</b></p>
<p><b>8. Insurance Update</b></p>	<p>This item had been covered in item 6.</p>	
<p><b>9. Policies ratification</b></p>	<p><i>All policies had been distributed with the agenda for this meeting.</i></p> <ul style="list-style-type: none"> <li><b>i. COVID19 EMAT Safeguarding Policy Addendum</b></li> <li><b>ii. Health &amp; Safety Policy</b></li> <li><b>iii. Behaviour Policy</b></li> <li><b>iv. Bereavement Policy</b></li> </ul> <p><b>All policies were formally received and ratified by the Board.</b></p> <p><b>Trustees agreed to electronically ratify other policies if necessary during the duration of the COVID19 crises.</b></p>	<p><b>MJ to upload policies to all EMAT websites.</b></p>
<p><b>10. AOB</b></p>	<p><i>There is a confidential minute covering this item.</i></p>	

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<b>11. Dates of next meetings</b>	<b>Dates of meetings to July 2020:</b> <ul style="list-style-type: none"> <li>• 07/07/2020 at 9.30am <b>Audit &amp; Risk</b></li> <li>• 10/07/2020at 9.30am <b>FHR &amp; Estates</b></li> <li>• 13/07/2020 at 14:00pm <b>Standards &amp; Performance</b></li> <li>• 17/07/2020 at 10.15am <b>Trust Board</b></li> </ul>	<p style="text-align: center;"><b>Calendar appointments have been sent</b></p>

**Meeting closed at 15.19pm**

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

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**Date**.....

**East Midlands Academy Trust**

Action Log of the Extraordinary Trust Board meeting held on the 22<sup>nd</sup> May 2020. Meeting conducted virtually.

<b>Item</b>	<b>Action</b>	<b>Owner</b>
<b>7.</b>	Distribute copy of minutes to EMAT staff for information	<b>MJ</b>
<b>9.</b>	Upload policies to all EMAT websites	<b>MJ/JA</b>

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