

**FUTURE GENERATION TRUST BOARD
MINUTES OF THE FULL TRUST BOARD MEETING
HELD ON THURSDAY 30th March 2023 at 5.30pm
VENUE: FUTURE GENERATION TRUST CENTRAL OFFICE**

PRESENT: Fliss Dale (FD) - Chair
Stuart Ayres (SA) - CEO/Accounting Officer
Chris Steel (CS)
Natalie Boys (NB)
Lee Bowen (LB)
Charlotte Martin (CM)

Paul Woodhead (PW) - Vice Chair
Jan Macey (JM) – Joined by Zoom
Hilary Southern (HS)
Mark Whitehouse (MW)
Peter Farrow (PF)

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:

01.23 CHAIRS OPENING REMARKS

The Chair welcomed all Trustees to the meeting.

02.23 APOLOGIES

No apologies had been received; all Trustees were in attendance.

03.23 MEMBERSHIP OF TRUSTEES

The Chair confirmed that there were no changes to Trustees to be discussed.

04.23 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.

05.23 PREVIOUS MINUTES - FULL TRUST BOARD - THURSDAY 8th DECEMBER 2022

The minutes of the previous Full Trust Board meeting, held on 8th December 2022, having been circulated, were taken as **read** and **approved**.

06.23 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:

37.22 [REDACTED] – The Chair informed Trustees that the [REDACTED] at [REDACTED] was moving forwards, and following their Ofsted visit it was agreed by all Trustees that this plan would now be completed without the need for further Trustee scrutiny.

40.22 Scheme of Delegation – The Chair informed Trustees that she is working with members of the Central Team to review the scheme of delegation and a new version will be available for the summer term for ratification by the board. LGB's will be consulted on any changes however no major changes are expected.

**CHAIR/
CENTRAL
TEAM
13.07**

65.22 Process mapping/ improvement – The Chair/ TC informed Trustees that work was ongoing in this area and an update will be provided at the summer term meeting.

**CHAIR/TC
13.07**

69.22 LGB Chair working group – JM/PW and the Clerk to meet to discuss how this can be moved forward. Clerk to contact JM/PW to arrange a date.

**CLERK
31.03**

No further questions were asked by Trustees.

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

07.23 AUDIT & RISK COMMITTEE VERBAL UPDATE

PF provided Trustees with a verbal update from the Audit & Risk Committee.

Trustees were informed that the committee met in February and had discussed the following:

- Risk registers for the academies and the trust have been reviewed and a new template to include three lines of defence will be introduced for the summer term update.
- RPA Insurance including Cyber Security
- Complaints and Whistleblowing data
- ISR Premises update

The Chair stated that in her view the committee was working well, and each meeting is focussed and useful.

No further questions were asked by Trustees.

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

08.23 CURRICULUM COMMITTEE VERBAL UPDATE

PW provided Trustees with a verbal update from the Curriculum Committee.

PW stated that both he and the Committee Trustees had found visiting the academies for their meetings extremely beneficial.

The committee had recently reviewed the following.

- Ofsted reports
- Collaborative working groups
- Academy data including Safeguarding, Attendance for pupils and staff, SEN and Ethnicity.

No further questions were asked by Trustees.

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

09.23 CEO REPORT & STRATEGY UPDATE

CEO Report

A report had been shared with Trustees along with the meeting documentation.

SA took Trustees through the highlights of the report.

SA informed Trustees that there had been a change in climate of interest in schools wishing to join the Trust.

SA stated that he believes this is due to the continued pressure from the DfE for schools to become academies along with the local authority encouraging schools to join Trusts.

SA informed Trustees that he has plans to visit a number of schools who are interested in exploring academisation after the Easter break.

SA recommend to Trustees that the Trust can afford to be 'brave' and stated that in his view we have a consolidated base to grow.

Trustees were reminded by SA that the Regional Office recommend Trusts have a minimum of 10 academies.

PW said that the board had originally agreed to 8 academies and increasing the agreed number should be discussed further in the future meetings.

SA agreed and stated that in his view it is imperative that we secure the future of the Trust.

CM stated that to grow further there needs to be investment in the Central Team to support growth to an already at capacity Team.

FGT website

Trustees were shown the newly redeveloped FGT website on the screen.

Collaborative Initiatives

CS stated that he had been present at the FGT swimming gala and found the event fantastic, with a wonderful atmosphere.

SA informed Trustees that further events were planned for the remainder of the academic year.

Academy summaries

SA had provided Trustees with a snapshot of information for each academy on the report and summarised this information, which focussed upon their Ofsted position, admissions for September and any staffing issues.

PW stated that in his view Gentleshaw is a real success story for the Trust.

CM asked SA what the 1st choice admissions number was for 22/23 academic year.
SA confirmed this was around 50.

CM stated that she believes the academy require positive marketing to improve admissions and reputation.

CEO Report Succession Plans

A report had been provided along with the meeting documentation.

SA took Trustees through the report highlights and stated that due to the Finance and Resources meeting needing to be rearranged it was not possible for discussions on Succession Plans to take place before the Full Board.

SA took Trustees through the diagrams which had been provided on the report.

The Chair stated that in her view it was a very lean model.

SA stated that he believes the model proposed is lean but fit for purpose.

TC

Trustees discussed the proposals and the need to have educational expertise for the role of CEO.

Trustees were informed that [REDACTED] had been involved in a number of trust initiatives during the Autumn and Spring term.

SA informed Trustees that following extensive research into other trusts structures there was not a defined model.

PW stated that if we want to implement the proposed model for September 2024 then decisions will need to be made by March 2024.

The Chair recommended that discussions begin in January 2024 to prepare in advance, and this was **agreed** by all Trustees.

The Chair asked SA if [REDACTED] has a plan in place to allow her to be released to undertake the duties proposed.

SA confirmed there was a plan in place and she stated that the academy is in a strong place.

SA reiterated to Trustees that his main priority is to leave the Trust in a strong position in summer 2024.

All Trustees **agreed** to the CEO Succession Plan proposals put forward for September 2023.

Strategy Update

SA took Trustees through the Strategy Update which had been provided along with the meeting documentation and included Progress reports on each area.

No further questions were asked in relation to the CEO Report/ strategy update.

10.23 FGT Policies

Tracked changes versions of the following policies were provided to Trustees along with the meeting documentation.

- Data Breach Notification Policy (v3)
- Protection of Biometric Information Policy (v2)
- Data Protection Policy (v4)
- Records Management Policy (v3)
- Subject Access Request Procedure (v3)
- Exclusion Policy V3
- Prevent Duty Policy V5
- Special Education Need and Disability Policy V5
- Safer Recruitment Policy V4

No further questions were asked by Trustees.

Trustees agreed to **accept** the draft policies, TC & the Clerk will now ensure these are distributed and updated by all academies.

TC/EJ
28.04

11.23 GOVERNANCE REPORT

Trustees had been provided with a report written by the Clerk along with the meeting documentation. The Clerk took Trustees through the highlights of the report.

CM asked if it is challenging to secure Governors for vacant positions?

The Clerk confirmed that marketing recently provided for St. Peter's had resulted in 7 applications for 2 vacant Governor posts, however converting that interest into accepted Governor roles had proved a challenge.

CM recommended that community links are used to enhance governor recruitment.

Clerk to liaise with FGT academy Clerks to ensure community links are investigated.

CLERK
02.05

No further questions were asked.

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

12.23 HEAT DECARBONISATION PLANS

An email had been sent to Trustees on 14th March 2023 which contained full plans. TC asked Trustees if they were happy to approve the plans to allow for submissions to be made by the deadline of 31st March 2023.

The Chair proposed that the plans are accepted. This was **accepted** and **agreed** by all Trustees. TC will now arrange for the plans to be submitted on 31st March 2023.

TC
31.03

A further update will be provided to Trustees by TC at the Full Board Estates Management meeting on 18th May 2023.

TC
18.05

13.23 DIOCESE MATTERS

HS confirmed that she has requested a meeting with the Diocese and FD to aim to move forward with Diocese matters.

PW asked HS if there had been any progress with working with the academy foundation Governors?

HS
13.07

HS stated that no progress had been made.

HS to provide an update at the summer term meeting.

SA stated that he believes the Diocese is currently stretched for resources to support Trust Boards.

No further questions were asked by Trustees.

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

14.23 LINK TRUSTEE REPORTS

A link Trustee report had been produced by LB following a visit to Gentleshaw. A copy of the report had been shared with Trustees along with the meeting documentation.

LB took Trustees through the highlights of his report. LB stated that it would be useful if each academy provided him with their Top 3 IT requirements.

The Chair asked the Clerk to liaise with the Headteacher Board for the Top 3 IT requirements to be provided to LB. LB also offered to attend the next Headteacher Board to discuss these requirements.

CLERK
17.04

TC will share a Moat Hall CCTV quote with LB.

TC
17.04

The Chair informed Trustees that she had visited each academy during the Spring term with TC to gain a full understanding of each site.

No further questions were asked.

Trustees **agreed** to accept the Link Trustee Report update.

15.23 ANY OTHER BUSINESS

Support Staff Pay Grades

JB had provided a report for Trustees along with the meeting documentation which provided information to Trustees on proposed changes to the Support Staff Pay Grades. JB stated that she was seeking approval from Trustees as outlined in the report.

The proposal was **agreed** and **ratified** by all Trustees.

JB will adjust the Support Staff Pay Structure and communicate the changes to academies.

The Clerk will amend the Whole Trust Pay Policy and update this on the Trust intranet.

JB
31.03
EJ
31.03

16.23 NEXT MEETINGS

Finance & Resources Committee – Thursday 27th April 5.30pm @ FGT Central Office

Audit & Risk Committee – Wednesday 3rd May 5.30pm @ FGT Central Office

Full Board – Thursday 18th May @ 5.30pm @ FGT Central Office

Curriculum Committee - Thursday 6th July 1.30pm *ECT Celebration & Meeting* @ St John's

The meeting ended at 19.07pm

Signed:

Date: