



Provisional until confirmed at the next meeting

BUTTSBURY JUNIOR SCHOOL

Company No: 07601846

Minutes of the Board of Trustees' Meeting, 28 September 2021, 7.04pm, virtual meeting via Zoom

Present:	Adam Breathwick	Community Trustee
	Stuart Fryd	Parent Governor
	Andy Gilbert	Community Trustee
	Steve Lague	Parent Trustee (Chair)
	Aaron Mears	Parent Trustee
	Ann Robinson	Staff Trustee (ex officio) / Headteacher
	Les Sheppard	Community Trustee
	Svetlana Warhurst	Parent Trustee
Also in attendance:	Sue Julian-Ottie	Governance Professional, Juniper Education
	Adam Graves	Deputy Headteacher / Observer

PART A

A Welcome

1. Welcome & Apologies for absence

The Board of Trustees accepted apologies from Jenni Hamilton-Morris. Louise Dibsdall was absent (apologies received after the meeting). The meeting was quorate (quorum being 5; 8 Trustees were present). Those present consented to the meeting being recorded for minute-taking purposes.

2. Notification of any other urgent business

Trustees agreed to discuss the following items:

2.1. To approve the Attendance Policy.

2.2. To note letter from ESFA to Accounting Officers, September 2021.

3. To declare any conflict of interest with any items on the agenda

There were no conflicts of interest declared.

4. To declare receipt or provision of any gifts and / or hospitality

There were no declarations of gifts or hospitality having been received or given.

5. To elect a Chair of Trustees (& agree term of office)

Nominations were sought for the post; 1 was received. The Board of Trustees unanimously elected Steve Lague as the Chair of Trustees until the Board of Trustees' first meeting in the Autumn 2022 term.

6. To elect a Vice Chair of Governors (& agree term of office)

Nominations were sought for the post; 1 was received. The Board of Trustees unanimously elected Adam Breathwick as the Vice Chair of Trustees until the Board of Trustees' first meeting in the Autumn 2022 term.

7. To confirm that all Trustees have submitted new Trustees' Business Interest Form for Trustees' Business Interest Register 2020-2021

The Headteacher confirmed that all Trustees had submitted their forms.

8. To confirm that all Trustees have submitted new Trustee Consent Form for 2021-2022

The Headteacher confirmed that all Trustees had submitted their forms.

9. To agree minutes of previous meeting (15 July 2021)

The Board of Trustees agreed that the minutes of the previous meeting of 15 July 2021 was an accurate record of that meeting.

10. Action Points from previous meeting (15 July 2021)

10.1. Stuart Fryd reported that he had provided the Link Governor with a list of training that he had undertaken at his own school in the current and previous academic years. Stuart offered to either lead training on any of those topics or provide training materials according to the Link Trainee's preference (**ACTION: Aaron Mears**).

10.2. The Headteacher reported that the Education & Skills Funding Agency (ESFA) required academies to undertake external governance reviews on an annual basis and confirmed that she had arranged for BJS's external governance review to take place in January 2022.

10.3. The Chair reported that the Members' General Meeting earlier that evening had been successful. The Headteacher expressed her gratitude at the level of Members' commitment to the School's governance.

It was noted that all other action points had either been discharged or were on the agenda.

B STRATEGIC: SCHOOL

11. To receive & discuss update from Headteacher on return to School; lifting of Covid-19 restrictions and introduction of carbon monoxide monitors (& to review Risk Assessment)

11.1. The Headteacher reported that the School was expecting to receive carbon monoxide monitors in due course.

11.2. The Headteacher reported that the School had reverted to normal operation for the most part. The School had only had a few cases of Covid-19 that academic year and a few staff

members had been obliged to self-isolate for a day at a time while they waited for PCR test results. The Headteacher explained that the School had asked staff and pupils to remain at home whilst waiting for PCR test results if they lived with someone who had Covid-19. Parents had accepted this. The Headteacher reported that, due to the pressures on NHS Test and Trace, Essex Local Authority (LA) had asked schools to continue contact tracing to some extent; however if there was a case of Covid-19 in a class, the rest of the class were asked to undergo a PCR test but still attend school. If the School were to experience 4 or 5 cases in a class, Essex LA would assist the School with contingency and management controls. The Headteacher cautioned that, whilst BJS had not been badly affected by the pandemic so far that academic year, other schools had fared worse and BJS's own experience would suggest that infections might peak later in the term.

- 11.3.** Trustees challenged whether the School would be able to cope with delivering remote learning in the event of an entire class having to self-isolate. The Headteacher reassured Governors that it would and that this would be easier than having to provide individual pupils with remote learning at the same time as teaching the rest of the class in School. Trustees queried whether there had been any parental feedback on the remote learning provision. The Headteacher replied that there had not but explained that, although not ideal, the remote learning provision ensured that pupils were receiving work and the lesson input.
- 11.4.** The Headteacher advised that the biggest potential challenge to the School would be if a member of staff had to self-isolate for a protracted period. See Part B for confidential discussion.
- 11.5.** The Headteacher reported that few changes had been made to the Risk Assessment. The Covid-19 the situation was being managed by having extra ventilation, cleaning, and sanitization and by requiring staff members to undertake Lateral Flow tests twice a week and pupils and staff to self-isolate if symptomatic. This was accepted.

12. To review the Risk Register

The Trust Board agreed that the Risk Register did not require amendment.

13. To receive/declare report of any data breach (General Data Protection Regulations)

The Headteacher reported that there had not been any data breaches since the last report. Trustees did not declare any data breaches.

C STRATEGIC: GOVERNANCE

14. To review governance meeting structure; agree terms of reference for Committees; review Committee membership and appoint Committee Chairs / Vice Chairs

- 14.1.** The Board of Trustees agreed that it was satisfied with the existing committee structure. The Board of Trustees appointed Trustees to the following Committees:

- 14.1.1. Admissions Committee:** Jenni Hamilton-Morris (Vice Chair); Steve Lague; Ann Robinson; Les Sheppard (Chair) and Svetlana Warhurst

14.1.2. Finance, Facilities Management, Audit & Risk (FFMAR) Committee: Adam Breathwick; Andy Gilbert; Steve Lague; Aaron Mears (Vice Chair); Ann Robinson; Les Sheppard (Chair)

14.1.3. Pay: Adam Breathwick (Chair); Andy Gilbert; Steve Lague; Les Sheppard

14.1.4. Personnel: Stuart Fryd (Vice Chair); Jenni Hamilton-Morris (Chair); Steve Lague; Ann Robinson; Les Sheppard; Svetlana Warhurst

14.1.5. Pupil Discipline & Exclusions: Adam Breathwick; Jenni Hamilton-Morris (Chair); Steve Lague; Aaron Mears; Les Sheppard

14.1.6. Staff Discipline & Dismissal: Adam Breathwick; Andy Gilbert; Les Sheppard

14.1.7. Appeals: Jenni Hamilton-Morris; Aaron Mears; Svetlana Warhurst

14.1.8. Complaints Panel: Aaron Mears (Chair); Les Sheppard; Svetlana Warhurst; Steve Wright (independent person)

14.1.9. Headteachers' Pay & Performance Management Panel: Steve Lague (Chair); Les Sheppard
(The Board of Trustees agreed not to re-appoint Adam Breathwick to the Panel as it was recommended good practice to avoid having both the Chair and Vice Chair of Trustees on the Panel).

14.2. The Board of Trustees approved the Terms of Reference for the following Committees: Admissions; Personnel; Appeals; Staff Discipline & Dismissal; Pupil Discipline & Exclusion; Finance, Facilities Management, Audit & Risk; Pay and the Headteacher's Performance Management Panel.

15. To appoint Governors to positions of responsibility

The Board of Trustees appointed Trustees to the following roles / areas of responsibility for 2020-2021:

- | | | |
|--------------|-----------------------|---|
| 15.1. | Adam Breathwick | Health & Safety Trustee |
| 15.2. | Louise Dibsdall | Child Protection / Safeguarding / Looked After Children Trustee |
| 15.3. | Aaron Mears | Link Trustee |
| 15.4. | Stuart Fryd | SEN Trustee |
| 15.5. | Stuart Fryd | Pupil Premium Grant Trustee |
| 15.6. | Aaron Mears | Website Trustee |
| 15.7. | Jenni Hamilton-Morris | Mental Health Trustee |

- 15.8. Steve Lague Whistleblowing Trustee
- 15.9. Jenni Hamilton-Morris Equality & Diversity Trustee
- 15.10. Aaron Mears BJS's Director on the Trust Board of the Billericay Community Trust
- 15.11. Steve Lague School Census (termly review)

16. To review the Scheme of Delegation

The Board of Trustees approved the Scheme of Delegation without amendment.

17. To review Trust Board Membership

17.1. To re-appoint Community Trustee

The Board of Trustees re-appointed Adam Breathwick as Community Governor once his existing term expired (ie with effect from 6 November 2021).

17.2. To appoint former Parent Trustee as Community Trustee

The Board of Trustees appointed Aaron Mears as Community Trustee once his existing term of office as Parent Governor expired (ie with effect from 20 November 2021).

17.3. To receive update on Parent Trustee recruitment

The Headteacher reported that she had invited parents to nominate themselves for 2 Parent Trustee vacancies. The Chair of Trustees, whose term of office would expire on 20 November 2021, would stand for re-election. It was agreed that, if the Chair was not re-elected, the Board of Trustees would appoint him as Community Governor.

17.4. To discuss whether to appoint another Community Trustee with education experience

It was noted that the Board of Trustees had benefited in recent years from having Community Trustees who were or had been main scale teachers (at other schools); that, with Sue Cheesman's recent resignation, this skill set was missing from the Board (Stuart Fry being a Deputy Headteacher). The Board of Trustees discussed and agreed that it should seek to appoint a Community Governor by approaching an individual with the appropriate experience and skill sets. The Headteacher and Deputy Headteacher agreed to identify suitable candidates. It was noted that, as the Board had its full quota of Local Authority Associated Persons, it would have to be either a retired teacher or a teacher from an academy (**ACTION: Ann Robinson; Adam Graves**).

17.5. To declare any other pending changes

There were no pending changes declared.

18. To discuss whether to undertake an internal governance review using the NGA's new Trustees' Skills Audit

The Link Trustee explained that, although the Board had undertaken an internal governance review relatively recently, the NGA had since published a new Trustees' Skills Audit which differed significantly from previous models with new, better structured questions and new focus. The Link Trustee recommended that the Board should undergo another internal governance

review using the new model to identify any missing skills gaps and promote training. The Link Trustee added that this would be good preparation for the external governance review booked for January 2021. This was discussed and agreed. It was agreed that the Link Trustee would re-send the Audit to Trustees; Trustees would complete and return the Audit to the Link Trustee who would collate the responses for discussion at the next meeting (**ACTION: All; Aaron Mears**).

19. To review & approve Trustees' Code of Conduct

The Board of Trustees approved the Trustees' Code of Conduct. It was noted that all Trustees had signed to indicate that they had read, understood, and would abide by it.

20. To note the latest publication of the Department for Education's (DfE) Keeping Children Safe in Education (KCSIE) document and to agree its implementation within School

The Board of Trustees adopted the DfE's latest KCSIE (September 2021) and agreed its implementation within School.

21. To confirm that all Trustees have submitted new Fit & Proper Forms for 2021-2022

The Headteacher reported that all Trustees had submitted their Forms.

22. To review the Annual Report and agree the Governance Statement for recommendation to Members

It was reported that the Headteacher and Chair of the FFMAR Committee were working on the Governance Statement and that it would be presented to the FFMAR Committee prior to the Board of Trustees.

23. To receive the minutes from the Admissions Committee & to discuss recommendations

The Board of Trustees accepted the minutes from the Admissions Committee meeting.

23.1. To note the statutory changes to the 2022/2023 Admissions Policy to be in line with the Admissions Code

The Chair of the Admissions Committee explained that the statutory changes to the 2022/2023 Admissions Policy had been to make previously Looked After Children (LAC) have the same over-subscription priority as LAC.

23.2. To discuss whether to consult on the proposed changes in the 2023/2024 Admissions Policy

The Chair of the Admissions Committee reported that the Committee was recommending that the Trust Board should initiate consultation on a proposal that pupils who lived in the catchment area with siblings at the School at the time of application should have higher over-subscription priority than pupils who lived in the catchment area without siblings at the School. Trustees challenged whether the priority for LAC was irrespective of catchment area. The Headteacher confirmed that it was, that LAC and previously LAC had first priority in the over-subscription criteria. The Board of Trustees accepted the proposed change and agreed to submit the proposal to consultation with appropriate stake holders (**ACTION: Ann Robinson**).

24. To report on Chair's Urgent Action

24.1. Approval of Child Protection Policy

The Chair reported that he had approved Essex County Council's new model Child Protection Policy and outlined the changes that it contained. The Chair reported that he was satisfied that the School was meeting all the new requirements. Trustees challenged whether Essex County Council template policies were compliant with the legal obligations contained in KCSIE. The Headteacher reassured Trustees that Essex's policies were built upon KCSIE and were adopted by all schools in Essex. Ofsted had always been satisfied with the Essex model policies. This was accepted. The Board of Trustees ratified the Child Protection Policy.

25. To review the Pay Policy

The Vice Chair had reviewed the Policy in detail and reported that the Policy only contained a few revisions; that the key change was that Early Career Teachers (ECT) replaced Newly Qualified Teachers. In response to queries, the Headteacher explained the Early Career Framework (2-year induction programme for ECTs; schools receiving some funding to support this). The Vice Chair advised that the Policy needed the following minor revisions: version date needed updating; all references to the Governing Body and Governors needed to be replaced with Board of Trustees and Trustees. The Board of Trustees approved the Pay Policy subject to those amendments **(ACTION: Ann Robinson)**.

26. To review the Equality Policy

The Board of Trustees approved the Policy subject to all references to the Governing Body and Governors being replaced with Board of Trustees and Trustees. **(ACTION: Ann Robinson)**.

27. To review the Radicalization & Extremism & Promoting British Values Policy

Svetlana Warhurst had reviewed the Policy in detail and recommended its approval without amendment. The Board of Trustees approved the Policy.

28. To review the RSE Policy

Stuart Fry had reviewed the Policy in detail and reported that there were not any material changes. Trustees queried how parents had responded to the RSE Policy. The Headteacher explained that the School was not consulting on the RSE Policy that year because the Headteacher had engaged extensively with parents when the Policy had first come into force. The Board of Trustees approved the Policy.

29. To note letter from ESFA to Accounting Officers 14 July 2021

The Chair drew Trustees' attention to the fact that the letter had emphasised that it was good practice to have an external review of governance. It was noted that the Board of Trustees had already scheduled an external review of governance.

30. To report on any communication received by the Chair & / or Headteacher that needs to be brought to the Governing Body's attention

It was noted that the Headteacher had received complimentary communication from a Year 3 parent.

E CLOSURE

31. Any other business

31.1. To approve the Attendance Policy (Joint Policy with Buttsbury Infant School)

The Headteacher explained that the Policy had been updated to reflect the new times for the start of school day. In response to queries, the Headteacher confirmed that the earlier start time had been successful. There were some pupils who were still persistently late, and this was being addressed. Trustees challenged whether the earlier start time had exacerbated the parking problems. The Headteacher replied that it had not; that starting earlier than some other local schools had eased the problem slightly. The Trust Board approved the Attendance Policy.

31.2. To note letter from ESFA to Accounting Officers, September 2021

The Headteacher outlined the key points in the letter. Trustees noted that the ESFA recommended that academies should re-tender for their auditors every 5 years.

31.3. To receive an update on the Condition Improvement Fund (CIF) projects

In response to Trustees' queries, the Headteacher reported that work was progressing well on both the water and electrical projects, and both were ahead of schedule. Impact on school life had been minimized to date although, as of the following week, 1 set of toilets would need to be out of use for a week at a time. The Headteacher advised that the water project meant that the demountable classrooms would be supplied with drinking water.

31.4. Trustees queried whether the School had any ECTs that year, which provider the School was using as the ECT Appropriate Body and whether it was satisfied with it. The Headteacher confirmed that the School had 1 ECT that year and was using Harris Teaching School Hub as the Appropriate Body. The Headteacher expressed satisfaction with the service being provided. There were significant pressures placed on the ECT by the training and paperwork; however, the School's research had found that this was comparable to that experienced by ECT's using other providers.

31.5. A Parent Trustee complimented the School on the clarity of communication about Before and After School clubs.

32. To confirm Trust Board & all other committee meeting dates for 2021-2022 as stipulated in BJS Trust Board Meeting Date Schedule 2021-2022

32.1. Trustees noted that the AGM was scheduled to take place on the same evening as the Pay Committee and Trust Board meetings. It was agreed that the Pay Committee would meet at 6pm; the AGM at 6.30pm and the Board of Trustees at 7pm (**ACTION: Sue Julian-Ottie**). Trustees agreed to defer the decision whether to hold the AGM virtually or face to

face to nearer the date in order to assess the Covid-19 situation. The Chair reminded Trustees that they were all expected to attend the AGM **(ACTION: All)**. The Board confirmed all other meeting dates for 2021-2022 and noted that it would next meet on 14 December 2021, 7pm **(ACTION: All)**.

- 32.2.** The Chair reminded Trustees to ensure that they attended all Board of Trustees meetings and all Committee meetings (where they were Committee members) because Trustee attendance was published on the School's website and in the Annual Report. If unable to attend, Trustees should submit their apologies with reasons to the Governance Professional for submission to the Board / Committee **(ACTION: All)**.

(Meeting closed at 8.28pm).

Summary of decisions for Part A

1. Steve Lague elected as Chair of Board of Trustees for 2021-2022 (see 5).
2. Adam Breathwick elected as Vice Chair of Board of Trustees for 2021-2022 (see 6).
3. Committee membership for 2021-2022 agreed (see 14.1).
4. Committee Terms of Reference approved (see 14.2).
5. Trustees appointed to roles / responsibilities for 2021-2022 (see 15).
6. Scheme of Delegation approved (see 16).
7. Adam Breathwick re-appointed Community Governor with effect from 6 November 2021 (see 17.1).
8. Aaron Mears appointed Community Trustee with effect from 20 November 2021 (see 17.2).
9. Trustees' Code of Conduct approved (see 19).
10. KCSIE (September 2021) adopted (see 20).
11. Consultation initiated for proposed changes in 2023/2024 Admissions Policy (see 23.2).
12. Child Protection Policy ratified (see 24.1).
13. Pay Policy approved subject to agreed amendments (see 25).
14. Equality Policy approved subject to agreed amendments (see 26).
15. Radicalization & Extremism & Promoting British Values Policy approved (see 27).
16. RSE Policy approved (see 28).
17. Attendance Policy approved (see 31.1).

Summary of Trustees' Action Points for Part A

All

1. To complete & return NGA Skills Audit to Link Trustee (see 18).
2. To attend AGM, 14 July 2022, 6.30pm, venue tbc (see 32.1).
3. To attend next meeting on 14 December 2021, 7pm (see 32.1).
4. To note Chair's reminder re attendance at Trust Board & Committee meetings (see 32.2).

Adam Graves

1. . To identify suitable candidates for Community Governor (see 17.4).

Sue Julian-Ottie

1. To update Trustees' meeting schedule as agreed (see 32.1).

Aaron Mears

1. To determine how to use Stuart Fryd's training experience (see 10.1).
2. To send new NGA Skills Audit to Trustees; collate responses & report at next meeting (see 18).

Ann Robinson

1. To identify suitable candidates for Community Governor (see 17.4).
2. To arrange for consultation on proposed changes in 2023/2024 Admissions Policy (see 23.2).
3. To amend Pay Policy as agreed (see 25).
4. To amend Equality Policy as agreed (see 26).

Summary of Trustees' main challenges for Part A

1. Trustees challenged School's ability to deliver remote learning for a class if required (see 11.3).
2. Trustees challenged whether admission priority for LAC was irrespective of catchment area (see 23.2).
3. Trustee challenged whether Essex model policies complied with legal obligations of KCSIE (see 24.1).
4. Trustees challenged whether earlier start to school day had exacerbated parking problems (see 31.1).