



## Norton College

11-19 School & Sixth Form Centre

# Evolution Schools Learning Trust

## Meeting of the Trust Board

### Thursday 15<sup>th</sup> July 2021 at 6.30pm by video conference

**Present:**

Ms Jill Donaldson Hodges	Mrs Helen Robinson ( <i>from 7.00pm</i> )
Mrs Kelly Dunn	Mr Craig Shepherdson
Mr Luke Ives ( <i>until 7.23pm</i> )	Mrs Catriona Stewart
Mrs Caitlin Mackinder	Mrs Karron Young (Chair)
Mr Sam Moore	

**In attendance:**

Mr Tim Johnson (Headteacher)
Mrs Barbara Kybett (Governance Advisor - Clerk)

1.	<b>Welcome, apologies for absence and consents</b>	<b>ACTION</b>
	The Chair welcomed everyone to the meeting. There were no apologies for absence but Mrs Robinson had previously indicated that she would join the meeting late and Mr Ives would need to leave the meeting early.	
2.	<b>Declarations of Interest</b> ( <i>related to this agenda</i> )	
	There were no declarations of interest.	
3.	<b>Minutes of the last LGB meeting held on 24<sup>th</sup> March 2021</b>	
	Previously distributed.	
	<b>Resolved:</b>	
	<b>Trustees considered the minutes of the last LGB meeting of 24<sup>th</sup> March 2021 and agreed that they were a true and accurate record of the meeting.</b>	
4.	<b>Minutes of the last meeting of the Trust Board held on 19th March 2021</b>	
	Previously distributed.	
	<b>Resolved:</b>	
	<b>Trustees considered the main and confidential minutes of the Trust Board meeting of 19<sup>th</sup> March 2021 and those who had been present at that meeting agreed that they were a true and accurate record.</b>	
	Ms Donaldson Hodges noted that the paper recorded under Item 7 had been prepared by the Headteacher, and had been a significant amount of work for which he was due the credit.	

5.	<p><b>Action plan and matters arising</b> Previously distributed. With reference to the Action plan from the minutes of the last LGB meeting:</p> <table border="1" data-bbox="175 257 1324 784"> <thead> <tr> <th data-bbox="175 257 1157 302">Action</th> <th data-bbox="1157 257 1324 302">Status</th> </tr> </thead> <tbody> <tr> <td data-bbox="175 302 1157 347">1. Meet with SBM re: possible sources of funding for the Astro turf</td> <td data-bbox="1157 302 1324 347">Closed</td> </tr> <tr> <td data-bbox="175 347 1157 425">2. Progress a CPD session for governors around the IDSR</td> <td data-bbox="1157 347 1324 425">Complete</td> </tr> <tr> <td data-bbox="175 425 1157 470">3. Remind governors who have not yet completed the skills audit</td> <td data-bbox="1157 425 1324 470">Complete</td> </tr> <tr> <td data-bbox="175 470 1157 548">4. Complete online safeguarding and Prevent training and return certificates to Julie Barber</td> <td data-bbox="1157 470 1324 548">Complete</td> </tr> <tr> <td data-bbox="175 548 1157 593">5. Send governors the links to online safeguarding and Prevent training</td> <td data-bbox="1157 548 1324 593">Complete</td> </tr> <tr> <td data-bbox="175 593 1157 638">6. Contact the first applicant to discuss the Trust appointed vacancy</td> <td data-bbox="1157 593 1324 638">Complete</td> </tr> <tr> <td data-bbox="175 638 1157 694">7. Initiate a parent governor election</td> <td data-bbox="1157 638 1324 694">Complete</td> </tr> <tr> <td data-bbox="175 694 1157 784">8. Email school staff to convey governors' appreciation of their efforts this term</td> <td data-bbox="1157 694 1324 784">Complete</td> </tr> </tbody> </table>	Action	Status	1. Meet with SBM re: possible sources of funding for the Astro turf	Closed	2. Progress a CPD session for governors around the IDSR	Complete	3. Remind governors who have not yet completed the skills audit	Complete	4. Complete online safeguarding and Prevent training and return certificates to Julie Barber	Complete	5. Send governors the links to online safeguarding and Prevent training	Complete	6. Contact the first applicant to discuss the Trust appointed vacancy	Complete	7. Initiate a parent governor election	Complete	8. Email school staff to convey governors' appreciation of their efforts this term	Complete	
Action	Status																			
1. Meet with SBM re: possible sources of funding for the Astro turf	Closed																			
2. Progress a CPD session for governors around the IDSR	Complete																			
3. Remind governors who have not yet completed the skills audit	Complete																			
4. Complete online safeguarding and Prevent training and return certificates to Julie Barber	Complete																			
5. Send governors the links to online safeguarding and Prevent training	Complete																			
6. Contact the first applicant to discuss the Trust appointed vacancy	Complete																			
7. Initiate a parent governor election	Complete																			
8. Email school staff to convey governors' appreciation of their efforts this term	Complete																			
6.	<p><b>Start Budget 2021-22 – for approval</b> Previously distributed.</p> <p>The Chair noted that some trustees had attended the Budget Monitoring Working Party meeting held prior to the Trust Board meeting, at which the SBM had reported that there were no changes to the Start Budget which had been scrutinised at the Board meeting on 24<sup>th</sup> June.</p> <p><b>Resolved:</b> <b>Trustees unanimously agreed therefore to approve the 2021-22 Start budget for submission to the ESFA.</b></p> <p><i>It was agreed to move straight to Item 9.</i></p>																			
*9.	<p><b>Governance</b></p> <p><u>9.1 Election of Chair and Vice Chair of the Trust Board (to commence 1<sup>st</sup> September 2021)</u></p> <p>Nominations for the position of Chair of the Trust Board had been previously received by the Clerk.</p> <p><i>Ms Donaldson Hodges left the meeting whilst her nomination was considered.</i></p> <p><b>Resolved:</b> <b>Ms Jill Donaldson Hodges was unanimously elected as Chair of the Trust Board until the first meeting of the academic year 2022-23.</b> <b>Nominated: Karron Young    Seconded: Craig Shepherdson</b></p> <p>Ms Donaldson Hodges returned to the meeting and was congratulated on her appointment.</p> <p>Nominations for the position of Vice Chair had been previously received by the Clerk.</p> <p><i>Mr Shepherdson left the meeting whilst his nomination was considered.</i></p> <p><b>Resolved:</b></p>																			

**Mr Craig Shepherdson was unanimously elected as Vice Chair of the Trust Board until the first meeting of the academic year 2022-23.**

**Nominated: Karron Young    Seconded: Kelly Dunn**

Mr Shepherdson returned to the meeting and was congratulated on his appointment.

#### 9.2 Agree constitution, membership and terms of reference for committees of the Board

Previously distributed.

#### **Resolved:**

**Trustees resolved to constitute committees of the Board and agreed membership as follows:**

- **Education and Standards:** Ms Donaldson Hodges, Mrs Mackinder, Mrs Stewart, Mrs Young  
Mr Shepherdson, Mrs Robinson
- **Finance, Audit and Risk:** Mr Shepherdson, Mrs Dunn, Mr Moore, Mr Ives, Ms Donaldson Hodges
- **Pay**
- **Headteacher's Performance Management**

Appointment of trustees to these two committees was deferred until September. It was noted that trustees were welcome to attend meetings of Committees of which they were not members, but would not be entitled to vote.

*(Mrs Robinson joined the meeting at 7pm)*

#### **Resolved:**

**Members of the Education and Standards Committee elected Mrs Young as Chair of the Committee and Mrs Mackinder as Vice Chair.**

**Members of the Finance, Audit and Risk Committee elected Mr Ives as Chair and Mr Moore as Vice Chair.**

Trustees considered the draft Terms of Reference for the Education and Standards and the Finance, Audit and Risk Committees. **One trustee expressed the view that the delegated powers of the Finance, Audit and Risk Committee were not sufficient for it to have a useful role within the governance structure.** The Clerk agreed to determine whether there were further delegations which could usefully be added to the Committee's terms of reference. It was noted that Committee terms of reference would be reviewed annually and could be updated at any point during the year, with Board approval.

*Clerk*

**A trustee queried whether the Chair of the Trust Board would have delegated powers to make decisions on behalf of the Trust Board, in the event of an emergency.** The Chair commented that this was likely to be included in an updated version of the Trust's Articles which would be discussed at the next meeting.

*Agenda*

#### **Resolved:**

**Trustees unanimously approved the terms of reference for the Education and Standards, and the Finance, Audit and Risk Committee.**

#### 9.3 Code of Conduct

Previously distributed

**A trustee commented that, having compared the Code of Conduct with the Ofsted Inspection framework and the Governance Handbook, he considered that there were some mismatches in**

	<p><b>terms of the duties placed upon trustees. It was agreed that Ms Donaldson Hodges and the Clerk would undertake some further work on strengthening the Code of Conduct. In the meantime, trustees agreed to abide by the Code of Conduct.</b></p> <p><u>9.4 Disqualifications and declarations form</u> Previously distributed</p> <p>Trustees were asked to return this signed declaration, which the Clerk would circulate in Word format, by Friday 23<sup>rd</sup> July.</p> <p><i>(Mr Ives left the meeting at 7.23pm)</i></p> <p><u>9.5 Governance Action Plan</u> Previously distributed</p> <p>The Chair thanked Ms Donaldson Hodges for her work on developing the Governance Action Plan which had been aligned with school development priorities. Ms Donaldson Hodges invited contributions from trustees in relation to their own link areas and proposed that the Action Plan should be an item on each Committee's agenda for discussion and to agree performance indicators.</p> <p><u>9.6 Training update</u> Previously distributed</p> <p>The Chair thanked trustees for their commitment to training and encouraged them to feed back to CYC on the courses attended. Ms Donaldson Hodges explained that the training update contained details of training completed this year, and suggestions for future training. The Clerk would continue to log training in the next academic year.</p> <p><u>9.7 CYC training offer 2021/22</u> Previously distributed</p> <p>Trustees noted the CYC training offer for 2021/22 and expressed their commitment to engage with training.</p>	<p><i>JDH/Clerk</i></p> <p><i>All trustees</i></p> <p><i>Agenda: E&amp;S/FAR</i></p>
<p>*5.</p>	<p><b>Rolling Action Plan and Matters Arising</b> Previously distributed.</p> <p>The meeting briefly returned to this Item and to the Rolling Action Plan. The Headteacher reported that he had undertaken a staff survey in the summer term, which was more wide ranging in its questions than the Ofsted survey.</p> <p>All action points arising from LGB meetings in 2020-21 were therefore completed or closed.</p>	
<p>7.</p>	<p><b>Headteacher's Report</b> Previously distributed.</p> <p>The Chair thanked the Headteacher for his comprehensive report, which had been produced at such a challenging time.</p>	

The Headteacher began by updating trustees on COVID-19 and highlighted the huge amount of work which had resulted from infection control measures, alongside the rapid school improvement which had been achieved this academic year. A “perfect storm” had been created which had been, for him personally, all-consuming. Confirmation from the DfE was still awaited on a number of processes relating to COVID-19 and to Teacher Assessed Grades. For him and many staff, the workload had been intolerable.

Trustees acknowledged the extraordinary burden which had been placed on the Headteacher, and were also conscious that there had been little awareness of these demands in the media. Trustees offered their support and thanks to the Headteacher and asked what further could be put in place to support him and school staff. The Headteacher explained that, even if money were available, there was little that could be put in place that would have an immediate impact on his workload, or that of other staff. However, the staffing structure for next year would alleviate the pressure and further administrative support had been put in place for the summer. The Headteacher underlined that the school had moved forward and he encouraged trustees to continue to support and challenge as part of the continuing drive for school improvement.

Returning to his report, the Headteacher advised that the school had submitted teacher assessed grades and had not been asked for any further evidence, other than a small initial sample, and it was therefore the case that grades would be upheld. The Chair agreed with the Headteacher that the process had resulted in a very significant amount of extra work for staff.

The Headteacher referred to details about the school day in his report, noting that breaks and lunchtimes would continue to be staggered next year despite the logistical challenges. He observed that many students favoured the current arrangements, for reasons which would need to be addressed before the staggered system could be dispensed with. **The Chair queried if there was additional expenditure associated with the staggered break and lunch times.** The Headteacher responded that there were no significant costs arising from this system. The cost of the Midday Supervisors employed for next year had already been included in the budget. He added that most schools would continue to operate a staggered system into the next academic year, so the school was not an outlier.

**A trustee questioned whether a staggered school day would impact on the hoped for Sixth Form partnership with Malton School.** The Headteacher responded that this partnership would not be operating next year so this would not be an issue.

The Headteacher agreed with a trustee that Mr Stones and Mrs Waines would be invited back to a future meeting to present to trustees on the monitoring and review cycle.

The Headteacher advised that the school had received £56k in catch up funding and referred to the detailed breakdown of the allocation recorded in this report. He paid tribute to the work of Mr Fryirs (Covid Catch-Up Co-ordinator), who had worked with Mr Stones, to allocate the funds in the most effective manner, and to evidence the impact. This would provide a foundation for work next year on addressing Social, Emotional and Mental Health needs. The Headteacher commented that the National Tutoring Programme had also been surprisingly effective. Overall, the funding had been very valuable.

*Agenda –  
E&S*

	<p>The Headteacher referred to the staffing section of this report and provided some context for the number of leavers and new appointments. He advised that there would be a substantive staffing model next year which would put the school in far stronger position.</p> <p>Trustees noted that Dr Carson would be leaving the school after many years of service and there was some discussion on how best to mark this.</p> <p>A trustee highlighted the improvement in parental perception of the school which was very positive.</p> <p>The Chair thanked the Headteacher for the level of detail in his report. She observed that the expectation on all staff to assume responsibility and accountability was clear and that this was a shift in culture which needed to be recognised.</p> <p>Finally the Headteacher noted the improvement to attendance rates which were above the national average in the period March 15<sup>th</sup> to 2<sup>nd</sup> July. Despite some less positive indicators, there was nonetheless evidence of strong improvement. There was further discussion on the impact of COVID-19 on attendance recording and the difficulties of using current attendance data as a benchmark in future.</p>	
8.	<p><b>Chair's Business</b></p> <p>The Chair advised that she would draft a message of thanks to staff on behalf of trustees; there was some discussion on an appropriate way for trustees to show their appreciation, which the Chair was tasked with progressing.</p>	<i>Chair</i>
9.	<p><b>Governance</b></p> <p>Covered above.</p>	
10.	<p><b>Link Governor Reports</b></p> <p>It was noted that Mrs Stewart and Mr Moore had undertaken a link visit, the report of which would be presented to the Education and Standards Committee.</p> <p>Mrs Robinson advised that she would liaise with Mrs Barber to arrange a safeguarding link meeting; Mr Shepherdson and Mrs Stewart were also planning to visit regarding Pupil Premium and the Sixth Form respectively.</p> <p>The Chair encouraged trustees to consider the relevant areas of the SDP and the RAP to support their discussions with staff and to help them frame questions.</p>	<i>Agenda – E&amp;S</i>
11.	<p><b>Policy Review</b></p> <p><u>Complaints Procedure</u> Previously distributed.</p> <p>It was noted that the Clerk had used a DfE template for the procedure. The Headteacher was confident that the procedure would be fit for purpose.</p>	

	<p><b>Resolved:</b> Trustees unanimously approved the Complaints Procedure.</p> <p><u>Children with health needs who cannot attend school</u> Previously distributed. It was noted that the policy contained staff names when it had been agreed that only roles should be used in policies.</p> <p><b>Resolved:</b> Trustees unanimously approved the Children with health needs who cannot attend School Policy subject to the amendments discussed.</p>	
12.	<p><b>Determination of matters to be regarded as confidential</b></p> <p>There were no items recorded as a confidential minute.</p>	
13.	<p><b>Any other business</b></p> <p>The Chair thanked the Headteacher and all school staff for their outstanding efforts this year.</p> <p>Mr Shepherdson and Ms Donaldson Hodges thanked the Chair for her achievements in leading the LGB and for her resilience, noting that she had always kept the interests of the students at heart.</p>	
14.	<p><b>Dates and times of future meetings</b></p> <p>Previously distributed.</p> <p><b>Trustees approved the meeting dates for 2021/22.</b></p> <p>The Chair advised that the SBM would contact members of the Finance, Audit and Risk Committee to agree budget monitoring dates.</p>	

Meeting ended at 8.35pm

Signed: Jill Donaldson Hodges

Date: 22<sup>nd</sup> September 2021

Ms Jill Donaldson Hodges (Chair)

## ACTION PLAN FROM THE MEETING OF THE ESLT BOARD held on Thursday 15<sup>th</sup> July 2021

### To be added to the rolling action plan

Action	Item	Person(s)	Timescale
1. Determine whether there are further delegations which could usefully be added to the FAR Committee's terms of reference	9.2	Clerk	Before next academic year
2. Consider strengthening the Code of Conduct to reflect duties of trustees outlined in Ofsted inspection framework and Governance Handbook	9.3	JDH/Clerk	Next academic year
3. Return signed disqualifications and declarations form to the Clerk	9.4	All trustees	Friday 23 <sup>rd</sup> July
4. Draft message of thanks to staff on behalf of trustees and progress ideas for gesture of appreciation	8	KY	As appropriate

### ITEMS FOR FUTURE AGENDAS:

#### Trust Board

- Revised Memorandum of Association

#### Education and Standards Committee

- Governance Action Plan
- Monitoring and review cycle – Mr Stones and Mrs Waines
- Link governor report – Sam Moore/Catriona Stewart (Careers)

#### Finance, Audit and Risk

- Governance Action Plan