

**ABBAY ACADEMIES TRUST  
TRUST BOARD  
MINUTES OF MEETING  
THURSDAY 24<sup>TH</sup> JUNE 2021, 4.00 P.M.  
HELD VIA MICROSOFT TEAMS DUE TO COVID-19**

**Present:** Sarah Moore, Executive Headteacher (SM); John Kirkman, Chair Trustees (JAK); Duncan Pickering, Vice-Chair Trustees (DP); Peter Lister, Trustee (PL); Stephen Haigh, Trustee (SH); Chris Atkinson, Trustee (CA); Amelia Eggleston, Trustee (AE); Neil Griffiths, Trustee (NG); Jane King, Chief Financial Officer (JEK); Jill Bates, Clerk (JB)

**Apologies:** None - all present.

		Action
1	<p><b>Welcome &amp; Prayer</b> JAK welcomed all to the meeting and particularly AE, NG and RM who have all recently joined the Trust Board.</p> <p>NG said a prayer.</p>	
2	<p><b>Apologies</b> All present except SH and DP who had indicated that they may be a little late joining.</p>	
3	<p><b>Declarations of Interest</b> SM declared an interest in item 8, bullet point 7.</p>	
4	<p><b>Review of Trust Board Membership &amp; Scheme of Delegation</b></p> <p><b>Members agreed; role; confirmation of office</b> Following the recent changes, we now have 4 Members in place. RM is no longer a Member as he is now a Trustee and Nick Page (NP) has become a Member following his resignation as a Trustee in the Spring term. Additionally, we have been notified that, following her resignation as Diocesan Director of Education, Jackie Waters-Dewhurst will be replaced as our Corporate Member by Paul Thompson (PT), Deputy Diocesan Director of Education. PT will be invited to the AGM once the date is agreed.</p> <p><b>Trust Board minutes for Members TBA</b> NP had asked whether as a member he would continue to receive Trust Board minutes. JB read from the NGA guidance for Members which suggests:</p> <p>“Trustees should think carefully about how they inform members about the work of the trustee board. Members need to remain confident that trustees are governing well and should not be put in the position of needing to find out for themselves what is happening in their trust.</p> <p>Keeping members informed may include the sharing of minutes, inviting members to a one-off meeting to discuss the progress of governance, or sending termly updates to members via email.”</p> <p>D Trustees agreed that Members will be copied in on Trust Board minutes with immediate effect. JB will issue the minutes and explain to Members the decision to do so.</p> <p><b>Governor/Foundation Trustee vacancy x 2 (KK &amp; NP - BEPPA)</b></p>	<p>JB issue minutes and explain</p>

	<p>The two Foundation Trustee vacancies have now been filled by RM and NG.</p> <p><b>Governor vacancy (JH - BAPA) Co-opt</b>  SM reminded Trustees that Fr Chris had recently suggested Dr Philip Brierley (PB) as a possible Foundation Trustee. Following a meeting with SM, SLB and JB, Dr Brierley had decided that he would prefer to start as a local governor first and as a parent of the school had been one of the candidates who stood in the recent parent governor election. Whilst he was not successful in the ballot, we are asking that Trustees consider co-opting him to the BAPA LGB. SM noted that as a member of Bourne Abbey Church PB will be able to help strengthen the already strong links we have with the Church.</p> <p>D Trustees unanimously agreed. JB will write to PB welcoming him to the Board and will arrange safer recruitment checks and governor induction.</p> <p><b>Governor parent vacancy x2 (Terms of Reference)</b>  SM advised that following the recent BAPA parent governor election we have appointed two parent governors as required in the Terms of Reference (long version). Mrs Samantha Bloor and Mrs Uche Odogun (UO). JB advised that UO is due to attend the Diocesan Governor Roles &amp; Responsibilities course next week.</p> <p><b>Agree delegated powers for EHT/CEO Performance Management Committee - agree replacement for NP</b>  Although not part of the Committee, NP had met with SM after her PM meetings to discuss the process, how SM felt about it and to check that her targets are aligned with the AIP/SIP. It was suggested that RM might take on this role. RM advised that he had previously had a conversation with DP in which DP had suggested RM replaced DP on the Committee instead. As DP was yet to join the meeting it was agreed to pend the discussion until he was present.</p> <p>Q Q. RM asked if there is any induction for Trustees.  A. SM and JB advised that there is and apologised that this hasn't taken place. RM will meet with SM w/c 5<sup>th</sup> July and the induction documents will be completed then.</p>	<p>JB write to PB &amp; arrange checks &amp; induction</p> <p>SM complete induction with RM</p>
5	<p><b>Minutes of the Trust Board meeting 24<sup>th</sup> March 2021 - agreed as a true record</b>  Agreed as a true record and signed off as such.</p>	
6	<p><b>Matters arising from the minutes of the Trust Board Meeting 24<sup>th</sup> March 2021</b></p> <p>JAK confirmed that all actions had been completed or appeared later on the agenda.</p> <p>At this point SM and JAK drew Trustees' attention to the item about CIF bids on page 9 of the minutes. They were delighted to advise that we had received confirmation the previous evening that the bid for approx. £363K for the BAPA roof had been successful. The other two bids for BAPA and CSW had failed to meet the required points score by 3 and 2 points respectively and Rob Dimond, the architect who had prepared the bids, is to appeal those judgements. RD is to visit BAPA next week to discuss the timeline for the BAPA roof works. It is too late to arrange the works for the Summer holidays but we hope that we may be able to achieve a September start.</p> <p>Trustees recorded their delight with this outcome.</p>	<p>SM/JB meet with RD</p>

7	<p><b>Issues from the Local Board meetings</b></p> <p><b>Bourne Abbey 25<sup>th</sup> May 2021</b>  <b>Colsterworth 27<sup>th</sup> May 2021</b>  <b>Bourne Elsea Park 15<sup>th</sup> June 2021</b></p> <p>SM reminded Trustees that whilst they have been copied in on the minutes of the LGBs these have yet to be ratified. Highlights from all 3 meetings had included:</p> <ul style="list-style-type: none"> <li>• How teaching staff appraisals have been conducted during the pandemic and particularly at times of school closure. SM reminded Trustees that this had been covered in detail in the HoS reports</li> <li>• Curriculum prioritisation including the detailed curriculum monitoring completed and work to support both vulnerable and more able pupils</li> <li>• COVID-19 updates</li> <li>• Pupil and staff wellbeing</li> <li>• E-safety and the recent incidents we have dealt with in all 3 schools</li> <li>• Updated budget figures</li> </ul> <p>Specific issues had included:</p> <p><b>BAPA</b></p> <ul style="list-style-type: none"> <li>• The continued success of Abbey Ark which has had a very positive impact on the school and Trust's funds. SM had thanked SLB for her hard work in monitoring our pre-school provision to ensure its continued success and praised our pre-school staff</li> </ul> <p><b>CSW</b></p> <ul style="list-style-type: none"> <li>• Low pupil numbers and specifically the number of pupils due to join us in R2021 in September (9). Following investigation and discussion with the LA it is clear that this is a demographic issue rather than a poor reputation or marketing</li> <li>• Following our commitment to review our position regarding Kids' Club we have completed a piece of work to see if we can consider re-opening the provision. At present the number of families who would need to use any such provision mean that it would not be financially viable</li> </ul> <p><b>BEPPA</b></p> <ul style="list-style-type: none"> <li>• The Chair of the LGB had raised parental concerns about the type of people who might move into the new development immediately overlooking the playground. A discussion had taken place during which it was agreed that this is not something that school can influence. Many schools have housing directly overlooking their grounds including the other two schools in our Trust. What we can do is reassure our parents and carers that our children are never outside without an adult present</li> <li>• We have been contacted by Sharon Marriott of the Spalding Guardian with the fantastic news that we are a finalist in the Environmental Champion category of the Spalding and Lincolnshire Education Awards 2021. We are absolutely thrilled, and SM/PB/Alison Simpson/Alex Worrall will attend the award ceremony in September</li> <li>• Plans are moving swiftly ahead for the installation of our temporary mobile classroom ready for the 'bulge' R2021 class</li> </ul>
---	--

<p>Q</p>	<p><b>4.16 p.m. SH joined the meeting.</b></p> <p>Q. A Trustee asked if the concerns around the type of resident who will be living in the new housing development are based on proof or hearsay. A. SM confirmed that this is hearsay only.</p>	
<p>8</p> <p>Q</p>	<p><b>Budget</b> <b>AAT Budget Update from Jane King (CFO) end of May 2021</b> JEK advised that the Finance/Pay/Audit committee had reviewed the budgets to the end of May 2021 at their meeting on Monday this week, 21<sup>st</sup> June 2021.</p> <p>JAK advised Trustees that he had invited Chris Bates, Chair of the Finance/Pay/Audit Committee to attend the Trust Board meeting but that he was unable to attend due to work commitments.</p> <p>JB had circulated one page budget updates for each school and the Trust on JEK's behalf prior to the meeting.</p> <p>See also confidential minutes.</p> <p>SM mentioned at this point that not all Trustees, and especially some of those newly appointed, feel confident when dealing with the information presented. She asked JEK to arrange some internal training for Trustees who feel that they need it.</p> <p>Q. A Trustee asked if they could be provided with a bullet point commentary for AAT. A. JEK prepares a report for each school for the Finance/Pay/Audit Committee and will summarise this for the Trust in future.</p> <p><b>4.20 p.m. SH left the meeting for urgent family reasons.</b></p> <p><b>4.21 p.m. DP joined the meeting.</b></p> <p><b>Update from Finance meeting 21.06.21</b> Already covered.</p> <p><b>Agree 2021-2022 budget</b> JB had circulated the draft 2021-2022 budget information on JEK's behalf prior to the meeting.</p> <p>JEK reported that the Finance/Pay/Audit Committee had reviewed the budgets in detail at their meeting on 21<sup>st</sup> June 2021 and had agreed to recommend to the Trust Board that the budget be agreed. JEK agreed to send a bullet point summary to Trustees. She confirmed that, in preparing the budgets, she had used the following assumptions:</p> <ul style="list-style-type: none"> <li>• Budgets are based on the income we know we will be receiving from the ESFA which is turn in based on the pupil numbers on roll at the October 2020 census</li> <li>• It is difficult to gauge what next year's expenditure will look like as both the current year and the previous year have been impacted by COVID-19</li> <li>• All planned progression for teaching staff has been taken into account but there is no planned % increase</li> </ul>	<p><b>JEK organise internal training</b></p> <p><b>JEK provide commentary</b></p> <p><b>JEK prepare &amp; send bullet point info</b></p>

	<ul style="list-style-type: none"> <li>• Non-teaching staff were due a pay rise from April and this has yet to be agreed</li> </ul> <p>JEK drew Trustees' attention to the AAT budget projections summary sheet (landscape, green).</p> <p>See also confidential minutes.</p> <p>JEK asked if there were any questions.</p> <p><b>Q</b> Q. A Trustee asked JEK if she has completed the 5-year BFRO (Budget Forecast Return Outturn).</p> <p>A. JEK advised that she will be preparing the 3-year forecast next week and will then look at the 5-year predictions.</p> <p><b>Q</b> Q. The Trustee asked if JEK would send them the assumptions she is using for the next 3 years.</p> <p>A. JEK agreed to do so.</p> <p>There were no further questions.</p> <p><b>D</b> Trustees unanimously agreed the 2021-2022 budgets and congratulated JEK on all her hard work in preparing them.</p> <p><b>Annual budget forecast return (3-year forecast)</b> Already covered.</p> <p><b>4.30 p.m. JEK left the meeting temporarily.</b></p> <p><b>BEPPA expansion update</b> JB, Peter Bellamy (Acting HoS), Nic Chapman (Office Manager) and Howard Keefe (Site Manager) will attend a pre-start meeting at the school on Monday 12<sup>th</sup> July. Work is due to commence on 22<sup>nd</sup> July and should be completed by Friday 6<sup>th</sup> August. Plans are in place for the staff team to be in school to prepare the classroom for September opening.</p> <p><b>Pupil numbers September 2021</b> SM reported that R2021 admission numbers stand at:</p> <ul style="list-style-type: none"> <li>• BAPA - 85 (PAN of 90)</li> <li>• BEPPA - 60 (bulge year against a PAN of 30)</li> <li>• CSW - 9 (against a PAN of 25)</li> </ul> <p><b>SEND spending statements</b> Trustees had received copies of the SEND spending statement for each school when they were copied in on LGB documentation.</p> <p><b>ICT report</b> SM took the opportunity to draw Trustee's attention to the ICT report, prepared by Peter Bellamy, which had been sent out electronically this afternoon. This includes details of our replacement schedule and indicates costs of approx. £18K for BAPA for 2021-2022 for touch screens; desktops; teacher laptops. The report and associated costs will be discussed in detail at the next Finance/Pay/Audit committee meeting.</p>	<p><b>JEK send assumptions</b></p>
--	--	------------------------------------

	<p><b>4.35 p.m. JEK returned to the meeting.</b></p> <p><b>Internal Audit</b>          JEK advised that an internal auditor from Bulley Davey had spent Friday 18<sup>th</sup> June 2021 in school to complete our first audit up to the end of May. We are awaiting his report. Usually there will be 2 audits a year but given the stage of the year we are at already, there will only be 1 this academic year but this will be a more comprehensive report.</p> <p>Q. A Trustee asked if the report would be shared with Trustees.          A. JEK confirmed that it will and undertook to distribute it when it is received.</p> <p><b>ESFA audit report</b>          See confidential minutes.</p> <p><b>COVID-19 Update on Abbey Ark (BAPA) and Kids' Club (all 3 schools)</b>          SM reported that SLB, JEK and Hollie Dalglish, Abbey Ark Manager, are reviewing Abbey Ark numbers for September and will ensure we are marketing the provision to attract new children if needed.</p> <p>BAPA and BEPPA Kids' Clubs are in a very good position.</p> <p>See also confidential minutes.</p> <p><b>Finance, Pay and Audit Committee - staff update - pay progression and ISR</b>          SM noted that full details of pay rises and progressions will be taken to the first Finance/Pay/Audit Committee in the Autumn term. She confirmed that no teachers have had their pay rise impacted by their inability to meet a target due to COVID-19. Support is in place where targets have not been achieved. Appraisal interim reviews had taken place in the Spring term to check progress and every pay decision has been based on appraisals e.g. M5/6 staff have clear targets to achieve to move through the threshold to UPS.</p> <p>See also confidential minutes.</p>	<p><b>JEK issue report when received</b></p>
<p><b>9</b></p>	<p><b>Ofsted questions update from Amelia Eggleston</b>          AE advised Trustees that the Trust that she works in have been through 3 Ofsted inspections in 3 months. Inspectors had asked some interesting questions. AE had met with SM to pass those questions on.</p> <p>SM updated Trustees with the following questions that inspectors had asked gobs:</p> <ul style="list-style-type: none"> <li>• How had staff appraisal happened during COVID times? SM reminded Trustees that this is covered in detail in the Summer term HoS reports</li> <li>• Were appropriate contact numbers in the Whistleblowing Policy? SM confirmed that the AAT policy complies in this respect</li> <li>• How do staff/parents raise a safeguarding concern about the EHT/CEO? Our policy clearly states that 'in the event that an allegation is made against the EHT/CEO the matter will be reported to the Chair of Trustees who will proceed as the EHT/CEO'</li> <li>• If a parent or member of staff raises a safeguarding concern about a member of staff to the governors, who do they contact? Our policy is clear that 'The</li> </ul>	

	<p>Executive Headteacher/CEO (or Chair of Trustees if the allegation is about the EHT/CEO) will consult with the LADO via the LADO referral form immediately</p> <ul style="list-style-type: none"> <li>• What do the Trust Board do to support the school? SM commented that she felt Trustees would be able to articulate this quite easily for BEPPA and CSW. However, as BAPA is always seen as the driver of support they may need to think about what support is offered to BAPA a little more. SM suggested support is given in the following ways - effective appointments of SLT and staff; effective financial management; CPD opportunities; support of advancing technology including iPads; clear agenda on wellbeing. She asked Trustees to share any other ways that they can identify</li> </ul> <p>RM noted that he has recently been sent 7 or 8 key Ofsted questions and undertook to share those with SM.</p> <p>SM thanked AE for sharing this information and for all her support.</p>	<p><b>Trustees share suggestions</b></p> <p><b>RM send questions to SM</b></p>
<p><b>10</b></p>	<p><b>Teaching School Hub and Early Careers Framework (ECF) update</b> Both topics had been covered in detail in the HoS reports.</p> <p>SM noted that the Trust will receive funding to provide mentors and release time for Early Careers Teachers (previously known as NQTs) and confirmed that the very high quality of our provision will continue.</p> <p>See also confidential minutes.</p>	
<p><b>11</b></p>	<p><b>Church Distinctiveness</b> <b>Church SEF documents and SIAMs update</b> SM reminded Trustees that we have been advised that SIAMs inspections will begin again from September and that BAPA expect an inspection early in the new academic year 2021-2022.</p> <p>Paul Thompson, Deputy Diocesan Director of Education, is due to visit CSW on 23<sup>rd</sup> September.</p> <p><b>Statutory checks for RE and Collective Worship</b> A check is now taking place each old term to show that we are following the Lincs Agreed Syllabus and that children are experiencing daily Collective Worship.</p> <p><b>RE/Collective Worship monitoring, including provision for remote learning and 'catch up'</b> SM noted that RE and Collective Worship had continued throughout the pandemic including during school closures. Few gaps have been identified in RE and those that have been identified will be caught up now or in the next academic year.</p> <p>CA recorded how impressed he has been with the Collective Worship prepared and delivered by teacher leads. Staff clearly mean what they are saying and CA noted this is clear evidence of how far the schools have come in their Church Distinctiveness journey.</p> <p>SM noted that there is a clear understanding that Collective Worship is not just for children, it is for ALL and provides us with a time to reflect and breathe.</p>	

	<p>An advantage of lockdown has been that children at all 3 schools have been able to enjoy Collective Worship delivered by staff from the other schools in the Trust.</p> <p>SM thanked NG for his support with providing weekly Collective Worship and CA for his very kind feedback. She reminded Trustees that we would appreciate their feedback for our portfolio on the Collective Worship that are shared with them.</p>	Trustees provide CW feedback
11	<p><b>Mental Health and Well-being</b>  <b>Staff workload and COVID-19 issues</b>  SM advised govs that during her recent performance management interim review Trustees had asked what we are doing for children's and adults' mental health and wellbeing. Whilst SM can articulate many examples of things that we have done she felt it was important to get views from others. Staff and govs were therefore asked to complete a mind map. The outputs have been collated, included in our wellbeing policies and uploaded to each school's website.</p> <p>SM noted how fantastic and emotional it had been to read some of the ways in which staff acknowledge that we have supported their mental health and well-being and referred to one comment regarding our flexibility with staff rotas during lockdown which had allowed one member of staff to keep an elderly parent safe and spend precious time with them during the pandemic before they passed away. She noted that this is our ethos of 'rigour with care'.</p> <p>SM advised Trustees that we consider staff wellbeing through our approach to workload in relevant policies such as Teaching, Learning &amp; Curriculum; Marking &amp; Feedback; Assessment.</p> <p>The children are currently completing mind maps too.</p> <p><b>Pupil questionnaire analysis</b>  SM reported that the second questionnaire of the year has been completed at all 3 schools and we are awaiting the results. The first questionnaire of the year had additional questions in respect of COVID-19 and the second one included questions about how children felt about online learning.</p> <p><b>SEF/AIP/SIP</b>  SM is currently collating suggestions for areas of development for inclusion in the updated AIP/SIP and reminded Trustees to submit their suggestions.</p>	Trustees return suggestions by the end of Term 6
13	<p><b>AAT staffing and classes 2021/2022</b>  Already covered under item 8.</p> <p>SM will arrange to circulate the planned staffing list.</p>	SM distribute staffing list
14	<p><b>Approval of in-service training days 2021/22</b>  SM asked Trustees for formal approval for the dates of training days set for academic years 2021-2022 and 2022-2023.</p>	
D	Trustees unanimously gave their approval.	JB distribute

	SM asked JB to send details of the term dates to Trustees.	planned term dates
15	<p><b>Policy reviews: Ratify policies from the Summer LGB meetings</b></p> <p><b>Agree Curriculum statement</b></p> <p>SM tabled the Teaching, Learning &amp; Curriculum policy following a suggestion by RM that we should agree our Curriculum Statement.</p> <p><b>D</b> Trustees unanimously agreed the Curriculum Statement.</p> <p><b>Agree Admissions policy 2023</b></p> <p>JB reminded Trustees that the 2023 policy will be reviewed in the Autumn term in line with the LA's policy checklist to ensure we are compliant. We cannot therefore agree that yet.</p> <p>However, in the meantime the DfE have made mandatory changes to the School Admissions Code concerning Internationally Adopted Previously Looked After Children (IAPLAC) and Armed Forces applicants. As a result, 2021 and 2022 admission policies need to be updated to account for the changes. This is different to the consultation round for 2023 policies, which begins in the autumn term.</p> <p>JB had updated our 2021 and 2022 policies for all 3 schools in line with the new guidance and distributed them for Trustees' information (changes highlighted in yellow) prior to the meeting. JB confirmed that the changes have been checked by the LA. Updated policies have to be approved by the Trust Board and the approved version sent to the LA Admissions team before the end of July. JB therefore asked for Trustees' approval.</p> <p><b>D</b> Trustees unanimously agreed the Admissions policies for 2021-2022 and 2022-2023.</p> <p>JB will send the updated versions to the Local Authority and update our websites.</p> <p><b>Q</b> Q. A Trustee asked if we have any admissions which fall into this category. A. JB advised that we do not at present and will apply the new policy for any future admission applications.</p>	JB update LA and websites
16	<p><b>Health and Safety:</b></p> <p><b>Covid-19 'live' risk assessment</b></p> <p>SM reminded Trustees that our COVID-19 risk assessment is regularly reviewed and the updated version is circulated to Chairs and H&amp;S govs. A hard copy is always available to view in each school office.</p>	
14	<p><b>Safeguarding:</b></p> <p><b>SCR governor check</b></p> <p>Amelia Eggleston (AE) and Duncan Pickering (DP) had visited BAPA last term to carry out a check on the Trust wide SCR. AE and DP had made some observations and JB was happy to confirm that those observations had been followed up. AE and DP had been happy to sign off the actions. JB noted that it had been fabulous to benefit from both AE's and DP's experience. An action list has been drawn up as a result of the check and this will be reviewed at the next check.</p>	

<p>JB took the opportunity to advise Trustees that it has been suggested that when we send out the annual Pecuniary Interest form for completion, we should also ask Trustees and gobs to sign an updated Declaration of Eligibility. There is also a recommendation that Trustee and gov identity checks should be refreshed and we will do this at the same time.</p> <p><b>Updated Safeguarding and Child Protection Policy and Keeping Children Safe in Education (January 2021)</b> SM tabled the Safeguarding &amp; Child Protection policy along with the COVID-19 addendum which details additional arrangements in place during the pandemic and subsequent school closure. The policy and addendum can be found on all 4 websites.</p> <p>SM also tabled the Keeping Children Safe in Education (January 2021) document and reminded Trustees that parts 1, 2 and 3 are particularly important for them to be aware of.</p> <p><b>Covid-19 and vulnerable pupils</b> SM noted that the recent HoS reports and the updated SEND Spending Statements which had been distributed, detailed the support offered to our vulnerable pupils during the pandemic. Additionally, she advised that the PP reports are currently being reviewed to show impact and these will be distributed once those reviews are complete.</p> <p><b>LA Safeguarding audit at BAPA - June 2021</b> SM reported that the safeguarding audit had gone really well. SLT had been very well prepared with folders of evidence to show to the auditors. We are awaiting their report.</p> <p><b>Ratify safeguarding checklists for governors/trustees</b> SM confirmed that DP and Emma Bailey-Cole (CSW Safeguarding Governor) had signed the checklists off.</p> <p><b>Local issues</b> Details of the local issues are included in each school's Ofsted ready Plan which have already been circulated to Trustees and gobs. SM advised that, in the event of an Ofsted call the plan will be sent out again.</p> <p><b>Cyber Crime</b> Following advice given at the most recent LA safeguarding briefing we have updated cyber crime sections in our Child Protection and Safeguarding policy and our E-safety policy. A staff meeting on cyber crime took place on 16<sup>th</sup> June for teaching staff with support staff all being picked up at alternative times.</p> <p><b>Update from recent Local Authority safeguarding briefing</b> The briefing does not take place until next Wednesday. SM will provide updates as appropriate.</p> <p><b>E Safety</b> This had been covered in detail in the Summer term HoS reports.</p> <p><b>Safer Recruitment - self disclosure form</b> SM advised gobs that SM, SLB and JB had all recently completed NSPCC safer recruitment training online and that each had identified that we need to introduce use of a self-disclosure form as part of our recruitment process. We used the NSPCC template</p>	<p><b>JB issue forms in September 2021</b></p> <p><b>SM arrange distribution of reviewed reports</b></p> <p><b>SM send plans in event of Ofsted call</b></p> <p><b>SM provide updates</b></p>
--	---

	<p>to create an AAT form but when we checked this with the LA safeguarding team it became apparent that the template was not up to date and could not be used. Carolyn Eyre, the consultant used by the LA team, provided us with an alternative form and we now have that in place ready to use at shortlisting stage in future recruitment.</p> <p>RM advised that he currently holds safer recruitment training and has 3 years before he needs to revisit. He undertook to send a copy of his certificate to JB.</p> <p>AE confirmed that she is also safer recruitment trained.</p>	<b>RM submit certificate</b>
<b>18</b>	<p><b>Governor Visits and Training</b></p> <ul style="list-style-type: none"> <li>• <b>Update from training governor &amp; Clerks' update from Jill Bates</b></li> <li>• <b>Child Sexual Exploitation virtual training with Linsey Leafe</b></li> <li>• <b>Remote Learning Presentation via Teams</b></li> </ul> <p>JB undertook to issue an updated summary of training to Trustees and asked them to let her know if there is anything that should be added.</p> <p>JB advised that the links to the virtual CSE and Remote Learning presentations have been shared with Trustees and gobs and asked them to let her know if they need them to be sent again.</p>	<p><b>JB issue summary</b></p> <p><b>Trustees ask for links if needed</b></p>
<b>19</b>	<p><b>Determination of confidentiality of business</b></p> <p>Budget and staffing as appropriate.</p>	
<b>20</b>	<p><b>Date and time of next meetings:</b></p> <ul style="list-style-type: none"> <li>• Autumn 2021, Spring 2022 and Summer 2022 meetings TBA</li> </ul> <p>Dates will be provided towards the end of the summer holidays/at the beginning of the new academic year.</p>	<b>SM/JB agree dates and communicate</b>

Meeting finished 5.35 p.m.

Signed:  
Chair



Date: 07.10.2021