

Hope Learning Trust Board of Trustees
 Minutes of the meeting held on Wednesday 24th June 2020 at 6.00pm
 Via Zoom

Present: Tony Myers (Chair of Trustees) David Judson
 Philippa Gowland Ian Thomson
 John Kesterton Julie McGonigle
 Karen Osborne Olivia Seymour

In Attendance: Helen Winn (Incoming CEO, Hope Learning Trust)
 Brian Crosby (CEO, Hope Learning Trust)
 Wendy Munro (COO, Hope Learning Trust)
 Allyson Buckton (Headteacher, Forest of Galtres Anglican Methodist Primary School) [to 7.15pm]
 Jess Swarbrick (Governance Advisor & Clerk)

		Action
1.	<p><u>Welcome & Opening Prayer</u> The Chair welcomed everyone to the meeting, which opened with a prayer.</p>	
2.	<p><u>Apologies for Absence and Declarations of Interest</u> Apologies were received, with consent from Andrew Simpkin. Dee Cooley was absent.</p> <p>In relation to discussions regarding City of York Council (CYC), Philippa Gowland declared an interest as a CYC employee. In relation to discussions regarding the Diocese of York, Olivia Seymour declared an interest as an employee.</p>	
3.	<p><u>Minutes of the meeting held on 20th May 2020, Action Plan and Matters Arising</u> Previously distributed. With reference to discussions on wider opening, it was noted that a question had been raised about insurance which had not been included in the minutes. It was confirmed that as the Trust were following the expectations set out by the DfE in relation to wider opening, this was covered under the insurance from RPA. The Governance Advisor agreed to ensure that this point was included in the minutes from 20th May before sign off.</p> <p>Subject to this amendment, the minutes were agreed to be a true and accurate record. It was noted that minutes would be signed by the Chair at the earliest opportunity.</p> <p>With reference to the Action Plan: 1. <i>Update report on wellbeing, support and counselling.</i> It was noted that an update on staff wellbeing support was included within the CEO's Report, to be discussed under item 7.</p> <p>There were no other matters arising.</p>	
4.	<p><u>Chair's Action and Written Resolutions</u> The following decisions were formally recorded, having been agreed by either Chair's Action or Written Resolution by the Board of Trustees since the last meeting:</p> <ul style="list-style-type: none"> - appointment of Skelton Primary Head of School - appointment of Baldersby St James Primary Interim Headteacher - appointment of Assistant Vice Principal (Teaching & Learning) George Pindar School - approval of expenditure for Scarborough Capital Works - approval of Behaviour Policy addendum 	

5.	<p><u>Online Learning</u></p> <p>It was noted that an update on online learning would be included within the CEO's Report under item 7.</p>	
6.	<p><u>Risk Assessments for Wider Opening of Schools</u></p> <p>It was noted that full risk assessments had been completed for all Trust schools prior to wider opening in June. Following the approval by the Board of Trustees of the parameters for the risk assessments, meetings were conducted for each school with the CEO, Principal and LGC Chair to review the measures which had been put in place. Site visits were also carried out by the COO and Operations Manager to all schools. Minutes of these meetings along with the completed risk assessments had been made available for all Trustees to review on Decision Time.</p> <p><i>Trustees recorded their formal thanks to the Headteachers and Principals, the COO and Central Team for the huge amount of work which had gone into this process.</i></p>	
7.	<p><u>CEO Update</u></p> <p>The CEO presented his report, which had been previously distributed.</p> <p><i>7.1 Current Situation and Plans for September</i></p> <p>The CEO reported that all of the Trust's ten schools had now opened up provision more widely. Where some of the primary schools had previously been sharing resources, all were now working independently again. The CEO reported that the number of children accessing provision at Forest of Galtres, Skelton and Burton Green was building gradually, whereas Poppleton Ousebank remained at capacity with keyworker and vulnerable children, and were unable to take more pupils from specific year groups. He advised that the wider opening had proved successful, and more parents were now growing in confidence about their children returning to school.</p> <p>The CEO reported that secondary schools had opened up to Year 10 students from 15th June, with around 60-80% attendance across the schools. He advised that all Year 10 students had access to three hours of provision per week, which was focused on catch-up and support for online learning. The CEO advised that there was a difference in what each of the Trust's schools could offer due to size and staffing capacity. He explained that some were offering contact time for core subjects only, whilst others had been able to provide this for options subjects as well on a rotational basis. He advised that Manor had staffing capacity to plan for additional contact time for practical work from Monday 29th June, for subjects including dance, drama and design and technology.</p> <p><i>Trustees raised the question of direct learning online, noting that the CEO had included reference to some resistance to this within his report.</i> The CEO advised that schools were currently working together to produce a policy for online learning, which would enable teachers to lead live sessions with students online. He explained that there had been some resistance to implementing this type of learning within the Trust and across the city so far, though the technology was there to be able to engage with students and develop this. The CEO advised that where there was resistance, a number of risks around safety of data and other issues had been raised. However, he felt strongly that it was important to be more open to trialling different ways of working including online lessons, though with a thorough and comprehensive risk assessment in place.</p> <p><i>Trustees asked how arrangements were working at Poppleton Ousebank, given their limited capacity to be able to take pupils from specific year groups.</i> The CEO advised that Poppleton Ousebank had between 90 and 120 pupils per day, which was the highest of all the schools in the Trust. However, due to changes in the eligibility for keyworker children, applications for this group had increased to the extent that it had not been possible to welcome back any other children from Reception, Year 1 or Year 6. The CEO advised that this had caused some issues</p>	

within the community, and a number of complaints had been raised directly with the Chair of the Trust Board. It was noted that these had been forwarded to the LGC Chair for resolution in the first instance, in line with the Trust's Complaints Procedure. The CEO emphasised that the situation at Poppleton Ousebank was similar to other primary schools in the city, and the Trust was offering its full support to the Principal in this matter. He added that the provision and safety measures in place were exemplary, and compliance on site was absolute.

Trustees asked whether there was capacity in any of the other schools in the Trust to support Poppleton Ousebank, as a short-term solution. The CEO advised that a request had been made to the secondary schools, and Manor had offered classroom space for Year 6 pupils. However, the issue was that Poppleton Ousebank did not have any staffing capacity to man additional groups, even though the space was available.

Returning to the question of live online learning, Trustees agreed that whatever approach was taken needed to be trust-wide, and agreed centrally. The CEO advised that he had met with the School Improvement Leads, the COO and the Incoming CEO prior to this meeting to discuss the matter, and the need for a central approach had been agreed. He advised that further investigative work would be done on looking at arrangements and the proportionate risk involved.

A discussion followed. Trustees agreed the significant opportunities around the use of ICT in the classroom which went beyond the current situation. It was suggested that the potential for pre-recording or re-recording lessons could support management of staff in difficulty, or where there were staffing shortages. Trustees suggested that the more this could be explored the better, though with proper risk management throughout. A further suggestion was made that having one or two ICT experts from schools to work across the Trust to provide training and support could help to alleviate any concerns from more reticent members of staff.

The CEO advised that there was a disparity currently about the equipment and capacity in terms of ICT within the Trust's schools, and he strongly recommended a fundamental review of this within the development plan for the next academic year. It was noted that a trust-wide ICT strategy had been agreed and was being implemented, though this had not been completed before the start of the COVID-19 situation. Trustees agreed with the need to ensure that all staff had access to a similar level of equipment and training across the board, to ensure best practice.

AGREED: It was suggested that if a policy needed to be brought to Trustees for approval, this could be done at the last meeting of the year on 15th July. Trustees agreed that it would make sense to progress this proposal as quickly as possible in order to benefit from the potential opportunities.

With reference to September 2020, the CEO reported that government advice was currently that all children would be back in full time provision by the start of the autumn term. He advised that all CEOs in York as well as City of York Council (CYC) were working on the presumption that this would mean a removal of all social distancing measures, unless otherwise advised by the government. The CEO explained that even a reduction from 2m to 1m would not enable a significant increase in the number of places available in schools, and the only way to get all children back would be to remove distancing measures all together. He advised that this would mean that testing stations, hygiene measures and potential social exposure in places such as canteens and corridors would need to be considered very carefully.

The CEO advised that if there were significant developments over the summer, such as a spike in infection rates, plans would need to be revisited. He advised that CYC were working to put a testing regime into schools as well, to support this process.

Trustees asked what plans were in place to close the expected gap which would have arisen between students during the time they had not been in school. The CEO advised that the first step would be to assess where all pupils were in their learning. Some students would have been completing all work set for them, whilst others hadn't accessed any learning at all during this period. He explained that initially school would need to identify and analyse where the problems were. The CEO advised that central government had pledged two sets of funding to support mentoring outside of school and additional capacity for one to one catch-up within school, though this would not be received before September. He noted that some but not all schools were planning a range of summer activities, with Poppleton Ousebank having arranged contracts to run a series of sessions for children.

Helen Winn advised that it was important to have a strategic approach to student support, and the core knowledge that children would need to get them back up to speed. She advised that a blended learning approach, using the proposed work on the development of an online learning platform, could be used to ensure that support was as effective as possible.

Following on from discussion around staff wellbeing at the previous meeting, the CEO reported that he had approached a small independent company regarding the provision of stress management sessions for school leaders. He advised that he had offered this to staff, though there had been no take up at this point. It was noted that the COO had also been consulting with services in North Yorkshire for stress relief, which were available for all staff.

7.2 Governance Changes

7.2.1 Baldersby St James

The CEO reported that current expected numbers for September at Baldersby St James were at 27, and consideration would be needed over the coming months about the long-term viability of the school. He advised that there were currently only four governors (two foundation, the Head of School and a staff governor) in post, and no Chair. The CEO requested approval to look for a National Leader of Governance (NLG) who could be appointed as Chair of the LGC for the next academic year, in a paid role.

APPROVED/ACTION: Trustees approved the proposal to appoint a paid Chair at Baldersby St James. The CEO agreed to take this forward.

BC

It was noted that there was still a significant lack of governors at Baldersby St James, and a more focused approach to recruitment was still needed.

7.2.2 Graham / George Pindar Schools

The CEO requested approval to continue with the arrangement for a paid Chair for the joint Graham and George Pindar Schools LGC for the next academic year. He advised that this cost would be covered from the designated reserves for school improvement.

APPROVED/ACTION: Trustees approved the proposal for Malcolm Dawson to continue as paid Chair at Graham and George Pindar Schools. The CEO agreed to confirm this with Malcolm as soon as possible.

BC

7.2.3 Skelton / Burton Green

The CEO advised that part of the planned primary restructure which was currently on hold, had been to move to a joint LGC arrangement over Skelton and Burton Green Primary Schools. He advised that Ash Atherton was already working as Executive Principal over both schools, currently on a fixed-term basis to 31st December 2020, and both schools were working closely together. The CEO reported that the Chair at Burton Green had advised he would be stepping

	<p>down at the end of the summer term, and a number of other resignations were also expected, leaving very few governors on the LGC.</p> <p>The CEO advised that he had approached the Chair at Skelton Primary, who had indicated she would be happy with a joint LGC across the two schools. He explained that the joint LGC would run in a similar way to the Graham and George Pindar joint LGC, with one Executive Principal reporting to governors on both schools. The CEO also proposed that the designate Vice-Chair of the joint LGC would take primary responsibility for Burton Green, with the designate Chair focusing on Skelton. It was noted that there were no cost implications for this proposal.</p> <p>The Governance Advisor explained that a new constitution for the joint LGC would need to be produced before Trustees could formally approve the proposal. She advised that new skills audits were being requested from all governors across the Trust before the end of term, to provide an up to date overview of any skills gaps within the LGCs.</p> <p>APPROVED: Trustees approved in principle the proposal to create a joint LGC for Skelton and Burton Green Primary Schools.</p> <p>ACTION: The Governance Advisor agreed to work with the CEO and Chairs of both LGCs to produce a new joint constitution for approval at the next meeting on 15th July.</p> <p>The Governance Advisor also explained that approval was needed for an update to the constitution for the Graham and George Pindar joint LGC, replacing the previous interim arrangement which included the Executive Principal and CEO as governors.</p> <p>ACTION: The Governance Advisor agreed to provide an updated constitution proposal for the Graham and George Pindar joint LGC for approval at the next meeting on 15th July.</p>	<p>JS</p> <p>JS</p>
<p>8.</p>	<p><u>Local Governing Committees</u></p>	
	<p>8.1 George Pindar / Graham School Joint LGC It was noted that this had been reported under the previous item.</p>	
	<p>8.2 Baldersby St James LGC It was noted that this had been reported under the previous item.</p>	
	<p>8.3 LGC Assurance Model from September 2020 Previously distributed. It was noted that minor changes had been made to the assurance model and LGC template agendas for September 2020.</p> <p>APPROVED: Trustees approved the amended assurance model</p> <p>The CEO reported that he would be working with Helen Winn to develop a risk assessment template for both Standards and Distinctiveness, to support more effective reporting from LGCs to the Board of Trustees. He advised that this was expected to be in place to use from September.</p>	
	<p>8.4 LGC Appointments June 2020 Information on proposed governor appointments had been previously distributed.</p> <p>Poppleton Ousebank Primary Academy – Alex Ritchie (new appointment)</p> <p>RESOLVED: Trustees approved the above proposals unanimously.</p>	

<p>9.</p>	<p><u>Safeguarding, Wellbeing & Welfare</u></p> <p>An updated version of the Trust Safeguarding Policy had been circulated with the agenda, including a one page introduction from staff providing helpful context.</p> <p><i>Trustees raised a question regarding implementation, and whether it would be useful to have a summary of key information on a one page document for all staff to refer to.</i> The COO agreed to take this request back to the team, and also proposed putting together a flow diagram of correct procedures to use in an emergency situation. Trustees noted that their strategic role was to ensure that the policy was in place, but operationally, the success would come from ensuring that safeguarding was kept as a very high profile at all times, and not just referred to once a year.</p> <p>A question was also raised regarding the proposed review date of next July, given that most statutory documents, including Keeping Children Safe in Education, were renewed and published each September. It was suggested that any amendments arising from updated guidance in September could be included as an appendix to the policy until the next review date.</p> <p><i>APPROVED: Trustees approved the Safeguarding Policy unanimously. It was further agreed that any subsequent changes to statutory guidance before the next review date should be included as a separate appendix to the policy.</i></p>	
<p>10.</p>	<p><u>Resources & Budget Update</u></p> <p>The COO provided an overview of resources and operations within the Trust. She reported that there had been a focus on the internal environment of schools in relation to COVID-19 as part of the risk assessment and preparation for wider opening.</p> <p>The COO reported that capital works on the two Scarborough schools had now started, and it was hoped that this would be completed by the beginning of September.</p> <p>Extensive investigation works had started to establish the extent of the financial impact of priority projects in schools, through the SCA funding which was awarded earlier in the year. The COO advised that this funding totalled around £739,000, and reports and recommendations would be brought to the Board for approval as this work progressed.</p> <p>The COO reported that the Trust’s Finance Director had been absent for the past month due to ill health, and had started back on a phased return this week. She advised that Mick Waring, Financial Controller, had undertaken some elements of the Finance Director’s role in his absence, to support the production of 2020/21 start budgets. It was noted that these would be presented for review and scrutiny to the Resources Committee on 29th June, before being brought to the Full Board for approval on 15th July.</p> <p><i>Ian Thomson, Resources Committee Chair, noted that some points from this evening’s discussion would need to be taken into consideration when looking at the 2020/21 start budget. He highlighted in particular the discussions around ICT provision and investment across the Trust.</i></p>	
<p>11.</p>	<p><u>Any Other Urgent Business</u></p> <p><u>11.1 Proposed Meeting Schedule for 2020/21</u></p> <p>Previously distributed. In response to a question from the Governance Advisor, Trustees agreed the inclusion of an additional meeting in July for primary LGCs to review initial SATs outcomes.</p> <p>A question was raised regarding the Distinctiveness Committee dates, and whether these were out of sync with the rest of the meeting cycle. The Governance Advisor agreed to discuss this with the Chair of the Distinctiveness Committee and make any adjustments required.</p>	

	APPROVED: Subject to potential changes to Distinctiveness Committee dates, the proposed meeting schedule for 2020/21 was approved. <i>[Allyson Buckton left the meeting at 7.15pm]</i>	
12.	<u>Confidential Items</u>	
	12.1 Confidential minutes from the meeting held on 20th May 2020 Previously distributed. The minutes were agreed to be a true and accurate record. It was noted that minutes would be signed by the Chair at the earliest opportunity.	
	12.2 Update on Hope Sentamu Trustees noted the minutes of the Joint Oversight Committee meeting held on 9 th June, which had been circulated with the agenda. <i>The following discussion has been recorded as a separate, confidential minute.</i>	
	12.3 Further Update from Chair of the Board of Trustees <i>The following discussion has been recorded as a separate, confidential minute.</i>	
10.	<u>Dates and Times of Future Meetings</u> * Wednesday 15 th July 2020 at 6.00pm	

The meeting closed at 7.45pm

Signed: _____ Tony Myers _____
Tony Myers (Chair of the Trust Board)

Date: ___15th July 2020 _____

Action Points from the Hope Learning Trust Board meeting held on 24th June 2020

	ACTION	AGENDA ITEM	WHO	WHEN
1.	Trustees approved the proposal to appoint a paid Chair at Baldersby St James. The CEO agreed to take this forward.	7.2.1	Brian Crosby	15/07/2020
2.	Trustees approved the proposal for Malcolm Dawson to continue as paid Chair at Graham and George Pindar Schools. The CEO agreed to confirm this with Malcolm as soon as possible.	7.2.2	Brian Crosby	15/07/2020
3.	The Governance Advisor agreed to work with the CEO and Chairs of both LGCs to produce a new joint constitution for approval at the next meeting on 15 th July.	7.2.3	Jess Swarbrick	15/07/2020
4.	The Governance Advisor agreed to provide an updated constitution proposal for the Graham and George Pindar joint LGC for approval at the next meeting on 15 th July.	7.2.3	Jess Swarbrick	15/07/2020

Action Points from previous meetings to carry forward

	<i>ACTION</i>	<i>MEETING REF</i>	<i>WHO</i>
1.	<i>Standards, Resources and Trust Board Chairs should discuss ways of developing governor understanding of the assurance model and move this forward</i>	<i>11/03/2020</i>	<i>Karen Osborne, Ian Thomson, Tony Myers</i>
2.	<i>Include development of staff wellbeing policy on next HDPD agenda</i>	<i>11/03/2020</i>	<i>Jess Swarbrick</i>

Items for the next agenda:

- * Joint Constitution proposal for Burton Green / Skelton Primary Schools
- * Updated Joint Constitution proposal for Graham / George Pindar Schools
- * Update on Online Learning

Items for future agendas:

- * Update on training for LGCs on assurance model, roles and responsibilities
- * Self-Review template for LGCs
- * Trust Board Self-Review