

### Hope Sentamu Learning Trust Board of Trustees

#### Minutes of the meeting held on Wednesday 25<sup>th</sup> May 2022 at 6.00pm

#### Via Zoom

**Present:** Tony Myers (Chair of Trustees) Karen Osborne [from 6.05pm]  
 Philippa Gowland Jane Lewis  
 Ian Thomson Andrew Simpkin  
 Peter Duffield [from 6.25pm] Alison Smith  
 Fred Owen

**In Attendance:** Helen Winn (CEO, Hope Sentamu Learning Trust) [from 6.05pm]  
 Wendy Munro (COO, Hope Sentamu Learning Trust)  
 Amanda Devaney (Executive Principal, St James and Newland St John CE Primary Academies) [to 7.15pm]  
 Chris Mulqueen (Executive Principal, Aspire & Compass Academies and Barlby High School) [from 6.15pm to 7.15pm]  
 Jess Swarbrick (Joint Head of Governor Services, Clerk)

		Action
1.	<p><b><u>Welcome &amp; Opening Prayer, Apologies for Absence and Declarations of Interest</u></b></p> <p>The Chair welcomed everyone to the meeting, which opened with a prayer. Late apologies were received, with consent, from Karen Osborne, Peter Duffield, Helen Winn and Chris Mulqueen.</p> <p>In relation to discussions regarding City of York Council (CYC), Philippa Gowland declared an interest as a CYC employee. In relation to discussions regarding the Diocese of York, Alison Smith declared an interest as an employee of the Diocese.</p> <p>[Helen Winn and Karen Osborne joined the meeting at 6.05pm]</p>	
2.	<p><b><u>Minutes of the meeting held on 16<sup>th</sup> March 2022, Action Plan and Matters Arising</u></b></p> <p>Previously distributed. The minutes were agreed to be a true and accurate record.</p> <p>With reference to the Action Plan:</p> <p>1. The Governance Advisor agreed to circulate the proposed wording change to Trustees, along with a reminder of meeting dates for the rest of the academic year. Completed.</p> <p>2. The CEO agreed to develop some documentation to encompass the points made by Trustees regarding links with schools, which could be added to the protocols. Completed.</p> <p>3. With reference to ICT per pupil match funding, Trustees requested a more detailed proposal from the COO before approval. It was agreed that this would be circulated as soon as possible. To be discussed under item 6.</p> <p>4. The CEO agreed to amend the primary RSE policy as required in relation to the comments and questions raised at the meeting on 16<sup>th</sup> March and re-circulate to Trustees for approval via email. Not completed.</p>	

	<p><b><i>ACTION: Carry Forward.</i></b></p> <p>5. The COO agreed to circulate an updated brief to Trustees following a meeting with the consultant, to include the points raised by the Board. The COO further agreed to ensure that a CV/bio of the consultant was also circulated for information, along with references. The COO reported that the Trust had been chasing CST for the details requested. She advised that the consultant who had been selected to complete the review had now dropped out. In addition, CST had overall been very slow in their responses and therefore the Trust were looking at alternative providers. The COO advised that she had obtained a proposal from NGA that afternoon to carry out the same review, and confirmed that she would request a CV and biography from the NGA for any proposed consultant.</p> <p><b><i>APPROVED ACTION: Trustees agreed the proposal to withdraw the request from CST for the external review, and forward details of the NGA proposal to the Chair, for consideration and to check there were no conflicts of interest. It was agreed that Jane Lewis would also review the proposal.</i></b></p> <p>There were no other matters arising.</p>	<p>HW</p> <p>WM</p>
<p>3.</p>	<p><b><u>Report on Chair's Action</u></b></p> <p>The following points were noted as having been approved by Chair's Action since the last meeting:</p> <p>* Addition to the desirable criteria for church school Principal advert "being a practicing Christian", in-line with Diocesan requirements. It was noted that going forward, this would be expected to be included in any future church school Principal adverts.</p>	
<p>4.</p>	<p><b><u>Committee Update</u></b></p> <p><b>4.1 Resources Committee</b></p> <p>Minutes from the meeting held on 25<sup>th</sup> April had been circulated with the agenda. Questions were invited.</p> <p><b><i>Trustees asked for confirmation of whether staffing costs for additional post agreed in-year had been included in the budget going forward and how this affected the overall position.</i></b></p> <p>The CEO advised that as and when additional posts had been approved by the Board during the year, these had been included in the budget. She added that moving forward, any posts approved but not yet appointed to would be immediately included in the forecast so this planned expenditure could be monitored and tracked.</p> <p><i>[Chris Mulqueen joined the meeting at 6.15pm]</i></p> <p><b><i>A request was made that Trustees not on the Resources Committee have sight of high level budget monitoring on a more regular basis throughout the year.</i></b> The COO agreed to ensure that all significant budget changes were reported to the Full Board, and noted that the monthly monitoring reports were available to view by all Trustees within the Resources section on Decision Time. It was noted that some discussion may be needed as to the definition of "significant", with a proposal that this related to anything over £250,000 per year.</p> <p><b><i>ACTION: High-level figures report to next Board meeting on significant in-year budget changes.</i></b></p> <p><b>4.2 Distinctiveness &amp; Personal Development Committee</b></p> <p>Minutes from the meeting held on 4<sup>th</sup> May had been circulated with the agenda. Questions were invited.</p>	<p>WM / SBS</p>

	<p>Philippa Gowland, Committee Chair, noted that Trustees had requested a number of reports relating to discussions at the meeting to be brought to the Full Board. However, it had been agreed that it would not be reasonable to expect the CEO to work to that deadline given the other areas of significant priority which were being managed within the Trust at this time.</p> <p>The CEO advised that she would endeavour to bring reports on the areas requested to the next Board meeting, though emphasised that again there may be other elements of work which would need to take priority over this.</p> <p><b>4.3 Standards Committee</b> Draft minutes from the meeting held on 9<sup>th</sup> May had been circulated with the agenda. Questions were invited.</p> <p>Karen Osborne, Committee Chair, highlighted that all the Trust’s primary schools were dealing with significant issues around speech and language within the Early Years Foundation Stage. She advised that the School Improvement Team were undertaking a piece of work on the extent of this issue, and what resources may be needed to address this.</p> <p>Karen advised that following the Standards meeting and further discussion with the CEO, it had been highlighted that data around seclusions needed to be something which was monitored by both Standards and DPD Committees, alongside suspension and exclusion data. The CEO advised that work was ongoing to ensure this was in place for September, though noted that there was currently inconsistency across the Trust around how seclusion was managed. She advised that Archbishop Sentamu Academy (ASA) and George Pindar School were currently a priority and were working with the Executive Principal Chris Mulqueen on the development of new behaviour systems and the lessons learned from the work which had been taking place at Barlby High School. Trustees noted that this was also an area for further questioning during link visits.</p>	
5.	<p><b>CEO Report</b> Previously distributed. It was noted that a number of items within the CEO’s report would be picked up as a confidential discussion under item 13.</p> <p>The CEO highlighted the list of key appointments which had been made for September to leadership positions, and which had been included in her report. She thanked Trustees who had taken the time to support these recruitment processes. The CEO advised that interviews had taken place for a Head of School at Skelton Primary that day, which had also gone well.</p> <p><i>[Peter Duffield joined the meeting at 6.25pm]</i></p> <p><b>Update on Barlby High School</b> Chris Mulqueen provided a verbal update for Trustees. He noted that the Chair of the Board had supported an interview process for parent representatives on the Interim LGC that day, which had resulted in two positive appointments. A recent open evening for parents of children in Years 5 and 6 had been very well attended and feedback had been good.</p> <p>Chris advised that all key milestones set out in the Ofsted Action Plan were on track, and progress was in-line with expectations. Consultancy work was going well, with Jay Gill, Behaviour Consultant, in school full-time. More work was needed with middle leaders to continue to embed things and this was ongoing. Trust and external support was also being provided around curriculum sequencing, and subject reviews were taking place. Chris noted that a strong Head of English appointment had been made that week for September.</p>	

	<p>Overall Chris reported that behaviour in school was good, with the number of incidents and exclusions reducing significantly. Communication with parents was positive, with increased opportunities for them to come and speak to members of the Senior Leadership Team (SLT) about their concerns. Chris reported that a recent pulse survey had shown a shift in the nature of parental concerns from behaviour and safeguarding towards wanting to know more detailed information on the curriculum and academic performance of their children.</p> <p>It was noted that an HMI visit was expected imminently.</p> <p>Amanda Devaney, Executive Principal, reported that she and the Heads of School at St James' and Newland St John's CE Primary Schools had visited the school as part of development work around retrieval. She advised that this had been a really inspiring visit, and had made them re-think the way this was being done at primary level, and highlighted the support which staff at Barlby were providing to other colleagues in the Trust.</p> <p><b>Trustees thanked Chris for his positive update. They asked how staff morale was at the present time, and also raised a question about his capacity and workload and whether any more support could be provided.</b> Chris reported that staff morale was really good, and SLT had focused on the approach of doing things differently without increasing workload pressure. He noted, however, that the next area of focus would be around teaching and learning, which was likely to bring significant change in expectations on staff. Chris also thanked Trustees for their concern on his own workload. He noted that the work taking place at Barlby fed into and mirrored work at Aspire and Compass, which meant that it was possible to have aspects of central planning rather than three separate approaches. He also highlighted the good staff and leadership in the schools which supported his own role.</p> <p><b>Trustees asked whether there were any updates on previous pupil voice surveys, which would indicate progress.</b> Chris advised that pupil voice was now an integral part of school processes and practice rather than a bolt-on. Overall, students were now reporting that they felt safe in school, though there were still incidents of bullying. Chris advised that a key issue was continuing to create confidence in reporting these incidents, both by parents and students. He advised that this was an improving picture, though there was still work to do. In particular, he highlighted work planned with Year 7 students to change the culture around reporting. Chris advised that students were positive about the changes which had been made in school.</p> <p>Karen Osborne reported that she had undertaken some pupil voice sessions during a link visit to the school, and would agree that overall students were happy with the changes which had taken place in school.</p>	
6.	<p><b><u>COO Report</u></b> Previously distributed. Questions were invited on the report.</p> <p>The COO outlined the proposed response to the ICT conditions survey for the Trust, which had been discussed at the previous meeting. As detailed in her report, the CO advised that the proposal was to charge £40 per student from schools' budgets, a total of around £280,000 across the Trust. She requested approval from Trustees for the Trust to "match fund" this, providing an annual provision of approximately £560,000 to address significant disparity within the Trust and weaknesses in some schools.</p> <p><b>APPROVED: Trustees approved the proposal to match fund schools' contributions to the ICT strategy.</b></p> <p>The COO referred to the Staff Absence report, which had also been circulated with the agenda. She advised that the high number of days lost at Manor CE Academy and Graham School</p>	

	<p>related to two long-term sickness absence cases, and confirmed that there were plans in place to support these.</p> <p><b>Trustees asked about the impact of high levels of staff absence particularly in smaller primary schools.</b> Amanda Devaney noted that the concern particularly over the spring term had been more around support staff absence than teachers. She explained that this had meant that interventions and support mechanisms which were vital to education recovery had been much harder to manage.</p> <p>The COO reported that guidance for the recording of Covid-related absence had changed from 1<sup>st</sup> April, which had affected the overall figures. She advised that where staff tested positive this was being dealt with on a case by case basis.</p> <p>The COO highlighted to Trustees that the unions were wanting schools and Trusts to sign up to a joint agreement relating to Long Covid absence. She advised that following a meeting of the York Schools and Academies Board (YSAB) the previous week, it was clear that no other school or Trust within the LA were signing up to the proposed agreement, which committed to paying staff for a year on full pay if they were absent due to Long Covid. The COO advised Trustees that the Trust had also declined to support this proposal.</p> <p><b>Trustees noted that benchmarking of staff absence and a review of what could be done overall to reduce this should be a part of the upcoming Strategy Day.</b> In response to a question about whether improvements were being seen in staff absence, the COO confirmed that things were moving in the right direction following a very turbulent spring term.</p>	
7.	<p><b><u>Safeguarding Update</u></b></p> <p>Trustees noted the safeguarding update report, which had been circulated with the agenda for information.</p> <p>The CEO highlighted her concern around the risk of County Lines to children within the Trust and in all schools, and the need for a greater understanding and intelligence of this both in the primary and secondary phases. She advised that she would be looking to convene a meeting with a senior member of the police in Hull in order to try and get a strategic approach to this.</p> <p><b>Trustees asked whether County Lines was covered within the safeguarding training which was already in place.</b> The CEO confirmed that it was, but the issue was a lack of support and a joined up approach with the police and social workers when it reached that level, which was putting children and families in more danger.</p>	
8.	<p><b><u>Updates from LGCs</u></b></p> <p><b>8.1 Items to escalate to the Board of Trustees</b></p> <p>Previously distributed. It was agreed that for future meetings, this would be the approach followed – Karen and the COO would arrange a video call to discuss all queries and items raised, with notes of this meeting recorded by the Executive Assistant. Responses would then be forwarded to the LGC Chairs prior to the next Trust Board meeting to ensure a more effective flow of communication.</p> <p><b>ACTION: Karen Osborne and the COO to arrange a call to discuss the LGC queries raised and to report back to the LGC Chairs accordingly.</b></p> <p><b>8.2 Update on Governor Appointments and Request for Approval</b></p> <p>Previously distributed. A number of governor appointments had been proposed for Trustee approval, and information on skills and experience for each proposed appointment had been</p>	KO / WM

	<p>circulated with the agenda. The Governance Advisor confirmed that all proposed new governors had met with LGC Chairs and were recommended for appointment:</p> <p><b>APPROVED: Trustees approved the appointment of Chris Linfoot as Interim LGC Chair for Burton Green and Skelton Joint LGC.</b></p> <p><b>APPROVED: Trustees approved the re-appointment of Matt Halifax to the Vale of York Academy LGC.</b></p> <p>It was agreed that the proposed appointment of Ruth Green to the Graham and George Pindar Schools Joint LGC would be carried forward to the July meeting.</p> <p>It was noted that the following governor appointments had been made since the last meeting:  Sue Kelsall – Foundation governor, Archbishop Sentamu Academy LGC  Victoria Harris – Staff governor, Burton Green-Skelton Joint LGC  Ian Wright – Parent governor, Vale of York Academy LGC  Darren Leppington – Parent Governor, Graham-George Pindar Joint LGC</p>	<b>AGENDA</b>
9.	<p><b><u>Governance Support Contract 2022-23</u></b>  For approval. Trustees were asked to approve the continuation of the contract with City of York Council (CYC) Governance Service to provide governance support and training to the Trust and its schools.</p> <p><b>APPROVED: Trustees approved the governance support contract with CYC Governance Service for 2022/23. [Philippa Gowland abstained from this vote, as an employee of CYC]</b></p>	
10.	<p><b><u>Policy Review</u></b>  There were no policies for review.</p> <p><b>AGREED: Trustees agreed the requested extension to the following policies until 20<sup>th</sup> July 2022:</b>  Equality Objectives  Supporting Pupils with Medical Conditions and Administering Medication Policy</p> <p>The Chair advised that the Scheme of Delegation was also due for an annual review in July, but proposed that the outcome of the governance review be considered prior to any further amendments being made.</p> <p><b>AGREED: Trustees agreed to defer the review of the Scheme of Delegation until the external governance review had been completed, and recommendations received.</b></p> <p>With reference to the Care and Control Policy, the CEO advised that she was still seeking advice around wording relating to physical contact and comforting children when upset. As discussed in previous meetings, the CEO confirmed that the Behaviour Policy had been amended to cover the Trust in terms of where restraint would be used.</p> <p><b>ACTION: Care and Control Policy to be considered at the next DPD Committee.</b></p>	<b>PG / HW</b>
11.	<p><b><u>Any Other Business</u></b>  There was no other business to report.</p> <p><i>[Amanda Devaney and Chris Mulqueen left the meeting at 7.15pm]</i></p>	

12.	<p><b><u>Summary of Items to Report to LGCs</u></b></p> <ul style="list-style-type: none"> <li>* Update from committees – including the highlighting of discussion at Standards Committee on the concerns around the speech and language development of children starting school. It was noted that the School Improvement Team were undertaking a piece of work to look into this in more detail to understand the extent of the issue and what additional support may be needed.</li> <li>* Approval of the Board to “match fund” schools’ contributions to the Trust ICT strategy, which would bring parity across all schools in terms of resources and provision.</li> <li>* Update from the Executive Principal at Barlby High School of progress made in school since the start of the year.</li> <li>* Agreement on the approach to responding to LGC queries to ensure a more effective and timely flow of communication. The Vice Chair (Karen Osborne) would arrange a video call with the COO to discuss all queries and items raised as soon as possible after LGC meetings, and notes from this meeting would be recorded and forwarded to LGC Chairs in response.</li> <li>* Approval of the continuation of the CYC Governance Service support contract for 2022/23.</li> </ul>	
13.	<p><b><u>Confidential Items</u></b></p> <p><b>13.1 Confidential Committee minutes (for information)</b> Confidential minutes from the Resources and Standards Committee meetings had been circulated with the agenda, and were noted.</p> <p><b>13.2 Confidential CEO Report</b> Previously distributed.</p> <p><i>The following discussions have been recorded as a separate confidential minute.</i></p>	
16.	<p><b><u>Dates and Times of Future Meetings</u></b></p> <p>Wednesday 20<sup>th</sup> July 2022, 6pm</p>	

The meeting closed at 8.15pm

***These minutes were approved by the HSLT Board of Trustees at their meeting held on 20<sup>th</sup> July 2022***

## Action Points from the Hope Learning Trust Board meeting held on 25<sup>th</sup> May 2022

	ACTION	AGEND A ITEM	WHO	WHEN
1.	The CEO agreed to amend the primary RSE policy as required in relation to the comments and questions raised at the meeting on 16 <sup>th</sup> March and re-circulate to Trustees for approval via email. <b>(CARRIED FORWARD)</b>	2	Helen Winn	20/07/2022
2.	Trustees agreed the proposal to withdraw the request from CST for the external review, and forward details of the NGA proposal to the Chair, for consideration and to check there were no conflicts of interest. It was agreed that Jane Lewis would also review the proposal.	2	Wendy Munro	30/06/2022
3.	High-level figures report to next Board meeting on significant in-year budget changes.	4	Wendy Munro, Simon Bryan-Smith	13/07/2022
4.	Karen Osborne and the COO to arrange a call to discuss the LGC queries raised and to report back to the LGC Chairs accordingly.	8.1	Wendy Munro, Karen Osborne	06/06/2022

### **Items for future meetings:**

MAT Assurance Framework

2022/23 Meeting Dates

Governor appointments (including those proposals carried forward from May 2022)

Equality Objectives

Supporting Pupils with Medical Conditions and Administering Medication Policy

Scheme of Delegation Review (Autumn 2022 following external governance review)