

Minutes of the Meeting of Trustees  
held in person at Chatsworth High School and Community College [CHSCC]  
and via Microsoft Teams where indicated on 28<sup>th</sup> March 2022 at 16:00

Present:

Mr Cole Andrew [CAn]	Chair of Trustees/Member
Dr Martin Hanbury [MHa]	Trustee & CEO
Mrs Louise Hutchinson [LHu]	Trustee [part meeting/via Microsoft Teams]
Mr Paul Willoughy [PWj]	Trustee

In Attendance:

Mrs E Taylor [ETa]	Just A Sec (Minutes)
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The meeting met its quorum.

Key: **Trustee question/comment** **Response** **Action Required**

### 1. Welcome and Apologies for Absence

CAn welcomed all attendees to the meeting. Apologies were received and accepted from Mrs Sue Woodgate [SWo], Trustee and Mr Andrew Bent [ABe] Trustee.

### 2. Declarations of Non/Pecuniary Interests

There were no declarations of Non/Pecuniary interests in respect of any of the agenda items.

### 3. Election of Vice Chair

Trustees were reminded that the Vice Chair appointment had been deferred from the meeting on 29<sup>th</sup> November 2021 to facilitate input from ABe. Expressions of interest had not been received to date.

MHa requested that the period before the next meeting be utilised to explore interest in the Vice Chair role further with Trustees.

**Action:** MhA to discuss the Vice Chair role with Trustees outside of the meeting.  
**Action:** Election of Vice Chair to be postponed until the meeting on 12<sup>th</sup> July 2022 at 16:00.

#### 4. Minutes of the Last Meeting

The minutes and confidential minutes of the Annual General Meeting on 29<sup>th</sup> November 2021 were considered.

**Approved:** The minutes and confidential minutes of the Annual General Meeting on 29<sup>th</sup> November 2021 were approved as a correct and accurate record.

#### 5. Matters Arising

CAn addressed matters arising from the meeting on 29<sup>th</sup> November 2021.

The following actions had been completed:-

- **CAn to prepare letters of thanks.**
- **MHa to provide LRu with management comments concerning the internal control recommendations for inclusion within the letter to ESFA.**
- **ET to invite the Chair of the CHSHH LGB to the meeting on 28<sup>th</sup> March 2022 at 16:00.**
- **CAn and MHa to discuss the SDP with a view to emailing Trustees regarding progression and leadership of the review process.**
- **MHa to present FAR members with CHSCC incremental pay increases for approval by email following the CHSCC LGB meeting on 10<sup>th</sup> December 2021.**
- **MHa to ensure that internal control recommendations were reviewed, tracked and monitored through the FAR Committee.**
- **MHa to provide Trustees with clarity concerning the completion and documentation of EHCP assessments** - MHa reminded Trustees that there had been a requirement to be flexible and adjust the EHCP assessments where necessary to reflect the continuing impact of the pandemic. The EHCP assessments remained compliant and MHa and Ms Helen Birkinhead [HBi] would timetable the 2022-2023 annual reviews before the end of the current academic year. It was anticipated that by the date of the next meeting, responsibility for oversight of the annual EHCP assessments would be designated to one or two members of the business team.

The following outstanding actions were considered:-

**CAn to meet with the proposed CHSHH LGB Chair when safe to do so** – CAn confirmed that this action had been addressed within the Trustee strategy day, which had taken place immediately prior to the current meeting and would be carried over to the next meeting to facilitate progression.

**LHu would invite the Chairs to meet to discuss and plan regular Chairs forum meetings** – MHa noted that the Chairs forum meetings had historically been a valuable resource to Chairs. MHa would progress this action, which would be carried forward to the next meeting.

**Action:** MHa would invite the Chairs to meet to discuss and plan regular Chairs forum

meetings.

**MHa to instruct the Schools People to complete a review of personnel records to ensure their accuracy and compliance** – this action would be carried over to the next meeting.

**CAn to provide overview of key salient points of the Academy Trust Handbook at the meeting on 28<sup>th</sup> March 2022 at 16:00** – this action would be carried over to the next meeting.

**MHa and LHu to update the LGBs concerning Link Governor-Trustee roles in the areas of Quality of Education, Safeguarding, Risk Registers and CPD/Training in order that LGB Chairs may provide details of individual Link Governors who would be attached to the Link Trustees.**

Trustees noted the following allocation of Link Trustee roles, which would be considered further at the next meeting of the CHSCC LGB:-

Quality of Education: SWo

Safeguarding: CAn

Risk Registers: PWi

CPD/Training: MHa would liaise with LHu in regard to this role and update Trustees at the next meeting.

**Action:** MHa to liaise with LHu in regard to the Link Governor-Trustee role in the area of CPD/Training to facilitate finalisation of Link Governor-Trustee roles at the next meeting.

CAn noted that within the remit of safeguarding, there would be merit in Designated Safeguarding Leads and Link Governors meeting with CAn to ensure the consistency of reporting in regard to safeguarding across the Trust.

**Action:** CAn to organise meeting of Designated Safeguarding Leads and Link Governors to ensure the consistency of reporting in regard to safeguarding across the Trust.

**ET to include the review of Pay, Performance Management and Appraisal policies and processes within the LGB meeting cycles for Autumn 2022, to be completed by 31<sup>st</sup> October 2022 for approval by the FAR Committee/Trust board** – this action would be carried over to the next meeting.

**ET to include CEO/Headteacher Performance Management Committee within the summer 2022 timetable to ensure that the Committee was in place prior to Autumn 2022 reviews** - this action would be carried over to the next meeting. MHa updated Trustees that his performance appraisal would take place on 31<sup>st</sup> March 2022, supported by Catherine Dellow. Trustees requested provision of the Curriculum Vitae of Catherine Dellow in advance of the next meeting.

**Action:** MHa to provide Trustees with the Curriculum Vitae of Catherine Dellow in

advance of the next meeting.

## 6. Items for Any Other Business

An item of Other Business concerning Quality of Education was received from MHA and accepted for discussion.

## 7. Core Reports a) Risk Register

Trustees were referred to the Spring 2022 Risk Register, which had been circulated via GovernorHub in advance of the meeting. Trustees were informed that the Risk Register had been subject to in-depth scrutiny at the meeting of the FAR Committee on 8<sup>th</sup> March 2022 and would remain an agenda item at each FAR Committee meeting. This level of scrutiny was very effective and ensured that individual risks were appropriately managed and updated where appropriate.

### b) Safeguarding

MHA confirmed that the Trust continued to receive highly effective support from Carolyn Eyre who had visited most recently on 7<sup>th</sup> March 2022. An updated version of the RedAmber-Green [RAG] rated Keeping Children Safe in Education Audit document had been prepared further to this visit and shared with Trustees via GovernorHub in advance of the meeting.

The conclusion of the Ofsted inspection of Chatsworth Futures in December 2021, was that safeguarding arrangements were effective.

The development of advanced safeguarding arrangements at CHSCC to support growth would be maintained. This was supported by a strong leadership team, which included designated support within the following key areas:- Curriculum: Mr Richard Wilkinson, Deputy Headteacher

Pastoral: Ms Gayle Myers, Deputy Headteacher

Family and Behavioural: Ms Kathryn Connor, Assistant Headteacher

Bespoke timetabling provision: Ms Cassie Surrey, Assistant Headteacher

Key focus areas would continue to be monitored and discussed within regular meetings of Headteachers and reported to the Senior Leadership Team.

Specialised safeguarding training sessions would be delivered by Carolyn Eyre to all employees on 5<sup>th</sup> September 2022. Training would incorporate the risks which had emerged as a consequence of the pandemic and the most recent work conducted by the Department for Education [DfE] in regard to sexual violence and sexual harassment.

All staff members had completed their annual Educare training.

### c) Finance

Trustees were referred to the 2021-2022 Excel Budget document, which had been circulated via GovernorHub in advance of the meeting. Trustees were informed that

approval of an amended Budget had been provided further to scrutiny within the FAR Committee meeting on 8<sup>th</sup> March 2022. The amended Budget facilitated additional expenditure from reserves and original and amended Budgets had been provided for Trustee consideration.

Trustees did not raise any questions in regard to the amended Budget.

MHa understood that there had been an allocation of approximately £2,000,000 in respect of High Needs Funding Arrangements within Salford Local Authority [LA]. The arrangements for distribution of the funding had not yet been released. MHa had raised this within the Salford Schools Forum, where he represented Special Academies. MHa would continue to seek funding and would address this as an agenda item within the summer term Salford Schools Forum as appropriate.

**TQ: Would the issues outlined impact the assessment of financial risks within the Trust? It had not been necessary to update the Risks Register in light of the healthy reserve position.**

#### **d) Estates**

MHa provided Trustees with a verbal update in regard to estates.

CHSCC consultations remained ongoing with the DfE concerning the possibility of a new school build.

**TQ: Was it anticipated that the Oakwood Academy would move into the CHSCC site and who would ultimately be responsible for this decision?**

**The decision remained with the DfE. It was not known whether Oakwood Academy would move into the CHSCC site or CHSCC would expand into Oakwood Academy. Both of these scenarios presented benefits and areas of challenge, which the Trust would address in due course.**

At Chatsworth Futures Deans site, the process of internal reconfiguration was at an advanced stage and dialogue concerning refinement of the plans and funding of the works continued with the LA. It was envisaged that from September 2022 learners would benefit from an additional five classrooms, which would accommodate Sixth Form learners with Profound and Multiple Learning Disabilities in the short term.

Consideration had been given to the construction of additional blocks at the site however, this would have required planning permission and the benefit of the additional space would not justify the additional costs and delay associated with this.

**16.57 LHu joined the meeting via Microsoft Teams.**

## e) Governing Boards

### CHSHH

Trustees noted that the next meeting had been scheduled to take place on Friday 1<sup>st</sup> April 2022.

### Chatsworth Futures

MHa confirmed that the most recent meeting on 17<sup>th</sup> March 2022 had taken place in person and had been very positive. Within the meeting, Governors had endorsed a confidential proposal in regard to salary range adjustment. The Chair had been entrusted to review the confidential minute of consideration of this proposal at Trustee level within the remit of the FAR Committee on 15<sup>th</sup> November 2021 however, the confidential minute had not been shared with Governors.

Governors requested that in circumstances where decisions were required which related to confidential minutes, the relevant confidential minutes were shared with Governors. Governors had further wished to highlight the requirement to ensure that the LGB retained sufficient autonomy to be able to offer appropriate challenge. MHa had thanked Governors for their comments and agreed to discuss these with Trustees.

Trustees agreed that whilst decisions of this nature would fall within the remit of Trustees, in circumstances where an action to consider the decision was delegated to Governors, appropriate information would be shared with Governors. Governors would be reminded that they were privy to confidential information purely for the purpose of their decision making and that they were under a duty to ensure that this information remained confidential.

Trustees noted the core report updates which had been provided.

## 8. Annual Trustee Skills Audit

MHa confirmed that further to the Trustee strategy day, Trustees were requested to complete the Trustee Skills Audit prior to 2<sup>nd</sup> May 2022. Completion of this Audit remained an annual requirement and would further inform Trustee recruitment.

**Action:** ETa to circulate Annual Trustee Skills Audit to Trustees for return to MHa following completion.

## 9. Partnership and Engagement

MHa confirmed that the Trust remained mindful of the recent DfE White Paper which outlined ambitions for all schools to be part of MATs by 2030 and would continue to work with schools and explore relationships with schools, which would provide beneficial partnerships with the Trust.

## 10. Support Staff Pay Award

MHa reiterated the historical agreement that the Trust would respect national pay agreements. This had been considered at the meeting of the FAR Committee on 8<sup>th</sup>

March 2022 whereby it had been identified that the provisions of the Scheme of Delegation [SoD] and Scheme of Financial Delegation [SoFD] did not reflect delegated authority for the CEO to process nationally agreed pay awards. Trustee approval of the retrospective implementation of the national agreement on support staff pay awards was therefore sought and amendment of the SoD and SoFD would be addressed at agenda item 11.

**Approval:** Trustees ratified the retrospective implementation of the national agreement on support staff pay awards.

## 11. Scheme of Delegation and Scheme of Financial Delegation

Attendees were referred to the updated SoD and SoFD documents, which had been circulated via GovernorHub in advance of the meeting.

The updated documents had been approved at FAR Committee level and incorporated the following amendments [highlighted in yellow]:-

### SoD

Item 6 (k) in regard to *applying pay awards to reflect national agreements, scales and grades* provided that Trustees would be informed and the CEO would approve and notify Trustees/LGB.

### SoFD

The addition of section 1.4 to section *D. Financial Powers and Duties Delegated to the Chief Executive Officer* would apply retrospectively as detailed below:-

*1.4. To ensure nationally agreed salary and conditions are implemented for employees of the Trust including any changes or updates.*

**Approved:** Trustees approved the updated SoD and SoFD, which had been circulated via GovernorHub in advance of the meeting.

## 12. Any Other Business

MHa provided Trustees with an update in regard to Quality of Education [QoE].

The QoE working group was led by SWo and included consideration of focused reviews led by senior leaders. MHa and Helen Bramley led the work on QoE. Gayle Myers led on behaviour and attitudes and Richard Wilkinson on personal development. Helen Bramley would lead a review on leadership and management in the summer term and MHa would lead on the subject of overall effectiveness.

The focused reviews included broad ranging consideration of different hypotheses. SWo had provided feedback concerning the focused reviews, which highlighted the potential for staff members to become demotivated where the hypothesis had been

framed in terminology, which was perceived to be negative. The language in connection with hypothesis development had been altered in a nuanced manner to address this.

The focused reviews incorporated classroom visits, which would consider systemic features and areas of practice which may be strengthened. Staff members would meet within focus groups to discuss broad school improvement processes. The focused reviews had been valuable exercises and there were no concerns to bring to the attention of Trustees.

TQ: To what extent had the reviews influenced conclusions in regard to the Self Evaluation process?

MHa remained confident that the Trust remained on a trajectory of improvement following the pandemic. Richard Wilkinson was strengthening curriculum development, supported by the innovative pastoral work undertaken by Gayle Myers. Staff members were engaged with the schemes of work and the focus remained upon continuation of positive energy and momentum in these areas. The judgement upon overall effectiveness would be completed in June 2022 as part of the end of year Self Assessment Report. **Action:** MHa to update Trustees in regard to the judgement upon overall effectiveness in September 2022.

TQ: The most recent analysis of the Risk Register considered the risk around embedding Quality of Education. The mitigation had been identified as regular self assessment.

How would Trustees be aware if Quality of Education was not successfully embedded?

MHa assured Trustees that mitigation remained active. Meetings of the Headteacher, Deputy Headteacher and Assistant Headteachers would continue to take place to identify further hypotheses for consideration. This process would continue on a half termly basis during the course of the academic year and would be accompanied by learning talks with staff members and evaluation of data in regard to targets completed by learners. The Quality Improvement Plan would incorporate these areas and ensure the direction of focused Continued Professional Development, where required. QoE was further scrutinised at LGB level.

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Trustees noted the verbal update in regard to Quality of Education.

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**Action:** ETa to include Quality of Education as a standing item within future Trust Board meeting agendas at item 7(c).

MHa informed Trustees that the Trust continued to work with Satis Education to support the recruitment of a Chief Financial Officer [CFO]. There had been dialogue with a number of prospective candidates and possible interview dates had been suggested over the Easter period. Trustees thanked MHa for the update and endorsed the process of building capacity for the future.

**13. Date and Time of Next Meeting**

Trustees noted the date and time of the next meeting, which would take place on 12<sup>th</sup> July 2022 at 16:00 in person at CHSCC.

Signed.....Date.....  
Andrew (Chair of Governors)

Mr Cole

The meeting concluded at 17.27

**Summary of actions**

<b>Agenda No.</b>	<b>Action</b>	<b>Owner</b>
<b>3</b>	MhA to discuss the Vice Chair role with Trustees outside of the meeting.	<b>MHa</b>
<b>3</b>	Election of Vice Chair to be postponed until the meeting on 12 <sup>th</sup> July 2022 at 16:00.	<b>ET</b>
<b>5</b>	CAn to meet with the proposed CHSHH LGB Chair when safe to do so.	<b>CAn</b>
<b>5</b>	MHa would invite the Chairs to meet to discuss and plan regular Chairs forum meetings.	<b>MHa</b>
<b>5</b>	MHa to instruct the Schools People to complete a review of personnel records to ensure accuracy and compliance.	<b>MHa</b>
<b>5</b>	CAn to provide overview of key salient points of the Academy Trust Handbook at the meeting on 28 <sup>th</sup> March 2022 at 16:00.	<b>CAn</b>
<b>5</b>	MHa to liaise with LHU in regard to the Link Governor-Trustee role in the area of CPD/Training to facilitate finalisation of Link Governor-Trustee roles at the next meeting.	<b>MHa/LHu</b>
<b>5</b>	ET to include the review of Pay, Performance Management and Appraisal policies and processes within the LGB meeting cycles for Autumn 2022, to be completed by 31 <sup>st</sup> October 2022 for approval by the FAR Committee/Trust board.	<b>ET</b>
<b>5</b>	ET to include CEO/Headteacher Performance Management Committee within the summer 2022 timetable to ensure that the Committee was in place prior to Autumn 2022 reviews.	<b>ET</b>
<b>5</b>	CAn to organise meeting of Designated Safeguarding Leads and Link Governors to ensure the consistency of reporting in regard to safeguarding across the Trust.	<b>CAn</b>
<b>5</b>	MHa to provide Trustees with the Curriculum Vitae of Catherine Dellow in advance of the next meeting.	<b>MHa</b>
<b>8</b>	ET to circulate Annual Trustee Skills Audit to Trustees for return to MHa following completion.	<b>ET</b>

<b>12</b>	MHa to update Trustees in regard to the judgement upon overall effectiveness in September 2022.	<b>MHa</b>
<b>12</b>	ET to include Quality of Education as a standing item within future Trust Board meeting agendas at item 7(c).	<b>ET</b>