



Woodland Academy Trust

Revealing the champion within



Board of Trustees Minutes

Trustees are requested to attend:

Date/Time: 11th December 2020

Location: Virtual (Teams meeting) In

attendance:

Trustees:	Deborah Absalom (CoT), Rebecca Johnson (VCoT), Daniel Morrow (CEO), Kamal Giwa, Alison Mullen, James Maxwell, Neil Riddington.
Trust:	Sue Ashton (COO)
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 12:00pm

Agenda Items	
1 Apologies for Absence	James Maxwell, Neil Riddington
2 Declaration of Pecuniary/Non-Pecuniary/Conflicts/Related Party Interests	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 schools' interests. Identifying and managing potential conflicts of interest means that the 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.
3 Minutes of the Previous Meeting, Action Points and Matters Arising – I, D, V	3.1 To approve the minutes of the previous meeting(s) and any matters arising (*) Received with thanks and approved.
4 Governance - I, D	4.1 To be informed of and to ratify a Chair's Action(s), if applicable – V This point will fall under 'urgent Trust business.' 4.2 To ratify any decisions taken since the last meeting, if applicable (*) This point will fall 'under urgent Trust business.'
5 Committee Minutes – I, D	5.1 Finance Committee 2.12.2020 The Chair of the Finance Committee provided the Board an update of the meeting discussion which took place on the 2.12.2020. The Committee discussed Covid catch up grants, budgets, cash flow, balance and reserves. The Chair of the Finance Committee meeting was satisfied with the explanations provided within the meeting. Note: Dan Morrow noted to the Board of Trustees that the new CEO, once in post, is to engage in 'place planning' conversations with Bexley. 5.2 Audit Committee 2.12.2020 In the absence of the Chair of the Audit Committee meeting, Kamal Giwa provided Trustees an update of the meeting discussion which included: safeguarding bids, audits being carried out and the Committee received a presentation from external auditors 'Baxters'. The CoT and VCoT also attended the Audit Committee Meeting for Baxter's presentation and were satisfied with the feedback provided.

Deborah Absalom

6	<p>Chief Operating Officer report – I, D</p> <p>6.1 To receive the COO Reports and approve:</p> <ul style="list-style-type: none"> • 2019/20 Trustees Report and Statutory Accounts (D) <p>The COO sought approval of the Trustees Report and Statutory Accounts. Trustees voted by a show of hands confirming that they approved the 2019/20 Trustees Report and Statutory Accounts. The COO will send the CoT the documentation for signature.</p> <ul style="list-style-type: none"> • Response to the Letter of Comment (D) <p>Under section 2.1 of the COO report, WAT will need to respond to the letter of comment. The draft response to the letter has been considered to the Finance and Audit Committees. The COO requested Trustee approval for the response to the Baxter letter of comment. Trustees voted by a show of hands confirming the approval of the letter of comment. The COO explained that this would be included in the documentation send to the COT for signature.</p> <ul style="list-style-type: none"> • Recruitment incentives for NQTs (D) <p>Section 3 of the COO report included a HR update. Section 3.5 required a Trustee decision for a proposed higher starting salary offer from September for the NQT staff who directly join the Trust. Although this is a higher starting salary the Trust will save money by not spending on recruitment fees. Trustees voted by a show of hands confirming the approval of the proposed higher NQT salary.</p> <p>Question: Kamal Giwa asked the COO if the Peareswood Primary School additional nursery funding was a one off funding agreement?</p> <p>Answer: Yes, this was a one off funding agreement to compensate for the autumn term loss of pupil numbers. WAT have now reduced the nursery to a morning only provision, to mitigate the loss of costs as much as possible over the next 2 terms. There will be no additional funding and WAT will need to manage the nursery and make the funding viable on the numbers that exist.</p> <ul style="list-style-type: none"> • Decision regarding fixed term EHT post (D) <p>This item was discussed within section 2 of the minutes</p>	
7	<p>Compliance – I</p> <p>7.1 to receive the Compliance Report presented to the Audit Committee 2.12.20</p> <p>The COO provided the Board of Trustees an update on the position of risk assessments and GDPR and informed the Board that there are policies for approval in section 8.</p>	
8	<p>Policies/Documents – Review and Approve – I/D</p> <p>8.1 To approve the following policies (the Chair of the Education Committee to present):</p> <p>The Chair of the Education Committee has reviewed and recommended the approval of the following policies:</p> <p>8.1.1 SEND Policy Autumn 2020 Received and approved with thanks</p> <p>8.1.2 SEND Information Report 2020 Received and approved with thanks</p> <p>8.2 To approve the following policies (the Chair of the People Committee to present):</p> <p>8.2.1 Teacher Appraisal and Capability Policy Received and approved with Thanks</p> <p>Action: WAT: Provide a policy front sheet to all new policies with updates or changes. Uniform all policies in structure and font.</p>	WAT

Deborah Absalom

<p>9 Chief Executive Officer report – I</p> <p>9.1 To receive the CEO strategic update Received with thanks.</p> <p>9.2 Urgent Trust Business for discussion - Covid- 19 Update</p> <p>Peareswood Primary School PWP numbers are lower than average but the school is able to manage staff and children’s absences.</p> <p>Willow Bank Primary School WBP have approximately 50% of staff isolating but there are staff returning Monday the 14th December which will alleviate staffing gaps.</p> <p>Northumberland Heath Primary School On the night of the 10th December, SLT were informed that a member of the canteen staff was confirmed as positive for Corona Virus. All staff and children who have been in contact with the canteen or received food from the canteen have been asked to self –isolate. Due to the health and safety implications Public Health England have requested NHP to shut for the remainder of the school term.</p> <p>Knockhall Primary School KHP was advised to close Friday 4th December due to Health and Safety Covid related reasons. A large amount of staff are isolating/or confirmed having the virus. KHP re-opened on Tuesday the 8th to keyworker children. However the keyworker and vulnerable children will be compromised as they have been catered for by Northumberland Heath who were providing KHP packed lunches and WAT will trigger closure and isolation to that group of children. KHP will be opening to other year groups on the 14th December and to key worker children who were unaffected by the cross contamination.</p> <p>The Board of Trustees were notified that HSE were attending Knockhall Primary School on Monday 14th December. The COO explained the potential implications of HSE visiting. The KHP premises team have been isolating but other staff have been preparing for the HSE visit as best as possible under the current circumstances and the CEO will be on site when the visit takes place.</p> <p>ACTION: The VCoT requested to review the process of school closures and ensure the process is reported to CoT at the time of closure. The CEO agreed to report a timeline of the steps taken for the closure of the Schools, copying Trustees into this communication.</p> <p>The Trustees thanked the efforts of the Trust and senior leadership during this difficult time.</p> <p>9.2.1 Inset day on the 18th December 2020. The DFE have offered schools to take an inset day for the 18th December but this loss of teaching time will need to be made up over the remainder of the academic year. All WAT schools will close on the 17th December 2020 and staff will complete an inset day on the 18th December. WAT cannot cancel inset days for next year and therefore a decision on how to diarise the additional school day into the school calendar will need to be taken at the next Trustees meeting in February with the incoming CEO.</p>	<p>CEO</p>
<p>10 Safeguarding Safeguarding was referenced in item 9.1 of the CEO report.</p> <p>Question: Alison Mullen has recently completed DSL training and would like to have an overview of Trust DSLs.</p> <p>Answer: The CEO is the current Trust Lead DSL. The incoming CEO will have a choice whether they</p>	

Deborah Absalom

	<p>choose to be the Trust Lead DSL. Each Headteacher is a DSL. The new CEO has been given Bexley DSL contacts and it was suggested that the DoE be appointed the Trust DSL for the first term of the CEO's appointment. Alison Mullen to meet with the DoE and the new CEO to gain a further understanding.</p> <p>ACTION: LC/JA to create a Trust Overview on DSLs.</p>	<p>LC/JA</p>
<p>11 Confidentiality</p>	<p>The board to agree that any item, by reason of its nature, should remain confidential.</p> <p><i>The COO exited the meeting</i></p>	
<p>12</p>	<p>CEO Transition report.</p> <p>This item will be discussed in section 2 of the minutes</p>	

Meeting finished at 13:50

Signed

Deborah Absalom

Date 12.01.21

Deborah Absalom