

## Minutes of the Meeting of the Board of Trustees

**Held at Batley Girls' High School on Thursday 5 December 2019 at 6:00pm**

### Part A

#### TRUSTEES PRESENT:

Siraj Mayet (Chair) (SM)	Ellen Loughhead JP (Vice Chair) (EL)
Mandy Kennedy (MK)	Jeremy Townend (JT)
Trude Feiweles (TF)	<b>TRUSTEES ABSENT:</b>
Mandip Sahota (MS)	Nailah Ahmed (NA)

#### IN ATTENDANCE:

Julie Haigh (BMAT CEO and Co-Head at BGHS) (JCH)	Mark Limbert (BMAT Operations Director) (ML)
Samantha Vickers (BMAT Vice CEO and Headteacher at UBHS) (SV)	Hilary Towers-Islam (Primary Expert and Headteacher at Field Lane) (HTI)
Laura Bland (Clerk) (LB)	

	Minutes	Action
1.	<b><u>Chair's Welcome</u></b>	
	The Chair welcomed all to the meeting.	
2.	<b><u>Apologies for Absence, Consent and Declarations of Interest</u></b>	
	There had been no apologies received. However, NA was absent from the meeting. LB to follow up.  The Chair confirmed the meeting was quorate.  There were no declarations of interests from trustees.	LB
3.	<b><u>Representation</u></b>	
	Nothing to report.	

4.	<b><u>Minutes of the Previous Meeting (10 October 2019)</u></b>	
	It was AGREED the minutes of the previous meeting were a true and accurate record.	
5.	<b><u>Matters arising from the previous minutes</u></b>	
	<p>JCH confirmed she had met with ABr to review the Trust Central Account and there remains some additional financial items to add. These are BGS related.</p> <p>MK told all, following the latest F&amp;R sub-committee meeting, it was decided ABr would liaise with BGS (on an annual basis) re: the BGS Trust.</p> <p>JT and ABr completed and returned the self-assessment tool ahead of the deadline.</p> <p>MK and JCH to follow on funding opportunity.</p>	<p>ABr</p> <p>JCH/MK</p>
6.	<b><u>Compliance, Governance and Risk</u></b>	
	<p>ML joined the meeting at 6:20pm.</p> <p><u>Health and Safety Policy</u> ALL trustees had received a copy of the H&amp;S policy ahead of the meeting. There were some additional changes to be inserted - subject to these, Trustees APPROVED the policy.</p> <p><u>GDPR: One Year On</u> LB presented trustees with the GDPR: One Year On presentation. LB to follow up with NA.</p> <p>ML left the meeting at 6:50pm.</p>	LB
7.	<b><u>CEO Report</u></b>	
	<p>JCH highlighted the key points from the report.</p> <p><u>Strategic Discussion</u></p> <p>a) Away Day - Next Steps</p> <p>Trustees were provided with a summary of feedback following the away day. The board agreed it was a successful event and were happy to host this on an annual basis.</p> <p>Trustees agreed to form a governance working group with Chairs and Vice Chairs of each school's LGB. EL would represent the trust board.</p> <p>MK to follow up with the HR team re: unconscious bias.</p> <p>All trustees agreed to the suggested actions. LB to communicate these with those that attended.</p> <p>b) Development Plan</p>	<p>MK</p> <p>LB</p>

	<p>Trustees reallocated their areas of responsibility under the new development plan format (see separate document).</p> <p>It was agreed JCH and SV would share suggested actions in line with the above the w/c 6th January. Trustees to feedback their plans in relation to their allocated area at the February meeting.</p>	JCH/SV
<b>8.</b>	<b><u>Safeguarding</u></b>	
	<p>EL asked all trustees to familiarise themselves with the report.</p> <p>EL to feedback the new development plan template with the Trust SG Lead for consistency.</p>	EL
<b>9.</b>	<b><u>Forthcoming Events</u></b>	
	<p>Trustees were invited to the following events at Field Lane:</p> <p>Tuesday 17 December 2019 - 9:00am - Early Years Christmas performance Thursday 19 December 2019 - 9:00am - Christmas songs</p>	
<b>10.</b>	<b><u>AOB</u></b>	
	<p>JCH shared notes from Members following their recent meeting and asked trustees to review the action points by the February meeting. Trustees suggested to link members to an area on the new development plan.</p> <p>The board agreed there was a wider piece of work to do in relation to Trust branding, but this was not in the immediate to short term.</p> <p>SM told all the majority of Members voted to proceed via email in relation to AGM business.</p>	Trustees
<b>11.</b>	<b><u>Next meeting</u></b>	
	Thursday 13 February 2020	
<b>12.</b>	<b><u>Agenda, Minutes and Related Papers</u></b>	
	IT WAS DETERMINED the discussion regarding the Health and Safety and key highlights from the CEO Report policy should form Part B and therefore be excluded from the copy to be made available at the school, in accordance with the Freedom of Information Act.	