



MINUTES OF THE FEDERATION TRUST MEETING

Thursday 12 October 2023, 8.15am
The Gallery

Present

Andrew Cross, Rob Guthrie, Andrew Holt (Chair), Guy Magrath, Alex Mould, Martyn Rhowbotham, Clive Norgaard Morton, Mark Tinkler, Stuart Williams (Executive Principal).

In Attendance

Kelly Jackson (Head of School Catmose Primary), Natalie Henry-Oliver (Deputy Head of Harington School), Chris Wilson (Chief Finance Officer), Sheryl Wilson (Governance Professional).

1. Election of Chair and Vice Chair

Trustees unanimously agreed that Andrew Holt would stand for another year as chair of the trust and Mark Tinkler was nominated to stand as vice chair following the resignation of Sam Hearth.

2. Welcome introductions and apologies for absence

Andrew Holt welcomed everyone to the meeting. Apologies for absence were received and accepted from Emma Gautrey and Lindsey Madeley-Harland.

3. Declarations of Personal Interest and Pecuniary Interest

There were no declarations of personal or pecuniary interest.

4. Minutes of the meeting held on Thursday 6 July 2023

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

5. Matters arising from previous minutes

There were no matters arising from the previous minutes.

6. Governance Professional

Trustees were informed that Sam Hearth had made the decision to resign from her position as vice chair of the trust with effect from 12 September 2023. Sam was also a Member and has resigned from this position.

Trustees were reminded to complete the annual safeguarding training, prevent training and submit the online register of business interests' form for 2023/2024.

7. Principal's Update – Catmose College

Stuart Williams advised that the College GCSE results were good and better than expected

The start of term had gone well, with student behaviour settled. Open Evening had seen a fantastic turnout with approximately 900 people attending and families were requesting tours in the last week of term before the October break.

An external safeguarding review had been completed and the report would be published in due course.

Catmose Primary Update

Kelly Jackson reported that the progress measures for Key Stage 2 SATs had been released in September which were positive across the board, with significant improvement seen in reading.

The primary school will welcome parents to their annual Harvest Tea on the last day of term and new intake parents were invited to a cheese and wine evening, hosted by the PTA which had been well received. On Saturday 4 November an open morning will be held for prospective pupils and parents where they will be able to enjoy a tour of the primary and meet with the head of school.

Harington School Update

Natalie Henry-Oliver advised that the A level results were very strong which showed a significant improvement on those achieved in 2019 (pre-Covid). The school improved on all of the key performance measures. 74% of students achieved their first choice of university with 47% of students going to Russell Group universities. 4 former students have joined Oxbridge, with 3 students securing places on veterinary science courses.

Admissions this year have also been very strong, with 163 new students joining in Year 12. This takes the total number of students on roll to 330. The school was built to accommodate 300 students and managing the space will continue to be a challenge this year.

An external safeguarding review had also been undertaken for Harington recently.

Priorities for the next 12 months, as identified in the Transformation Plan include:

- Reviewing the PSHE programme and role of the tutor.
- Improving attendance procedures.
- Growing the number of extracurricular activities on offer, with a specific focus on the House System.

8. Agenda items for the Audit and Scrutiny Risk Assessment Committee

The dates have been diarised for the Audit and Scrutiny Risk Assessment Committee to scrutinise areas of work. (7 December, 8 February, 16 May).

Trustees agreed that the audit and scrutiny committee would review the risk register at the meeting on 7 December.

9. Uniform Supplier

In order to provide the best value for money for school uniform and greater accessibility in obtaining school uniform, discussions with suppliers are currently taking place. Once quotes have been obtained, samples will be shown to students. Feedback will also be gathered from parents and the proposals will be forwarded to the local governing bodies.

Kelly Jackson left the meeting at 9.00am.

10. Staff Survey

The link for the Federation Staff Survey was shared with trustees. Feedback from the survey will enable the schools to prioritise the agenda for the next 12 months, alongside the results from the student and parent surveys. Staff are encouraged to comment on student behaviour, such as refusal.

11. Policies

The below policies were ratified by trustees; details of amendments were shared prior to the meeting.

- Federation Prevent Strategy
- Federation Stakeholder ICT Policy
- Federation Student Photography Policy
- Federation Intimate Care Policy
- Federation Financial Management
- Federation Trips and Visits Policy
- Federation Dress Code Policy
- Federation Cycle to Work Scheme
- Federation Recruitment Policy
- Federation Academy Pay Policy
- Federation Leadership Pay Policy
- Federation Teachers' Pay Policy

12.A.O.B

Trustees were asked to read the updated version of the Academy Trust Handbook 2023.

Stuart Williams' PR document was shared with trustees, this had been undertaken by the chair of the trust, two other trustees and an external independent reviewer.

Trustees thanked Stuart Williams and all staff at the Federation for all of their hard work and dedication during the last academic year.

Date of next meeting

Trust meeting - Thursday 7 December 2023, 8.15am