

MINUTES OF THE FULL TRUST BOARD MEETING
HELD ON THURSDAY 13th JULY 2023 at 5.30pm
VENUE: FUTURE GENERATION TRUST CENTRAL OFFICE

PRESENT: Fliss Dale (FD) - Chair Paul Woodhead (PW) - Vice Chair (Zoom)
Stuart Ayres (SA) - CEO/Accounting Officer Jan Macey (JM)
Chris Steel (CS) Hilary Southern (HS)
Mark Whitehouse - (MW) (Zoom)

TOGETHER WITH: Tina Clark (TC) – Head of Operations and Facilities
Julie Burns (JB) – CFO, Head of Finance and HR
Emma Joyce (EJ) – Trust Clerk

APOLOGIES: Lee Bowen (LB)
Peter Farrow (PF)
Natalie Boys (NB)
Charlotte Martin (CM)

25.23 CHAIRS OPENING REMARKS

The Chair welcomed all Trustees present to the final Full Board meeting of the academic year.

26.23 APOLOGIES

Apologies had been received and were accepted from LB, PF, NB & CM.

27.23 DECLARATIONS OF INTEREST/ CONFIDENTIALITY

The Chair reminded Trustees of the need to inform the Chair or Clerk if there were any items on the agenda which could be deemed as a conflict of interest.

There were no declarations of interest.

The Chair reminded Trustees of the need to maintain confidentiality. All attendees were reminded that all discussions that take place during the meeting remain confidential to that meeting.

28.23 PREVIOUS MINUTES - FULL TRUST BOARD - THURSDAY 18th MAY 2023 – ESTATES MANAGEMENT

The minutes of the previous Full Trust Board meeting, held on 18th May 2023, having been circulated, were taken as **read** and **approved**.

29.23 ACTIONS RECORD UPDATE

The updated Action Points Record was shared with Trustees along with the meeting documentation. The update was reviewed, and the following outstanding or updated items noted:

54.22 Trustee Skills Audit – The Clerk informed Trustees that all skills audits had been completed and an action plan developed following a review of the results by the Chair and Clerk had been provided along with the meeting documentation. The Clerk will arrange for Unconscious Bias training to be made available for Trustees during the 23/24 Autumn term.

**CLERK/
ALL
AUTUMN
23/24**

14.23 Top 3 IT Requirements – The Clerk confirmed information from FGT Headteachers had been provided to LB. The Chair requested for LB to provide update at the Autumn term meeting.

**LB
Sept 23**

14.23 CCTV QUOTE – It was confirmed by TC that this project was on hold for the academy. The Chair proposed that this action would be completed, and the academy will manage any further requirements.

No further questions were asked by Trustees.

Trustees **agreed to accept** the Actions Record update.

30.23 FGT COMMITTEE UPDATES

Audit and Risk Committee

In the absence of Trustees present at the Audit & Risk committee held on 3rd May 2023, JB confirmed that the key actions being undertaken by the committee include ensuring that the Trust are compliant with all RPA Cyber Security requirements.

Minutes of the committee meeting held on 3rd May 2023 had been provided along with the meeting documentation.

A copy of the current Risk Registers for each academy and Central/ Trust risks had been provided along with the meeting documentation.

No further questions were asked by Trustees.

Trustees **agreed to accept** the Audit & Risk Committee update.

Curriculum Committee

Minutes of the committee meeting held on 23rd March 2023 had been provided along with the meeting documentation.

PW informed Trustees that due to Trustee availability, and the delay with KS2 national testing results being made available, the meeting scheduled for 6th July 2023 had been cancelled.

PW stated that an adjusted calendar of meetings had been proposed for the 23/24 academic year which would ensure that the committee are able to undertake their duties and avoid the impact of delays in national testing results being provided. It has also been proposed to add an additional meeting to the schedule which would allow for a full review of school development plans and self-evaluation.

The Chair asked SA how the ECT Celebration event had gone?

SA confirmed the afternoon had gone well, and very good presentations had been given by the 5 ECT's in post.

No further questions were asked by Trustees.

Trustees **agreed to accept** the Curriculum Committee update.

Finance and Resources Committee

JM provided Trustees with an update on the current actions being undertaken by the committee.

Minutes of the committee meeting held on 22nd June 2023 had been provided along with the meeting documentation.

JM stated that Trustees had been provided with documents detailed below at the meeting, and that these had also been provided along with the meeting documentation for the Full Board meeting.

- Management Accounts March 2023
- 22 23 Revised Budgets
- 23 24 Budgets

JM stated that the committee had recommended the budgets for approval by the Full Board however they had agreed that if there was any significant deviation from the proposed budgets due to the Teaching staff pay increase, it was agreed that JB would contact all Committee members for further discussion.

Trustees discussed what tolerance to the proposed budgets should be discussed further with Trustees.

The Chair proposed that JB should now work through the implications to the budgets considering the accepted Teacher pay increase.

PW proposed that JB should liaise with JM, as Finance Committee Chair in the first instance and if there is any adverse position on the budgets that JB & JM discuss next steps with FD, as the Board Chair. In this instance FD would then decide on whether an urgent board meeting was required to discuss the budgets further with Trustees. This proposal was **agreed** by all Trustees.

It was also **agreed** by all Trustees that if there are no negatively affected budgets JB should continue with the budget setting process and the adjusted budgets should be **adopted** once the changes have been recorded for the Teaching pay increase and submitted to the ESFA by 31st August 2023.

JB
Jul/Aug

PW asked if the approach to CIF bid applications needs to be reconsidered considering the failure to obtain funding during the 22/23 round?

TC provided Trustees with her view on why the bids had not been successful which included a larger number of applications being submitted and a reduced 'pot' of funding.

TC stated that she believes our applications were strong, and an appeal had been submitted for the Etching Hill roof due to possible inaccuracies with the scoring of the application. It is expected a decision on the appeal will be available during the Autumn term. TC will update Trustees once a decision is made.

TC
AUTUMN
23/24

PW asked JB to explain how the funding for the [REDACTED] is recorded.

JB explained that the £400k cost to the academy was included in the budget as capital.

The results of the Employee Engagement Survey 2023 had been shared with the committee and a copy had also been provided to Trustees along with the meeting documentation.

The Clerk invited questions on the results presentation provided.

JM stated that the committee had discussed ways to encourage more responses with future surveys.

The Clerk informed Trustees that HT's are developing action plans following their results being provided.

PW stated that his observation of the results was that the scoring had begun to drift towards the lower end of the scales.

The Clerk reminded Trustees of how the scoring model works.

MW suggested consideration could be given to sending the survey biennial to encourage more responses.

No further questions were asked by Trustees.

Trustees **agreed** to **accept** the Committee updates.

31.23 CEO REPORT & STRATEGY UPDATE

CEO Report

SA pointed Trustees to the report which had been provided with the meeting documentation. The report includes an update on the Central Team staffing structure, Trust growth, collaborative initiatives and academy summaries.

SA stated that he believes with strong leads in each area of responsibility the proposal for a [REDACTED] from September 2024 would be sufficient.

NB had shared her views on the proposed structure via email with the Chair and the Clerk prior to the meeting. The Chair read out NB's views to Trustees which were around whether a [REDACTED] would be sufficient and accepted by the DfE.

The Chair recommended that other Trust staffing structure models should be reviewed during the planning stages of the [REDACTED]

JM said that in her view reducing the number of days of the [REDACTED] during a period of growth could have implications.

SA stated that, he believes the proposal will work and reminded Trustees that in the proposed structure, [REDACTED]

[REDACTED] SA also stated it is evident that we have strong leadership, robust policies and the necessary sub structures to manage the day to day requirements of the Central Team. SA also stated that his personal belief is that a candidate for the [REDACTED] should have a Headteacher background and that the culture of the Central Team and Trust is critical.

JM stated that she believes the onus is on Trustees to recruit accordingly.

PW stated that it is common within local government to have part time [REDACTED] and that he would be more comfortable with the proposed structure if the Heads of Service were substantive roles which would allow the [REDACTED] to ensure services are being delivered. PW also stated that consideration could be given to expanding the role of the Director of Education as the Trust grows.

MW said that considering the discussions it seems that the Director of Education role may need to increase from 0.4.

MW's view was echoed by the Chair, who stated that we may find it difficult to justify 0.4.

HS asked if there would be a nominated [REDACTED] in the absence of the [REDACTED]?
SA stated that his view would be that the Director of Education or Director of Finance would deputise in this instance.

PW proposed that the Director of Education has a full debrief with Trustees during the late Autumn term to discuss how the newly developed role is working and this will help guide decisions on recruitment for the [REDACTED]

SA had proposed on the CEO report that a Safeguarding and Inclusion Lead role should be added to the Central Team staffing structure. SA stated that this role has been proposed due to the significant challenges faced by all Headteachers with the current care system in 'crisis' and the need for ensuring we provide adequate support around all aspects of safeguarding and inclusion.

The Chair stated that it is evident that there are social care issues and that in her view such a role would allow the Trust to demonstrate consistency across all academies and she would agree to the proposal.

MW asked if sufficient funding for the newly created post was available in the 23/24 budget?

SA confirmed.

MW stated that he would support the proposal for the recruitment for a Safeguarding and Inclusion Lead.

PW said he believes the role is needed, and he would also support the proposal to recruit for the position.

All Trustees **agreed** to **accept** the proposal for the recruitment of a Safeguarding and Inclusion Lead to begin in September.

SA will provide an update to Trustees later in the Autumn term.

SA
DEC 23

No further questions were asked by Trustees.

Trustees **agreed** to **accept** the CEO Report.

Strategy Update

Trustees had been provided with an updated Strategy plan along with the meeting documentation.

SA took Trustees through the updated plan which included additions to business-as-usual actions, progress reports and completion dates where applicable.

No further questions were asked by Trustees.

Trustees **agreed** to **accept** the Strategy update.

32.23 ACADEMY TRUST HANDBOOK 2023

A report had been provided to Trustees along with the meeting documentation which highlighted the changes made within the 2023 Academy Trust Handbook.

A copy of the handbook is available for Trustees within the resources folder of OnBoard.

MW stated that the amended handbook references the importance of Safeguarding which supports the recruitment of a Safeguarding Lead.

No further questions were asked by Trustees.

Trustees **agreed to accept** the Academy Trust Handbook update.

33.23 ACADEMY DATA MARCH – JULY 2023

Data had been provided to Trustees along with the meeting documentation which included.

- KS2 National testing (SATs) results
- Pupil Attendance
- Staff attendance
- Safeguarding
- Whole School Ethnicity
- SEN Needs

Trustees were invited to ask questions.

SA stated that the KS2 SATs results were a cause for great celebration for all academies with 24 out of 25 areas being above national average.

The Chair shared the views of SA and stated that she will write to all Headteachers on behalf of Trustees to congratulate them on their SATs results. The Chair will also contact Lauren Morgan, Assistant Head, Etching Hill and FGT Maths Lead to thank her for her support during the academic year and her part in the excellent results in Maths across the Trust.

**CHAIR
19.07**

SA stated that:

- the pupil attendance results are accurate and better than expected considering the challenges faced following the pandemic.
- staff attendance is monitored because they are an indicator of morale and commitment.
- Safeguarding results are different across the academies but there are overall increases and challenges faced.

No further questions were asked by Trustees.

Trustees **agreed to accept** the Academy data update.

34.23 GOVERNANCE UPDATE

Trustees were provided with a report along with the meeting documentation which had been written by the Clerk.

Diversity Indicators

Trustees were taken through the highlights of the report and asked to consider whether they would be happy to provide Diversity Indicators data which is recommended by the DfE for Trusts to publish.

All Trustees agreed to provide this data. The Clerk will develop a Google Form for completion by 31st August 2023

**CLERK
14.07
ALL
31.08**

Cyber Security Training

The Clerk informed Trustees that it was necessary for all employees, Governors and Trustees to undertake NCSC Cyber Security training to ensure the Trust is fully covered by the RPA. The Clerk will send the link for the training to all, and Trustees should complete by 15th September 2023 and confirm to the Clerk once complete.

**CLERK
19.07
ALL
15.09**

No further questions were asked by Trustees.

Trustees **agreed to accept** the Governance update.

35.23 DIOCESE UPDATE

HS stated that no progress had been made in this area.

The Chair will reach out to the Diocese in September and provide an update at the Autumn term meeting.

**CHAIR
AUTUMN
23/24**

36.23 LINK TRUSTEE REPORTS

Copies of reports written by LB and PW had been shared with Trustees along with the meeting documentation.

PW stated that he had found the visits really positive and stated that in his view it was evident the academies are doing a lot of excellent work in the community.

PW stated that it was more challenging for academies where children live outside of the village to build strong community links, but PW has offered support.

PW recommended that the Headteacher Board look at best practice in the Headteacher Board and requested the SA/Clerk to ensure academy newsletters are provided to Trustees so that Trustees can view the excellent work taking place.

**CLERK
AUTUMN
23/24**

No further questions were asked by Trustees.

Trustees **agreed to accept** the Link Trustee reports.

37.23 FGT POLICIES

The Clerk provided Trustees with a FGT Policies Update report along with the meeting documentation.

The Clerk asked Trustees if they were happy to approve the updated policies.

A Trustee informed the Clerk that they had noticed the version date was incorrect on Whistleblowing Policy.

The Clerk will arrange for this to be amended.

**CLERK
19.07**

Trustees **agreed to approve** the policies. The Clerk will arrange for the policies to be distributed to academies where relevant and updated on the FGT website/ intranet.

No further questions were asked by Trustees.

Trustees **agreed to accept** the FGT Policies update.

38.23 MEETING CALENDAR 23/24

The Clerk had shared a proposed calendar of 23/24 meeting dates along with the meeting documentation.

Trustees were asked to review the proposed dates for their relevant committees and full board meetings and inform the Clerk if there were any dates which need adjusting.

**ALL
20.07**

HS provided apologies for the Full Board meeting on 21st September.

39.23 ANY OTHER BUSINESS

St John's Primary Academy additional safety measures and crossing patrol.

CS stated that he believes the changes discussed are no longer taking place.

The Chair stated she will write to the Highways Department to obtain an update.

40.23 NEXT MEETINGS
TBC

The meeting ended at 19.14pm

Signed:

Date: