

## Hope Sentamu Learning Trust Board of Trustees Minutes of the meeting held on Wednesday 27<sup>th</sup> September 2023 at 6pm

**Present:** Tony Myers (Chair of Trustees) [from 6:19pm] Andrew Simpkin  
Philippa Gowland Scott Ratheram  
Karen Osborne (Vice-Chair) Jane Lewis

**In Attendance:** Helen Winn (CEO, Hope Sentamu Learning Trust)  
Wendy Munro (COO, Hope Sentamu Learning Trust) [from 6:31pm]  
Georgina Holman (Governance Advisor, Clerk)

		Action
1.	<p><b><u>Welcome &amp; Opening Prayer, Apologies for Absence, AOB and Declarations of Interest</u></b></p> <p>The Vice-Chair advised that she would chair the meeting until the Chair was able to join. The Vice-Chair welcomed everyone to the meeting, which opened with a prayer.</p> <p><i>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 Trust, Andrew Simpkin declared an interest as his wife was an employee of the Trust.</i></p> <p><b>1.1 Register of Business Interest Forms (previously distributed)</b></p> <p>Trustees acknowledged that declarations must be completed and returned to the clerk.</p> <p><b>Action – Trustees to submit completed BI forms to the clerk by the 27<sup>th</sup> September 2023</b></p> <p><b>1.2 Code of conduct (previously distributed)</b></p> <p>Trustees noted and approved the Code of Conduct.</p>	All
2.	<p><b><u>Minutes of the previous meeting, action plan and matters arising</u></b> (previously distributed)</p> <p>The minutes of the previous meeting held on 19<sup>th</sup> July 2023 were agreed to be a true and accurate record and were duly approved.</p> <p><b>With reference to the Action Plan:</b></p> <ol style="list-style-type: none"> <li>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. <b>The Vice-Chair updated Trustees on the paid Chair's circumstances and advised that a specification and performance review process would be in place prior to appointing a paid Chair in future.</b></li> <li>CFO and Trustee Scott Ratheram to arrange to discuss the Trust's equitable funding model. <b>Scott Ratheram confirmed this action had been completed.</b></li> <li>CEO to correct dates on timeline for Objective 1 under Strand 3, Leadership and Governance. <b>The CEO confirmed this had been updated and completed.</b></li> <li>CEO to share data on the number of ECHP and SEND pupils permanently excluded from</li> </ol>	

	<p>ASA. The CEO advised that this data was not yet complete due to some panel hearings still taking place, but this information would be circulated to Trustees as soon as it was available. Action carried forward.</p> <p>5. CEO to share line management structure with Trustees. The CEO confirmed that this had been circulated.</p> <p>6. With reference to staff survey outcomes, Karen Osborne to share Staff Voice questions with LGC Chairs at the next LGC Chairs' meeting. The Vice-Chair advised that she and the Chair and COO would ensure this was added to the agenda for the first LGC Chairs' meeting on the 23<sup>rd</sup> October. Upon returning to this item, the COO confirmed that there was a structured agenda for the Chairs' meeting, and she would arrange to meet with Karen Osborne to discuss. Action carried forward.</p> <p>7. CEO to share KS2 results with Trustees at the next Board meeting. On this agenda, item 8.</p> <p>8. COO to communicate health and safety delegation to LGCs. The COO to confirm this when she joined the meeting. Upon returning to this item, the COO advised that Health and Safety would be added to the LGC Chairs' agenda for the October meeting. Action carried forward.</p> <p>9. COO and Clerk to review Trust application form and pen portraits to ensure that potential conflicts of interest are captured and disclosed to the Board. The Clerk confirmed that this had been completed.</p> <p>10. COO to meet with Jane Lewis to develop a working plan for the implementation of link governor roles. To be carried forward.</p> <p>11. COO and Governance Advisor to develop core training programme for governors. The Clerk confirmed that this had been completed.</p> <p>12. COO to respond to the Chair of Aspire and Compass regarding the funding model for Alternative Provisions. The CEO confirmed that the COO had completed this action.</p> <p>13. COO to revise Scheme of Delegation with Diocesan recommendations and tracked changes, and to identify the implications for Trust policies. To circulate to all Trustees for approval via email if required before next Trust Board meeting. On this agenda, item 9.</p> <p>14. CEO and COO to agree confirmed governance structure outcomes and summary of items to be shared with LGCs. The CEO and Clerk confirmed this had been completed. It was suggested that these be added to the LGC Chairs' meeting agenda to reiterate the changes and confirm they had been adopted. Action added.</p> <p>15. COO to deliver training for Trustees on the Trust's Risk Management software system during the autumn term. Carried forward. The CEO advised that the COO would update Trustees on a date for this. Upon returning to this item, the COO proposed that this could be delivered as a group or individually.</p> <p>16. CEO to feedback congratulations to ASA staff for their Silver award for Safeguarding. Completed.</p> <p>17. COO to amend Data Protection Policy to include more specific provision for the disposal of electronic data and archived off-site data. The COO to confirm this when she joined the meeting. Upon returning to this item, the COO confirmed that the policy was being amended. Action carried forward for Trustees to approve amended policy.</p> <p>18. Clerk to schedule a short online meeting for Trustees to discuss their reflections on the Chair position and agree next steps in the first week of September. Completed.</p>	<p>CEO</p> <p>COO &amp; KO</p> <p>COO</p> <p>JL &amp; COO</p> <p>COO &amp; KO</p> <p>COO</p> <p>COO &amp; Board</p>
3.	<p><b><u>Trust Board update</u></b></p> <p><b>3.1 Election of Chair Elect</b> The Vice-Chair proposed that this item be postponed until the Chair was able to join the meeting.</p> <p><b>3.2 Trustee Recruitment</b> The Vice-Chair advised that a recruitment pack had been prepared but there was no further update on recruitment at that point.</p>	

4.	<p><b><u>Trust Development Plan</u></b> (previously distributed)</p> <p><b>*HSLT Strategic Plan 2023-26</b> The CEO advised Trustees that the Strategic Plan had been updated but key priorities remained the same in terms of continuing to focus on consolidation. The CEO explained that there had been some minor changes in relation to the curriculum and to reflect the progress the Trust had made and the ongoing improvement required.</p> <p>A Trustee noted the collaborative work that had taken place with other Trusts and asked whether there was a role for Trustees to network with other Trusts in relation to governance. The CEO agreed that it was always helpful to share best practice and advised that this would be added to the Strategic Plan as an action.</p> <p><b>Action – CEO to add Trustee networking as an action within the Strategic Plan.</b></p> <p><b>A Trustee acknowledged the significant contextual shifts that could take place during the plan's three-year time frame and asked what the CEO considered to be the biggest risks and where the most significant resource would be required.</b> The CEO advised that the Trust had a very robust plan and clear direction of travel with respect to Quality of Education, and this was supported both internally by Trust colleagues, and externally through partnerships with other Trusts. The CEO said that she felt the biggest concern was in relation to attendance and behaviour, specifically where poor behaviour resulted from students' needs not being met. The CEO pointed out that some areas had a much higher proportion of Pupil Premium students for example, and it was essential that the Trust could allocate resources appropriately. The CEO advised that a piece of work would be undertaken over the following year to consider how resources, and the funding of those resources, were streamlined to be as effective as possible.</p> <p><b>A Trustee questioned whether this was something for individual schools to review themselves.</b> The CEO explained that there was considerable variation in how schools allocated resources and reiterated that the biggest risk for the Trust was in relation to attendance and inclusion.</p> <p>There were no further questions on the strategic plan.</p>	CEO
5.	<p><b><u>Academy Trust Financial Handbook 2023</u></b> (previously distributed)</p> <p><b>*Academy Trust Financial Handbook 2023</b> The CEO explained that the updated handbook was for Trustee information with changes summarised. Trustees noted the updates to the Academy Trust Financial Handbook.</p>	
6.	<p><b><u>CEO Report</u></b> (previously distributed)</p> <p><i>Tony Myers joined the meeting at 6:19pm</i></p> <p><b>*CEO Report to Trust Board</b> <b>*Skelton Primary School Ofsted Inspection report</b> <b>*Graham School Ofsted Inspection report</b></p> <p>The CEO updated Trustees on the most recent Ofsted inspection at a Trust School. With reference to Graham School, the CEO noted that there was some disparity between the conclusions drawn and the school's own evaluation. A Trustee questioned whether there were any lessons learned to avoid a reoccurrence in future. The CEO explained some of the challenges in managing school leadership but pointed out that the Trust now had a much better understanding of all its schools.</p>	

	<p>The CEO went on to inform Trustees about the Challenge and Support meetings that she had initiated and invited Trustees to attend. The CEO explained that a risk map had been created for every school and each meeting would review the risk maps to highlight specific items and triangulate evidence.</p> <p><i>Andrew Simpkin had intermittent connectivity between 6:21pm and 6:23pm.</i></p> <p>A Trustee commented that the high-level overview of schools was very helpful in giving a snapshot of key points. The CEO confirmed that this document would be provided for every Trust Board meeting.</p> <p><b><i>A Trustee asked whether there was evidence of LGC challenge for schools in relation to Ofsted outcomes.</i></b> The CEO agreed that this was an area of development for LGCs and would be included in governor training. The CEO added that LGC Chairs and other governors would be invited to the termly Challenge and Support meetings in order to review areas for improvement. The CEO said that there was a comprehensive communications plan across the Trust to ensure that Ofsted reports were shared effectively. A Trustee pointed out that the LGC minutes extracts shared at the Standards Committee meetings indicated clear improvements in the level of questioning and challenge from governors.</p> <p><b><i>A Trustee questioned whether the self-evaluation rating on the CEO report was an assessment by the school or the central team.</i></b> The CEO advised that the self-evaluation was agreed collaboratively between each school and the central services team supporting them. The CEO explained that this was carefully quality assured and agreed with the school and reflected each school's Self Evaluation Framework document.</p>	
7.	<p><b><u>Draft Admission Policies</u></b> (previously distributed)</p> <p>Trustee Philippa Gowland informed Trustees of her further interest with respect to this item. Philippa explained that her role involved line managing staff dealing with school admissions appeals. Philippa confirmed that she was transparent regarding her role as a Trustee for Hope Sentamu Learning Trust in order to avoid conflicts arising from this position at work. Trustees acknowledged the declaration and agreed that Philippa Gowland would absent herself from any decision making in relation to admission policies.</p> <p>The Chair noted that Trustee approval was required ahead of consultation with the respective local authorities and the policies would come back to Trustees again following consultation. The Chair advised that there had not been any changes to the Published Admission Number (PAN) for each school. The CEO explained that, for the following year, an exceptional arrangement had been agreed to accept students above the PAN. This did not constitute a change to the PAN, however.</p> <p>A Trustee observed that some of the Trust's schools' draft admission policies had not been included amongst the papers. The CEO proposed that Trustees return to this item once the COO joined the meeting.</p>	
8.	<p><b><u>2022-2023 Outcomes</u></b> (previously distributed)</p> <p><b>*Early Years Assessment Metrics</b>  <b>*Key Stage 4 and 5 Outcomes</b>  <b>*Primary Data 2022-2023</b></p> <p>The Chair invited the CEO to highlight key areas of interest. The CEO noted that this item had</p>	

been discussed at the Standards Committee meeting and one of the actions was to share outcomes with the full Trust Board. The CEO acknowledged that outcomes were not as high as desired however the phonics results were very pleasing and were a strong factor in terms of primary children accessing their learning. Additionally, KS2 Maths results reflected all the work undertaken by the Trust's former Director of Primary, Gill Williams, to align the curriculum and provide a consistent pedagogic approach. The CEO noted that this had been recognised by Ofsted.

*Wendy Munro joined the meeting at 6:31pm*

Moving on to secondary, the CEO advised that there was a mixed picture and the consistency in progress outcomes across the Scarborough schools was encouraging. The CEO added that Barlby High School was showing improvements in progress and ASA, despite the challenges, now had really robust plans in place with respect to Quality of Education.

The CEO pointed out that schools with good Ofsted ratings over the previous year appeared to have lower Progress 8 scores than Barlby, Graham and George Pinder Schools. Nonetheless the CEO advised that Vale of York had a Progress 8 of 0.3 in Maths which was very positive and reflected the strong approach at the school, whose staff had been congratulated on the results.

**A Trustee asked for clarification of the terms SEN-K and SEN-E.** The CEO explained that SEN-E referred to students with an EHCP and SEN-K referred to students eligible for additional support without an EHCP. The CEO went on to confirm that Ofsted no longer scrutinised Progress 8 outcomes in relation to grades but instead outcomes would be more focussed over the coming years.

**The Chair commented on the differences between predicted and actual grades.** The CEO acknowledged that grade predictions had historically been an issue for some schools but pointed out that the Trust, along with all schools nationally, had not know where the grade boundaries would be drawn that year. The CEO advised that moving forwards, the work underway to move to the Eduqas Exam board for English would involve more deliberate practice and greater accuracy of assessment. The CEO added that this would be achieved with Maths as well. **The Chair questioned whether there was a historic issue in staff really knowing the level of ability of their students.** The CEO explained that the predicted grades were taken from past papers and that the issue was instead related to the projection and precision of assessment for learning in lessons. The CEO informed Trustees that a Trust-wide Teaching and Learning strategy would be launched to give greater precision in assessing children's learning.

A Trustee outlined the difficulty in determining predicted grades and teacher assessed grades, as opposed to having exam results, which was further exacerbated by changes to grade boundaries. **The Trustee highlighted the incredible accuracy in grade prediction at several Trust schools.** It was noted that the national picture indicated Progress 8 buckets were impacted by lower attendance rates. The CEO described the work undertaken at ASA to improve attendance over the year in order that students would be able to sit their exams.

Before moving on to the next item on the agenda, the Chair noted that the Resources Committee would receive the draft management accounts at their next meeting and requested that these be circulated to all Trustees via email. It was acknowledged that the requirement to maintain oversight of the management accounts at every Trust Board meeting had been relaxed, however, the Chair felt it would be helpful to view the accounts once the Resources Committee had received them.

**Action – Draft management accounts to be circulated to all Trustees following approval at the Resources Committee meeting on the 2<sup>nd</sup> October.**

**CFO & Clerk**

9.	<p><b><u>Scheme of Delegation</u></b> (previously distributed)</p> <p>The COO advised Trustees of further amendments to the Student Matters section of the Scheme of Delegation relating to school uniforms. The COO explained that adjustments to uniform policies had previously been made to reflect feedback from parents. However, it was felt that there was now a need to implement a Trust-wide uniform strategy, to be approved by the Board. The CEO would then approve a localised uniform policy for each school. The COO explained that the Scheme of Delegation would incorporate two additional lines under Student Matters to this effect.</p> <p><b><i>A Trustee questioned whether the outcomes of the Governance Review had been taken into account when revising the Scheme of Delegation.</i></b> The COO confirmed that the Governance Review had informed the revisions, particularly in relation to the policy approval process.</p> <p>Trustees approved the updated Scheme of Delegation on this basis.</p> <p>The COO noted the support received by the Governance Service throughout the changes to governance process and the strong working relationship between the two organisations.</p>	
10.	<p><b><u>Risk Register</u></b> (previously distributed)</p> <p><b>*Risk Register</b></p> <p>The COO confirmed that the fire safety issue at Compass had now been resolved and all items on the Risk Register were RAG rated green. The COO explained that the Trust's Director of Education, Edward Vickerman, and the Trust's Executive Principal, Chris Mulqueen, would be working with the COO and CEO to maintain accurate records and documentation to inform the risk register.</p> <p>A Trustee asked how the residual scores were calculated. The CEO and COO advised that the Executive Team was risk focussed and was making overall judgements as a team to ensure consistency.</p> <p><b>*RAAC Inspection Confirmation</b></p> <p>The COO summarised the outcome of the surveys that had been undertaken, explaining that there were certain areas that had not been accessible but where no RAAC had been found on the rest of the school site. The COO concluded that the Trust was satisfied with the survey outcomes and confident with the level of risk. <b><i>Trustees questioned whether further investigations might be required and whether the Trust's insurers were satisfied with this outcome.</i></b> The COO confirmed that no further surveys or investigatory work was necessary, and the Trust's insurers and the relevant Trade Unions were all satisfied with the level of investigation carried out.</p>	
11.	<p><b><u>Safeguarding</u></b> (previously distributed)</p> <p><b>*Safeguarding Report</b></p> <p>The COO informed Trustees that the Trust had recently appointed a new Director of Safeguarding, Kyle Immanuel, who was currently visiting schools and working with Headteachers and Designated Safeguarding Leads (DSLs) to go through individual challenges and any high-risk cases. Kyle had developed a training programme for governors and Trustees to ensure compliance and would oversee staff compliance as well. Kyle had already made some proposals, including the introduction of a Designated Safeguarding Officer role, and was proactive in offering practical support to schools. The COO confirmed that she would continue to oversee safeguarding relating to allegations against staff.</p>	

	<p><b><i>A Trustee fed back positively about the recent Safeguarding training attended and suggested that Trustees ensure they had read Keeping Children Safe in Education, Part 1 (KCSIE).</i></b> The COO advised that the Trust's Executive Support Manager, Laura Swan, would circulate a google form to capture confirmation that governors and Trustees had read this.</p> <p><b><i>Action – Laura Swan to create a google form for Trustees and governors to confirm they have read KCSIE.</i></b></p> <p>A Trustee shared Headteacher feedback to an LGC regarding Kyle's visit to the school, which was very positive and gave confidence in the additional level of expertise available. The COO noted the positive feedback. The COO advised that Kyle would be delivering DSL training at the Trust-wide training day and would be working with the COO to lead a bespoke session on low level concerns and allegations against staff at ASA.</p>	LS
12.	<p><b><u>Committee minutes and updates</u></b></p> <p><b>Standards Committee meeting, 18<sup>th</sup> September</b> Committee Chair, Karen Osborne, summarised items from the committee meeting which had focussed on the 2022-23 Outcomes. Karen noted the significant work undertaken by the central team, led by Edward Vickerman, in terms of increasing standards, and the next steps for primary which included a focus on writing. Karen highlighted the reference to the writing focus at the recent FOG LGC which evidenced how this had been cascaded effectively across the Trust.</p> <p><b>Distinctiveness and Personal Development Committee meeting, 19<sup>th</sup> September</b> Committee Chair, Philippa Gowland, described key points from the meeting which included an overview of the new SIAMS reporting templates. These would be completed and shared at the next DPD meeting prior to reporting to the Board and Members. Philippa advised that the Trust's Director of Ethos and Church Schools, Katherine Humpleby, was undertaking SIAMS training which would support the work she was doing to build up networks across the Trust. In particular, the new SIAMS framework placed an expectation on the Board of Trustees to be able to articulate the Trust's vision and values more actively. Philippa advised that some proposals as to how this could be achieved would be shared in the future. Additionally, Executive Principal, Chris Mulqueen, had updated on the SEND review he was leading which was considering the allocation of SEND resources and would be reported on at each DPD meeting. Philippa also highlighted the attendance review from Associate Principal, Gavin Kumar, which had been very useful and informative.</p> <p><b>12.1 Trustee Link responsibilities</b> The COO introduced the proposal for the allocation of roles to specific Trustees according to the sub committees on which each sat.</p> <p>Following discussion of the roles and responsibilities the following was agreed:</p> <ul style="list-style-type: none"> <li>• Health and Safety, Whistleblowing, Safeguarding in relation to staff – Andrew Simpkin</li> <li>• Quality of Education and SEND – Karen Osborne</li> <li>• Pupil Premium – Scott Ratheram</li> <li>• Safeguarding in relation to pupils – Jane Lewis</li> <li>• Church School Distinctiveness, Behaviour and Attendance – Philippa Gowland</li> </ul> <p>It was agreed that Stakeholder engagement remain a full Trust Board responsibility and Personal Development would continue to be covered by the DPD Committee, hence did not require a specific Trustee at that point.</p>	

13.	<p><b><u>Edurio survey response</u></b> (previously distributed)</p> <p>*Stakeholder Survey Report  *Parent Survey Report  *Staff Survey Report  *Pupil Survey Report</p> <p>The CEO advised that key issues identified in the staff surveys related to wellbeing and the COO would be reviewing staff absence data and recruitment and retention reports to investigate this further. The CEO noted that reviewing staff workload was on the development plan and this would involve developing strategies for schools to work efficiently.</p> <p>The CEO advised that another issue was in relation to the perception of the Trust and there was a need to review the Trust's communications strategies so that information was reliably and consistently shared. <b>The Chair asked for a time frame for draft strategies.</b> The CEO explained that there was further information relating to communication strategies which would be discussed under the confidential items.</p> <p>The COO added that new members of staff in leadership roles would help with the gradual shift towards a more committed approach to the Trust and its vision. The COO advised that a new HR Officer would be reviewing staff wellbeing and looking to introduce a more proactive, preventative approach.</p>	
14.	<p><b><u>Updates from LGCs</u></b> - previously distributed</p> <p><b>14.1 Governor appointments and vacancies</b>  The Chair directed Trustees to the Trust Appointed Governor application for Michael Anderson at Poppleton Ousebank School and noted the number of parents on the LGC concerned. The COO advised that this had been discussed with the Governance Service and the Trust wanted to limit the proportion of parents on an LGC to one third, in line with best practice.</p> <p>Trustees agreed that Michael Anderson's application for Poppleton Ousebank School should be declined due to the high proportion of parents already on the LGC. It was suggested that Michael be asked to consider taking up a vacancy at another Trust school instead.</p> <p><b>Action – COO &amp; Clerk to communicate the outcome of the application and to propose a vacancy at an alternative school.</b></p> <p>It was noted that the following governor appointments had been made since the last meeting:</p> <p>Fred Owen - Foundation Governor at Newland St John's  Tom Lumley – Foundation Governor at Newland St John's</p>	COO & Clerk
2.	<p><b><u>Action Plan from the previous meeting</u></b> (taken out of order)</p> <p>Trustees returned to the Action Plan to confirm outstanding actions with the COO. Amendments have been added to the Action Plan in italics.</p>	
3.	<p><b><u>3.1 Chair Elect</u></b> (taken out of order)</p> <p>CEO Helen Winn and COO Wendy Munro left the meeting at 7:20pm</p> <p>The Vice-Chair summarised the discussions that had taken place between Trustees since the last Board Meeting in July and the outcome of the recent online meeting Trustees had</p>	



	<p>convened to consider the options for appointing a new Chair of the Board. The Vice-Chair advised that she was proposing Jane Lewis as Chair-Elect and recommended a shared approach between the outgoing Chair and Chair-Elect over the coming months. Jane Lewis confirmed that she consented to the nomination. Trustees agreed to proceed with a vote.</p> <p><i>Jane Lewis left the meeting at 7:22pm.</i></p> <p>The Vice-Chair invited Trustees to comment and give their vote. Trustees unanimously voted for Jane Lewis as the next Chair of the Hope Sentamu Learning Trust Board to take over from Tony Myers upon his retirement at the end of the autumn term.</p> <p><i>Jane Lewis re-joined the meeting at 7:24pm</i></p> <p>The Chair informed Jane of the outcome of the vote and confirmed that they would work together ahead of handing over the role at the end of the year. Jane thanked Trustees for their vote and said that she looked forward to working with the Chair during the handover period.</p> <p><i>Helen Winn and Wendy Munro re-joined the meeting at 7:26pm</i></p> <p>The Vice-Chair suggested that the new Chair-Elect be added to the fortnightly Chairs' meetings to support with the handover.</p> <p><b>Action – Chair-elect, Jane Lewis to be added to the attendance list for the fortnightly Chairs' meetings.</b></p>	COO
15.	<p><b><u>Summary of Items to report to LGCs.</u></b></p> <ul style="list-style-type: none"> <li>• Chair of Trust Board will be stepping down at the end of the year.</li> <li>• Trustee Jane Lewis has been appointed as Chair-Elect.</li> </ul>	
16.	<p><b><u>Any Other Business</u></b></p> <p>There was no other business to discuss.</p>	
17.	<p><b><u>Confidential items</u></b> (previously distributed)</p> <p><b>*Confidential minutes from the Board meeting on the 19<sup>th</sup> July 2023</b> Trustees approved the confidential minutes as a true and accurate record of the meeting.</p> <p>The subsequent discussions under this item have been recorded as separate confidential minutes.</p>	
7.	<p><b><u>Admission Policies (taken out of order)</u></b></p> <p>A Trustee pointed out that this item had not been revisited since the COO joined the meeting. It was clarified that some admissions policies had not been circulated with the agenda. However, on the basis that the admission policies had not changed, Trustees approved the admission policies to proceed to consultation. Trustee Philippa Gowland did not participate in the approval process.</p>	
18.	<p><b><u>Dates and times of next meetings</u></b></p> <p>Wednesday 13<sup>th</sup> December 2023, 6pm in person (Accounts &amp; Annual Report) Wednesday 24<sup>th</sup> January 2024 6pm (Following AGM)</p>	

	Wednesday 20 <sup>th</sup> March 2024, 6pm Wednesday 22 <sup>nd</sup> May 2024, 6pm Wednesday 17 <sup>th</sup> July 2024, 6pm	
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*The meeting closed at 8:05pm*

These minutes were approved by the Hope Sentamu Learning Trust Board at their meeting on the 13<sup>th</sup> December 2023.

**Action Points from the Hope Sentamu Learning Trust Board meeting  
held on 27<sup>th</sup> September 2023**

	<i>ACTION</i>	<i>AGENDA ITEM</i>	<i>WHO</i>	<i>WHEN</i>
1.	Trustees to submit completed BI forms to the clerk by the 27 <sup>th</sup> September 2023	1.1	All Trustees	27/09/23
2.	CEO to share data on the number of ECHP and SEND pupils permanently excluded from ASA.	2	Helen Winn	31/10/23
3.	Staff Voice questions to be added to the agenda for the next LGC Chair's meeting on the 23 <sup>rd</sup> October. COO to arrange to meet with Vice Chair to discuss.	2	Karen Osborne & Wendy Munro	23/10/23
4.	Health and Safety delegation to be added to the agenda for the next LGC Chair's meeting on the 23 <sup>rd</sup> October.	2	Karen Osborne & Wendy Munro	23/10/23
5.	Governance structure outcomes and summary of items to be shared with LGCs to be added to Chairs' meeting agenda.	2	Karen Osborne & Wendy Munro	23/10/23
6.	COO to meet with Jane Lewis to develop a working plan for the implementation of link governor roles.	2	Jane Lewis and Wendy Munro	13/12/23
7.	COO to deliver training for Trustees on the Trust's Risk Management software system during the autumn term.	2	Wendy Munro & all Trustees	13/12/23
8.	COO to share amended Data Protection Policy to include more specific provision for the disposal of electronic data and archived off-site data.	2	Wendy Munro	13/12/23
9.	CEO to add Trustee networking as an action within the Strategic Plan.	4	Helen Winn	13/12/23
10.	Draft management accounts to be circulated to all Trustees following approval at the Resources Committee meeting on the 2 <sup>nd</sup> October.	8	Simon Bryan-Smith & Georgina Holman	06/10/23
11.	Laura Swan to create a google form for Trustees and governors to confirm they have read KCSIE.	11	Laura Swan and all Trustees	31/10/23
12.	COO & Clerk to communicate the outcome of the application and to propose a vacancy at an alternative school.	14	Wendy Munro and Georgina Holman	31/10/23
13.	Chair-elect, Jane Lewis to be added to the attendance list for the fortnightly Chairs' meetings.	3.1	Wendy Munro	23/10/23

**Items for future meetings:**

Trust Self-Evaluation