

Hope Sentamu Learning Trust Board of Trustees Minutes of the meeting held on Wednesday 22nd January 2025 at 6.00pm Via Google Meet

Present: Jane Lewis (Chair of Trustees) Andrew Simpkin
Joe McKeogh Patrick Looker

In Attendance: Helen Winn (CEO, HSLT)
Wendy Munro (COO, HSLT)
Georgina Holman (Governance Advisor, Clerk)

		Action
1.	<u>Welcome & Opening Prayer, Apologies for Absence, Any Other Business and Declarations of Interest</u> The Chair welcomed everyone to the meeting, which opened with a prayer. Apologies were received, with consent, from Karen Osborne. In relation to discussions regarding City of York Council (CYC), Patrick Looker declared an interest as CYC employees. In relation to discussions regarding the Trust, Andrew Simpkin declared an interest as his wife was an employee of the Trust.	
2.	<u>Minutes of the previous meeting, action plan and matters arising</u> Previously distributed. The main minutes of the previous meeting held on 11th December 2024 were agreed to be a true and accurate record and were duly approved. - COO to deliver training for Trustees on the Trust's Risk Management software system during the autumn term. Training to include sharing examples of Smoothwall incidents being addressed through CPOMS. The CEO confirmed this was now scheduled for 5th February. - COO to share Safeguarding training with Trustees Andrew Simpkin, Joe McKeogh and Jane Lewis. Action - Trustees to complete required reading and declaration on this agenda item - COO to share revised committee terms of reference with clerk ahead of approval by Trustees at next Board meeting. Completed. Trustees to feedback with any issues. - Trustees' Annual Report for 2024-25 to include alternative provision examination data alongside other schools' performance data. For the following year. - COO and Tracey Shaw to make final amendments to the Annual Report in relation to the Members' details and the gas and electricity consumption statement. Completed. - CEO/COO to add the rationale to the pricing strategy document to make clear the intent. The COO advised that the document contained a rationale but a clearer intent section would be added at the top of the document. Action – updated strategy document to go to Resources Committee for approval. - Clerk to liaise with Trustee Karen Osborne and the LGC Chair regarding removal of a Foundation governor at Manor CE Academy. Completed. - Clerk to amend wording of LGC agenda item to be 'Items to share with Trust Board'. Completed.	LS COO

	9. Clerk to work with COO and ASA staff to schedule required suspensions panel meetings. Completed. 10. Updated Uniform Policy to be brought to the next Board meeting.* To be circulated following meeting. 11. Chair to share response from the Bishop of Whitby with Trustees.* Completed. 12. Clerk to request model articles of association from the Diocese.* Completed.	
2.1	<u>Safeguarding Training</u> The COO directed Trustees to the required reading and declaration to be completed by those who had not attended safeguarding training via an LGC meeting that academic year. The COO emphasized the importance of annual training due to the annual updates to KCSiE, which was the foundation of all the Trust's safeguarding work. The COO proposed that safeguarding training for Trustees be included on the first Board meeting of the academic year in future. Trustees agreed with the proposal. Action – Safeguarding training for Trustees to be on the agenda for the first Board meeting of each academic year. <i>Joe McKeogh left the meeting at 8.16pm</i>	COO & clerk
3.	<u>CEO Report</u> – documents previously distributed *CEO Report September 24 *FOG Ofsted Inspection Report December 2024 The CEO advised Trustees that her report omitted to mention the change of management at ASA, which now saw Executive Principal Chris Mulqueen take on line management responsibilities for the school. Inclusion work was a priority focus for the school and Chris was best placed to lead on this given his experience. Early indicators were positive with an improvement in behaviour and attendance and a reduction in suspensions. The Principal of Aspire, Stacey Ward, would also be supporting the school, working with students in the Empower provision, which was the school's internal alternative provision. <i>The following discussion has been recorded in the separate confidential minutes.</i> <i>Joe McKeogh rejoined the meeting at 6.23pm.</i> A Trustee questioned whether anything in the new Schools Bill, reported on that day, would impact the Trust. The CEO advised that there was nothing of concern. Key points were around the procedures by which MATs could be held to account and teacher pay. Trustees discussed the changes to the use of warning notices. The CEO summarised that there was nothing in the bill which would require the Trust to alter operationally. With reference to the Forest of Galtres inspection report, a Trustee asked when the school might receive a graded inspection. The CEO advised that under the current framework a graded inspection would be scheduled within 12-24 months but there was a lack of certainty regarding procedures from Sept 2025 under the new framework.	
4.	<u>Risk Register</u> –previously distributed *January 2025 Risk Register A Trustee questioned why the residual risk for Project Daisy was higher than the inherent risk, given the residual risk reflected control measures in place. The COO explained that the risk increased due to the potential for legal challenge, and this aspect of risk could not be controlled. The COO	

	acknowledged that the risk was believed to be reducing at that point, however, there was still the potential for legal proceedings so the residual risk would remain high until further steps had been completed. A Trustee queried why the inherent risk was not increased and also questioned the increased residual risk at a secondary school. The Trustee suggested that this be discussed during the scheduled risk management training for Trustees. It was agreed that specific risks on the register could be used as case studies during the training. Trustees noted that it was helpful to have the RAG rating. The COO explained that the control measures were all robust and auditable but it took time to completely eliminate some of the risks. Nonetheless progress was positive. A Trustee reflected that this was consistent with the CEO report, identifying where improvements were still required and the external factors impacting upon these. There were no further questions on the risk report.	
5.	<u>Safeguarding</u> – previously distributed *CPOMS Central Team Report The COO gave an overview of the report, reflecting on the changes to how information was recorded, with CPOMS used purely for safeguarding recording since September 2024. The data in the report would be used to inform audits and the use of CPOMS would continue to be monitored, reviewed, and adjusted as required. One example was the need to close down an incident once reported and some school staff were using the system in slightly different ways. The Trust’s Director of Safeguarding would be reviewing this. The COO highlighted the ability to report confidential safeguarding concerns, where these related to a member of staff. The Chair queried the accident and incident data at one primary school. The COO advised that there was a high level of reporting due to new procedures in place and a drive for consistency. Reporting was continually monitored. The CEO pointed out that one purpose of the report was to have a Trust-wide overview so as to identify where over- or under-reporting might be occurring. The Chair queried the data on ‘child on child abuse’ at primary school level. The COO advised that school staff were working with members of the central team to address issues. A Trustee queried the data for ‘policing, crime and courts’. The COO advised that this could relate to child court orders and processes linked to the family court, not necessarily criminal incidents. The COO added that the data reflected the number of incidents, not the number of individual students. The Chair questioned why there was no data for Aspire. The COO agreed to follow this up and respond to Trustees before the next meeting. Action- COO to identify the reason for the omission of CPOMS data from Aspire and share with Trustees. A Trustee observed that it would be more helpful to view the data over a period of time and questioned at what level the number of any particular incident category became a concern. The CEO explained that it was essential to ensure that schools were carrying out adequate safeguarding procedures and, whilst complete consistency would be impossible to achieve, it was vital that reporting was not discouraged. The CPOMS report was shared with Trustees with the reassurance that the data was monitored and investigated. Trustees discussed apparent disparities and the COO advised that this came down to operational procedures in each school. Training school staff could often result in a spike in reporting in certain areas. Further work on the consistency of reporting was ongoing.	COO

	<i>A Trustee asked whether the Director of Safeguarding was investigating the data further and questioning schools.</i> The COO confirmed that Kyle met with the school Principal, SENDCo and Designated Safeguarding Leads to investigate the data and to support them and ensure reporting was effective. The CEO added that the Trust's external Safeguarding Audit was very thorough, which gave further reassurances that safeguarding issues were effectively addressed.	
6.	<u>Budget Management Update</u> – – documents previously distributed *Executive Summary Period 3 *Consolidated Management Accounts Period 3 The COO advised that the Period 4 Accounts had been prepared and would be available for the next Resources Committee meeting. The CEO highlighted the substantial work contributed by Helen Nozedar, supported by the COO and Tracey Shaw, who had worked to identify historic issues with inaccuracies in financial projections. The COO advised that members of the central team were now attending meetings with Finance Officers within each school and scrutinising key areas of spend, challenging forecasts, and looking at cover staffing costs in particular. Additionally, the HR link for the school would look at absenteeism issues impacting cover and examine the staff vacancies and recruitment. This allowed further scrutiny of longer term vacancies and the opportunity to prioritise staffing needs. This enabled an operational discussion encompassing all elements affecting school finances which had proven very helpful. <i>A Trustee noted the Trust's positive financial position was very different to the start of the year and pointed out that confidence in the underlying position was essential in order to make decisions and invest resources.</i> The CEO advised that changes had resulted in more accurate reporting which would see greater stability from Period 4 onwards. It was noted that recruitment for a CFO was underway and Trustee Patrick Looker would be involved in supporting the recruitment process.	
7.	<u>Committee minutes/updates</u> The Chair gave a verbal update from the recent DPD Committee meeting. It was suggested that the cycle of meetings be reviewed to better align with the availability of information from schools and to feed into Board meetings. <i>Action – Clerk and Chair to look at cycle of meetings and where best scheduled.</i>	Chair & clerk
8.	<u>Policy Review</u> There were no policies to review.	
9.	<u>Updates from LGCs</u> The Chair advised that a discussion had begun with the Chair of Aspire and Compass LGCs regarding a potential merge of the two committees.	
10.	<u>Summary of items to report to LGCs</u> The Chairs and Vice Chairs forum would include an update on Project Daisy The Trust would be changing providers for stakeholder engagement surveys Feedback from the AGM	

11.	<u>Any Other Business</u> – documents previously distributed *Trustee Visit Record – Vale of York The CEO advised that the Vice Chair had observed a substantial improvement since the previous visit, with a lot of work underway and becoming embedded. A Trustee questioned attendance at the school. The CEO advised that challenges remained but the data was an improvement on the previous year as a result of the significant work undertaken. Trustees thanked the Vice Chair for her record of visit. *Central Team Report – Admissions Consultation Feedback With respect to some of the consultation responses, the CEO reassured Trustees that each school had sufficient physical capacity for the proposed pupil numbers. The COO summarised that there were no significant concerns that would necessitate a policy change, but rather some communication issues identified. An FAQ and feedback document would be compiled for stakeholders. The COO went on to explain that she and the CEO would work with Principals to address some of the responses and gave the example of communication plans regarding school uniforms. Communication would be tailored for each school. The COO asked for Trustees' approval to proceed with the admissions proposals following the consultation process. The Chair advised that LGCs and Chairs were kept informed of the approach.	
12.	<u>Confidential items</u> – documents previously distributed 12.1 <u>Confidential Minutes</u> *Confidential Minutes from the Trust Board meeting on the 11th December 2024 The minutes were approved as a true and accurate record of the meeting. 12.2 <u>Project Daisy Update</u> <i>This item is recorded as a separate confidential minute.</i>	
16.	<u>Dates and times of next meetings</u> Wednesday 26th March 2025, 6pm Wednesday 21st May 2025, 6pm Wednesday 16th July 2025, 6pm	

The meeting closed at 7.50pm

These minutes were approved by the Hope Sentamu Learning Trust Board of Trustees at their meeting on 26th March 2025.

Action plan follows on the next page.

**Action Points from the Hope Sentamu Learning Trust Board meeting
held on 22nd January 2025**

	<i>ACTION</i>	<i>ITEM</i>	<i>WHO</i>	<i>WHEN</i>
1.	Laura Swan to share revised link for National College Safeguarding training	2	<i>Laura Swan</i>	26/03/2025
2.	Trustees to complete required Safeguarding reading/online training and declaration	2	<i>All Board</i>	26/03/2025
3.	Updated Pricing Strategy document to go to next Resources Committee meeting for approval.	2	<i>Wendy Munro, clerk, Resources Committee</i>	26/03/2025
4.	Updated Uniform Policy to be circulated to Trustees via email for approval.	2	<i>Wendy Munro</i>	26/03/2025
5.	Safeguarding training for Trustees to be on the agenda for the first Board meeting of each academic year.	2.1	<i>Wendy Munro & clerk</i>	26/03/2025
6.	COO to identify the reason for the omission of CPOMS data from Aspire and share with Trustees.	5	<i>COO</i>	26/03/2025
7.	Clerk and Chair to look at cycle of meetings and where best scheduled.	7	<i>Jane Lewis & clerk</i>	26/03/2025

Items for future meetings:

Trust Self Review

Gender Pay Gap Strategy & non teaching staff career development case studies.