



## GIRLS' LEARNING TRUST

### MINUTES OF MEETING – PART ONE

<b>Meeting Type</b>	Trust Board
<b>Date:</b>	1 April 2019 at 7.00pm
<b>Venue:</b>	Wallington High School for Girls Library
<b>Members:</b>	Jane Burton (JB), Alex Clark (AC), Sandy Gillett (SG, Vice-Chair), Marie Grant (MG), Tony Hyams-Parish (THP, Chair), Malcolm Munro (MM), Nigel Pepper (NP) and *Philip Taylor (PT)
<b>In attendance:</b>	Hamza Aumeer (HA, Chair of WHSG LGB), *Chris Goostrey (CG, Chair of NHSG LGB), Paul Harding (PH, Chair of CHSG LGB) and Helen Latham (HL, Director of Finance and Operations)
<b>Others present:</b>	Andrew Horrod (AH, Clerk)

\* denotes member absent from meeting

Item	Item Description and Minute	Action
<b>1</b>	<b>Apologies for absence and declaration of interests</b>	
	Apologies for absence were received from CG and PT. There were no declarations of interest.	
<b>2</b>	<b>Minutes</b>	
2.1	The minutes of the meeting held on 11 December 2018, Parts One and Two, were approved as correct records for signing by the Chair.	
2.2	Board members had also been sent prior to this meeting the wholly Part Two minutes of the extraordinary Board meeting held on 16 January 2019. No comments had been received in relation to those minutes so they were deemed to be approved.	
<b>3</b>	<b>Matters arising from the minutes</b>	
3.1	A matters arising sheet relating to the 11 December meeting had been circulated. All of the items on it had been closed except for that relating to the GLT strategic plan. The plan was an agenda item for this meeting and it would also be sent to the LGBs who had not already received it.	
3.2	Referring to item 5.2 on the sheet, JB said the data referred to was not in her report as stated but it would be submitted to the next meeting of the Admissions Committee.	

3.3	The Board noted the minutes of the meeting held via conference call to discuss the Selective School Expansion Fund Bid 2019. Trustees had agreed by majority vote that the GLT should not submit a second round SSEF bid.	
<b>4</b>	<b>CEO's Report</b>	
4.1	<p>JB highlighted the following points from her report:</p> <ul style="list-style-type: none"> <li>• The GLT had appointed a new Finance Manager, Hamish Lungany, who would start after May half-term.</li> <li>• Board members were aware of the changes to the Trust's senior leadership teams including the departure of Ben Cloves from WHSG in the summer, to take up the post of Head at Sutton Grammar School. The Board noted that PT had recently sent congratulations to the SLT staff who had obtained promotions, wishing those who were leaving the Trust all the best for the future.</li> <li>• Statistics and commentary on academic performance were included in the report. The number of Oxbridge offers had increased on last year at Nonsuch . The GLT had not yet seen the full impact of the work being done by the Oxbridge working party. NP's requested to have some three year comparisons regarding first choices in future reports, as per other university data on page 3.</li> <li>• It was pleasing to note that in the first year of operating the revised selective schools admissions policy, 29 Pupil Premium students had secured places for next year (NHSG – 16, WHSG – 13) even though this was below the ambitious target of 35 for each school. The Board recorded its thanks to Richard Booth for leading the work on this and noted that the supporting outreach programme for some local primary schools was going well.</li> <li>• Tiffin Boys' School is now admitting girls to its Sixth Form. There was brief discussion of retention rates Year 11 to Year 12 at NHSG and WHSG. JB said the 2016 figures had been similar although WHSG had achieved 90% in 2015. The Board noted that WHSG's Sixth Form is full and under ALC's influence the number of Sixth Form students at NHSG is increasing; both were positive developments.</li> <li>• The name of the safeguarding software was Visigo. It monitored internet and email activity on GLT equipment and amongst other things would flag up references to self-harm.</li> </ul>	JB
4.2	AC asked whether the drop in figures for 2018/19 compared to the two previous years, within the health and safety table on page 6, reflected different reporting. HL said there is a downward trend in the number of incidents at all three schools, which was welcome.	
4.3	The report included summaries of staff development initiatives and further updates would be given to the next Trust HR Committee. Replying to a question from THP, JB advised on the members of staff who were responsible for posting items to social media at each of the three Trust schools.	
4.4	<p>THP thanked JB for her report.</p> <p><i>MG arrived during this item, at 7.11pm</i></p>	
<b>5</b>	<b>LGB Performance Reports</b>	

	The discussion of the performance reports is summarised in Part Two of these minutes.	
<b>6</b>	<b>GLT Strategic Plan</b>	
6.1	The strategic plan had been circulated, with updates shown in red type. JB said the plan had been submitted to the Nonsuch LGB meeting in January but not the other two LGBs. The Board agreed JB's proposal that she check the plan and forward it to the CHSG and WHSG Headteachers and LGB Chairs, for inclusion on their next LGB agendas. The plan would be reconsidered at the July Board meeting.	JB
<b>7</b>	<b>GLT Code of Conduct</b>	
7.1	JB introduced the draft code of conduct for governors and trustees. It reflected the thoughts of various trustees including comments made at last week's Trust Governance Committee meeting. The LGB Chairs were now being asked to take the code of conduct to their respective LGB meetings. It was intended that the code comes into effect in September. PH noted that CHSG already had a one page code of conduct. This would therefore be superseded as all governors and trustees were expected to sign up to the new code.	
7.2	There were no further comments and the Board agreed with the aim to have all governors and trustees sign copies of the code by the end of July.	JB
<b>8</b>	<b>GLT Complaints Policy</b>	
8.1	The Trust's complaints policy had been revised in the light of recent DfE guidance. The circulated document had been submitted to Governance Committee last week. Questions and comments were invited by JB.	
8.2	After brief discussion of a query from HA regarding paragraph 1.3, it was agreed to leave that paragraph unchanged. However following a question from AC about the definition of 1 month in section 2, it was agreed that submission of a complaint should generally be made within 20 school days of the incident giving rise to it. Paragraphs 2.1 and 2.2 of the policy would be amended accordingly.	
8.3	<b>Resolved:</b> To approve the complaints policy subject to changes to section 2 as outlined, and to send the Policy to the next round of LGB meetings for information.	JB
<b>9</b>	<b>GLT Equality Objectives</b>	
9.1	JB had circulated a proposed statement of GLT Public Sector Equality Duty and Objectives, together with written advice from the Trust's lawyers Stone King.	
9.2	There were no questions from the Board and the statement was approved subject to the streamlining of dates and correction of any typographical errors in the document.	
<b>10</b>	<b>GLT Induction Protocol</b>	
10.1	JB introduced this one page document, effectively a list of actions to	

	ensure that new governors and trustees have a good induction to their role. The protocol would be sent to the LGBs for information. It could also be used to complete the induction of a CHSG governor who had joined the Trust towards the end of 2018. SG suggested that the LGB Chairs could ask their governors whether they could benefit from the protocol as well.	
10.2	The Board agreed the protocol, noting that it will be inserted in the GLT Governance Handbook.	
<b>11</b>	<b>GLT Health and Safety Policy and Carshalton asbestos update</b>	
11.1	HL invited comments on a revised GLT health and safety policy. It included appendices concerning health and safety requirements and contacts for each school.	PH
11.2	PH said that CHSG has a Premises Committee (sub-committee of the LGB) and he asked whether its remit conflicted with that of the health and safety forum. HL said the the forum at each school comprised members of staff and was slightly different. The Committee could continue meeting and reporting to the LGB. The question was posed as to whether the Premises Committee was still needed and PH said he would raise this with his LGB.	
11.3	HL confirmed that the minutes of health and safety forum meetings are shared with all staff at the respective schools. She had discussed the matters within the policy's appendices with the Headteachers. The Board could see in Appendix B the frequency of fire and lockdown drills. AC made the point that the lockdown procedure should not be available on-line. An update on asbestos at CHSG was provided, as summarised in Part Two of these minutes.	
<b>12</b>	<b>Feedback from Trust HR Committee – 18 March</b>	
12.1	In PT's absence SG reported the main points of discussion: <ul style="list-style-type: none"> <li>• Update on various staffing changes and structures at the schools.</li> <li>• The required annual report on the gender pay gap.</li> </ul>	
<b>13</b>	<b>Feedback from Trust Governance Committee – 31 January and 26 March</b>	
13.1	THP fed back that the Governance Committee had achieved much during its first three meetings. Most recently the Committee had considered: <ul style="list-style-type: none"> <li>• The Trust-wide documents brought to this meeting such as the code of conduct and complaints policy.</li> <li>• An update from SG on the self-appraisal project including the skills audit.</li> <li>• The current governance structure and succession planning.</li> <li>• The recruitment of a new CEO, which would be discussed later in this meeting.</li> </ul>	
13.2	SG said that completion of the skills audit by new governors and trustees would help the GLT with training and for when vacancies arise. The completion of the audit by all current school governors needed to happen and so LGB Chairs were being asked to follow this up as	

13.3	<p>necessary.</p> <p>THP reported that Chris Goostrey was not seeking re-election as a governor and Chair of LGB. He recorded his appreciation of the work that Chris had carried out as a governor over several years. He would be attending the Nonsuch LGB meeting later this month to thank Chris on behalf of the Trust, it being Chris's last meeting. JB and PT would also attend.</p>	
<b>14</b>	<b>Risk Register</b>	
	<p>The latest version of the risk register had been circulated. There were no changes.</p>	
<b>15</b>	<b>AOB and date of next meeting</b>	
15.1	<p>There was a confidential item regarding the recruitment of a new CEO and a summary of the discussion is given in Part Two of these minutes. There were no other items of business.</p>	
15.2	<p>The next Board meeting was scheduled for 15 July 2019, 7pm at NHSG.</p> <p><i>HA, JB, PH and HL left the meeting prior to the confidential discussion, at 8.53pm</i></p>	

The meeting ended at 9.34pm

Signed:

Dated:

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