

**Anglian Learning
Trust Board
Meeting Minutes**



7 March 2024

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.	
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 and confidential minutes from 11 Dec 2023 were agreed as a true record.	
4.	CONFIDENTIAL: Report on Marleigh Primary (JC) This item is recorded as a confidential minute. <i>[CL arrived 9.50am]</i>	
5.	Academy performance update Associated papers: Education Overview and discussion questions Board Mar 24 A review of the strengths and challenges across the Trust assessed against each of the Blueprints was presented. This data is considered in detail by the Curriculum and Standards Committee. Questions were invited. Q <i>Should there be a Trust-wide plan to develop and fund leadership roles?</i> A A succession plan for the Trust is being developed which will be brought to the People and Culture Committee. Q <i>It would be helpful to have comparative data.</i> A This is something that Curriculum and Standards Committee has looked at, although MATs don't formally share this data. Q <i>How do you share this data in a meaningful way with more key people, particularly noting the need for confidentiality?</i> A This is picked up at TLG and HT meetings. Blueprints are reviewed during the year at various levels.	

	Trustees noted that it would be helpful to know where additional support is required to cope with the challenges. Small group discussions took place at the end of the meeting and any further questions or feedback will be send to DC/RJ.	
6.	CONFIDENTIAL: Joyce Frankland Sixth Form (DC)	
	This item is recorded as a confidential minute.	
7.	CONFIDENTIAL: Financial Efficiency and 2024/25 budget update (CM)	
	This item is recorded as a confidential minute.	
8.	Management Accounts Period 4 (CM)	
	Associated papers: Period 4 Management Accounts 23-24 P04 Dec23 Forecast Summary by Activity The period 5 deficit has reduced in line with our predictions. There is still work to do to improve forecasting quality and to continue with making savings. CM informed Trustees that the ESFA School Resource Management adviser (SRMA) will be working with us again as part of a routine follow-up. Trustees noted the management accounts.	
9.	HR Payroll project update (CM)	
	The 'go live' target date is 1 April and there are no significant concerns. The data was delivered on time and is being reviewed ready to upload next week. The parallel pay run will take place with March data and will now include all schools rather than a sample. Risk mitigations are being considered including fall-back procedures. It is not felt that there has been any change in the project risk. The Chair thanked the Finance and HR Teams for all their hard work.	CM to pass on thanks
10.	Appointment of Anglian Learning Company Secretary (CM)	
	Associated papers: Appointment of a company secretary The paper sets out the rationale for the appointment of a Company Secretary. This was discussed by the Finance, Estates and Operations Committee who recommend the proposal. The Trust Board approved the appointment of Charity Main as Company Secretary.	
11.	Committee Reports	
	<ul style="list-style-type: none"> • People and Culture Right to work checks have largely been completed. • Curriculum and Standards The risk register has been updated to reflect discussions on safeguarding and school failure. • FEOC • R&G Discussed effectiveness of local governance. Agreed that the Remuneration & Governance Committee is a valuable 	

	committee in contrast with the conclusion of the external review.	
12.	Approve Terms of Reference	
	<p>Associated papers: AL Terms of Reference v 5.0 Sept 2023</p> <ul style="list-style-type: none"> • Board • Committees • LGB <p>Terms of Reference (ToR) have been updated to align with the revised Scheme of Delegation. Each committee has reviewed and agreed its own ToR, and Remuneration & Governance Committee has reviewed the Board and LGB ToR.</p> <p>The Trust Board approved the updated Terms of Reference.</p>	
13.	Reappointment of Helen Pain	
	<p>HP's term of office finishes at the end of March 2024.</p> <p>Trustees unanimously approved a recommendation that Members reappoint her for a further 4-year term.</p>	Re-appointment by Members (KJ)
14.	Admissions Policy	
	<p>Associated papers: Admission Arrangements for 2025-26</p> <ul style="list-style-type: none"> • Change in wording of the model policy to clarify that central team members have priority at their base school only • Adoption of the model Policy at Wimbish Primary following a consultation process • An increase in PAN at Marleigh Primary to align with the model policy <p>Q Trustees asked about pupil numbers next year. A It was confirmed that all are at PAN and Netherhall is over-subscribed. Primary numbers are falling nationally.</p> <p>The Trust Board approved the revised wording of the model Admissions Policy, the increase in PAN at Marleigh Primary Academy and the adoption of the model policy at Wimbish Primary.</p>	
15.	Strategic Risks (STR 4,5,6,9) (CM)	
	<p>Associated papers: Strategic Risks Trust Board March 2024</p> <p>The risk register had been recently reviewed and assurances given. Changes reflect:</p> <ul style="list-style-type: none"> • STR 4: TLG collaborative work. JC explained further about some of the work being undertaken by TLG which will be discussed in more detail by the People and Culture Committee. • STR 9: Leadership succession work and Board recruitment. Conversations are currently taking place with two possible trustees. <p>It was noted that potential school failure should be added as a risk as discussed at Curriculum and Standards.</p> <p>Trustees agreed the changes.</p>	

16.	AOB	
	<p>The Kreston benchmarking report had been circulated (item 5). Trustees felt this was an interesting paper that deserved further discussion.</p> <p>Noting the challenge of covering a large number of key agenda items, it was suggested that Board meetings could factor in a 30-minute extension to allow time for more detailed conversations. An autumn strategy day was also suggested.</p> <p>An ungraded Ofsted inspection took place at The Netherhall School this week. Whilst the outcome is still confidential, DC noted that the school was well prepared and the work that has taken place was recognised. He thanked the two Trustees who attended, KM and CT.</p>	
17.	Date time and venue of next meeting	
	<p>Tue 21 May 9am at Marleigh Primary.</p> <p>Meeting ended at 11.00am</p>	A group photo will be taken at the start or end of next meeting.

Items for Future Meetings	
Meeting	Item
FEOC/Board Autumn	JFAN sixth form decision

Action Log			
ITEM	ACTION	DEADLINE	RESPONSIBILITY
4	Add new school opening to Risk register	End of term	JC
6	JFAN sixth form timeline and add to risk register	End of term	JC
9	Pass on thanks to HR and finance staff for work on new systems	End of term	CM
13	HP to be re-appointed by Members	31/3/24	KJ