



MINUTES OF THE FEDERATION TRUST MEETING

Thursday 7 July 2022, 8.15am
The Gallery

Present

Rob Guthrie, Andrew Holt (Chair), Guy Magrath, Clive Norgaard Morton, Stuart Williams (Executive Principal).

In Attendance

Sophie Dawson, John Harrison, Oliver Teasel, Kelly Jackson, Natalie Ray, Sheryl Wilson (Clerk).

1. Welcome introductions and apologies for absence

Andrew Holt welcomed everyone to the meeting. Apologies for absence were received and accepted from Emma Gautrey, Sam Hearth, Sally Kirkby, Martyn Rhowbotham and Alex Mould.

Trustees referred to the Articles of Association regarding attendance at meetings and for anyone that had not attended in the last 6 months a letter would be issued. Trustees were reminded that it is important to regularly attend meetings in order for the Board to be effective.

2. Declarations of Personal Interest and Pecuniary Interest

There were no declarations of personal or pecuniary interest.

3. Minutes of the meeting held on Thursday 19 May 2022

The minutes were signed to be a true and accurate record.

4. Matters arising from previous minutes

An action point from the previous minutes was for Stuart Williams to contact the Regional Schools Commissioner. Stuart Williams noted that there has recently been a reorganisation and regions have changed, he therefore intends to write in the new academic year. (ACTION SPW)

5. Clerk's Business

Trustees were reminded of the requirement to complete the annual Register of Business Interests' form for the auditors. The dates of meetings for the new academic year had been set and were available on the VLE.

The Audit and Scrutiny Risk Assurance committee had met to discuss governance. The notes and action points from this meeting were shared with trustees.

6. Policies

Sophie Dawson (HR Manager) was welcomed to the meeting to explain the recent changes with the HR policies. Prior to the meeting, a summary of the changes had been shared. Trustees agreed that the stages within the Complaints Policy provided further clarity.

The below policies were ratified by Trustees.

- Federation ICT Policy
- Federation Staff Allegations Against Staff
- Appraisal and Capability
- Discipline Policy
- Safer Care Code of Conduct
- Staff Shared Parental Leave (adoption)
- Staff Shared Parent Leave (birth)
- Trips and Visits
- Whistle-blowing
- Grievance
- Stakeholder Business Interruption Risk
- Complaints Policy
- Photography Policy
- Student Safeguarding Policy
- Lost Child Policy
- Intimate Care Policy

7. A.O.B

Trustees agreed to sign the deed of surrender for the old sports centre that the local authority have proposed.

Natalie Ray reported that it has been difficult to obtain quotes for demolition and building works. An email has been sent to the ESFA to query if our policy could be amended to reflect that there is evidence to confirm that there have been several attempts to obtain quotes, however, these have not been forthcoming from companies for various reasons and this is preventing the works being carried out as three quotes are required. (ACTION NR)

Date of next meeting

Trust Meeting - Thursday 13 October 2022, 8.15am