**Anglian Learning
Trust Board
Meeting Minutes**

29 September 2020

Trustees Present
Claire Lawton (CL Chair), Jon Culpin (JC CEO), David Lamkin (DL), Richard Cowling (RC), Sue Speller (SS), Ken Murphy (KM), June Cannie (MJC), Helen Abrahams (HA) and John Morgan (JM)

Others Present
Prue Rayner (PR Executive Primary HT), Duncan Cooper (DPC DCEO), Charity Main (CM Finance Director), Richard Mayer (RM Director of IT), Dom Fullman (DF BVC Deputy Principal), Marc Bernard (MB Regional Education Manager, Apple), Dan Edwards (DE Education Leadership Executive, Apple) and Kerrie Jones (KJ Clerk)

	ITEM	ACTION
1.	**Acceptance of Apologies for Absence**	
	There were no apologies.	
	Trustees were requested to complete annual pecuniary and business interests for 20-21.	
2.	**Declarations of Interest with regard to agenda items**	
	There were no declarations of interest.	
3	**Agree minutes of last meeting and Matters arising not on this agenda**	
	The minutes from 14 July and 21 August were agreed as true records and will be signed when face to face meetings resume.	
	JC updated Trustees on the JFAN land sale and confirmed that the documents have been signed and the sale is complete.	
4.	**Strategy 2020-21**	
	CL thanked all for their contributions at the recent Strategy Workshop. She has reported back to the NGA that disappointingly the programme was aimed primarily at Single Academy Trusts.	
	JC explained the purpose and context for the Strategy paper that had been circulated.
The 3 priorities are:
1. An aspirational and fulfilling education
2. Transforming together
3. Inspiring system influence, growth and change	
	He explained each of these priorities and the main strategy themes for 2020-22 which include embedding Trust wide policies and intervening where this adds more value to our schools.	
	Trustees discussed the strategy in break-out groups then fed back thoughts and ideas including:

• General agreement that this is the appropriate direction
• Ensure priorities link back to pupil outcomes | |

	- Shift in direction but taking HTs with us, training & developing leaders as Trust leaders as well as school leaders(acknowledge this is difficult remotely) - Develop communications - Benefits to schools – ensure they understand - Building confidence - Concerns over capacity or change in direction right now but recognising we should not allow AL to stagnate because of the current pandemic crisis - Line management – clarity around accountability between schools and AL needed - Autonomy of schools – but also shift towards development of Trust as a whole - Whole education view - Growth necessary	
5.	**Covid-19 update**	
	Secondary DC has visited the secondary schools to monitor implementation of the risk assessments. Schools are doing a good job and continue to refine plans. There have been some challenges such as mixing in corridors and issues around use of specialist rooms. Zoning has been effective, and Bottisham VC is using a different model from our other schools which is working well. He noted that staff movement and additional duties were having an impact, particularly for members of SLT. Attendance is currently 94% and numbers at home that require remote teaching are currently manageable. **Primary** PR has visited the primary schools and reported no major issues or concerns. Guidance has been provided by the Trust and is being followed by the schools. School leaders have shared strategies. Positives include: - Restore and Thrive curriculum implemented. - Staff and pupil wellbeing supported. - Procedure in place to report suspected cases; no confirmed cases so far - Staggered starts have led to a calm atmosphere - Fall in behaviour and accident incidents - Improvement in parent relationships Challenges and points to note: - Need to continually remind staff and parents about social distancing - Pupils are most behind in writing skills - Some issues with catering - Capacity is stretched - Access to tests is problematic and this results in self-isolations where a test cannot be obtained Attendance is currently 94.2% and 92% for pupil premium students.	
6.	**BVC proposals to use reserves to purchase iPad**	
	DF had circulated Bottisham Village College's strategy to develop digital technology to support their Teaching and Learning Strategy.	

They are proposing that all students have access to a 1:1 device. They currently favour the use of iPads and have been working with Apple.

MB explained his role in the Education team at Apple and shared Apple's approach to one-to-one learning. He described the benefits to students and gave examples of projects nationally and locally. DE went on to describe the technology and how iPads could be used in the classroom to support learning.

DF explained the huge potential impact of this provision and described the SAMR model for classroom technology integration:
- Substitution – eg use iPad instead of books
- Augmentation – functional improvement
- Modification – significant task redesign
- Redefinition - new tasks previously inconceivable

Bottisham VC is currently working with the Cam Academy Trust who already use iPads.

The strategy proposal explored the ways in which this project could be implemented. Some of the details around leasing or purchasing have yet to be agreed. The lease option would cost parents £11/month whilst a purchase would be £300, the cost of which could be spread. All devices would be fully managed using the software JAMF under any given purchase model.

Trustees had already sent through a number of questions and had the opportunity to seek further clarity:

Q *Why is this proposal being brought at this time?*
A We have been implementing a new Teaching and Learning strategy and want to build on the technical developments from the lockdown period. Staff expertise has been growing and students have become more reliant on technology. It is envisaged that 1:1 will help close the gap for disadvantaged students
Q D*o you have any teachers who are not ready for this?*
A There are very few
Q *Do we need investment in infrastructure?*
A We will add wifi capacity but already have good coverage at BVC.
Q *Is that the same for all schools if this was rolled out?*
A For a future rollout some sites would require development
Q *You suggest this will benefit disadvantaged pupils but how will this address the issues in reality, bearing in mind, for example, that access to good wifi may still be an issue at home?*
A Access to wifi has actually affected very few pupils. We can support those with issues, say with some 4G iPads which we may need to pay for, but it would be for a very small number.
Q *One report stated that technology mustn't widen the achievement gap and that how students engage with the technology is important. Is there any evidence to show impact on achievement?*
A DF stressed that what the teachers and students do with the technology is important. There are research papers which address this and DF will forward these.
Q *How will you evaluate the success of the initial project?*
A It's a long term project and we don't expect to see huge gains immediately. It needs to be built into programmes and teacher

DF to forward research

skills. We will initially look for technical successes and the financial aspects as described in the proposal.

Q *Might students have to hand back devices at the end of the day? This would be quite negative*
A Some schools do this because the parents are not contributing to the costs. Parental contributions are necessary for this to be viable. We would support disadvantaged students.

Q H*as the cost of software been factored in?*
A JAMF has but not the other apps. However, curriculum money may be spent in a different way

[9.40am DE, DF, MB left the meeting]

Committee Discussion
Trustees discussed the proposal fully. They agreed that a clearer vision is needed, with clarity around the aims and changes necessary to the curriculum and teacher's working practice. Timelines need to be set for CPD/training and there needs to be a defined process for evaluating the project. They stressed the need for equality of access and questioned whether devices should be funded from the school budget if these are to be considered essential. A proper procurement process should be undertaken to ensure that all possibilities are considered.
They approved a pilot study over one year in two subject areas, conditional upon resolving the issues raised.

JC will discuss implementation of the pilot with TLT

CL will write to thank DF on behalf of the Board

7.	**Risk Register**		

A Covid-19 control measures column has been added to the risk register. Each risk is reviewed by directors with the CEO. A review took place yesterday with the whole team.

Risk	Comments
EDU	Risks remain high As visits have not been able to take place, the quality of subject leadership in the new primary schools is unknown. This is a high risk and difficult to address at this time. Safeguarding; risk is increased where students are not attending school Curriculum; need to ensure fit for purpose and that gaps are being addressed
HR	Risks have increased. Increase in absenteeism due directly to Covid-19 or indirectly because of the increased pressure on staff. Lack of capacity to impact on other areas
OP	Increased risk for GDPR as unable to visit schools to ensure implementation. This aspect of internal audit has been brought forward.
ICT	Resources for support are stretched
LEA	Lack of capacity – covering other duties.
FIN	May raise risk related to EPM performance
GRO	Closing risks 3 – 6

	JC highlighted that central capacity is stretched, particularly in the areas of primary leadership, ICT, finance and operations. Covid-19 in addition to growth of the Trust, has had a huge impact. This is the greatest risk to the Trust at present. Executive leaders are considering the most cost effective way to increase capacity. The Trust must also ensure compliance and buy in from the new schools. JM reported back from the recent risk audit that has taken place. The auditors were very positive about risk management at Anglian Learning. Trustees acknowledged the enormous stresses on the workforce during the current situation.	
8.	**Finance**	
	• **Finance, Estates and Operations Committee minutes** Minutes from recent meetings had been shared. • **Management accounts** P11 accounts are more positive than the previous period. CM is currently working through year end. • **Internal Audit Plan** Audit plan is in place; GDPR will be completed ahead of ICT. • **Approval of the Support Staff Pay Award** 2.75% approved by FEOC in order to process payments in September; this was ratified by the Board. • **ESFA letter to accounting officers** Will continue to adhere to the usual deadlines.	
9.	**Governance**	
	• **Re-appointment of Trustees** Reappointment of David Lamkin, Richard Cowling, Ken Murphy and Sue Speller had been approved by Members. 4 year terms of office commenced 1 September 2020. • **Committee membership** Committee membership was unchanged. • **LGB Handbook** The revised handbook was approved	
10.	**Policies**	
	• **Safeguarding** The policy was approved. A suggestion was made to include a section on racism within peer to peer bullying. • **E safety** Policy approved. Trustees asked about signing to agree that they have read the policy. KJ confirmed that this will take place on ALIS.	JC will take to safeguarding group
11.	**AOB**	
	• CL will visit BVC to sign the land sale documents • KJ reminded Trustees of the Trust Safeguarding sessions for Trustees and Governors on 5th and 13th October	
12.	**Date time and venue of next meeting**	
	15 Dec at 08:00am, venue tbc Meeting ended at 10.30 am	

Action Log			
ITEM	ACTION	DEADLINE	RESPONSIBILITY
6	Request research papers from DF	asap	KJ
6	Discuss implementation of iPad proposal with TLT		JC
6	Thank DF for his presentation		CL
10	Safeguarding policy: Suggestion to include a section on racism within peer to peer bullying - raise with safeguarding group		JC