

Anglian Learning Trust Board Meeting Minutes



22 February 2022

Trustees Present

Claire Lawton (CL Chair), Jon Culpin (JC CEO), David Lamkin (DL), Richard Cowling (RC), Sue O'Farrell (SO), Helen Abrahams (HA), Pauline Ball (PB) and John Morgan (JM)

Others Present

Prue Rayner (PR Director of Primary Education), Duncan Cooper (DC Director of Secondary Education), Charity Main (CM COO), Kerrie Jones (KJ Head of Governance Support, Compliance and Risk)

	ITEM	ACTION
1.	Acceptance of Apologies for Absence Apologies were accepted from Ken Murphy (KM).	
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 Dec 2021 were agreed as a true record and will be signed electronically. All actions had been completed and updated in the rolling action log. Matters arising: A secure safeguarding line has been implemented at the Howard Primary following the incident reported at the last meeting.	
4.	Continuing to develop strategic goals (JC) This session continued the work from the recent strategy Day. A Google Jamboard allowed ideas to be shared and added to. Trustees were asked to reflect and input to the Jamboard over the coming week. The comments and feedback will be used to inform a set of defined statements to be approved at the next Board meeting.	Agreeing strategic positions - next Board meeting
5.	Ofsted: MAT Summary Evaluations introduction and overview (PR) PR shared a presentation explaining the process for MAT reviews (MATSE). The PowerPoint has been uploaded to the shared drive. Ofsted has no fixed view on the best arrangements but will be looking at the effectiveness of challenge and support to facilitate improvement and improving the quality of education across the Trust. The review will be a 2 stage process with inspection of individual academies followed by a MAT visit. As most Anglian Learning schools are due an inspection a MAT review is likely. The review will focus on the following four areas: <ul style="list-style-type: none"> • MAT governance, delegation and impact • Curriculum and Quality of Education 	

Chair's signature....

Claire LSC

	<ul style="list-style-type: none"> • Leadership and Management • Behaviour and Attitudes <p>PR described each of these areas and the priority questions which Trustees should be able to answer.</p> <p>Trustees felt they needed to be more confident about where to find information and evidence. This could perhaps be covered in depth as a Board agenda item. They also suggested a document summarising responsibilities could be helpful.</p>	
6.	CEO Monthly update: questions	
	<p>The monthly report had been previously circulated to Trustees.</p> <p>Covid update Covid guidance is changing and mandatory testing is no longer required. ELT will be looking at the new guidance in the coming days.</p> <p>HR update Mandy Coulter, external consultant, is currently conducting a review of HR at Anglian Learning. Until the conclusion of this review the reduced HR capacity created by the loss of the Director of HR will be covered in a number of ways:</p> <ol style="list-style-type: none"> 1. Specialist agency has 2 potential candidates for Head of HR 3-4 days/week. Fixed term contract until the autumn. 2. Significant HR support from EPM that can be utilised. 3. Browne Jacobsen have been recommended for project work. <p>Q Will the long term role be a fulltime position? A Yes it will but it is difficult to get fulltime interim cover. We can source additional support as we need it.</p> <p>Q How does this sit with centralisation - will the role be a bigger job? A The review will look at what is needed and recommend how the role should look.</p>	
7.	Admissions Policy 2023-24 (JC/KJ)	
	<p>The new Admissions Policy 2023-24 will apply to all schools across the Trust except for Bottisham VC. Due to an administrative error their policy was not put on their website for parents which is required as part of the consultation process. They will retain their current policy for another year.</p> <p>Following the consultation, feedback from JFAN parents and Suffolk LA was incorporated. Some small changes were made to all the policies whilst JFAN and Howard had some school specific changes to reflect local context as follows:</p> <ul style="list-style-type: none"> • JFAN has had criteria 2 and 3 amended to include out of catchment pupils of siblings currently attending. This will apply to all current pupils until they have left Y11 or Y13. • Howard Primary contains reference to the agreed shared catchment area with Tollgate Primary; although Anglian Learning is not using a designated catchment within its oversubscription criteria this is to provide additional clarity for local residents <p>Q In practice how often are we oversubscribed? A For some schools this happens fairly often, for example the Pines is very oversubscribed. It will depend on the local context.</p> <p>Q - might some children be disadvantaged without catchment areas?</p>	

	<p>A Our consultant, Graham Manning, has worked on this with us and is very experienced. However, we may need to reflect further on this.</p> <p>Trustees approved the Admissions Policy.</p>	
8.	Finance (CM)	
	<ul style="list-style-type: none"> • Management accounts • FEOC report <p>The Finance, Estates and Operations Committee looked at the following items:</p> <ul style="list-style-type: none"> - P4 management accounts. Period 5 accounts will be looked at against the revised position. - Procurement of new MIS for primary schools – Bromcom appointed - Catering – specification is live on Friday, visits to start week after next. - GDPR breach – no further fallout but have started a training piece across the Trust <p>Q Was the breach reportable? A The DPO took ICO advice and confirmed that it was not reportable. However, it should be considered a near-miss and would become reportable should a complaint be made.</p>	
9.	Local Governance (KJ)	
	<ul style="list-style-type: none"> • Academy Governance Forum The AGF met before half term. Chairs expressed concern over implementation of 4Risk and the amount of work this had created for HTs. Primary and Secondary Chairs met in break out groups to share best practice and discuss their relationship with the Board and CLT. Feedback will be discussed at the R&G meeting next week. • Trustee Visit Reports A number of Trustees had undertaken visits to LGB meetings. Their feedback had been compiled into a confidential report which will be discussed at R&G. • Icknield update The Chair of Governors at Icknield stepped down before Christmas and no Governors are willing to take on the role. CLT have proposed the formation of a Trust Governance Board which will retain most of the current governors, subject to their ongoing commitment to the role, and led by James Woodcock. A new Governor, Ian Finn, is also recommended as a new appointment. Trustee's approved the new Trust Governance Board with James Woodcock as Chair and the appointment of Ian Finn • New LGB Appointments Trustees approved the following appointments: Shelley Monk and Steve Dawson at Marleigh Appointment of Malcom Jessop as CoG at JFAN New Trust appointed governor at Stapleford 3 associate members at Linton Heights 	Trustees to email and thank Chairs.
10.	New academies Update	
	<p>Marleigh PR shared photos of the progress at Marleigh. The topping-out ceremony took place before half term. The DfE sign off has been completed though there are ongoing questions around numbers and structuring classes.</p>	

	<p>The LGB has been established and there are staff recruitment plans in place. It is important that Trustees retain oversight.</p> <p>Waterbeach Concerns with the original design have led to a new design and therefore a slight delay to the project. Urban and Civic are working positively with Anglian Learning.</p> <p>Q <i>What will happen to those moving into the estate before the school opens?</i> A The LA is currently considering the options.</p> <p>Wimbish The personnel issues will not be resolved until next month. If we proceed with the transfer the school would consult in the summer term and transfer would be planned for 2023. Meetings with the school and Stone King are planned.</p> <p>An extraordinary Board meeting will need to be scheduled to consider the transfer proposal. The Board will need to be assured of protection against potential closure of the barracks.</p> <p>[JC left]</p>	<p>JC to determine timeline</p>
11.	Academy Performance Update	
	<p>The performance updates had been shared. These include exceptions reporting.</p> <p>Secondary The pandemic has led to an increase in challenging behaviour and poorer attendance, with vulnerable students being greatly affected. An increased number of exclusions is being seen. Schools are looking at curriculum development and how whole school intent feeds down to individual subjects. They are re-visiting quality assurance and assessing the impact of curriculum and leadership.</p> <p>The central Team is supporting Headteacher's to balance day-to-day operations with more strategic thinking. LVC is the school currently requiring most support. The exceptions report highlights a number of complaints</p> <p>Q <i>A serious safeguarding incident was flagged at one of the schools – were there any underlying systemic issues?</i> A Their safer recruitment processes prior to joining Anglian Learning were not as effective as they could have been. Their processes have since been reviewed to ensure they are more effective.</p> <p>Q <i>Are you confident that Sawston VC's green rating across all categories is correct?</i> A It should be noted that areas have gone up and down. It would be helpful to have more details and this is being followed up.</p> <p>Q <i>Are the issues at LVC due to the demographic or the poor Ofsted fallout?</i> A It is probably due to both. We are supporting them to build confidence in the community and using Athene to develop communication strategies.</p> <p>Q <i>When will the outcome of the Ofsted inspection at JFAN be known?</i> A This will be several weeks.</p> <p>Primary There has been cautious evaluation in all areas.</p>	

	<p>Anglian Learning has funded GLE assessment which is proving useful. Additional investment has been made at Howard and Fen Ditton. A number of schools are receiving leadership support.</p> <p>PR is working with Camilla Saunders on SEND and Pupil Premium strategies. Safeguarding is still a concern at Howard, in particular the volume of child protection issues. This will be considered by the Education Committee.</p> <p>Subject leader groups are providing impact and schools can effectively articulate their curriculum rationale. There is a focus on ensuring schools assess against the curriculum provision that they have set out.</p> <p>Bottisham Primary and Linton Heights continue to be our strongest primary schools.</p>	
12.	Whistleblowing, Complaints and Critical Incidents	
	<p>The Spring 2022 report had been shared.</p> <p>KJ highlighted the letter received from the ESFA regarding safeguarding concerns raised.</p>	
13.	Updated safeguarding policy	
	<p>Following the ESFA letter (item 12) which raised some areas of concern, the Academy Safeguarding Policy has been updated with additional detail on peer on peer abuse and sexual harassment and now names deputy DSLs.</p> <p>Trustees approved the updated Academy Safeguarding Policy.</p>	
11.	AOB	
	There was no other business.	
12.	Date time and venue of next meeting	
	<p>The next meeting is on 19 May at 8am. This will be face to face.</p> <p>The meeting ended at 10.25am.</p> <p>Following the meeting CM gave an update on the roll out of the risk management project.</p>	

Items for Future Meetings	
Meeting	Item
Board	Agree strategic positions Proposal to transfer Wimbish

Action Log			
ITEM	ACTION	DEADLINE	RESPONSIBILITY
9	Those who conducted LGB visits to thank CoGs		Trustees
10	Determine timeline for Wimbish	End of spring term	JC

Rolling Action Log			
ACTION	DEADLINE	RESPONSIBILITY	UPDATE
Offers to 'buddy' and any induction feedback	7 Jan 2022	all	SO volunteered to support PB

Confirm Admissions Policy tie-break with GM	21 Jan 2022	JC	Tie break process confirmed as standard practice (DfE). Documented process obtained.
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Claire LSC