

Hope Sentamu Learning Trust Board of Trustees
Minutes of the meeting held on Wednesday 2nd November 2022 at 6.00pm
Via Zoom

Present: Tony Myers (Chair of Trustees) Andrew Simpkin
 Philippa Gowland Peter Duffield
 Karen Osborne Alison Smith *[from 7.10pm]*

In Attendance: Helen Winn (CEO, HSLT)
 Wendy Munro (COO, HSLT)
 Jess Swarbrick (Clerk)

		Action
1.	<p><u>Welcome & Opening Prayer, Apologies for Absence and Declarations of Interest</u></p> <p>The Chair welcomed everyone to the meeting, which opened with a prayer. Apologies were received, with consent, from Jane Lewis. Late apologies were also received, with consent, from Alison Smith. Fred Owen was absent.</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>All present consented to the meeting to be recorded as part of the external governance review.</p>	
2.	<p><u>Minutes of the meeting held on 14th September 2022, Action Plan and Matters Arising</u></p> <p>Previously distributed. The minutes were agreed to be a true and accurate record and were duly approved.</p> <p>With reference to the Action Plan:</p> <p><i>1. Clerk to circulate 2022-23 declaration of business interest forms for Trustees to sign and return. Completed. Trustees were reminded to complete and return their annual declaration of business interest forms to the Governance Service if they had not already done so.</i></p> <p><i>2. Katherine Humpleby to forward School Improvement meeting dates to the Clerk for circulation to Trustees. Completed.</i></p> <p><i>3. COO to ask Laura Swan, Executive Support Manager, to liaise with Trustees to set up a date for the governor recruitment working party to meet. Karen Osborne reported that some of the working party had met to begin discussions, and had asked the Executive Support Manager to draft an updated version of communications which could be used by schools and the Trust to target organisations for governor and trustee recruitment. She advised that the working party would meet again this half term to review the draft and look at an action plan and process for targeted recruitment. It was noted that there were still a high number of vacancies on some LGCs, including some which had no nominated Chair in place which was a concern. The Chair advised that work had also continued on recruitment of additional Trustees to the Board, though there had been no positive outcome to this as yet.</i></p>	

	<p>4. CEO to arrange access to the MAT Assurance Framework, and Trustees to complete the document and send feedback which could be collated for discussion in advance of the next Board meeting. ACTION: The Chair reminded Trustees who hadn't already done so to complete the assurance framework document and send feedback to the CEO.</p> <p>5. Executive Support Manager to update and circulate the list of Link Trustees to the Board. The Chair confirmed that the list of Link Trustees had been sent to him by the Executive Support Manager and that there were still a number of schools without a nominated link currently and it may be necessary for some Trustees to take on more than one school. ACTION: The Chair advised that he would discuss link roles with individual Trustees outside of the meeting.</p> <p>6. The COO agreed to update the statements relating to the Trust vision and values in-line with Trustee discussions. Completed.</p> <p>7. Trustees were asked to review the draft Strategic Plan and provide any feedback on the key priorities to 2022/23 to the CEO. No feedback was received. It was noted that the Strategic Plan had been included on the agenda under item 5.</p> <p>There were no matters arising.</p>	<p>ALL TRUSTEES</p> <p>TM</p>
<p>3.</p>	<p><u>Committee Updates</u></p>	
	<p>3.1 Terms of Reference Previously distributed. It was noted that an amendment had been made to item 4.8 in all committee terms of reference, stating that in the absence of the Committee Chair any fellow Trustee in attendance may chair the meeting.</p> <p>With reference to the Audit & Risk terms of reference, it was agreed that the wording in 1.1 should be updated to read "...oversight of financial controls..." rather than "...oversight of financial..." for clarity. The Clerk agreed to update the terms of reference with this amendment.</p> <p>APPROVED: Subject to these amendments, the terms of reference were approved.</p>	
	<p>3.2 Committee Membership Current committee membership details had been circulated with the agenda for information. A number of amendments were noted and the Clerk agreed to update the list accordingly.</p> <p>It was noted that there was currently a vacancy on the Resources Committee, leaving only two Trustees as members of the committee. The Chair asked Trustees not on the Audit and Risk Committee to consider whether they were able to attend future meetings to ensure that these were quorate. A discussion on the wording of the terms of reference followed, and it was noted that this indicated that a non-Trustee may be a member of the committee with voting rights (at the discretion of the Committee Chair) as long as the majority of committee members present were Trustees.</p> <p>With reference to the Resources Committee Pay Approval meeting on 3rd November, it was noted that Fred Owen had agreed to attend. However, as a member of the Audit and Risk Committee the terms of reference would not allow this. Philippa Gowland agreed to attend the meeting as an additional member, and the Clerk arranged access to the papers on Decision Time.</p> <p>With reference to the Audit and Risk Committee meeting on 30th November, it was noted that another Trustee would be required to attend to ensure quorum, due to apologies from an</p>	

	<p>existing committee member. It was noted that Jane Lewis had indicated she would be available to support this meeting, and the Clerk agreed to email her to confirm this.</p> <p>ACTION: Trustees to advise the Chair and Governance Service of availability to join the Resources Committee on a temporary basis. Clerk to check with Jane Lewis whether she would be available to attend the Audit and Risk Committee on 30th November.</p>	<p>ALL TRUSTEES, CLERK</p>
	<p>3.3 Committee Minutes and Updates</p> <p>3.3.1 Resources Committee – 3rd October 2022 (previously distributed)</p> <p>Trustees noted the suggestion to allow access to all committee papers on Decision Time, regardless of whether they were members of the committee. A discussion followed on the pros and cons of being added as an attendee to all meetings and as such, receiving notifications for all meetings. It was agreed that rather than allowing access to all Trustees for all meetings, this should be done only as and when additional Trustees were needed for committee meetings.</p> <p>Karen Osborne reported that she had discussed the exit interview process with the HR Director. These were being completed but feedback was not received from Trustees, and it was felt that consistency was needed in terms of the questions asked, and training put in place for those completing the interviews. Karen advised that she had asked the HR Director to provide a summary overview for Trustees on reasons for leaving, highlighting any patterns. In addition, she had requested a bespoke questionnaire for Trustees who could then be trained on conducting exit interviews with senior leaders with the Trust. It was noted that capacity within the HR team was limited at present, though two new HR Officers had been recently appointed and were due to start before Christmas.</p> <p>3.3.2 Standards Committee – 10th October 2022 (previously distributed)</p> <p>It was noted that Trustees on the committee had wished to thank the School Improvement Team for the quality of papers presented. These had provided a clear picture across all schools on key areas including SEND and the trust-wide Reading programme, which had enabled quality discussions on impact and progress. It was noted that the curriculum heatmap had also been discussed in detail, and was a great development.</p> <p>3.3.4 Distinctiveness & Personal Development Committee – 18th October 2022 (verbal update)</p> <p>It was noted that the minutes for the meeting held on 18th October 2022 were not yet available but would following due course. Philippa Gowland, Committee Chair, noted that she had flagged with the Secondary School Improvement Lead the need for Trustee training on understanding and interpreting data. She explained that this referred not just to progress data but reports around behaviour and attendance to ensure effective and strategic oversight. The CEO suggested running an online workshop for Trustees which could be recorded for anyone who couldn't attend. It was agreed that this would be really useful, to support Trustees in understanding trends and patterns, and how each school was progressing in terms of behaviour and attendance.</p>	
<p>4.</p>	<p><u>Local Governing Committee Updates</u></p>	
	<p>4.1 LGC Questions for the Trust (previously distributed)</p> <p>Questions raised by LGCs to the Trust and the responses to these were noted. The COO advised that a number of the questions raised related to operational areas which LGCs should not be focusing on. Trustees noted that whilst budget monitoring and financial oversight was no longer within the remit of the LGCs, it may be useful to provide LGC Chairs with updates on budgets and funding which could then be reported back to governors. It was agreed that this should be included as a standing item on future LGC Chairs' meetings, the next of which was scheduled for Monday 7th November.</p>	

	<p>Trustees raised concern regarding the comments from St James' LGC regarding staff workload, and asked whether this was specific to that school or was being seen across the Trust. The CEO advised that workload was something that all schools were reporting as high at this point. She advised that some of this at St James' related to the implementation of the new primary curriculum, and the requirement to do this rapidly in order to get up to speed. The COO advised that the Director of Primary now had closer oversight of both St James' and Newland St John's primaries, and the Trust was providing support with additional resources. The situation would be monitored over the coming months.</p>	
	<p>4.2 Governor Appointments Previously distributed. Two governor appointments and one re-appointment had been proposed for Trustee approval, and information on skills and experience for each proposed appointment had been circulated with the agenda. The Clerk confirmed that the proposed new governors had met with LGC Chairs and had been recommended for appointment:</p> <p><i>Abigail Dunn – Burton Green and Skelton Joint LGC (new appointment) APPROVED</i> <i>Stephen Walker – Graham and George Pindar Joint LGC (new appointment) APPROVED subject to an additional meeting with the Chair of the Board and LGC Chair to discuss local issues. It was noted that Chair's Action would be taken to formally confirm appointment following this meeting.</i> <i>Patrick Looker – Vale of York LGC (re-appointment) APPROVED</i></p> <p>A summary of governor vacancies had also been circulated with the agenda. As discussed under item 2, the number of vacancies was a concern for a number of LGCs, and plans were in place to look at how to promote and support future recruitment.</p>	
	<p>4.3 Appointment of LGC Chairs Previously distributed. The following re-appointment proposals were noted and approved: Sue Teal – Archbishop Sentamu Academy Lynn Benton – Aspire Academy Alan Richards – Barby High School (paid position) Lynn Benton – Compass Academy Alan Richards – Graham & George Pindar Schools (paid position) Andy Richardson – Manor CE Academy John Wilkinson – Poppleton Ousebank Primary Academy Pat O'Brien – St James' CE Primary Academy Patrick Looker – Vale of York Academy</p> <p>APPROVED: Trustees approved the proposed appointments unanimously.</p> <p>ACTION: Karen Osborne and the COO agreed to meet to put together a clear role specification and objectives for the paid Chair position at Barby and George Pindar/Graham Schools, to enable a performance review process to be put in place.</p> <p>The following LGCs had not nominated a Chair: Burton Green & Skelton Primary Academies Forest of Galtres Anglican Methodist Primary Academy Newland St John's CE Primary Academy</p> <p>Trustees discussed ways in which to address the vacancies for LGC Chairs, noting that this was a significant concern. A question was raised as to whether there was budget available to put in a paid Chair position at one or more schools who could also cover the key safeguarding role. It was agreed that in the short-term, Trustees would need to consider whether they could</p>	<p>WM, KO</p>

	<p>support the LGCs without Chairs, with a view to looking at bringing in a paid Chair if necessary from January 2023.</p> <p>Karen Osborne agreed to support Forest of Galtres and take on safeguarding responsibility.</p> <p>ACTION: Chair to discuss with Trustees not present at the meeting whether they would be able to support Newland St John's and Burton Green/Skelton LGCs in the short-term due to the absence of an LGC Chair.</p> <p>ACTION: It was agreed that governor vacancies should be included as an agenda item for discussion at the next Audit and Risk Committee meeting on 30th November.</p>	<p>TM</p> <p>CLERK</p>
<p>5.</p>	<p>CEO Report</p> <p>The CEO's Report had been circulated with the agenda, along with the following documents for information: Strategic Plan 2022-25 (updated), Behaviour and Attendance Update, Overall Heatmap October 2022, TWN letter from Ofsted regarding Archbishop Sentamu Academy's recent inspection.</p> <p>The CEO advised that she had used a different format for the report, basing her updates on risk rather than narrative. She provided an update on where key risks had changed since the report was written in early October. The CEO advised that the situation in many of the Trust's schools changed on a daily and weekly basis due to emerging issues, mainly within the schools with high levels of deprivation in the catchment areas.</p> <p><i>[Alison Smith joined the meeting at 7.10pm]</i></p> <p><i>The following discussions have been recorded as a separate confidential minute.</i></p> <p>The CEO provided an update on the recent Ofsted inspection at George Pindar School, noting that the outcome of the inspection was not yet published.</p> <p><i>The following discussions have been recorded as a separate confidential minute.</i></p> <p>The CEO reported that Edward Vickerman, Trust Associate Principal, was working with Graham School on presentation of attendance data, using feedback from the inspection at George Pindar School. She noted that Graham School was likely to be inspected imminently.</p> <p>It was noted that Aspire Academy were also within the inspection window. The CEO advised that feedback from the safeguarding and B11 reviews had been really positive, and indicators were that the school should be judged at least Good.</p> <p>The CEO advised that no other changes had taken place since the report had been circulated, and invited questions from Trustees.</p> <p>Trustees asked how the Interim Principal at Manor CE Academy was settling into her role.</p> <p>The CEO advised that she would be arranging a visit to meet with her soon, but overall the appointment had been really positive. She noted that the Interim Principal had been really responsive and embraced support from the Trust in order to move things forward.</p> <p>The CEO reported that interviews for an additional Trust Associate Principal had taken place before half term, with a strong appointment being made of Gavin Kumar, who was currently on secondment at Manor CE Academy as Vice Principal for Welfare and Safeguarding. Trustees on the interview panel agreed that Gavin had demonstrated really strong values at interview, and it was felt he would be an excellent addition to the team.</p>	

	<p>Trustees requested an update on the two primary schools in Hull. The CEO advised that leadership issues had now been resolved, and additional resource was being put in place to support both schools.</p> <p>Trustees thanked the CEO for her report, and agreed that the new format focusing on key areas of risk was very useful. Trustees confirmed they were happy with the updated Strategic Plan and no further comments were raised.</p> <p>With reference to behaviour and attendance, the CEO reported that attendance was an issue in the majority of the Trust’s schools, including some primaries where this had not been a problem previously. She advised that there were also high levels of suspensions at a number of schools.</p> <p>With reference to attendance data, Trustees asked how the RAG rating in the report had been determined, as this did not seem to be consistent. The CEO advised that there was a piece of work to be done around this, to ensure consistency across the Trust. Currently the data was taken from Fischer Family Trust (FFT), which set the RAG rating according to context of the individual school. The CEO advised that she would review the behaviour and attendance data for the next report to show consistent RAG rating across the Trust and also an overview of trends over time.</p> <p>Trustees asked whether it would be helpful for them to attend or be involved in the upcoming Trust Strategy Day. The CEO advised that Trustees were welcome to attend, and she would ask the Executive Support Manager to send out details. She advised that the day would be an opportunity for staff to work together across schools, which would be particularly beneficial for smaller departments who could draw on a wider network of good practice. Primary colleagues would be meeting together to receive training on the new Cornerstones curriculum.</p> <p>The COO advised that the Hull and York Central Team hubs would be meeting together at Vale of York Academy on 20th November, and she welcomed Trustee attendance at the start of the day to speak to colleagues. It was noted that the Executive Support Manager would circulate an email to Trustees with details of timings for the day.</p> <p>With reference to attendance, Trustees asked whether this was a national issue, not just specific to the Trust. The CEO confirmed that it was, and within this there were regional variations with parts of Yorkshire and the North East having particularly low levels of attendance. She advised that this was linked to deprivation and the impact of Covid on these communities. Attendance figures were reviewed daily at Archbishop Sentamu Academy, looking at the strategies in place and where these were having an impact. The CEO advised that additional staffing was needed to go out and meet with families, build relationships and put strategies in place to get children into school. She advised that this approach was resource heavy, but proven to work.</p>	
6.	<p><u>Admissions Policies</u> Previously distributed 2024/25. Trustees noted the draft policies which were currently out for consultation.</p>	
7.	<p><u>Safeguarding</u> The COO advised that there were a number of safeguarding updates which would be reported as confidential items at the end of the meeting.</p> <p>With reference to the recent trust-wide safeguarding training, the COO reported that there had been some challenge from governors about attendance at these sessions as opposed to other</p>	

	<p>training available, such as through the NGA Learning Link. The COO explained that the trust-specific training had been personalised to provide an overview of the Trust's approach, so that governors and trustees could understand what was being promoted within schools. The intention was that this would support a better understanding and consistency during link visits to schools.</p> <p>The COO advised that there were still a number of governors and trustees who had not attended the sessions in October, and additional dates would be added. In response to a question from Trustees about recording the training session for access at a later date, the COO advised that the Trust had been reluctant to do this but it may be necessary if governors were not able to attend the newly scheduled sessions. It was noted that if this was to happen, then governors and trustees reviewing the recorded version would need to sign a declaration to confirm that they had seen and understood the training.</p>	
8.	<p><u>Any Other Business</u></p> <p>It was noted that the next LGC Chairs' meeting was scheduled for 7th November. The COO and Karen Osborne agreed to meet and review the agenda to ensure it covered all key issues.</p> <p>The CEO noted that she had created new reporting templates which followed the structure currently in place for the interim LGC at Barlby High. She advised that this would take the place of the Headteachers' Report at LGC meetings, and would ensure consistency and quality of reporting. It was agreed that this should be shared and discussed with LGC Chairs at the meeting on 7th November.</p>	
9.	<p><u>Confidential Items (THE RECORDING OF THE MEETING WAS STOPPED BEFORE THESE DISCUSSIONS)</u></p> <p>10.1 Confidential minutes of the meeting held on 14th September 2022 Previously distributed. The minutes were agreed to be a true and accurate record and were duly approved.</p> <p>10.2 Other Confidential Updates <i>The following discussions have been recorded as a separate confidential minute.</i></p>	
11.	<p><u>Dates and Times of Next Meetings</u></p> <p>Wednesday 14th December 2022, 6pm (ZOOM) Wednesday 18th January 2023, 6pm (IN PERSON – following AGM) Wednesday 29th March 2023, 6pm (ZOOM) Wednesday 24th May 2023, 6pm (IN PERSON) Wednesday 19th July 2023, 6pm (ZOOM)</p>	

The meeting closed at 8.05pm

These minutes were approved by the Hope Sentamu Learning Trust Board of Trustees at their meeting on the 14th December 2022.

Action Points from the Hope Learning Trust Board meeting held on 2nd November 2022

	<i>ACTION</i>	<i>AGENDA ITEM</i>	<i>WHO</i>	<i>WHEN</i>
1.	<i>Complete the assurance framework document and send feedback to the CEO</i>	2	<i>All Trustees</i>	<i>14/11/2022</i>
2.	<i>The Chair advised that he would discuss link roles with individual Trustees outside of the meeting</i>	2	<i>Tony Myers</i>	<i>21/11/2022</i>
3.	<i>Trustees to advise the Chair and Governance Service of availability to join the Resources Committee on a temporary basis. Clerk to check with Jane Lewis whether she would be available to attend the Audit and Risk Committee on 30th November.</i>	3.2	<i>All Trustees, Clerk</i>	<i>14/11/2022</i>
4.	<i>Karen Osborne and the COO agreed to meet to put together a clear role specification and objectives for the paid Chair position at Barlby and George Pindar/Graham Schools, to enable a performance review process to be put in place.</i>	4.3	<i>Karen Osborne, Wendy Munro</i>	<i>30/11/2022</i>
5.	<i>Chair to discuss with Trustees not present at the meeting whether they would be able to support Newland St John's and Burton Green/Skelton LGCs in the short-term due to the absence of an LGC Chair.</i>	4.3	<i>Tony Myers</i>	<i>14/11/2022</i>
6.	<i>It was agreed that governor vacancies should be included as an agenda item for discussion at the next Audit and Risk Committee meeting on 30th November.</i>	4.3	<i>Clerk</i>	<i>14/11/2022</i>

Items for future meetings:

MAT Assurance Framework

Inclusion Update

Scheme of Delegation Review (following external governance review)