

## **Minutes of the Meeting of the Board of Trustees**

**Held at Batley Girls' High School on Thursday 6th December at  
6.00pm**

### **Part A**

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**PRESENT:** Mr Siraj Mayet (Chair), Mrs Ellen Loughhead JP (Vice-Chair), Mrs Nailah Ahmed, Ms Trude Feiweles, Mrs Mandy Kennedy, Mr Jeremy Townend, Ms Julie Haigh, Ms Hilary Towers-Islam, Ms Sam Vickers

**IN ATTENDANCE:** Mr Alan Brown, Company Secretary; Mrs Karen Sturgeon, Clerk; Ms Laura Bland, Observer

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#### **1. Chair's Welcome**

The Chair welcomed everyone to the meeting of the Board of Trustees.

#### **2. Apologies for Absence, Consent and Declarations of Interest**

Nothing to report.

#### **3. Representation**

Trustees were asked to note that Mrs Pam Pickles had resigned from the Board of Trustees with effect from 8 November 2018. This was so that Pam could focus on her role as Chair of the Local Governing Body at Batley Girls' High School. The Chair thanked Pam in her absence for her contribution to the Board and wished her well for the future.

Hilary Towers-Islam is to resign as a Trustee of the Board, however will be still be in attendance at the Board meetings as the Primary expert.

There are vacancies for Trustees and we have skills gaps. Ideally new Trustees would have either a Primary or Financial background. We have interested parties and Pen Portraits will be sent to Trustees.

A Pen Portrait for Aiden Harper is to be circulated to the Trustees prior to the next meeting. Aiden is interested in joining the Board. A Trustee asked if this would be a conflict of interest as Aiden is a supplier of the school. Julie Haigh was going to contact Brian Jacobsen and Alan Brown would consult with BHP to check whether this would be good practice. This will be confirmed at the next meeting on the 7th February 2019.

#### **4. Finance**

There was no further Finance update as this had been given to Trustees at the Presentation of Accounts on 29 November 2018. The final signed accounts had now been received from the auditors and would be placed on the website.

#### **5. Policies for Approval**

- BMAT Anti Bullying Policy
- BMAT Competitive Tendering Policy
- BMAT Depreciation Policy
- BMAT Fraud Policy
- BMAT Investment Policy
- BMAT Travel & Expenses Policy
- BMAT Stress Policy

**IT WAS RESOLVED** to approve these policies with the following amendments:-

- All reviewed dates to be amended to December 2018.
- The BMAT Stress Policy to be renamed BMAT Wellbeing Policy.

A Trustee also asked why there was no reference to Governor or Trustee expenses within the Travel and Expenses Policy. It was explained that there was a separate Governor and Trustee policy.

#### **6. Reports to Note:**

- BGHS LGB
- UBHS LGB
- Healey LGB

The above reports were noted by Trustees.

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## **7. Strategy Discussion**

The Trustees discussed the Trustees Away Day and thanked Mandy Kennedy from Cummins for hosting in the event. The Trustees felt that the Away Day had been extremely useful.

The Chair requested that all Trustees had 1-1 appointments with the Chair and Vice Chair. The Clerk was asked to arrange these meetings.

The 10 Core Functions were discussed. A document would be setup on a shared drive and Julie Haigh, Sam Vickers, Luisa Lang and Hilary Towers-Islam would populate.

Team Drive training would be set up for the next Trustees meeting and Chromebooks would be made available at all meetings. Paperwork for meetings would not then need to be printed out.

It was reiterated by Laura, that all Trustees need to be using their school email addresses as this is the only way the documents we are sending via email are secure. Emails will be sent to personal email addresses for a period of time advising Trustees that the need to check their school email addresses.

## **8. Compliance Update**

Trustees were asked to note the Compliance update. Laura Bland confirmed that she will be attending the next Local Governing Body meetings to continue GDPR training.

Sam Vickers thanked Laura for a thorough job with regards to GDPR.

## **9. Safeguarding**

There is a MAT Safeguarding meeting in January. There will be MAT wide training to ensure consistency across schools. Internal processes are being looked at. Events are being planned across the MAT. The Chair stated that the model we are adopting looks to be comprehensive.

A Trustee asked if there were opportunities to work across the MAT with families. Ellen Loughhead stated yes they were and this did happen. Sam Vickers said that this was linked with the BBEST Hub.

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#### **10. Trustee Engagement and Communication**

It was agreed that all invites to event would be sent via Sara Sherwood.

#### **11. Any Other Business**

Julie Haigh gave an update on her attendance at the RSC Network meeting. One of the issues that came out of the meeting is that “Risk” should be on every agenda.

It was suggested that supplier code of conduct and ethical and social responsibilities were looked into. Laura Bland is looking at our policies with regards to this.

Mandy Kennedy stated that she was a trainer for Unconscious Bias and the Chair asked that all Trustees and Governors had training on this in the New Year.

#### **12. Agenda, Minutes and Related Papers**

To determine whether any part of the Agenda, Minutes or related papers should for Part B owing to reasons of confidentiality and therefore be excluded from the copy to be made available at the school, in accordance with the Freedom of Information Act.

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