



MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday 13 December 2023 at 6.00 pm

Venue: Music Room, Fambridge Road Campus

Present:

- Mr T Bailey (TB) Trustee, Chair of Trustees and Finance & Premises Committee
- Mrs E Crees (EC) Trustee
- Ms J Ellum (JE) Trustee
- Mrs D Gray (DG) Trustee
- Mr M Howell (MH) Trustee, Vice-Chair of Trustees, Chair of Audit and Strategic Development Committee
- Ms L Marshall (LM) Trustee
- Ms S Milward (SM) Trustee
- Ms S Robinson (SR) Trustee
- Ms L Smart (LS) Trustee, Chair of HR Committee, Chair of Pay Committee

In attendance:

- Mr T Baster (TBA) Joint Head of Academy
- Mrs R Clark (RCL) Joint Head of Academy – *for item 9 only*
- Mrs K Redmond (KRE) Governance Professional (Clerk) to Trustees

Apologies:

- Ms K Mehrtens (KM) Trustee
- Mrs J Smith (JS) Trustee

This group was quorate for the purpose of resolutions

Item	Topic	Minute
1.	Apologies for absence	Apologies for absence were NOTED and accepted.
2.	Membership of the Board of Trustees	1. Trustees NOTED appointment of Laura Marshall and Sarah Milward as Trustees at the EGM held on 19 October 2023 2. Trustees RATIFIED the appointment of Sarah Robinson as Trustee by the Board of Trustees at the Finance & Premises Committee held on 15 November 2023 at which most Trustees were in attendance.
3.	Notification of Any Other Business	1. Induction for new Trustees 2. Principal appointment for permanent position
4.	Declaration of Business Interests	There were no new declarations of business interests and no Trustee recorded any conflict of interest with the items on the agenda or the receipt or giving of any gifts or hospitality since the last meeting
5.	Minute of the previous meeting	The minutes of the meeting held on 20 September 2023 and the EGM on 19 October 2023 were AGREED unanimously.
6.	Matters arising	Trustees NOTED: Item 12b: Alternative and Offsite Provision Policy – the policy did not require specific wording regarding behaviour management as the

		<p>students remained on roll at the academy and if necessary students were sanctioned according to academy policies i.e. there was no differentiation between being on site and off site.</p> <p>All other matters arising were covered by the agenda or had been completed.</p>
7.	Minutes of Committees	<p>Trustees RECEIVED the Minutes of Committees:</p> <p>HR Committee: 18 October 2023 Pay Committee: 8 November 2023 Finance & Premises: 15 November 2023 Admissions: 11 December 2023</p>
8.	Chair's Actions	<ol style="list-style-type: none"> 1. Trustees RATIFIED the Chair's Action on 3 November 2023 to approve the changes in the Lockdown Policy. 2. Trustees RATIFIED the Chair's Action to approve the Trading Subsidiary Payment to Maldon District Council on 1 December 2023.
9.	Approval of Financial Accounts 2022-23	<p>Trustees NOTED:</p> <ol style="list-style-type: none"> 1. Report to the Board 2021/22: the significant issues raised had been completed with the exception of all Trustees completing a skills audit which was carried forward. 2. Report to the Board 2022/23: there were five findings: <ol style="list-style-type: none"> i. Medium risk: Fixed assets – a revaluation of the caretaker's house was recommended ii. Medium risk: Fixed assets – the tenancy agreement for Plume Trading to be updated iii. Low risk: Debtors – there was a bookkeeping error regarding VAT which will be dealt with in-year iv. Medium risk: Regularity – Trustees' skills audits to be completed v. Low risk: Regularity – ensure purchase orders process were in place for all orders. 3. Financial Statements <p>Trustees NOTED:</p> <ol style="list-style-type: none"> i. the local authority pension scheme liability was at zero due to the impact of inflation ii. reserves had reduced to £326k and the in-year budget and three year forecast will be closely monitored iii. restricted reserves held funding for capital projects yet to be completed, monies for the astroturf and inflation. <p>Trustees unanimously APPROVED the Financial Accounts for receipt by the Academy Trust.</p>

		MH proposed the recommendation, seconded by LS and AGREED unanimously.
10.	Joint Head of Academics' Report	<p>1. Trustees RECEIVED an overview of the Ofsted Inspection November 2023. The academy will receive the draft report within 18 days for quality assurance for publication at end of January 2024. The professional association representatives had requested that the academy did not display a banner on receipt of the outcome which was agreed with.</p> <p>Trustees NOTED a report detailing some potential anomalies with KS2 data in the period 2018-19.</p> <p>EC queried the mathematics results for Key Stage 3 (KS3) noting that they were strong for KS4 and KS5.</p> <p>RCL advised that the overall structure in mathematics was sound and there was a journey regarding leadership and Quality of Education. TBA advised that the KS3 work scrutiny was very pleasing and Inspectors could see progress of students in lessons.</p> <p>EC referred to books at Mill Road Campus (MRC) being less strong in science and queried whether that was due to evidence in books or knowledge of students being less strong.</p> <p>TBA advised that it was acknowledged that there were actions required for KS3 science.</p> <p>EC queried whether students were expected to find a teacher to catch up for any absence.</p> <p>RCL advised that at KS5 students were expected to contact their teachers. A policy will be drafted to clarify expectations as KS3 and KS4 students were also currently expected to approach their teachers.</p> <p>EC queried whether the congestion referred to at MRC was inside or offsite.</p> <p>RCL advised that the congestion was in the corridors and would seem congested as the site was relatively small in relation to the number of students, and staff, who accessed the site which was explained to Inspectors.</p> <p>RCL explained the appeal case to Inspectors, namely:</p> <p>The Building Bulletin (BB103) was the Department of Education industry standard for school construction and states that General Teaching Area [GTAs] for 30 students should be 62 square metres. As highlighted to the Inspectors, the academy has 26 GTAs at the Mill Road Campus that did not meet this requirement. Furthermore, there were 31 GTAs at the Farnbridge Road Campus that were undersized (excluding vocational areas, sixth form areas and offices).</p>

		<p>2. Trustees NOTED that a strategic update had been presented at the Finance & Premises Committee on 15 November 2023.</p> <p>3. Trustees NOTED that the validated examination results 2023/24 will be published in January 2024 and will be presented at the next meeting.</p> <p>4. Trustees NOTED the Senior Leadership Team Structure for November 2023.</p>
11.	Chair's Impact Summary for Autumn Term	Trustees NOTED the Chair's Impact Statement.
12.	Policy List	<p>1. Trustees NOTED the Policy List</p> <p>2. Trustees REVIEWED the following policies following approval by Committee:</p> <ol style="list-style-type: none"> 1. HR Committee held on 18 October 2023: <ol style="list-style-type: none"> a. Teacher Performance Management & Capability 2. Finance & Premises held on 15 November 2023: <ol style="list-style-type: none"> a. Financial Regulations & Scheme of Delegation b. Gifts & Hospitality c. Investment 3. Admissions Committee held on 11 December 2023: <ol style="list-style-type: none"> a. Admissions Policy for Plume Academy 2025-26 b. Admissions Policy for Plume College 2025-26 <p>3. Trustees REVIEWED the following policies:</p> <ol style="list-style-type: none"> a) Examination Policies (29 model policies) b) Anti-Bullying c) Attendance noted tracked changes d) Behaviour noted tracked changes e) Child Protection updated to include a focus on filtering and monitoring which will be monitored under Safeguarding f) Exceptional Leave g) Lockdown regarding the change in the alarm system. h) Performance Management Support Staff i) Relationships and Sexual Health j) Rewards k) SEND Accessibility Plan l) SEND and Disability m) Pay Policy <p>Trustees NOTED that the Early Careers Teacher Policy was being updated to refer to the change in provider.</p> <p>n) Risk Management: TB advised that this policy was being drafted using examples of best practice.</p> <p>Trustees unanimously AGREED the above policies.</p>

13.	Key Indicators of Performance (KIP)	<ol style="list-style-type: none"> 1. Trustees NOTED the monitoring schedule 2023/24 2. Trustees RECEIVED the following monitoring reports: <ol style="list-style-type: none"> a. Safeguarding – 11 May 2023 b. Health & Safety Committee minutes – 28 September 2023 c. SEND – 9 November 2023 d. Quality of Education – 16 November 2023 e. Safeguarding – 11 November 2023
14.	Trustees' Continual Professional Development (CPD)	<ol style="list-style-type: none"> 1. Trustees NOTED the CPD record for 2023/24 2. Trustees DISCUSSED Trustee development
15.	Any Other Business	<ol style="list-style-type: none"> 1. Induction for new Trustees: TB to arrange a buddy pairing list and share it with new Trustees. Action TB 2. Principal appointment for permanent position: a session will be arranged by TB for Trustees in January 2024. TB will gather advice in the interim on how to proceed. Action TB
16.	Dates of next meeting	<ol style="list-style-type: none"> 1. Board of Trustees: 20 March 2024 17 July 2024 2. Trustees' termly briefing/training sessions: 27 March 2024 5 June 2024 3. Annual strategic meeting (off site): 3 July 2024

Meeting closed at 8.30 pm

Actions

Date of Meeting/ Item number	Topic	Minute
20.09.23 – item 5	Risk Management Policy	Risk Management Policy has been drafted and is with the Director of Finance & Business for review.
20.09.23 – item 9.1d	Validated summer results	The results validated results to be presented the next meeting.
13.12.23 – item 15.1	Induction for new Trustees	TB to arrange a buddy pairing list and share it with new Trustees.
13.12.23 – item 14.2	Principal appointment for permanent position	TB to arrange a session for Trustees in January 2024. TB to gather advice in the interim on how to proceed