

## TRUST BOARD MEETING - AGENDA

Thursday 29<sup>th</sup> September 2022 at 6.30pm via Zoom

<b>Invited Trustees</b>	Jan Wallis (JW) - Chair, Karen Morley (KM) – Vice Chair, Melvyn Cross (MC), Jonathan Gascoigne (JG), David Heywood (DH)
<b>Invited Guests</b>	<b>Trust Central Team:</b> David Lord (DL), Julie Kendall (JK), Verina Cipolla (VC), Danny Armitage (DA)

Item No.	Agenda Item	Time	Lead
1	Appointment of Chair / Vice Chair	6:30	Clerk
2	Welcome, Apologies & Declaration of Interests	6:35	Chair
3.1	Minutes of Previous Board Meeting dated 20 <sup>th</sup> July 2022	6:40	Chair
3.2	Matters arising not covered on agenda		
<b>GOVERNANCE &amp; COMPLIANCE</b>			
4	CFO Report <ul style="list-style-type: none"> <li>• Finance &amp; Business Update</li> <li>• Building works update</li> </ul>	6:45	CFO
5	Governance Documentation <ul style="list-style-type: none"> <li>• Declaration of Interest Forms</li> <li>• Trustee Code of Conduct</li> <li>• Trustee Compliance sign off sheet</li> <li>• Eligibility for Trustees</li> <li>• Governance Handbook – which includes:               <ul style="list-style-type: none"> <li>○ Scheme of Delegation amendments to include:                   <ul style="list-style-type: none"> <li>- Tick sheet summary of delegations</li> </ul> </li> <li>○ Terms of Reference</li> </ul> </li> <li>• Academy Trust Handbook – 2022 Update</li> <li>• Keeping Children Safe in Education - 2022 Update</li> <li>• Committee Membership including appointment of Committee Chairs</li> </ul> Board Effectiveness <ul style="list-style-type: none"> <li>• Board Self-Evaluation &amp; Skills Audit</li> </ul>	7:10	Chair
6	Appointment of Link Trustees <ul style="list-style-type: none"> <li>• SEND</li> <li>• Safeguarding</li> <li>• Health &amp; Safety</li> </ul>	7:25	Chair / Clerk

7	<p>Policies &amp; Procedures</p> <ul style="list-style-type: none"> <li>• Ratification of policies approved via email by Chair &amp; Vice Chair: <ul style="list-style-type: none"> <li>○ Safeguarding &amp; Child Protection Policy</li> </ul> </li> <li>• Approval of the following updated policies: <ul style="list-style-type: none"> <li>○ Leave of Absence</li> <li>○ Recruitment</li> </ul> </li> <li>• <i>Policies to follow at next meeting (Dec 2022):</i> <ul style="list-style-type: none"> <li>○ <i>Stress &amp; Wellbeing</i></li> <li>○ <i>Pay &amp; Grading</i></li> </ul> </li> </ul>	7:30	CFO
STRATEGY & PLANNING			
8	<p>CEO Report – to include:</p> <ul style="list-style-type: none"> <li>• Performance &amp; Results</li> <li>• Round Table meeting summaries</li> <li>• 5 Year Strategy</li> </ul> <p>Trust Structure and new appointments</p>	7:40	CEO
9	<p>Brooksbank Conversion update Due Diligence, Tupe, Legal</p>	8:00	CEO / CFO
10	<p>Any other urgent business</p> <p>Trust Governance Schedule – emailed to Trustees</p> <ul style="list-style-type: none"> <li>• Trustees to confirm they are happy with the themes for meetings</li> <li>• Trustees to confirm they will add all meeting dates to their diaries/calendars.</li> </ul> <p>Safeguarding Training &amp; Face to face events:</p> <ul style="list-style-type: none"> <li>• All Trustees will be sent a link to Hays training to complete.</li> <li>• To be discussed - Proposal for a face-to-face Safeguarding Training event with Steve Barnes.</li> <li>• To be discussed - Proposal for face-to-face Governance Conference in March 2023 or postpone.</li> </ul>	8:20	Chair
11	<p>Date and Time of Next Meeting</p> <ul style="list-style-type: none"> <li>• Thursday 15<sup>th</sup> December 2022 <ul style="list-style-type: none"> <li>○ 6.00 - 7.30pm Trust Board Meeting – Trust business only</li> <li>○ 7.30 - 8.30pm – Members AGM (auditors invited)</li> </ul> </li> </ul>		