

MINUTES OF THE FULL TRUST BOARD MEETING
HELD ON THURSDAY 14th DECEMBER 2023 at 5.50pm (Following AGM)
VENUE: FUTURE GENERATION TRUST CENTRAL OFFICE/ ZOOM

PRESENT: Fliss Dale (FD) – Chair Paul Woodhead (PW) - Vice Chair (Zoom)
Stuart Ayres (SA) - CEO/Accounting Officer Jan Macey (JM)
Chris Steel (CS) Hilary Southern (HS)
Mark Whitehouse - (MW) Lee Bowen (LB)
Peter Farrow (PF) Natalie Boys (NB)

TOGETHER WITH: Tina Clark (TC) – Head of Estates
Julie Burns (JB) – Director of Finance
Emma Joyce (EJ) – Trust Clerk
Rob Grinsted (RG) – Member
Sue Davenport (SD) – Member

APOLOGIES: Charlotte Martin (CM)

57.23 CHAIRS OPENING REMARKS

The Chair welcomed all Trustees and Members to the meeting.

58.23 APOLOGIES

Apologies had been received and were accepted from CM.

59.23 DECLARATIONS OF INTEREST/ CONFIDENTIALITY

The Chair reminded Trustees of the need to inform the Chair or Clerk if there were any items on the agenda which could be deemed as a conflict of interest.

Trustees were informed on the meeting documentation that a Contract Supplier Inventory was available on OnBoard within the resources folder. Trustees were asked to inform a member of the Central Team if they needed to declare a conflict of interest/ or related party disclosure after reviewing the document.

The Chair reminded Trustees of the need to maintain confidentiality. All attendees were reminded that all discussions that take place during the meeting remain confidential to that meeting.

60.23 PREVIOUS MINUTES - FULL TRUST BOARD - THURSDAY 5th OCTOBER 2023

The minutes of the previous Full Trust Board meeting, held on 5th October 2023, having been circulated, were taken as **read** and **approved**.

61.23 ACTIONS RECORD UPDATE

The updated Action Points Record was shared with Trustees along with the meeting documentation. The update was reviewed, and the following outstanding or updated items noted:

54.22 Trustee Skills Audit – The Clerk confirmed that a link will be emailed to all Trustees for Unconscious Bias training and that Trustees are requested to complete this and email a copy of their certificate to the Clerk.

**CLERK
20 DEC**

JM asked if the Unconscious Bias training link will be rolled out to LGB's.

The Clerk confirmed that the cost is £20 per user and stated that there is a free course available on the SchoolBus which may be suitable.

JM asked the Clerk to email details to her, and the Clerk will also share this with LGB Clerks in the Spring Term.

**ALL
SPRING
TERM**

<p>40.22 Scheme of Delegation – The Clerk informed Trustees that a copy is currently being reviewed by the Chair and a final draft will be emailed to Trustees for comments early in the Spring Term.</p>	<p>CLERK JAN 24</p>
<p>69.22 LGB Chair working group – The first meeting took place in September; it was agreed that Chairs will aim to meet termly. RG asked if someone is co-ordinating future meetings? The Clerk informed Trustees that it was agreed at the first meeting that this will be co-ordinated by Chairs. JM asked the Clerk to remind her via email and then she will look to co-ordinate a further meeting.</p>	<p>CLERK 15 DEC</p>
<p>21.23 Estates Strategy replacement boilers and associated plant – TC provided an update to Trustees a proposal will be brought to the Full Board during the 23/24 academic year.</p>	<p>TC 23/24</p>
<p>45.23 Diocese Update – The Chair informed Trustees that she is planning to meet with Mark Davies in January and an update will be provided at future meetings.</p>	<p>CHAIR 23/24</p>
<p>40.23 St John’s Primary Academy entrance – The Chair stated that she is still pursuing the improvements to the other academy entrance with highways. An update will be provided at future meetings.</p>	<p>CHAIR 23/24</p>
<p>Trustees agreed to accept the Actions Records Update. The Clerk will produce an updated Actions Record and share with the draft minutes.</p>	<p>CLERK 20 DEC</p>
<p>62.23 TERMS OF REFERENCE Terms of Reference for the Finance and Resources Committee and Curriculum Committee were shared with Trustees along with the meeting documentation.</p>	
<p>No questions were raised. All Trustees agreed to accept the Terms of Reference as proposed.</p>	
<p>The Clerk informed Trustees that the Audit & Risk Committee Terms of Reference were currently being amended to include references to the auditing of Safeguarding practices. The Clerk stated that and once the draft is approved by the Committee these will be emailed to Trustees for comment/ agreement.</p>	<p>CLERK JAN 24</p>
<p>63.23 AUDIT & RISK COMMITTEE VERBAL UPDATE Minutes of the Audit & Risk Committee held on 7th December 2023 had been provided for Trustees along with the meeting documentation.</p>	
<p>The Chair invited comments or questions from Trustees on the content.</p>	
<p>No further questions were asked.</p>	
<p>64.23 CURRICULUM COMMITTEE VERBAL UPDATE Minutes of the Curriculum Committee held on 21st September & 12th October 2023 had been provided for Trustees along with the meeting documentation.</p>	
<p>The Chair invited comments or questions from Trustees on the content.</p>	
<p>No further questions were asked.</p>	

65.23 FINANCE AND RESOURCES COMMITTEE VERBAL UPDATE

Minutes of the Finance and Resources Committee held on 16th November 2023 had been provided for Trustees along with the meeting documentation.

The Chair invited comments or questions from Trustees on the content.

No further questions were asked.

66.23 PAY COMMITTEE VERBAL UPDATE

The Chair provided a verbal update to Trustees and confirmed that all pay awards proposed for Headteachers and the Central team were agreed.

No further questions were asked.

67.23 LINK TRUSTEE UPDATES

The Clerk stated that no reports had been available to share with Trustees. The Clerk proposed that Link Trustee roles were reviewed for 23/24 academic year. This proposal was agreed by Trustees. The Clerk ran through the roles with Trustees.

SEND & Behaviour – Fliss Dale

Safeguarding – Natalie Boys

IT – Lee Bowen

Community – Paul Woodhead & Hilary Southern

Staff Wellbeing – Mark Whitehouse

Building development and Health & safety – Fliss Dale & Chris Steel

All Trustees agreed to continue with the roles are agreed.

NB asked the Clerk to share a copy of the Link Trustee report via email.

**CLERK
15 DEC**

Trustees are to provide a report to be shared with the Clerk for the Spring Term meeting.

**ALL
14 MAR**

The Chair informed Trustees that there had been excellent work undertaken within the Premises and Health & Safety Working Group. The Chair informed Trustees that TC was now able to report on Energy usage per pupil and per m2 and that significant efficiencies had been made at Gentleshaw with energy usage.

JM asked TC what term our energy contracts are currently on?

TC confirmed that the Trust is in the process of aligning contract end dates and by the end of 2025 the Trust will be able to procure contracts for all academies.

No further questions were asked in relation to the Link Trustee Update.

Trustees **agreed to accept** the Link Trustee Update.

68.23 CEO REPORT

A report had been provided to Trustees along with the meeting documentation. SA took Trustees through the highlights of the report.

TRUST GROWTH

Trustees were informed that the application for [REDACTED] had been submitted to the regional office.

SA stated that should the application be successful it would be expected that [REDACTED]

[REDACTED] would join FGT in June/July 2024.

Background to the TSIO partnership with [REDACTED] had been provided on the CEO report. SA stated that he believes the academy has a good culture, supportive parents and that no significant issues with finances are evident.

RG asked SA what were the issues which resulted in an RI judgment for the school?
SA stated that he believed this was around leadership and informed Trustees that new leadership was now in place.

LB asked if we have risk rated the school as we have done for others?
SA stated that he was not in a position to do this as of yet with limited information available.

PW asked if we have capacity to take 2/3 schools into the Trust?
SA stated that to provide further support and services for FGT academies it is necessary to grow, to increase funding.

MW stated that we must consider the change in CEO when considering growth. The Chair shared this view and stated that it is imperative that we are transparent with all schools looking to join FGT.

SA informed Trustees that he is attending a further meeting at [REDACTED] in January 2024.

No further questions were asked by Trustees.

It was agreed that further discussions on Trust Growth will continue once further information is available and decisions are necessary.

CENTRAL TEAM DEVELOPMENT

Trustees had been provided with draft organisation structures for IT and Inclusion along with the meeting documentation.
SA took Trustees through the highlights from the report and the information contained on the organisation structures.

Inclusion

SA stated that inclusion is a risk for the Trust and that in his view it is necessary to ensure we have the required controls in place.
Trustees were informed by SA that there had been no appointment made for the recently advertised Safeguarding and Inclusion Officer and whilst this was disappointing it has allowed for a review on what is required to take place.
It was proposed by SA that an Inclusion Lead position is developed and recruited for, and this position would lead the areas of SEND, Safeguarding and Pastoral and Behaviour.

The proposal was discussed by Trustees.

RG asked how the Inclusion Lead would work having responsibility for 3 different areas of expertise.

SA stated that the appointed individual would have the opportunity to develop a team once they were in post and they had the opportunity to review the needs of the Trust and its academies.

PW stated that he supports SA in the proposal, and informed Trustees that the need for Inclusion support has been identified and discussed at length within the Curriculum Committee.

PW also stated that he would support the appointment which would then allow the individual to review and report on what is required in the individual areas for the Trust.

IT Director

SA stated that an individual brought into this role would be tasked with developing a team to support the areas outlined on the organisation chart.

LB informed Trustees that the role of IT field engineer is currently outsourced, and he believes by bringing the service in house, savings for the academies could be achieved.

The Chair stated that it had already been agreed by Trustees to introduce a Safeguarding and Inclusion Officer and therefore the model should be adapted for an Inclusion Lead and final plans developed.

Following discussions by Trustees it was **agreed** in principle to pursue the roles as outlined in the organisation charts and the CEO report, and SA should develop role profiles and costings for agreement by Trustees.

SA
MAR 24

CEO Recruitment

Trustees had been provided with a draft recruitment pack along with the meeting documentation.

The Chair invited comments from Trustees on the proposed pack.

NB stated that she was absent from the last meeting when full discussions were held and has concerns about the agreement to pursue 0.6FTE for the CEO role.

Trustees discussed the proposal of 0.6FTE at length considering the introduction of the Director of Education role which could be made permanent and more than 0.4 in the future.

It was agreed by all Trustees to adapt the pack to state that there is opportunity for growth with the proposed 0.6FTE i.e. **0.6 FTE with potential for growth.**

The Clerk will amend the pack to take into consideration the recommendation. The Clerk was also asked to review the bullet point formatting on Page 14.

CLERK
18 DEC

No further questions were asked by Trustees.

Trustees **agreed** to **accept** the CEO report.

69.23 FGT POLICIES UPDATE

A policy report and 'tracked changes' version of the policies had been shared with Trustees along with the meeting documentation.

The Clerk informed Trustees that MW had provided suggested minor adjustments to the Staff Code of Conduct Policy. The Clerk took Trustees through the suggested adjustments and all Trustees **agreed** for these amendments to be made and the policy would then be **approved**.

All other policy drafts were **approved** by Trustees.

The Clerk will now finalise the policies and distribute these to academies as required.

CLERK
19 DEC

70.23 GOVERNANCE REPORT

A Governance Report had been provided to Trustees along with the meeting documentation.

The Clerk took Trustees through the highlights of the report and informed Trustees that it was necessary to formally appoint the LGB chairs as outlined within the report should they support their appointment.

All Trustees agreed to the appointment of the LGB chairs as outlined. The Clerk will inform LGB Chairs/Clerk of the approval.

**CLERK
18 DEC**

No further questions were asked by Trustees.

Trustees **agreed** to **accept** the Governance report.

71.23 DIOCESE UPDATE

HS informed Trustees that she had met with Marie Smith and that she will be providing a termly blog for each academy.

72.23 ANY OTHER BUSINESS

Etching Hill CE Primary Academy Ofsted

SA provided Trustees with an update on the Ofsted inspection which had taken place on Wednesday 13th & 14th December 2023.

It was agreed that the Chair will email Marie Smith and pass on congratulations for their positive judgement on behalf of Trustees.

**CHAIR
15 DEC**

73.23 NEXT MEETINGS

Curriculum Committee meeting - Thursday 29th February 2024

Finance and Resources Committee – Thursday 7th March 2024

Full Board – Thursday 21st March 2024

The meeting ended at 19.25pm

Signed:

Date: