

**ETHOS ACADEMY TRUST
MEETING OF TRUSTEES**

9th July 2020 at 5pm via Microsoft Teams

Present:	Victoria del Giudice (VDG)	Chair & Member
	Lorraine Absolon (LA)	Trustee
	Jane Acklam (JA)	Trustee
	Graham Dewhirst (GD)	Trustee
	Charles Haygarth (CH)	Trustee
	Rob Whitehouse (RW)	Trustee
In Attendance:	Jo-Anna Barr (JB)	Company Secretary
	Gary Cox (GC)	Observer and potential Trustee
	Jonathan Davies (JD)	Saffery Champness (Auditors – items 1 & 2 only)
	Jayne Foster (JF)	CEO
	Tracy Jackson (TJ)	CFO
	Melanie Nightingale (MN)	Clerk to the Board

Item		Action
1	Welcome, Apologies & Declaration of Interests	
	<p>Apologies were received and accepted from Chris Firth. Andy Rawson was absent without apologies. GC was welcomed as an observer and potential Trustee.</p> <p>The following declarations of interest were noted:</p> <ul style="list-style-type: none"> Graham Dewhirst: A pupil at Ethos College had received a grant from his charity, Let June Make a Difference. However, GD had not been involved in the decision. As Let June make a Difference awarded grants to individuals rather than schools, it was clarified that there was no need for GD to declare anything further on his declaration of interests form about this. Andy Rawson: It was noted in AR's absence that Ethos College had received a grant from his company, Cummins. However, AR had not been involved in the decision. <p>Action: AR to declare his interest formally in September on his declaration of interest form.</p>	AR
2	CFO Report	
	<p><u>3-year Forecast and Budget-setting Process</u></p> <p>TJ reported that there was a healthy reserves position at end of May but capital works were due to take place over the summer. The 3-year forecast and budget setting process had taken place. The new date for the submission of the budget forecast outturn to the ESFA was 29th September due to the Covid situation but the figures to be submitted would not differ much to those that had been previously reviewed by the Finance, Audit and Risk Committee and were being recommended to the Board today. Although a 3-year forecast was being presented, Trustees only needed to approve a one-year budget for submission to the ESFA. Assumptions accounted for in the figures, included sponsorship of a new school (the Priory Centre) from September 2021, continued local authority funding for 3 years, cessation of exceptional needs and 2.75% pay awards for teachers and support staff. TJ highlighted the key risks and opportunities, e.g. possible increase in inflation, pay and pension funding not being extended beyond 31 August 2020 and possible income opportunities from outreach.</p> <p>Trustees asked about if there was much room for manoeuvre if one of the potential risks highlighted came to fruition. TJ explained that Ethos College and Reach Academy had</p>	

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Signed: Print Name:

Dated:

ETHOS ACADEMY TRUST MEETING OF TRUSTEES

9th July 2020 at 5pm via Microsoft Teams

historically underspent in educational supplies and Ethos College had some contingency for this. None of the income that feeds into the business plan had been built in to the budget. A £5k grant received today was not factored into the budget and neither were a number of opportunities around income generation. There was also some flexibility with temporary staff contracts. **Trustees asked if any of the risks highlighted were likely to present themselves.** TJ explained that increased inflation could occur. It had been factored in but could change depending on the economic situation. ESFA grants and any potential risks around them should be supported. Pupil numbers were fixed and funded on this basis, meaning EAT was in a stable position. Some opportunities could be explored further.

The Chair recorded her thanks to EAT staff for their achievements with recent grant applications from companies such as Kellogg's, Cummins and Tesco.

Trustees asked about the situation with pay and pension. TJ had factored in an average of 2.75% for the teachers' pay rise. The DfE were trying to make teaching attractive for new graduates by increasing the NQT salary. However, most teaching staff at EAT were on the upper pay scale and would mostly likely be awarded a 2.5% rise. For support staff the latest offer was 2.75%, which had been rejected by the joint unions but was likely to be the final offer. As the pay rise should have been implemented on 1st April 2020, it had been factored in for the current year and the next couple of years. **Trustees asked if the revised budget included 2.5% contribution to capital. They asked if TJ felt comfortable with that and if this had been factored in to previous budgets.** TJ confirmed that this was the case and that the capital contribution dealt with all immediate priorities. It would not immediately deal with longer-term capital spend and any additional in-year savings may need to be used for this. All capital required to resolve health and safety issues would be dealt with by end of the summer. **Trustees asked if TJ could confirm that there would be no material changes before the budget forecast outturn was submitted September. They asked if the figures being presented now would still be valid at the time of submission.** TJ confirmed that this was the case. **Trustees asked for clarification about the 2.5% contribution to capital and whether this was just an apportionment rather than active income generation.** TJ stated that capital contribution was currently being apportioned but in future academies may have to make savings in certain areas in order to contribute towards capital. The expectation in future years was to deliver a balanced budget year on year including this capital contribution. JF added that the budget had been cut at Engage to make it more equitable with the rest of the Trust. This had been a positive experience and had encouraged a more cautious approach. **Trustees asked if the 2.5% capital contribution would be expected from all academies as the Trust grows and if it would still be pooled at the end of the year.** It was confirmed that the money would be spent where most needed. **GC asked if there was a breakdown of fixed and discretionary costs.** TJ displayed the consolidated budget and 3-year forecast which gave further detail. TJ explained that she and GD met outside the meetings to look at some of the detail behind this. At the year-end, a split between direct (teaching and learning) and indirect costs (admin etc) was given.

Action: TJ to send consolidated budget to GC and he would provide help if needed.

TJ

Trustees asked about the 50% profit share with Kirklees from next year and whether this was after capital expenditure had been taken into account. TJ confirmed that capital costs

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ETHOS ACADEMY TRUST
MEETING OF TRUSTEES
 9th July 2020 at 5pm via Microsoft Teams

would be paid first and if a surplus was made after that 50% would go to Kirklees from next academic year.

Recommendations and approvals: capital works and budget

- Following the capital working group meeting held on 26th June, it was proposed that the Trust committed to the work at Reach Academy (fire safety works, roof and hall) to improve the safeguarding of pupils and the learning environment. This was factored into the figures as £191K, but this was likely to be less, as some of the works were included in the CIF works. The CIF would save £350K on the future capital plan. It was also proposed that a contribution to capital was identified in future years from each academy/service.

Resolved: Trustees approved the recommendation for the works to be carry out at Reach Academy.

- Trustees are recommended to approve the one-year budget 2020/21.

Resolved: Trustees approved the one-year budget for 2020/21.

Taxi Tender

TJ reported that there had been significant expenditure on taxis in recent years and EAT invited taxi companies on the approved Kirklees list to tender for the taxi contract with the aim of reducing costs. The tenders were evaluated by the CFO, two Designated Safeguarding Leads (DSLs) and an Officer Manager. Two firms were rejected; one on cost and one on safeguarding issues. The two remaining providers, Mount (existing provider) and Oakwell Rex (has existing contract with local schools), were interviewed and the outcome was that Oakwell Rex were the preferred supplier, subject to Board approval. Their rates provided a significant saving (up to 65% cheaper than Mount).

Trustees asked if this had brought the taxi issue to a resolution and reduced costs significantly. TJ confirmed that this resolved the issue, which had been brought up at both external and internal audit last year. **Trustees asked how much the contract with the new supplier would save.** TJ confirmed that Oakwell Rex would be up to 65% cheaper in some cases. **Trustees asked if a service level review had been built in.** TJ explained that there was a driver code of conduct and drop off and pick up protocols, all of which the taxi firm would have to sign up to. This would form the basis for a contract. **Trustees asked if the contract was for a year.** TJ confirmed that it was a 12-month contract from September 2020. **Trustees asked if consideration had been given to using two taxi firms.** TJ explained that this was the ideal situation. However, she was disappointed that only four companies responded and felt uncomfortable with the charges from Mount and also their attitude in the interview, particularly with regard to EAT’s children. The DSLs were also not happy with Mount’s attitude towards the children and this was why the final two firms were then narrowed down to one. **Trustees asked about bench-marking against other Trusts for taxi contracts.** TJ agreed to look into this.

Action: TJ to look into bench-marking data for taxi contracts.

TJ

The Chair proposed that the taxi contract could be kept under review via the Finance, Audit and Risk committee.

Agreed as an accurate record

Signed: Print Name:

Dated:

ETHOS ACADEMY TRUST MEETING OF TRUSTEES

9th July 2020 at 5pm via Microsoft Teams

Resolved: Trustees approved the taxi contract with Oakwell Rex for 12 months.

Audit Strategy Report

Jonathan Davies from Saffery Champness reported. He explained that the audit strategy document set out the scope, approach, key areas of risk, timeline for the work and who was carrying it out. The field work would take place in October. The approach to audit had not changed much over the last 12 months but the impact of Covid-19 on reporting would be included. An updated Academies' Financial Handbook (AFH) had come out in the last few weeks and it challenged Trustees to put a heightened focus on spending and budgets. Having listened to the Trustees' challenge to the Executive on the budget and capital spending, JD felt that Trustees fulfilled AFH requirements in this regard. He also noted that EAT had a high level of reporting and governance for a Trust that was still quite new. The active reserves policy with the 2.5% capital contribution was a good approach.

With regard to the strategic objectives of the Trust and opportunities, it was important to build the capacity of the central team in terms of finance and resource. JD felt satisfied from conversations with the Executive that EAT was doing this and was in a good position as a going concern. The ESFA and DfE were focusing on Trust sustainability, given the Covid situation.

For the statutory audit of financial statements the level of materiality had been set at 1% of turnover (approximately £67k) whereas for the regularity audit there was a bespoke view of transactions in terms of materiality.

Trustees asked if there were key areas of focus that needed to be strengthened in terms of financial management and control. JD explained that as well as financial capacity to spend on capital, it was important to ensure there was capacity ahead of need in terms of people and that the Trust spent money in the right places to cope with expansion, e.g. building capacity in the finance team with the right staff to support the CFO. Effective due diligence and a realistic timeline for committing to bringing new schools into the Trust was also key. It was important to develop a good understanding of the operational and financial requirements before committing to onboarding a new school, e.g. ensuring the buildings and staffing were in good shape and what funding would be coming in with the new school. JD was confident that JF and TJ were doing this. **GC asked about JD's role and involvement in the due diligence process for the acquisition of new schools.** JD explained that this was a difficult line to tread as an external auditor. JD had spoken to TJ, who was well-versed in due diligence procedures. Saffery Champness could help in a consultative way but did not have a specific role in signing off a new acquisition. **GC asked if EAT shared management letters with the auditors.** JD explained that in corporate due diligence every aspect would be looked at. For basic due diligence auditors would look at management letters, audit reports etc. TJ noted that the schools EAT planned to take on were local authority schools and it was often harder to get the required information from the LA. As a minimum, the Trust would need to be aware of the historic financial results and the capital situation.

Action: JA offered to provide help with the due diligence process based on her own experience of on-boarding 10 schools.

JA

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Signed: Print Name:

Dated:

**ETHOS ACADEMY TRUST
MEETING OF TRUSTEES**

9th July 2020 at 5pm via Microsoft Teams

Trustees asked about materiality limit being set at £67k, which seemed high. There would be an issue with how to account for capital expenditure, as this would straddle the year-end. Trustees asked to what extent an accrual should be made for any outstanding costs relating to ongoing capital projects. JD explained that the approach to cost and income recognition overlapped with capital and it was not just how it flowed through the profit and loss (P&L) but also the balance sheet. The auditors would look at the cut-off on capital expenditure at the year-end and also the disclosure on capital commitment. The accrual plus any future spend would be considered. **Trustees asked if more expenditure could be rolled into the next financial year when any surplus would have to be shared with Kirklees.** TJ explained that the revenue contribution to capital was a deduction from any in-year surplus but this was different from capital expenditure.

3 CEO Report

JF highlighted the following areas in her report, which had been made available to Trustees in advance of the meeting.

Item 1.1 – Update on MAT Growth Strategy and Plan

(Note: a confidential minute has been redacted from this section and emailed under separate cover to Trustees)

JF reported that links were being further developed with the Wakefield local authority. EAT had submitted its application to sponsor the Priory Centre. Wakefield LA was keen to do more work with EAT, e.g. supporting the development of an outreach team.

Kirklees LA would be commissioning a review of specialist provision, which included the provision within EAT. A letter from Ronnie Hartley, Kirklees Head of Service for Education, Safeguarding and Inclusion was included with the meeting papers. There would be a strategic plan for specialist provision and alternative provision in Kirklees. Currently sites were being scoped out for specialist provision.

GC asked for more detail. JF explained that there was not much more detail in writing apart from Ronnie Hartley’s letter and JF’s verbal update. **Trustees asked if there was anything they needed to do at present regarding the specialist provision situation.** JF stated that there was no action required as yet from Trustees but she would keep the Board informed of progress.

Trustees asked who would be carrying out the review. It was explained that it would be undertaken by an external reviewer who was held in high regard in SEND and with whom Ronnie Hartley had worked in the past. **Trustees asked if the free schools route was now closed.** JF felt there was potential for the future and the message from the RSC (Regional Schools’ Commissioner) was that there could be further opportunities. **Trustees asked if there would be an opportunity to petition those head teachers who were in receipt of the specialist provision service, as the Trust already had a relationship with them. It seemed a backward step to return the responsibility for exclusions to the LA.**

Action: JF to find out more about who was involved in the working group relating to the review of specialist provision.

JF

Trustees highlighted that EAT should be comfortable to challenge any decision arising from the review.

Agreed as an accurate record

Signed: Print Name:

Dated:

**ETHOS ACADEMY TRUST
MEETING OF TRUSTEES**

9th July 2020 at 5pm via Microsoft Teams

Item 1.4 – impact of Covid-19 Pandemic on Future Priorities and KPIs

JF had met with Heads and the central team to discuss the aim of all children returning fully to face to face education in September. Risk assessments had been updated and support for clinically vulnerable and shielding staff was being planned. The Executive and senior leadership would need to keep an eye on government guidance over the summer. EAT would continue to teach medical students virtually after the summer due to the risk of them being taught in their homes. A risk-based and needs-led approach was being taken with peripatetic teaching, as it was not ideal to have staff moving around bubbles.

The appendices and addenda to the safeguarding and behaviour policies would remain in place for the autumn.

A very robust approach to risk and health and safety was being taken, along with a personalised approach to supporting staff.

Trustees asked if all medical students were fully supported to access online teaching. It was confirmed that they were. **Trustees asked if the decommissioned IT stock had been offered to children.** JF explained that children had been offered IT equipment and staff had discovered that a few parents were not computer literate and had needed support. Now that this support was being provided the Trust was receiving good feedback from parents. **Trustees asked if there had been any cases of Covid-19 from staff or pupils.** None had been reported since the last Board meeting. **Trustees asked about engagement with unions ahead of September.** JF reported that there had been no engagement but not for lack of trying on EAT’s part. Unions had not given feedback on the risk assessments submitted by EAT and despite asking for feedback from the local union representative, none was forthcoming. EAT would offer unions a meeting to discuss the September return. **Trustees asked about members of staff who were part of the BAME community and whether the Kirklees resources were being used.** **Trustees asked how the individual risk assessments would work for these staff.** JF explained that staff had raised individual concerns and were being supported as appropriate. **Trustees asked if there were any pregnant staff, as some guidance had been issued relating to the 24-week stage of pregnancy.** JF reported that one member of staff was due to start maternity leave in September and if the situation arose, EAT would support pregnant staff to work from home. **Trustees asked if there was an indication of how many staff would be affected by the quarantine rules relating to some foreign travel.** It was confirmed that this now only affected one member of staff and the Trust could manage this situation. **Trustees asked if EAT was considering appointing a link trustee for the recovery curriculum.** JF agreed that this would form part of the discussion about KPIs.

1.4.5.1 – KPIs

JF asked Trustees for a sense-check on the KPIs and asked them to consider whether the existing KPIs were the correct ones or if some additional KPIs linked to the recovery approach were required. **Trustees asked JF if she felt that the that the KPIs were broad and balanced.** JF confirmed that she did. **Trustees asked if the KPIs were adequate in terms of people strategy.** JF acknowledged that the KPIs were probably not adequate in terms of wellbeing. **Trustees asked how pupil attendance was being measured whilst not all of them had been in the building and learning had been self-determined.** JF explained that there were two

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Signed: Print Name:

Dated:

ETHOS ACADEMY TRUST
MEETING OF TRUSTEES
 9th July 2020 at 5pm via Microsoft Teams

terms of solid data from September up until lockdown but that it would be necessary to report separately on the period from the beginning of lockdown to the end of May then from June to the end of the summer term. EAT had received varying advice from the LA about how to record this. The Trust had tried to standardise the academies’ registers. Two separate reports on attendance would be included in the annual report to reflect the situation. **Trustees asked about long-term absence of staff and suggested there needed to be some more robust HR KPIs for absence management.**

Action: JA agreed to think about HR KPIs for absence management and discuss further with HR manager.

JA

Action: JF to ask HR Manager to contact JA for a discussion on HR KPIs.

JF

Action: JF to look more closely at HR and wellbeing KPIs.

JF

1.3 – Governance

JF reported that Gary Cox had applied to join the Board following the recent recruitment drive via Academy Ambassadors. To enable GC to leave the meeting before the Trustees discussed his potential appointment, this would be considered under item 10 (AOB).

It was noted that VDG would resign as a Member at this meeting but would continue as a Trustee. This was a recommendation from the governance review to ensure that there was separation between the roles of Member and Trustee. This would only leave three Members in post out of a possible five. JF asked Trustees if they could recommend anyone to become a Member. There was currently an education bias amongst the membership and it would be good to recruit Members with a business background. If no recommendations were forthcoming a recruitment drive would begin in September. There was a discussion around marketing the Trust at a local level within the business community. It was noted that it was also important to consider diversity and this would be discussed further under equality objectives (item 7 of the agenda).

HR update

JF reminded the board about the recruitment relating to the central team re-structure. This had initially been paused due to the lockdown but the decision was subsequently taken to re-start the process in order to be ready for September. More work needed to be done on staff absence management. Three long-term absent staff had now left or would leave during the summer following the implementation of more robust procedures. Two more long-term absent staff were being actively managed. As a result, attendance data reports would look more positive next year. **Trustees noted that historically there had been long-term absences that were being managed and asked if there were new systems in place to alert managers to potential long-term absence in future.** JF explained that the attendance management policy had been amended but work was also being done to initiate a quicker response by dealing with absence issues as soon as a staff member was reaching a 4-week period of absence. The Executive was working with managers to encourage them to flag up issues and seek help from HR. EAT now had a vision of what needed to be achieved in terms of absence management.

4 COO Report

Agreed as an accurate record

Signed: Print Name:

Dated:

ETHOS ACADEMY TRUST

MEETING OF TRUSTEES

9th July 2020 at 5pm via Microsoft Teams

	<p>There was nothing specific to flag up in the COO report, which formed part of the meeting papers. JF reported that financial and human resource had been invested in the Every system, which was now used widely for health and safety reporting and would assist with future capital planning. It was also used effectively for policy storage and review and staff acknowledgement of new or updated policies was managed through the system. The next step would be using the HR module and staff training would take place from September, ensuring wider use and more useful reportable data for benchmarking in future. Trustees asked if Every could be used to flag absence moving towards four weeks. JF confirmed that it could.</p>	
<p>5</p>	<p>Safeguarding Update</p>	
	<p>LA reported that the single central record (SCR) would be incorporated into Every and work was in progress on this. LA would be undergoing training next week on the safeguarding element of Every. Use of Every should help iron out problems experienced with the SCR so far and would help the Trust ensure that it was up to speed with safeguarding training. To date LA had carried out a termly check of the SCR for each school. However, updated information from the Key stated that the Board was not responsible for checking the SCR and should make schools accountable for this. LA had put forward a proforma for school leaders to use for the purpose of checking the SCR information within Every. If there was any concern that regular checks were not taking place LA could step in and make her own checks. Trustees asked LA to explain the SCR for the benefit of those who were not familiar with it. LA explained that the SCR was a central point of storage for all details of everyone connected with each academy. It linked with HR records and, as well as basic staff details, included confirmation of all required safeguarding checks and linked up with safeguarding training. It would be one of the first things that Ofsted would look at during an inspection. LA highlighted that, although circumstances had been difficult through the pandemic, staff had operated in accordance with safeguarding policies and procedures. Contact had been made with families on a daily basis. Designated Safeguarding Leads (DSLs) had continued to meet, referrals to social care had been made where appropriate and relationships with families had improved. Staff had gone over and above what was required of them in terms of accountability despite heightened safeguarding issues in some cases. Good practice had been followed through a difficult time. It was noted that Keeping Children Safe in Education (KCSIE) had been updated again, in particular relating to children at risk of sexual exploitation and county lines. Plans were in place for all staff to receive an update on these issues during scheduled staff training at the beginning of September. There had been a change of policy relating to allegations of abuse made against staff, which would be considered under agenda item 7 (policies). JA commented that she did not think the statement on dealing with allegations against staff was fully up to date. This would be discussed further under item 7.</p>	
<p>6</p>	<p>Committee Reports & Priorities</p>	
	<p><u>Curriculum and Standards Committee</u> The May meeting had been very productive and there had been a discussion about the Think Piece document on the Recovery Curriculum. Action: RW agreed to be the link Trustee for the recovery curriculum and to offer some time over the summer to assist with this.</p>	<p>RW</p>

Agreed as an accurate record

Signed: Print Name:

Dated:

ETHOS ACADEMY TRUST
MEETING OF TRUSTEES
 9th July 2020 at 5pm via Microsoft Teams

The mental health award would roll on and work was in progress. EAT was aiming for gold standard whilst avoiding putting pressure on key members of staff by aiming to achieve this.

Pay and Performance Committee

Discussions / decisions had focused on the following:

- Management of staff absence.
- Approval of staff attendance policy.
- Restrictions of reporting data in Schoolpod to be overcome by Every.
- Additional data to be presented in terms of gender pay gap and equal pay audit.
- Recommendation of reporting on equality objectives to Board.
- Recommendation to report on recruitment process and equality data from September.
- Review of school pay ranges to ensure correct remuneration, resulting in a change to Reach and Ethos pay levels

Finance, Audit and Risk Committee

The main focus had been on the capital plan and the budget.

General Information regarding Committees

JF reported that the data dashboard would be reviewed more formally within Committee meetings in the future, as there was not enough time to dedicate to this at full Board meetings. VDG added that a proforma was being put together for Committee chairs to use to feed back data discussions to the board. This would be put on the Trustee area of the website for use at future meetings.

7 Statutory Documents & Policies

7.1 Core Offer to Schools

The core offer was for current schools and new schools joining the Trust. More detail had been added to demonstrate the value for money with top slice. Trustees noted that this was a fantastic offer and it was right to involve Engaging Education, as they would market it in a positive way. **Trustees asked about the 2.5% capital contribution and whether it should be included in the core offer document.**

Action: TJ to include 2.5% capital contribution in core offer document.

Trustees asked if EAT would need to accommodate local governing bodies. JF explained that EAT had always been prepared to include this additional tier of oversight if needed and local governing bodies would be required as the Trust grew. **Trustees asked whether an existing local governing body would be accommodated or if a new one would be created.** JF stated that it wasn't a "one size fits all" approach and depended on the make-up of the existing governing body / committee. Priory already had a management board in place and EAT might want to re-align the role of that board rather than create a new one. The Trust would need to assess the support required as new schools came in and governing bodies could be set up by geography or key stage. Trustees agreed that they would support the creation or transfer of an LGB if it met the needs of the particular academy joining the Trust. Mainstream schools

TJ

Agreed as an accurate record

Signed: Print Name:

Dated:

**ETHOS ACADEMY TRUST
MEETING OF TRUSTEES**

9th July 2020 at 5pm via Microsoft Teams

were likely to want to retain some local control. It was also worth considering if someone on the existing LGB could step up and become a Trustee or Member.

Resolved: Trustees approved the updated Core Offer to Schools.

7.2b Equality Policy

This was a re-write after similar policies from other Trusts had been researched.

Resolved: Trustees approved the re-written Equality Policy.

7.2a Equality Objectives

JF explained that the Trust Equality Objectives needed to be set every 4 years and reviewed annually. The objectives were a summary of information from each of the academies. Two of the academies had added objectives on BAME pupils. JF welcomed Trustee views on whether to add something on BAME to all academy objectives. Trustees discussed the fact that pupils, staff and board needed to be considered in terms of equality. There had been heightened awareness of racial equality issues recently through the media and it was important to ensure that Trust documentation covered all requirements proactively without being a knee-jerk reaction. Trustees suggested that as part of the equality audit that was due to take place it ask the audit provider to propose specific equality issues for Trustees to discuss in more detail at a future meeting. The equality objectives could then be updated after careful consideration during next 12 months.

Resolved: Trustees approved the current equality objectives on the basis that they would be updated further during the next 12 months following the equality audit and recommendations from the audit provider.

7.3 SEN (Special Educational Needs) Policy

Some changes linked to Covid-19 had been made but otherwise there were only minimal amendments relating to staff changes.

Resolved: Trustees approved the updated SEN Policy.

7.4 Trust Statement for Dealing with Allegations of Abuse against Staff

JA proposed that further updates to the statement were required to link in with the recent updates to KCSIE. An update relating to supply staff was also needed. JA explained that her trust used section 4 as the basis for their statement for dealing with allegations rather than re-writing it into a policy.

Action: JF to review with HR Manager and provide an updated statement for Trustee approval.

Action: Clerk to circulate updated statement to Trustees via email for approval to ensure policy was operational in time for 1st September. The policy would be formally ratified at the September Board meeting.

JF

MN

Other Policies

It was also noted that the Safer Recruitment Policy needed to be updated for September.

JF / LC

Agreed as an accurate record

Signed: Print Name:

Dated:

ETHOS ACADEMY TRUST
MEETING OF TRUSTEES
 9th July 2020 at 5pm via Microsoft Teams

	<p>Action: JF and HR Manager to update Safer Recruitment Policy for Trustee approval over the summer.</p> <p>Action: Clerk to circulate updated Safer Recruitment Policy to Trustees via email for approval to ensure policy was operational in time for 1st September. The policy would be formally ratified at the September Board meeting.</p>	MN
8	<p>Email Approvals</p> <p><u>Appointment of Internal Auditors</u> The Trustees present at the meeting of Trustees on 12th December 2019 agreed to the appointment of Wheawill and Sudworth as internal auditors. Although GD had no pecuniary interest and did not directly put the Trust in touch with Wheawill & Sudworth, email approval was sought after the meeting from Andrew Rawson, who was not present for this agenda item, to ensure that a quorum of three Trustees approved the recommendation without GD being involved in the decision, as GD’s charity used Wheawill & Sudworth. AR provided his approval via email on 15th December 2019.</p> <p><u>Appointment of External Auditors</u> At the meeting of Trustees on 12th December 2019 Trustees recommended to Members that Saffery Champness be appointed as external auditors for Ethos Academy Trust for the 2019/20 financial year. Gillian Hughes as the only Member present was in agreement with this proposal. Email approval was sought from the other Members and received from Brigid Tullie, Alastair Megahy and Victoria Del Giudice on 13th and 14th December 2019.</p> <p><u>The following items were approved by Trustees via email during May and June 2020</u></p> <ul style="list-style-type: none"> • Settlement agreement for staff member – email approvals received between 7th and 11th May 2020 • Addendum to Child Protection and Safeguarding Policy – email approvals received between 11th and 15th May 2020 • Amendments to Trust Scheme of Delegation – email approvals received between 7th and 15th May 2020 • Appendix to Academies’ Behaviour Policy – email approvals received between 21st and 25th May 2020 • Settlement Agreement for long-term absent member of staff - email approvals received between 22nd and 24th June 2020 • Settlement Agreements arising out of staff re-structure - email approvals received between 22nd and 24th June 2020 	
9	<p>Matters Arising / Actions Update</p> <p>Resolved: The minutes of the following meetings were agreed as an accurate record:</p> <ul style="list-style-type: none"> • Board meeting held on 12th December 2019 • Extraordinary Board meeting held on 23rd January 2020 • Extraordinary Board meeting held on 28th May 2020 • Extraordinary Board meeting held on 19th June 2020 	

Agreed as an accurate record

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Dated:

ETHOS ACADEMY TRUST
MEETING OF TRUSTEES
 9th July 2020 at 5pm via Microsoft Teams

	The ongoing Board actions tracker was reviewed and it was noted that a number of items were still in progress.	
10	<p>Any Other Urgent Business</p> <p><u>H&S Policy / Minibus Drivers</u> In the Trust Health & Safety Policy it was stated that staff who drive school minibuses must hold a full, clean driving licence. Recent checks had revealed that there were a small number of staff with 3 points on their licence. This made it difficult to plan for September. The Executive had discussed the risk involved and had met with staff individually to review the situation and mitigate risk. JF asked if Trustees were happy with the risk being managed in this way. Trustees asked if the motor insurance policy required clean licences. It was confirmed that this was not the case and that the threshold for the insurance was 6 points. Trustees discussed the different levels of driving offence and were of the opinion that SP30 offences (driving at up to 35 mph in a 30 zone) were lower risk. However, the safety of the children being transported in school minibuses was the first concern. Trustees recommended an individual approach but with a structure to the outcomes. Trustees asked if EAT could get a sense-check on this from other institutions the Trust was partnered with. Action: JF to explore further with the COO and HR Manager in readiness for September.</p> <p>MN, JB and GC left the meeting at 7.30pm to enable Trustees to discuss clerking services and Trustee appointments.</p> <p><u>Clerking Services</u> The clerking services provided by EduClerks and the draft contract for a further 3-year term from 1st September 2020 were discussed. Resolved: Trustees agreed to continue with Educlerks' clerking services for another 12 months from 1st September 2020 in the first instance.</p> <p><u>Trustee Appointments</u> JF recommended to Trustees that they recommend to Members the appointment of Gary Cox as a new Trustee. Three strong references had been received in support of Gary's application to join the Board and his CV was included in the CEO report provided to Trustees in advance of the meeting. Resolved: Trustees agreed to recommend to Members the appointment of Gary Cox as a new Trustee. Action: Clerk to seek approval of Gary Cox's appointment from Members via email.</p>	JF / LC / CF
11	<p>Date of Next Meeting</p> <ul style="list-style-type: none"> Next Meeting: Thursday 22nd October at 5pm (either at Reach Academy or via MS Teams depending on government guidance). The full schedule of 2020/2021 Board and Committee dates had been included with the meeting papers. 	MN

Agreed as an accurate record

Signed: Print Name:

Dated:

ETHOS ACADEMY TRUST
MEETING OF TRUSTEES
 9th July 2020 at 5pm via Microsoft Teams

Action Points	Responsibility	Completion
• Declare interests formally in September on declaration of interest forms regarding the awarding of a grant to Ethos College from Cummins.	AR	September 2020
• Send consolidated budget to GC and he will provide help if needed.	TJ / GC	August 2020
• Look into bench-marking data for taxi contracts.	TJ	September 2020
• Provide help with the due diligence process based on her own experience of on-boarding 10 schools.	JA	September 2020
• Find out more about who was involved in the working group relating to the review of specialist provision.	JF	September 2020
• Think about HR KPIs for absence management and discuss further with HR manager.	JA	September 2020
• Ask HR Manager to contact JA for a discussion on HR KPIs.	JF	September 2020
• Look more closely at HR and wellbeing KPIs.	JF	September 2020
• Offer some support over the summer with the recovery curriculum as link Trustee.	RW	August 2020
• Include 2.5% capital contribution in core offer document.	TJ	July 2020
• Review Trust statement for dealing with allegations of abuse against staff with HR Manager and provide an updated statement for Trustee approval.	JF / LC	August 2020
• Circulate updated statement for dealing with allegations to Trustees via email for approval.	MN	August 2020
• Update Safer Recruitment Policy for Trustee approval over the summer	JF / LC	August 2020
• Clerk to circulate updated Safer Recruitment Policy to Trustees via email for approval.	MN	August 2020
• Explore further wording of Health & Safety policy regarding staff minibus drivers and points on driving licence with the COO and HR Manager in readiness for September.	JF / CF / LC	August 2020
• Seek approval of Gary Cox’s appointment from Members via email.	MN	17.07.2020

Agreed as an accurate record

Signed: Print Name:

Dated: