

Woodland Academy Trust



Revealing the champion within *"growing in our thinking, learning and feeling together"*

Board of Trustees Meeting

Trustees are requested to attend:

Date/Time:	Friday 23 rd October 2020
Location:	Virtual (Zoom meeting)

In attendance:

Trustees:	Deborah Absalom (Chair), Rebecca Johnson (V-Chair), Dan Morrow (CEO and Accounting Officer), Kamal
	Giwa, Neil Riddington, Alison Mullan & James Maxwell.
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

	Agenda Items	
1	Apologies for Absence	
	None received.	
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. Trustee Declaration of Interests have been submitted for 2020/2021. 	
	• There were no further declarations other than those on the register at the date of this 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 (*) July 2020 minutes were reviewed and approved and there were no matters arising. 	
	 3.2 To be informed of and to ratify urgent actions from Trustee weekly meetings There were no urgent actions outstanding. 	
	 3.2.1 Approval of Scheme of Delegation Trustees approved the current scheme of delegation. CoT and VCoT to have further discussion 	
	regarding the content and context of the scheme in a separate meeting with DoE and COO.	Clerk
	regarding the content and context of the scheme in a separate meeting with DoE and COO. Action Point: Clerk to arrange meeting	Clerk
		Clerk
	Action Point: Clerk to arrange meeting 3.2.2 Approval of Code of conduct	Clerk

Page 1 of 9

Signature of Chair

Dehorah Absolum

1	3.2.4 Adopt DfE <u>Governance handbook</u> 2020	
	The Board unanimously adopted the DfE Governance handbook.	
	Question: The CoT proposed that WAT also adopt the DFE guidance entitled 'Academy Trust Governance Guidance and Role Descriptors'	
4	Answer: It was advised the guidance can be adopted as an appendix to the DFE Governance Handbook.	
4	Action: COO to add appendices to DFE Governance Handbook.	coc
3	3.2.5 Register of Business Interest and Trustees Information	
	 Clerk confirmed that Register of Interests and Trustee information has been received from all Trustees. 	
	Governance - I, D	
	I.1 To elect a Chair and Vice-Chair of the Board of Trustees for 2020-2021 pursuant to paragraph 82 of the Articles of Association	
	• The Clerk informed the board that pursuant to paragraph 82 of the Articles of Association a chair	
	must be voted into post on an annual basis. Good practice is to vote in a new CoT every 2 years	
	and the maximum term served is 4 years. The current Chair (DA) has been in post for 2 years. The	
	Clerk asked the board to consider the above and to put forward their nominations for Chair. RJ	
	proposed Dr Absalom for the office of Chair of the Woodland Academy Trust for the next 12	
	months and this was seconded by NR. All Trustees voted in favour of the Chair's appointment and DA's appointment was approved.	
	AM proposed RJ to serve as Vice- Chair and was seconded by NR. Trustees unanimously agreed	
	and appointed RJ as Vice-Chair for the next 12 months. The Board agreed that next year Trustees	
	would undertake a piece of work on succussion planning.	
	I.2 To appoint a Named Safeguarding Trustee	
	Question: As Chair of Peoples' committee, AM asked whether she would be most suitably placed as the	
	Named Safeguarding Trustee?	
	Answer and Action: This would be best placed within the Peoples' Committee and the ToR should be	CEO/AN
0	hanged to incorporate this role.	
	• Trustees agreed for AM to be the Named Safeguarding Trustee for 2020/21.	
	1.3 To agree the members of the Performance Management Panel of the CEO for 2020-2021	
	rustees agreed the CoT, VCoT and the Chair of Peoples' committee to be members of the Performance Management Panel of the CEO for 2020-2021.	
4	.4 The Scheme of Delegation and Governance Handbook	
	• The Scheme and Governance Handbook was agreed and adopted. Specifics to be discussed in a	
	further meeting outside the Board of Trustees regarding the LGB/RGB.	
	I.5 To ratify any decisions taken since the last meeting, if applicable	
	Vith the impact of Covid there had been urgent actions agreed by Trustees outside of the formal meeting process which had been brought forward to the Trust Board for ratification.	
	.6 To approve the recommended appointment of the Chair and Vice-Chair to the Regional (Bexley) and	
L	ocal (Kent) Governing Boards	
	RGB Autumn term minutes extract:	
	Following discussion, a decision was made to defer to the next meeting. It was noted that JS,	
	Current Acting Chair, will continue in the role of Acting Chair until a new Chair/Vice-Chair	
	appointed. Action Point: Clerk to include on next RGB agenda.	Clerk
	• The recommended appointment of the Chair and Vice-Chair Local (Kent) Governing Boards was	
	- The recommended appointment of the Linair and Vice-Linair Local (Kent) (Soverning Koards Was	
	Sue Butterfill (Chair) and Kelly Cairns (vice Chair). This recommendation was approved by	

	 To receive any items from the Regional Governing Board (Bexley) and Local Governing Body (Kent). It was noted that the RGB was not Quorate and decisions could not be ratified. 	
4.8	 To note the newly released <u>Academy Trust Governance – structures and role descriptors</u> Noted. 	
	mmittee/RGB/LGB Minutes – I, D	
	Education Committee inc. wellbeing 01.10.2020	
	e chair of the Education Committee provided Trustees with an overview of the Education Committee	
me	eeting. Points to note:	
	Data drop is yet to happen.	
	Very successful Summer Holiday provision.	
	Slight concern over persistent absence.	
	 3 year education plan was reviewed. All 4 schools self-evaluated as 'Good'. KHP has been updated as 'Good'. RJ challenged the DoE 	
	to provide further assurance to KHP's 'Good' evaluation. Action Point : Clerk to raise with DoE	Clerk/Do
	 The quality of the documentation provided by the DoE is the best RJ has seen in terms quality 	
	and consistency throughout documentation.	1
	5.1.1 Education Committee 'Term Dates' recommendations.	1
	 Kent and Bexley to 'front load' training days. Staff training throughout the year will be 	
	completed in PLMs and twilight sessions. RJ is happy to support the DoE's decision to front	
	load training and asked Trustees whether they agree. The CEO asked Trustees to consider the	
	3-2 model. Frontloading training the children will be away for 7.2 weeks in the Summer.	
	Following discussion the 'front loading' model was approved.	Charle
	Action Point: Clerk to inform DoE/EO of the final decision	Clerk
	 Trustees unanimously agreed to front load training, however, to take on the CEO's 	
	considerations that under the Academies Act may wish to instil additional training days during	
	the pandemic.	
5.2	Peoples' Committee 07.10.2020 decisions to be ratified.	
	5.2.2 Teachers' Pay Policy	
	5.2.3 The performance related pay for Teaching Staff, Trust Support and Bexley support is to	
	be approved.	
	5.2.4 The annual Teacher's Pay increase and new 2020-21 Teacher's Pay Scales are to be adopted.	
	 Trustees unanimously agreed to ratify 5.2.2, 5.2.3 & 5.2.4 pay decisions above. 	
	 The CEO challenged the scale range for the CEO within the Pay Policy. 	
	Action: COO to check CEO pay scales within the Pay Policy.	СОО
5.3	Finance Committee 13.10.2020	
KG	provided Trustees an overview of the finance committee meeting.	
	In October the Finance committee received 'Bitesize' training provided by the COO.	
	No decisions to be ratified.	
	Trustees finance report has been circulated to members.	
5.4	Audit Committee 14.10.2020	
-	provided Trustees an overview of the audit committee meeting.	
	No decisions to be ratified.	
	The Audit Committee will be looking at a Trustee/Governor self-assessment of governance	
	skills to strengthen WAT's Trustees.	
	• Internal audit will be re-introduced before the end of the calendar year due to Covid.	
	The Academies Financial Handbook 2020 has been circulated and adopted by Trustees	
	A simplified Risk Register is being worked on.	
	• Baxters will be attending a combined Audit and Finance committee on 2 nd December. The	
	COO opened invitation to all Trustees to dial into meeting.	
1	 NR wanted to record the excellent support provided by CC (TBA). 	1

5.5 Regional Governing Body 13.10.2020	
 VCoT challenged the wording of the RGB minutes - Black History Month was referenced as 'week' – wording within minutes to be changed to 'month'. 	
5.6 Local Governing Body 15.10.2020	
 VCoT challenged the wording of the minutes. The LGB refers to themselves to RGB and this should read as LGB. The wording of principle/principal to be amended. 	
• The Clerk noted that the SBMs are now clerking the RGB/LGB and this is their first experience at writing local and regional governing body minutes. Trustees have received a draft form of minutes and the minutes are to be amended and approved by the Chairs of Governors.	
Action: Clerk to review and make necessary changes to LGB/RGB minutes as mentioned by the vCoT.	Clerk
6 Chief Executive Officer report – I	
6.1 Position and Opportunities	
 WAT has made it through to a final round to be considered to join Orchard Primary School. Orchard Primary would like their Chair and Governors to visit some of WAT's primary schools. They would like a meeting with WAT's CoT and new CEO as well as the current CEO. The Board of Trustees would like a further meeting on Friday 6th November to discuss WATs position. A 	
response needs to be submitted within a week and WAT's CEO will send a holding response.	
Action: CEO to share due diligence process and framework with Trustees.	CEO
Action: CEO to provide training in regard to process and context of how schools academise.	CEO
6.2 Priorities and strategy	
 WAT will be launching a fundraising campaign to help most vulnerable families during the winter. WAT will finalise accountability details before going live. Staff will be able to donate anonymously. The COO updated Trustees in regard to the FSM winter holiday provision. WAT will be using surplus FSM vouchers to support the most vulnerable families. The VCoT clarified the reporting mechanism for strategic priorities within CEO report – in 2.2 of the CEO report the first aspect will fall into Risk and Audit committee. Digital disadvantage will fall into the Education Committee and Growth will fall into weekly Trustee meetings. 	
6.3 Key Performance Indicators and Accountability	
 Key Performance indicators and Accountability KPIs to be agreed for each committee. – CEO will create KPIs, including WAT's new CEO within the process. 	
7 Chief Operating Officer report – I, D	
 The COO report has been received with thanks by Trustees. Further guidance had been released from the DFE regarding ventilation. This has been circulated to WAT schools and they will be updating their risk registers for Autumn 1. 7.1 Trustees are requested to consider and agree Trustees report for Statutory accounts. All Trustees have read the Trustees Report and unanimously agreed by a show of hands to adopt the Trustees report for Statutory Accounts. 	
 8 CEO Appointment report – I,D • The CEO Appointment Report has been received by Trustees. The whole report will sit within 	
section 2 of the minutes and marked as a confidential item. 8 Compliance – I	
8.1 To confirm previously received publication "Keeping Children Safe in Education 2020" and confirmation	
 that each Trustee has read and understood Parts 1 & 2 Trustees confirmed by a show of hands that they have each understood part 1 & 2 of "Keeping Children Safe in Education 2020". 	
8.2 To confirm previously received publication "Academies Financial Handbook 2020" and confirm that each Trustee has read and understood.	

	 Trustees confirmed by a show of hands that they have each understood the "Academies Financial Handbook 2020" 	
9	Policies/Documents – Review and Approve – I/D	
	9.1 To note the reviewed Trust Policies as per the schedule (*): Trustees noted the reviewed Trust Policies as per the schedule.	
	9.2 To approve the following policies:	
	9.2.1 Child Protection & Safeguarding Policy	
	All Trustees have noted, read and approved.	
	9.2.3 NQT Induction Policy	
	All Trustees have noted, read and approved.	
10	Safeguarding	
	• The CEO reported that currently WAT do not have any reported staff safeguarding issues.	
	• There has been a reported high level of section of 47 (removal from children from parents and carers) due to neglect and chastisement.	
	• The delivery of safeguarding audit reports will be discussed within the RGB/LGB meeting with COO and DoE on 5 th November 2020.	
11	Confidentiality	
	The board to agree that item 8 , by reason of its nature, should remain confidential.	
	Date of Next Meeting(s):	
	$12-2pm - 11^{th}$ December 2020	