



Woodland Academy Trust

Revealing the champion within



Trustees are requested to attend:

Date/Time: Friday 12th February 2021 at 12pm

Venue: Teams

Trustees:	Deborah Absalom (CoT), Rebecca Johnson (VCoT), Nav Sanghara (CEO), Kamal Giwa, Alison Mullen, James Maxwell, Neil Riddington, Peter Anthony
Trust:	Sue Ashton (CFOO)
Clerk:	Lauren Claxton

Documents marked I, D, or V (for Information, for Decision or for Verbal report to accompany) All papers to be taken to the meeting "as read"

(* Please find attachments for these items

Confidential items

Meeting started at 12:00

	Agenda Items
1	<p>Apologies for Absence</p> <p>Kamal Giwa, will Join at 12:30pm The meeting was confirmed as quorate and able to commence.</p>
2	<p>Declaration of Pecuniary/Non-Pecuniary/Conflicts/Related Party Interests</p> <p>Trustees are reminded that it is a requirement to disclose any pecuniary, non-pecuniary, conflict or related party interests, direct or indirect, which may bring about a conflict with the Trust and its schools' interests. Identifying and managing potential conflicts of interest means that the Trust and its schools can demonstrate that decisions are taken without undue influence. A Trustee may need to withdraw from the meeting for the relevant item or for the full meeting dependent on the disclosure. If there is any question of conflict, then the Board will vote on whether the Trustee should withdraw from the meeting.</p>
3	<p>To approve the minutes of the previous meeting and any matters arising – I,D,V</p> <p>Received and approved with thanks.</p>
4	<p>Trustee Committees: Chairs reports and recommendations for approval – I,D</p> <p>4.1 Audit Committee The Chair of the Audit Committee reported that it has been a relatively quiet quarter. The CFOO confirmed that the health and safety visit to Knockhall Primary school has now been signed off. The main point brought to the attention of Trustees from the Audit Committee was the Risk Register. The CFOO has requested the committee to review the Risk Register and highlight any questions or observations. The Chair of the Audit Committee has specifically requested that James Maxwell (Trustee) reviews the Risk Register highlighting any questions to the CFOO. This will be completed before the next Audit Committee meeting. Trustees of the Audit Committee extended their thanks to the CFOO and to Chloe Cunningham for their hard work and continued support within the committee meetings.</p> <p>4.2 Education Committee The committee Chair provided a summary of the Education Committee meeting. Assessments took place in Autumn 2. As this is the first set of data being reviewed, Trustees will need to wait for further data sets throughout the year to see the progress of different groups. A key priority across the schools is closing the gap between children eligible for the pupil premium (PPG) and those not (NPPG), which widens at Key Stage 2</p>

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	<p>across all schools. The DoE is addressing this with each head teacher, also through more strategic deployment of teaching assistant support.</p> <p>The Education Committee Chair noted that there are many strengths across the data, and impact can be clearly seen in some year groups from focused work carried out. Y1 have not had general assessments. The focus has been on transition from Reception, Phonics, and ensuring that their reading books match their phonological awareness. The data outcomes are discussed in depth at the DoE termly visit with each Head Teacher. The priorities for next term are outlined for each school within the Chair's Trustee Summary document.</p> <p>4.3 Finance Committee</p> <p>The finance committee met on the 2nd February. The committee reviewed the management of accounts, balance, reserves and cashflow for period 4 20/21. No discrepancies were noted. The committee reviewed the premises cost, budget monitoring, grants and staff costs. The Audit Committee asked whether the Trust forecast for any deficits and as confirmed in the CFOO report all schools will close with surplus balance.</p>
5	<p>Executive CEO Report – I,D</p> <p>The transition and induction into the role of CEO has naturally had a focus on the school closure. Over the last four weeks the focus has been on transitioning into the role, gaining a deeper insight into the organisation and beginning to shape some thinking in as to what strategic trust objectives might be emerging. Careful balance and consideration has been given in providing the trust with the leadership required whilst equally using this time productively. The schools within the Trust remain open to the children of key workers and those deemed vulnerable. Although attendance numbers fluctuate daily, the figures are significantly higher than in the first lockdown. Staff across the Trust are well-prepared for remote learning. They have been able to provide a blended approach of online and in person delivery due to a significant amount of professional development put in place to support staff.</p> <p>The CEO would like to focus on the realignment of a 'one Trust approach'. Initial work has been carried out on the values, vision and mission of the Trust. The CEO would like to involve all stakeholders with the shaping and realigning of the Trust's Vision. Work is being carried out with the CFOO on financial sustainability, in depth staffing reviews will take place to ensure the Trust are maximising the staff resources. Pupil numbers will need further exploring including the Trust's offer to our children. The CEO will look to carrying out an exploration day of each school by using an external school improvement partner.</p> <p>The CEO informed the Trustees that an internal working party has been set to manage the various work streams linking to the school build of Lime Wood Free School. The CEO stressed that the main priorities need to be pupil numbers and financial planning and funding for these. A meeting took place with the local authority, the DFE and ESFA. The CFOO provided Trustees with a verbal update of the meeting: The developers have provided a 3 form entry building. In 2013 Bexley did feel that there was place need but since then there has been a change need in the community. The CFOO will carry out detailed profiling for the EFSA and a decision will be made by September as to whether WAT will open Lime Wood Free School.</p> <p>Action: All Trustees: All Trustees to have an additional meeting outside of a statutory meeting to discuss the progress of Lime Wood Free school.</p> <p>Trustees fed back their thoughts and thanked the CEO for the report. Trustees feel as though they have been able gain a helpful insight and vital analysis of the Trust.</p>
6	<p>CFOO Report – I,D</p> <p>The period 4 (2020/21) MAs are now available to Trustees on the Governance Sharepoint for information. All schools are forecast to close the current academic year 2020/21 with a surplus balance. The overall reserves have increased this year, which has brought in some flexibility of the budget.</p> <p>The Trust is working in partnership with Ingleton Wood to assist with the bid process and bids have been submitted for Northumberland Heath Primary School for urgent boiler replacement works and the Fire Alarm replacement at Northumberland Heath and Peareswood Primary School. The outcome of the bid submissions is published late March/early April.</p> <p>The CFOO provided an update on Knockhall CIF projects; there are minor snagging issues on the Early Years block are still being addressed with remedial works to the fire doors to take place. A full inspection of the drainage system including CCTV survey has been undertaken with remedial works to be undertaken. A Scoping exercise is required Knockhall sports pitch proposal, which is on hold due to Covid restrictions.</p> <p>Trustees are required to note that a 2.75% increase has been applied to all HAY grades with effect from 25th February and backdated to 1st July, in line with our pay policy and NJC agreement. Noted with thanks.</p> <p>A well being survey and check in with employees has been released to staff. This survey is still open and once</p>

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	<p>the full report has been completed, WAT will be continuing to implement further procedures and initiatives based on the feedback received.</p> <p>As mentioned in the CEO report meetings have been held over the last two weeks with the Bexley and Kent admissions leads to review place planning for our schools. The Admission Arrangements policies for the schools have been reviewed with no changes to the over-subscription criteria for 2022.2023.</p> <p>Question: Trustees asked the CFOO whether WAT had a sense of reason for the drop in pupil numbers? Answer: Demographics play a large part in the drop in numbers for Willow Bank Primary school. The delay in the Peabody development is a major reason for lack of pupil numbers. Knockhall Primary School are working hard to improve reputation, the CFOO feels that the new developments in the area and new schools that have opened in result of the this, could have impacted on pupil numbers. In the future, the opening of Lime Wood may impact on Northumberland Heath Primary school.</p> <p>Action: CFOO/CEO: RJ has requested a broader conversation on strategic risk to be included in the next Trustee meeting.</p>
7	<p>Governance – I,V</p> <p>7.1 To be informed of and to ratify a Chair's Action(s), if applicable Not applicable</p> <p>7.2 To ratify any decisions taken since the last meeting, if applicable Not applicable</p> <p>7.3 To approve any recommendations for the appointment of Governors Peter Anthony has been formally recruited as a Co-opted Trustee. All Trustees have approved this recommendation</p>
8	<p>Policies – I,D</p> <p>8.1 To approve draft policies as per the schedule where appropriate The Admission Arrangements policies for the schools have been reviewed with no changes to be approved.</p>
9	<p>Confidentiality</p> <p>The Board of Trustees to agree that any item, by reason of its nature, should remain confidential. All Trustees agreed that any item, by reason of its nature, should remain confidential</p>
10	<p>AOB</p> <p>The clerk requested that all meeting minutes include a section after the apologies to confirm whether the meeting is quorate. This is to demonstrate that the meeting is has the appropriate amount of Trustees and to highlight our understanding of quorum. Trustees agreed.</p>
	<p>Date of Next Meetings: 21st May 2021</p>

Meeting finished at 13:15

Signed: *Deborah Absalom*

Date: 16.03.2021

Deborah Absalom