



## GIRLS' LEARNING TRUST

### MINUTES OF MEETING – PART ONE

**Meeting Type** Trust Board

**Date:** 30 March 2020 at 7.00pm

**Venue:** Meeting held online via Skype conference call

**Members:** Hamza Aumeer (HA), Alex Clark (AC), Sandy Gillett (SG, Vice-Chair), Marie Grant (MG), Tony Hyams-Parish (THP, Chair), Malcolm Munro (MM), Nigel Pepper (NP), Jennifer Smith (JS) and Philip Taylor (PT)

**Others present:** Helen Latham (HL, Director of Finance and Operations) and 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>	
	There were no apologies for absence or declarations of interest.	
<b>2</b>	<b>Minutes</b>	
2.1	The Part One and Part Two minutes of the Board meeting held on 10 December 2019 at 7.00pm were approved as correct records, for signing by the Chair.	
2.2	The Part Two minutes of the Extraordinary Board meeting held on 10 December 2019 at 6.15pm were approved as a correct record for signing by the Chair.	
<b>3</b>	<b>Matters arising from the minutes</b>	
3.1	PT's suggestion that Part Two minutes of meetings are not included in the consolidated packs of agenda papers loaded to the Trust Governor website was agreed.	JS/AH
3.2	A matters arising sheet had been circulated, all but two items on it were closed. The first open item concerned the setting of a KPI target for grade 9 GCSE at each Trust school and Sixth Form learning reviews at CHSG and WHSG. JS reported that the Executive Group had agreed to set targets for GCSE grade 9. Regarding the Sixth Form learning reviews, there had been much discussion at Executive Group. The review carried out at NHSG had taken up a lot of senior leadership time, at the expense of other learning reviews in the school, and its impact had yet to be seen. It was proposed therefore that the new leadership	

	posts at CHSG and WHSG be allowed to settle in and then plans be made for reviews next year. For that reason the item should remain open. HA asked whether there was a timetable for this, JS replying no as the Trust did not know when the leadership posts would be filled because of the impact of the Coronavirus/Covid-19 pandemic. The responsibilities of these posts included Head of Sixth Form. NP suggested that it would also be useful to see what the exam results are like in the Summer. JS said she would include an indicative date for the learning reviews on the next matters arising sheet.	JS
3.3	The second open item concerned health and safety incident reporting. HL proposed that due to the Covid-19 outbreak and the cancellation of the tendering for the external health and safety advisor role, the question of reporting protocols for health and safety incidents be revisited over the Summer. HL said she would include a likely date on the next matters arising sheet.	HL
3.4	PT asked about the comment in item 5.2 that the ALPS 1 score is awarded to the top scoring schools in the country and usually only one school is awarded it. JS said that this is correct; it is possible for two schools to be awarded ALPS 1 but it is rare. Any schools just below the top school are awarded a score of ALPS 2.	
<b>4</b>	<b>Trust Governance and ratification of any recent appointments</b>	
4.1	Further to the discussion at the 20 January Trust Governance Committee meeting, SG said she had approached Robert Etchell with a view to him becoming a trustee and joining the Board. Robert had accepted the invitation.	
4.2	SG reported that with her taking over from THP as Chair of the GLT/Trust Board from tomorrow, the position of Vice-Chair will be vacant. She had spoken to PT, who was willing to fill the post, and all other trustees.	
4.3	Further to the discussion at Trust Governance Committee, JS said she had considered approaches to people who may be interested in becoming Members of the GLT. She informed the Board of someone who had taught at both WHSG and Emmanuel School, and was currently a governor at another local school. The Board welcomed this news.	
4.4	<b>Resolved:</b> (i) That following THP standing down as a trustee and Chair of the Board: - Robert Etchell be appointed as a GLT trustee; - PT be appointed as Vice-Chair of the GLT/Trust Board. (ii) That the Members of the GLT (HA, THP and Donna Evans) meet in due course to consider the appointment of the person named by JS as a Member, and JS keep him informed.  <i>See also minute 9 below.</i>	JS
<b>5</b>	<b>CEO's Report</b>	
5.1	JS introduced her report on current issues. Her core report was supplemented by reports from the Headteachers and Inspection Data Summary Reports for KS4/KS5 2019, produced by Ofsted.	
5.2	The second half of the term had been overshadowed by the Coronavirus	

5.3	<p>outbreak and JS confirmed that the GLT schools were now closed. Children of key workers were allowed to come to school each day and they were being supervised by a skeleton team of SLT members, site staff and volunteers. Due to the small numbers of students involved, they had been brought together and were studying at CHSG. JS said that for her and the Headteachers, a key issue at the moment was academic performance and how GCSE and A Level grades will be awarded in the Summer, now that the exam programme had been cancelled. The table on page 5 of her report showed GLT academic performance for 2019 and latest estimates for 2020. Board members agreed with NP that it is very encouraging to note that a CHSG student has received an offer of a place at Oxford University.</p> <p>A summary of other points raised by Board members is included in Part Two of these minutes. THP thanked JS for her report.</p>	
<b>6</b>	<b>GLT Exclusions Policy</b>	
6.1	<p>A draft GLT Exclusions Policy had been circulated for approval, together with some background information for Headteachers and trustees. JS thanked AC and SG for their input to the draft. She clarified that the three schools in the Trust have their own policies, which aim to avoid exclusions. It is necessary to link the GLT policy to the schools' policies. A decision to permanently exclude a student needs to be made at Trust level. The Board discussed how this works in practice given that it is a Headteacher who decides to exclude a student. JS said a Head would consult her and the Chair of the relevant LGB. Her main role is to advise on procedure. A new Trust Exclusions Committee will have certain responsibilities delegated to it which include reviewing a case of permanent exclusion. An independent panel could be asked to review the Committee's decision to not reinstate a student.</p>	
6.2	<p>HA, THP and NP made some points about the wording of the documentation, e.g. being consistent with the names of the Trust bodies involved. PT asked that the policy is put into the standard format and that the policy sub-group review it. AC added that he had attended a panel hearing with lawyers on both sides debating the right of Headteachers to exclude students. The guidance is clear, only a Head can exclude a student. JS said the inconsistencies in the documentation will be picked up and she will refer it to the policy sub-group. She was looking to increase the number of governors who can sit on an independent panel. THP agreed that it would be best to have a core group of governors with experience/training to choose from, rather than more ad-hoc arrangements.</p>	
6.3	<p><b>Resolved:</b> That the draft GLT Exclusions Policy be referred to the policy sub-group (JS to consult SG and PT) and Chair's Action be used by SG to approve the final version if necessary.</p>	JS
<b>7</b>	<b>Feedback from Finance Committee</b>	
	<p>The minutes of the meeting held on 3 February had been circulated for information. NP reported that at its 17 March meeting, the Committee had discussed the changing financial situation and had approved expenditure for the bulge classes at CHSG and NHSG. HL said she had nothing to add to NP's summary and in reply to a question from PT, confirmed that income from lettings had dried up a couple of weeks ago due to the Coronavirus pandemic. It was likely that this would remain the case for the remainder of the academic year. The impact of the</p>	

	pandemic on lease payments to Nonsuch was being monitored.	
<b>8</b>	<b>Feedback from HR Committee</b>	
8.1	The minutes of the meeting held on 4 March had been circulated for information. PT advised that the Committee did not have a representative from Nonsuch LGB at the moment. MG acknowledged this; she and others were about to interview candidates for the Appointed Governor vacancies on the LGB but this had been halted by the Coronavirus lockdown. PT suggested that MG be invited to represent the LGB at the next HR meeting; this was agreed.	JS/AH
8.2	PT reported that the Committee had approved the recruitment of a Head of Estates and Projects, however this had been put on hold due to the situation with Coronavirus. The Committee had agreed that the HR steering group should continue to deal with staffing issues.	
<b>9</b>	<b>Feedback from the LGBs</b>	
	<u>Nonsuch</u>	
9.1	The minutes of the 12 February meeting had been circulated. MG asked that the appointment of Parent Governor Claire Copeland be ratified. The Board agreed this and ratification of the reappointment of Donald Cameron and Donna Evans as trustees of the Nonsuch Charitable Trust until 2024.	
9.2	MG reported that the LGB had received a presentation from Kimberley Brazier on the learning review of the English Department. The process had been beneficial and other departments should embrace a similar review. The LGB had noted that overall progress with measures in the school's development plan was on target.	
	<u>Carshalton</u>	
9.3	The minutes of the meeting held on 30 January had been circulated. MM asked that the appointment of Parent Governor Joseph Theveranjan be ratified; this was agreed. MM said that with an impending Ofsted inspection in mind, membership of the school's curriculum committee is being expanded. The aim is to increase the awareness and understanding of governors and align them to all areas covered by the SLT. There were no questions to MM from Board members.	
	<u>Wallington</u>	
9.4	The minutes of the meeting held on 27 January had been circulated. HA said there were no governor appointments to be ratified. The LGB had discussed safeguarding, the Ofsted inspection report and CIF bids to fund building projects. The Board noted the update, there were no questions for HA.	
9.5	JS asked HA, MG and MM what they felt about the LGB meetings in April, given the situation with Coronavirus? MG proposed that they be cancelled. NP suggested that Headteachers still compile and circulate their reports, providing an update on the education of students and exams.	
9.6	The Board agreed to cancel the April round of LGB meetings, however	

	Headteachers be asked to circulate briefer than usual versions of their reports to all members of the respective LGBs so that governors are kept informed of the latest developments.	JS
<b>10</b>	<b>Risk Register</b>	
10.1	<p>The latest version of the Risk Register had been circulated. JS said a number of complex issues had arisen as a result of the spread of Coronavirus and the closure of GLT schools. She suggested that a sub-committee of the Board be established to help the Executive Group manage the issues. It was acknowledged that the Risk Register had not yet been fully updated to reflect the risks posed by the virus. HL added that one of the larger risks to the GLT at the moment is the impact on IT. The IT team comprised just four members of staff and spare parts for equipment (e.g. from China) were not coming in as usual. Other points made by JS in relation to the impact of the virus were:</p> <ul style="list-style-type: none"> <li>• GLT Science departments have donated goggles to St. Helier Hospital.</li> <li>• £7k worth of payments have been made to students on free school meals this week as there has been no progress as yet with the DfE's voucher scheme.</li> </ul>	
10.2	<p>The Board agreed that SG lead on the establishment and work of a small sub-committee of trustees to help staff manage issues, as outlined above. These trustees will agree updates to the Risk Register.</p> <p><b>Action:</b> JS/SG</p>	JS/SG
<b>11</b>	<b>AOB and date of next meeting</b>	
11.1	MG said she had taken part in a strategic leadership and governance conference, held by webinar. Those taking part had discussed many of issues that Board members had talked about this evening. MM said he had also signed up to the conference and he will attend in due course.	
11.2	PT paid tribute to THP, now that THP was stepping down as a trustee. PT said THP had been an excellent colleague and mentor to him during their time with Nonsuch LGB (which THP had chaired for several years) and then latterly, the multi academy trust. With his professional knowledge THP had also provided advice and support on HR issues. THP had been instrumental in establishing and leading Nonsuch and Wallington Education Trust and then the GLT. On behalf of the Board, he thanked THP for all his work with Nonsuch LGB and the Trust. THP responded, acknowledging that he was stepping down as a trustee at a critical time for the GLT. He said he had worked with some very good people over the years, e.g. Donna Evans, and he gave credit to the work of Vice-Chairs, who do a lot behind the scenes. He wished the Board well and thanked everyone for the gift vouchers that had been posted to him.	
11.3	The next Board meeting was scheduled for 8 July 2020, 7pm at NHSG.	

The meeting ended at 8.42pm

Signed:

Dated:

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