



GIRLS' LEARNING TRUST

MINUTES OF MEETING – PART ONE

Meeting Type Trust Board

Date: 15 July 2019 at 6.30pm

Venue: Nonsuch High School for Girls Library

Members: 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)

In attendance: Hamza Aumeer (HA, Chair of WHSG LGB), *Paul Harding (PH, Chair of CHSG LGB) and Helen Latham (HL, Director of Finance and Operations)

Others present: Andrew Horrod (AH, Clerk) and Jennifer Smith (JS, CEO designate)

* denotes member absent from meeting

Item	Item Description and Minute	Action
1	Apologies for absence and declaration of interests	
	Apologies for lateness were received from PT. There were no declarations of interest.	
2	Minutes	
	The minutes of the meeting held on 1 April 2019, Parts One and Two, were approved as correct records for signing by the Chair.	
3	Matters arising from the minutes	
	A matters arising sheet had been circulated. Six of the seven items on it had been closed. The open item related to the Premises Committee at CHSG and the position was as described on the sheet, MM was now settling into his role as Chair of the LGB. JB said in reply to SG's query arising from item 7.2 that she would ask Nicky Owen to email the GLT Code of Conduct to all trustees so they could sign and return copies.	JB
4	CEO's Report	
4.1	The report included an updated GLT strategic plan for 2018-2022, as an appendix. JB took the Board through the main points from her report, the introduction summarising several activities that staff in the three schools had collaborated on during 2018/19. On academic performance she highlighted the estimated Progress 8 score for disadvantaged students at Carshalton. At 0.01 this was similar to last year and	

	<p>required improvement. New Headteacher Moe Devenney had this as a target for next year, supported by the Assistant Head whose post has a focus on disadvantaged students. At Nonsuch, an overall ALPS score of 5 at A Level was predicted. The target score of 3 was very ambitious given last year's score of 5. Amy Cavilla and her staff would continue their efforts to meet the Trust target of 3.</p>	
4.2	<p>Figures for university/Oxbridge applications were supplied, the Oxbridge working party had met last week. JB said that amongst the measures to help students prepare for their Oxbridge applications, the subject hubs described on page 4 of her report had proved popular, with positive feedback. The hubs will be continued for the next cohort. NP added that the working party will continue to meet, two additional members of staff from CHSG were now involved.</p>	
4.3	<p>JB highlighted the rise in the number of admission appeals this year, in part reflecting the larger number of families who had put the selective schools on their common application form. The increased number of Sixth Form applications for 2019 at all three schools was welcome. It will be interesting to see how many are admitted in the face of a competitive market; Tiffin Boys' School is admitting girls to its Sixth Form from September. A new school is due to open in the north of Sutton Borough in 2021.</p>	
4.4	<p>AC thought the 2018/19 attendance figures for Nonsuch on page 5 were quite low, accepting that they included Year 13 study leave and were slightly better than the figures for 2017/18. The Board noted that in the student welfare section of the report, the figures for fixed term exclusions referred to number of student days. Referring to the HR table on page 6, JB said the staff turnover figure for CHSG in 2018/19 (21% of the headcount) appeared high but was not a cause for concern as it reflected several temporary contracts, teachers returning, others leaving the profession or relocating abroad, all as evidenced by the figures in the report's next table. There were also a significant number of maternity leaves across the Trust: 16 as at June 2019, double the number in June 2018. She confirmed in reply to a question from NP that the teacher apprenticeships are in addition to permanent teaching staff, not instead of them.</p>	
4.5	<p>Other issues relating to the GLT strategic action plan were summarised in the last pages of JB's report. The Empowering Teachers Programme had replaced the Outstanding Teacher Programme, having been developed by the CPD leads in the three schools. Other positive initiatives included the continuing roll out of the Place2be training for staff and a detailed action plan arising from the Mind workplace wellbeing survey. Updates would be given to the next Trust HR Committee.</p>	
4.6	<p>The primary school outreach programme had been successfully launched during 2018/19 with NHSG and WHSG staff and students working with four primary schools from the Cirrus Trust. It will be interesting to see how many 'outreach pupils' submit applications to the GLT schools in the Autumn.</p>	JS
4.7	<p>All cross-GLT staff will be working from Nonsuch from September and thus together in one place for the first time.</p>	
4.8	<p>There was clarification regarding page 7 and formal complaints submitted to the Trust this year. There were no live complaints at the</p>	

4.9	moment, HA confirming that the one shown for WHSG had been resolved.	JS
4.10	The Ofsted framework would be changing from September 2019 with a greater emphasis on the curriculum. All three schools had been working on their curriculum statements to allow effective communication of curriculum plans to Ofsted and other stakeholders. Presentations had been given at recent LGB meetings. The Board agreed a suggestion that there be a presentation to its December meeting. THP thanked JB for her report.	
5	Feedback from the Trust Finance Committee and approval of the 2019/20 Budget	
5.1	The Board discussed the current financial position, having regard to the following documents: <ul style="list-style-type: none"> • Report on the GLT budget 2019/20 and 3 year forecast prepared by Carina Cuddington, Interim Head of Finance, which had been submitted to Trust Finance Committee on 2 July • An Integrated Curriculum and Financial Planning (ICFP) briefing note prepared by HL that had also been submitted to Finance Committee • The minutes of the 2 July Finance Committee meeting 	
5.2	NP and HL highlighted the key issues involved and Board members asked questions. A summary of the discussion is provided in Part Two of these minutes. The Board considered the Finance Committee's recommendations regarding the budget and 3 year forecast.	
5.3	Resolved: (i) To approve the GLT budget 2019/20 prior to submission to the Education Skills & Funding Agency; (ii) To approve the 3 year forecast as presented for submission to the ESFA, recognising that it is a working document which will continue to evolve as new information and Government policy develops; (iii) To note that the Finance Committee has established a cost reduction steering committee that will meet from early September onwards to consider options for savings across the GLT and make recommendations accordingly. <i>PT arrived during consideration of this item, at 6.55pm</i>	
6	Premises / Health and Safety update	
6.1	HL had circulated two papers. The first was the CHSG asbestos action plan which had been completely rewritten following the recent investigation by the Health and Safety Executive (HSE) and the report by IOM Consulting. HL advised that the Trust had not yet been informed of the fine being imposed by the HSE. Most of the actions listed in the plan had been carried out or were in progress. Asbestos action plans had been drawn up for the other schools too and submitted to the recent LGB meetings. She and Carole Petty would be attending an asbestos duty training course in the Autumn. JS would also have refresher training. Progress against the asbestos management plans would continue to be monitored.	
6.2	MM asked whether governors/LGB Chairs need to do anything and/or have health and safety training? HL said it was a good idea to have a couple of people on each LGB attend training and there were courses	

	<p>available. Retiring Nonsuch governor Tony Budden had overseen health and safety at LGB level. The Board agreed that each LGB should have a health and safety 'link governor'. For CHSG, MM agreed with HL that the Premises Committee should be disbanded, with matters left to the school's health and safety forum, and he had spoken to Moe Devenney about it. HL confirmed in reply to a question from HA that there would be a health and safety update for staff in September. This would take the form of presentations during two INSET days across the Trust.</p>	LGB Chairs
6.3	The Board noted the CHSG asbestos action plan and the general way forward with health and safety reporting outlined by HL.	
6.4	The second paper was a confidential report on certain aspects of business management. A summary of the discussion is provided in Part Two of these minutes.	
7	Policies	
7.1	Two policies were submitted for approval.	
	<u>Child Protection and Safeguarding</u>	
7.2	<p>This policy had been reviewed by SG, THP and PT. JB acknowledged that contact details in Appendix A need updating and she advised that Andrea Cooke and Paul Harding were the safeguarding governors for NHSG and CHSG respectively. NP made the following suggestions:</p> <ul style="list-style-type: none"> - that reference to a Deputy DSL in paragraph 4.1 be omitted; - regarding paragraph 11.3.2, should the designated trustee be consulted? JB said they could be added in but she thought that under KCSIE regulations it is the Head of a Trust who should be consulted; she would check. 	JB
7.3	<p>JB asked NP to send her all his comments. Subject to appropriate amendments being made, the Child Protection and Safeguarding Policy was approved.</p> <p><u>Special Educational Needs and Disabilities Policy</u></p>	
7.4	JB advised that this Policy was reviewed annually by the Board. There were no questions or comments and the Policy was approved.	
8	Feedback from Trust Committees, not covered elsewhere on the agenda	
	<u>Admissions Committee - 23 April</u>	
8.1	The minutes of the meeting had been circulated and NP said he had nothing to add. There were no questions.	
	<u>Trust HR Committee – 12 June</u>	
8.2	The minutes of the meeting had been circulated and PT said he had nothing to add. There were no questions.	
	<u>Nonsuch LGB – 9 July</u>	
8.3	MG said last week's meeting had been her first as Chair. She had nothing to report additional to NHSG issues being discussed by the	

	Board this evening. The minutes would be circulated next time.	
	<u>Wallington LGB</u>	
8.4	HA said there had been two LGB meetings since the last Trust Board. The LGB had considered the school development plan, departmental reviews, policies, the Ofsted framework, health and safety/premises including canteen facilities, and the safeguarding governor's report. The LGB had also presented Margaret Burnett with a leaving gift at the July meeting, as she was retiring from her role as Clerk.	
	<u>Carshalton LGB</u>	
8.5	MM said the LGB had received presentations on the Ofsted framework and Mind survey from Moe Devenney and Viv Jones. There was brief comment regarding the amount of 'challenge' by governors at meetings. MM said he would be talking to Moe in September about the number of senior staff at LGB meetings, an issue which was being addressed by the NHSG and WHSG Headteachers as well.	
	<u>Trust Governance Committee – 24 June</u>	
8.6	The minutes of the meeting had been loaded to Trust Governor. THP said the Committee had discussed vacancies and succession planning. The GLT now had the minimum three Members and it could do with at least four. He and MG would be meeting some potential candidates shortly. Any suitable candidates can be appointed by the existing Members. The Committee had agreed to discontinue the LGB performance reports, partly because of trustees taking over two of the three LGB Chair roles.	
	<u>GLT Members meeting – 1 July</u>	
8.7	JB said the meeting had discussed, with reference to the NGA document about the role of Members, the direction of the Trust in terms of strategy, vacancies and recruitment. This had included the increase in size of the Board to 10 (including a co-opted trustee and the CEO) as agreed by the Governance Committee. The Members had appointed JS as a trustee with effect from when she takes over the CEO role and had reappointed the four trustees whose terms of office expire at the end of August (AC, THP, NP and PT) for a further four years.	
9	Risk Register	
9.1	The latest version of the risk register had been circulated. MG asked whether the impact of changes in funding (Finance Committee entry 7.5) should come under the Trust Board. JB suggested that the Board's financial stability entry (no. 7) could be expanded to include the same wording, say as item 7.1. This would therefore also be colour coded red.	JB
9.2	The severity rating of the Board's Health and Safety entry was correct at 6 but the colour coding should be amber, so this would be amended.	
10	AOB and date of next meeting	
10.1	THP reported on the resignation of Ashok Jashapara as a WHSG Parent Governor.	

10.2	The next Board meeting was scheduled for 25 September 2019, 7pm at NHSG.	
10.3	THP advised that this was JB's last meeting before leaving the GLT to take up the post of Head of Old Palace of John Whitgift School in Croydon. Prior to becoming CEO, JB had been Deputy Head at NHSG and then Head of WHSG. THP paid tribute to JB's work as CEO in particular; she had been instrumental in forming and then expanding the multi-academy trust. Her advice to him as Chair of the Trust during that time had been invaluable. On behalf of the Board he thanked JB for all her work and wished her every success in her new role. JB responded, saying she had enjoyed her time with the Trust immensely and she thanked everyone present for their help during her time as CEO and the card, gift and flowers presented at the close of the meeting.	

The meeting ended at 8.25pm

Signed:

Dated:

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