

**Anglian Learning
Trust Board
Meeting Minutes**



11 December 2023

Trustees Present

Helen Pain (HP Chair), Claire Lawton (CL), Jon Culpin (JC CEO), David Lamkin (DL), Ken Murphy (KM), Alasdair Pitt (AP), Carin Taylor (CT), Pauline Ball (PB), Andy Brock (AB), Matthew Blake (MB) and John Morgan (JM)

Others Present

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

	ITEM	ACTION
1.	Acceptance of Apologies for Absence	
	There were no apologies. The Chair welcomed the new trustees, AB and MB, and introductions were made.	
2.	Declarations of Interest with regard to agenda items	
	CT declared an interest with respect to item 8 and will remove herself for this item.	
3	Agree minutes of last meeting and Matters arising not on this agenda	
	The minutes and confidential minutes from 25 Sep 2023 were agreed as true records. All actions had been completed and there were no matters arising.	
4.	Medium Term Financial Report (CM)	
	This item is recorded as a confidential minute.	
5.	Minimum service level (JC)	
	Associated papers: <u>MSLs in Education Dec 2023.</u> The paper sets out the Government’s proposal to introduce minimum service levels in education, and the implications of this with regard to human rights and ethical principles. It was noted many staff show goodwill in strike situations and come in to provide support to vulnerable pupils. The Executive has considered the arguments, consulted headteachers, and acknowledges the opposition of the unions. Their recommendation is that the Trust rejects the proposal. <u>Trustees unanimously supported this recommendation and asked JC to respond to the consultation on behalf of Anglian Learning.</u>	
6.	Academy Improvement Strategy Update (DC/RJ)	
	Primary RJ reported on the recent Ickniel Primary Section 8 Ofsted inspection. This is the first ungraded inspection since 2018 when	

	<p>the school was judged to be Good. Whilst there was no change to the overall grade, the inspector felt the Good judgement was not solid and therefore a full Section 5 inspection will be carried out within 1- 2 years.</p> <p>There were a number of positive findings and some areas for improvement. There is strong leadership in place with a clear plan, additional external support and through the Academy Improvement Framework.</p> <p>RJ gave a brief update on developments at the other primary schools.</p> <p>Secondary DC reported on progress in the secondary schools and Trustees discussed the current challenges. General improvement can be seen in previously highlighted areas and any concerns are being addressed.</p>	
7.	Design and Decision-Making Principles (JC)	
	<p>Associated papers: AL Mission and Decision Making Principles</p> <p>JC explained how the mission statement and design principles had been drafted in conjunction with TLG and with external input from a respected academic with expertise in this area.</p> <p>The final mission statement was shared, together with the guiding principles for decision making and design. These set out what it means to be part of Anglian Learning.</p> <p>Q <i>Will this evolve with feedback from schools?</i> A Yes, there is an element of fluidity, evolving as the Trust grows. Changes will be made as needed.</p> <p>Trustees made a suggestion that the mission statement could include the Trust's purpose. JC clarified that this is captured in the Trust's vision and we will therefore look at how these all link.</p>	
8.	Growth Strategy (JC)	
	This item is recorded as a confidential minute.	
9.	Approval of 2022-23 accounts and annual report	
	<p>Associated papers: AL Trustees Report and Financial Statements 2022-23 AL draft management letter 29.11.23 Annual Summary Report 2022.23</p> <p>The Annual Accounts and Annual Report had been presented to the Audit and Risk Assurance Committee by Price Bailey. The committee agreed to recommend them for approval by the Trust Board. Some minor changes have since been made. No priority 1 or 2 points had been identified.</p> <p>One substantive adjustment remains to be made relating to the split between restricted and unrestricted reserves but does not change the overall picture. This has arisen because catering income was presented as unrestricted but straddles both. Approximately £600k will be transferred and this will be confirmed with the Chair when she signs the accounts.</p>	

	<p>The Annual Summary of Internal Scrutiny reflects that reasonable assurance given for all audits is a positive position.</p> <p>Q <i>Can you clarify the pupil premium shortfall?</i> A This is just due to a timing difference and is easily rectified. It relates to about £20k in two schools.</p> <p>Trustees resolved to approve the Annual Accounts and Annual Report. The accounts will be signed by the Chair and Accounting Officer and submitted to the ESFA by 31 December 2023.</p> <p>Trustees also approved the Annual Summary of Internal Scrutiny.</p> <p>The Board thanked SC and the finance team for all their hard work</p>	
10.	Period 2 Management Accounts	
	<p>Associated papers: AL Management Accounts Period02 Oct23 P02 Oct23 Forecast Summary by Activity Carry Forward Requests</p> <p>Although still early in the year, financial figures are moving to a more accurate position. There are some significant variances reflecting staff changes.</p> <p>Carry forward requests mainly relate to work requested prior to the end of the last academic year.</p> <p>Q <i>Given the large variance seen at Marleigh, are there particular concerns there with finance?</i> A No, this is explained by the level of staff turnover and temporary staffing measures. It as noted that the central team are currently undertaking a review of the setting up of Marleigh Primary.</p> <p>Trustees noted the accounts and approved the carry forward requests.</p>	
11.	Committee Reports	
	<p>Summary reports from the following committee meetings had been shared. Full minutes can be found in the relevant committee channel in the Trust Board Team.</p> <ul style="list-style-type: none"> • Finance, Estates and Operations 9 Nov 2023 • Audit and Risk Assurance 12 Oct 2023 and 5 Dec 2023 • People and Culture 10 Oct 2023 • Curriculum and Standards 31 Oct 2023 <p>A meeting of the Remuneration and Governance Committee had also taken place to approve pay awards and Deputy Principal/HT structure.</p>	
12.	Proposal to Increase Marleigh PAN (CM)	
	<p>The current PAN at Marleigh Primary is 15. The Executive Team are proposing an increase to 30 from Sep 2025 which would be in line with a standard 1 form entry primary school and reflects the increasing numbers in Reception.</p> <p>It was noted that there is an oversupply of primary places locally and admissions at Marleigh may have an impact on other local schools. Anglian Learning is discussing this with the LA who have responsibility for place planning.</p>	

	<p>Q <i>If we increase the PAN is there a risk of being asked to take more pupils with increased needs?</i></p> <p>A We have already seen parents going to appeal and securing places despite the current lower PAN; an increase will have no impact.</p> <p>Trustees approved the increase in PAN at Marleigh Primary.</p>													
13.	Governance													
	<ul style="list-style-type: none"> • Confirm appointment of new Trustees Matthew Blake and Andy Brock were appointed as Co-opted Trustees on 3 October 2023 by written resolution. • Committee membership The updated membership was agreed. • Committee Chair & Vice Chair appointments Chairs and Vice Chairs elected at committee meetings were approved as follows: <table border="1" data-bbox="375 792 924 938"> <thead> <tr> <th>Committee</th> <th>FEOC</th> <th>ARA</th> <th>C&S</th> </tr> </thead> <tbody> <tr> <td>Chair</td> <td>KM</td> <td>JM</td> <td>PB</td> </tr> <tr> <td>Vice Chair</td> <td>DL</td> <td>DL</td> <td>KM</td> </tr> </tbody> </table> <p>People and Culture and Remuneration and Governance committees will elect at their next meeting.</p> • Safeguarding Trustee link Pauline Ball was approved as the link for Safeguarding 	Committee	FEOC	ARA	C&S	Chair	KM	JM	PB	Vice Chair	DL	DL	KM	
Committee	FEOC	ARA	C&S											
Chair	KM	JM	PB											
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14.	Whistleblowing, Complaints and Critical Incidents													
	<p>Associated papers: AL Whistleblowing concerns and Complaints raised Autumn term 2023 report</p> <p>KJ explained that training on handling complaints has now been delivered to Headteachers. The session highlighted ways to prevent complaints escalating and the need to conduct robust investigations at Stage 2. There will be a further session in the spring term. A complaints management pack is in place to support with complaint handling and HTs have been advised of an experienced consultant they can call upon.</p> <p>KJ confirmed that some schools were slow in providing their data to the central team. A centralised system for recording will be explored so that the data can be accessed more easily and in a consistent fashion.</p>													
15.	Strategic risks (STR 4,5,6,9) Operational Risks (COR outside appetite/low assurance)													
	<p>Associated papers: Strategic Risks Board Meeting 11 Dec 23 COR Board Meeting 11 Dec 23.</p> <p>It was noted that assurance now matches blueprint assurance colours, light blue denoting higher assurance.</p> <p>There has been no change to residual risk scores.</p>													

	CM highlighted the operational areas of low assurance or areas where residual risk is still high, providing context for the ratings. Trustees questioned that the risk priority around adaptability is high. It was clarified that this is related to capacity and resources.	
16.	AOB	
	CM explained that the Lloyds Bank mandate at Wimbish Primary needs to be updated and this requires a Trustee resolution. Trustees approved the change of signatories to remove former staff and add CM and Stacie Cox. JC and MB signed a written copy of this resolution on behalf of the Trust Board. HP thanked everyone for their ongoing support and commitment.	
17.	Date time and venue of next meeting	
	Thursday 7 March 2024 at Marleigh Primary. Meeting ended at 11.10am	

Items for Future Meetings	
Meeting	Item

Action Log			
ITEM	ACTION	DEADLINE	RESPONSIBILITY