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**Minutes of the Meeting of the Board of Trustees**
**Virtual Meeting held on Thursday 10 December 2020, 6:30pm**


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TRUSTEES PRESENT:	APOLOGIES:
Siraj Mayet (Chair)	Trude Feiweles
Ellen Loughhead JP (Vice Chair)	Nailah Ahmed
Mandip Sahota	
Jeremy Townend	
Mandy Kennedy	

IN ATTENDANCE:	
Julie Haigh (Trust CEO and Co-Head at BGHS) (JCH)	Laura Bland (Clerk) (LB)
Samantha Vickers (Trust Vice CEO and Headteacher at UBHS) (SV)	Hilary Towers-Islam (Primary Expert and Headteacher at Field Lane) (HTI)

	Minutes	Action
1.	<b><u>Chair's Welcome</u></b>	
	The Chair welcomed all to the meeting, the last of 2020.	
2.	<b><u>Apologies for Absence, consent and declarations of interest</u></b>	
	Apologies had been received from Trude Feiweles and Nailah Ahmed, with consent. The meeting was quorate and there were no declarations of interests.	
3.	<b><u>Representation</u></b>	
	Nothing to report.	
4.	<b><u>Minutes of the last meeting (8 October 2020)</u></b>	
	It was AGREED the minutes of the previous meetings were a true and accurate record.	
5.	<b><u>Matters Arising from the Minutes</u></b>	
	Trustees worked through the action points from the 8 October meeting and agreed all actions had been completed, apart from financial discussions with Field Lane which remain ongoing.	
6.	<b><u>Finance Update (Chair of the Sub Committee)</u></b>	
	Nothing further to report following the Presentation of Accounts meeting and AGM over the	

	<p>last week. The Chair of the subcommittee referenced the need for an audit committee (as the Trust continues to grow) and this should be discussed at a future meeting.</p> <p>The Trust is in a strong financial position and the Chair of Trustees thanked those on the subcommittee for their work over recent months.</p>	<p>LB</p>
<p><b>7.</b></p>	<p><b><u>Trust Business Plan and Trust Development Plan</u></b></p>	
	<p>The CEO presented the latest Business Plan which was for the period of 2018-2021. The document had evolved over time. It is a true summary of the Trust's current position, in relation to governance, finance, HR, risk and overall offerings to prospective schools who may join the Trust.</p> <p>The CEO directed Trustees to various pages, summarising key things to note:</p> <p><b><u>BBEST</u></b>  Now established as a CIC. All schools in the Trust are members of the BBEST Hub. It plays a strategic role in developing effective ways of working across 22 local schools. The aim of the hub is to collaboratively to build community cohesion; assist transition at each key stage; develop community and parenting links; work with local charities and voluntary organisations, access and deliver a wider range of services and support for families, and to engage various stakeholders in the education of young people to support the economic development of our area. Heads present at the meeting agreed it had been invaluable over recent months and much support has been offered between the group. Money had also been raised as a result of fundraising efforts on behalf of the hub and monies will be spent locally.</p> <p>Q. Can the impact of BBEST/the hub be measured?</p> <p>A. Yes, impact is measured and this can be included in the Business Plan going forward.</p> <p>After much discussion, it was agreed JCH/SV and MS would work together to explore the 'Belong Network' further and if there was any scope for cross collaborative community cohesion work.</p> <p>The Governance Structure was strong and meets the recommendations that the DfE sets in relation to 'a separate degree of separation' across Member Boards, Trust Boards and LGBs.</p> <p>The NLE and SLE structure was incredibly strong and shows the wide variety of experts the Trust employs across a number of different subjects and business related fields (e.g. Finance). SLEs are commissioned to work in other schools to offer school-to-school support of which the Trust receives funds for.</p> <p>The CEO explained under a new, revised NLE framework HTI can and will apply to become a NLE.</p> <p>From September 2021, Teaching School provision will be restructured. The Trust will form a partnership with SHARE Trust who, if successful with their bid, will lead the delegation of SLEs.</p> <p>Trustees felt it was important for staff, students and prospective visitors to be aware of the leadership and SLE structure and requested these were available in classrooms and areas around school.</p>	<p>HTI/SV</p> <p>JCH/SV/MS</p>

	<p>SV talked through the stabilise, repair, improve and sustain model which Trustees agreed was very helpful.</p> <p>The chart of predictions for year-on-year students on roll was on track. Trustees agreed this was very positive.</p> <p>It was agreed that the top slice would need to be reviewed as this is much lower than many other Trusts. Currently, the majority of the Trust's reserves are held by BGHS and Trustees agreed there was a need for a central reserves pot and this would be discussed at a future meeting.</p> <p>The HR provision across the Trust is very strong and much work has been carried out, over recent months, in relation to recruitment.</p> <p>Trustees and the Executive discussed programmes to develop BAME employees to middle and senior leaders. National programmes have been offered in the past, with little, if any take up. Alternatives were discussed such as shadowing and mentoring.</p> <p>The Trust has recently funded CPD for all staff with The National College. Records of completed CPD are maintained.</p> <p>Risk register and risk management now included as part of the business plan. A more detailed risk register is maintained by Alan Brown.</p> <p>Trustees agreed at the time of review in 2021, clarity must be sought in relation to strategic decisions vs operational decisions made by Trustees. This would be added as an item at a future meeting.</p> <p>The CEO welcomed comments and feedback from Trustees and asked these be sent to LB.</p> <p><u>Development Plan</u> The CEO told all the Development Plan had since been updated following the circulation of the board paper.</p> <p>The document reflects changes to all three key priorities for the Trust as a result of the pandemic.</p> <p>It was agreed that meetings with Trustees (relevant to their priority link) would start back up in January. These will likely be held virtually.</p> <p>It was agreed that there was an opportunity to review our offer to Primary schools (within Quality of Education), particularly the SLE structure and any gaps that identify progression with primary schools.</p> <p>It was agreed the SEND provision across the Trust should be reviewed, with a view to a potential Trust wide offer.</p> <p>Q. Given the importance of the community and their status as a key stakeholder, could each school's Parents' Forums become a Trust-wide platform?</p> <p>A. Yes, to review.</p>	<p>LB</p> <p>JCH/SV</p> <p>LB</p> <p>Trustees</p> <p>ALL</p> <p>JCH/HTI</p> <p>JCH/SV</p> <p>JCH</p>
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	<p>Q. Does the Trust need extra resources to focus on income generation?</p> <p>A. The appointment of the Trust's Finance Manager should allow for the Finance Director to explore further income opportunities.</p>	Finance Director
<b>8.</b>	<b><u>Compliance and Governance</u></b>	
	<p>a) Charges and Remissions Policy</p> <p>Trustees agreed to APPROVE this policy.</p> <p>b) Trustee and Governors Allowance Policy</p> <p>Trustees agreed to APPROVE this policy.</p> <p>c) Trust Admissions Policy 2022/23</p> <p>Trustees agreed to APPROVE this policy.</p>	
<b>9.</b>	<b><u>Safeguarding Update</u></b>	
	<p>The Trustee Safeguarding link presented the most recent report to Trustees.</p> <p>To note: the Trustee Safeguarding link had made contact with each Mental Health and Safeguarding Governor link at each Trust school and shared knowledge, good practice and resources that had recently been made available as part of an ongoing Mental Health award that the Interim Chair of Governors, and Co-Vice Chairs at Healey school were completing with Leeds Beckett University.</p> <p>JCH/SV/HTI/LL and EL to meet early January 2021 to discuss the RSE policy that should be in place by summer term 2021.</p>	JCH/SV/HTI EL/LL
<b>10.</b>	<b><u>AOB</u></b>	
	<p>Trustees to familiarise themselves with the 'Heads Up'.</p> <p>Trustees were made aware of the plans for Heads to implement a track and trace system for their students up until Christmas Eve.</p> <p>Meeting closed at 8pm.</p>	ALL
<b>11.</b>	<b><u>Next meeting: 11 February 2021</u></b>	