



Minutes of the Board of Trustees Meeting
VIRTUAL MEETING
held on Monday 18 May 2020 at 3:30pm

Present		In Attendance		
Jonathan Britton	(CEO)	Gary Sheen	Chief Financial Officer	(CFO)
Alan Shadrack	(Chair)	Jo Brighton	Head of Personnel & Staff Wellbeing	(HPSW)
Stephen Burley		Helen Walker	Personal Assistant to CEO	(CEO'S PA)
John Sinclair		Sallyanne Pearson	Clerk	(Clerk)
Julia Thomson				
Adam Marham				
Graham Cook				

AFH	Academies Financial Handbook	PJS	Pocklington Junior School
the Board	Board of Trustees	SBPS	Stamford Bridge Primary School
DfE	Department for Education	SRMA	School Resource Management Advisor
DYET	York Diocesan Board of Education	TMWS	The Market Weighton School
FARC	Finance Audit and Risk Committee	Woldgate	Woldgate School and Sixth Form College
Longcroft	Longcroft School		
MPS	Melbourne Primary School		
NLE	National Leaders of Education		

		Actions
	PART A	
1	Welcome, Apologies for Absence/Consent	
	The Chair welcomed everyone to the Meeting. Sharon Hogg (Head of Operations and Administration) was noted as absent The Chair noted that items had been added to the Agenda Pack during the course of the day. Such items uploaded were identified.	
2	Confirmation of Items under Any Other Urgent Business	
	Nothing raised	
3	Declaration of Interests	
	Declaration of Interest to the Evening's Business	
	Nothing noted	
	Changes/amendments to completed annual Pecuniary Interest Form	
	Nothing noted	
4	Appointments	
	The following items were provided to the Board, in the Agenda Pack, for their prior review and scrutiny: (1) Skills Matrix WLP MAT May 2020 (2) Email Extracts Confirmation of Appointment of Adam Marham as a CoOpted Trustee.pdf	



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	<p>Appointments to the Board of Trustees Trustee: Adam Marham : Date of Appointment : 7 May 2020 The Chair acknowledged Adam Marham’s appointment to the Board: Approved on 7 May 2020 via Article 123 of the WLP’s Articles of Association. Confirmation of Enhanced DBS Clearance and Section 128 Clearance A DBS check was confirmed to have been carried out. A Section 128 was noted as outstanding. HPSW to carry out the Section 128 check.</p>	HPSW
	<p>Appointments to Woldgate LGB : Recommended at LGB held on 30 April 2020 Mahela Vidanapatirana John Sinclair in his capacity of Chair of Woldgate confirmed that the LGB had recommended the appointment of Mahela Vidanapatirana to the Woldgate LGB. Confirmation of Enhanced DBS Clearance and Section 128 Clearance A DBS check was confirmed to have been carried out. A Section 128 was noted as outstanding. HPSW to carry out the Section 128 check. The Board APPROVED the appointment</p>	HPSW
5	COVID19 : Governance Contingency Planning	
	<p>The following items were provided to the Board, in the Agenda Pack, for their prior review and scrutiny: (1) Email Extracts Governance Contingency Planning The Chair acknowledged the Board’s approval of the COVID19 : Governance Contingency Planning : Approved on 1 May 2020 via Article 123 of the WLP’s Articles of Association. <i>The following items were taken out of order</i></p>	
76	Finance Update	
	<p>The following items were provided to the Board, in the Agenda Pack, for their prior review and scrutiny: (1) Management Accounts April 2020 (2) MA Appendix 1 (3) MA Appendix 2 (3) MA Appendix 3 (4) MA Appendix 4 (5) Revised Budget 2019-20 BFRO (6) Revised Budget Appendix 1 (7) Revised Budget Appendix 2 The following presentations were referred to as part of the item (1) Management Accounts to 30 April 2020 PowerPoint Presentation (tabled item 1) (2) Revised Budget (BFRO) May 2020) (tabled item 2) Academies Financial Handbook 2019 Not reported on Management Accounts to 30 April 2020 The CFO made the following key points:</p> <ul style="list-style-type: none"> • the WLP MAT was tracking slightly behind the revised budget, approved by the Board in February 2020 (February Revised Budget), as at the end of April 2020 • comparative tracking of each school’s monthly “Cumulative Net Surplus/(Deficit)” for the 2018/2019 and 2019/2020 financial periods were outlined as follows: <ul style="list-style-type: none"> ○ MPS was tracking closely to the previous year’s trends and demonstrated a slight improvement 	



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in position to date. The surplus end point noted in the February Revised Budget was reported as likely to be met

- PJS was tracking closely to the previous year's trends and should ordinarily achieve the surplus end point demonstrated in the February Revised Budget. It was put forward that the School's financial position would be impacted by loss of catering income following school closures
- SBPS had dipped but tracked similarly to the previous year's trends. **The Board challenged that the 2019/2020 financial trajectory was tracking below the previous year and challenged the robustness of the financial end point** The CFO reported SBPS would not achieve the end point demonstrated in the February Revised Budget and referenced the loss of private revenue from wraparound care as a result of school closure. **The Board acknowledged the point but challenged that there was a notable adverse gap between the two years in terms of outturn.** The CFO explained costs had been front loaded meaning the financial trajectory, initially, ran behind the previous year's curve until March 2020 where an uptick was demonstrable. It was explained that this had now been impacted by school closure
- Woldgate was now in receipt of a delayed grant payment and demonstrated upward movement. The CFO noted Woldgate would be less impacted by the loss of private revenue following school closure but noted costs, in the provision of school meals, would remain payable. The surplus end point demonstrated in the February Revised Budget was noted as not likely to be met by a small margin

◆ the anticipated WLP Year End Cash Balance at 30th April was noted at £625626,000. The CFO explained this sum would be adversely impacted when any repayment plan of the Woldgate EFSA loan went on profile was agreed. Part of this item was taken as confidential

The CFO invited questions. The Board were content with the reporting provided.

Revised Projection to the Year End (BFRO)

The CFO reiterated that the ESFA did not require submission of a BFRO for the 2019 to 2020 financial period but explained the process involved in compiling the same had been undertaken by the WLP MAT. The CFO acknowledged the FARC should, ordinarily, have had opportunity to review the same, in advance, but owing to current exceptional circumstances - it was requested the same be reported as part of the evening's business.

The CFO clarified that neither the February Revised Budget nor anyno BFRO reporting had been provided to LGBs owing to the cancellation of the Spring Term 2 Meetings as well as the ESFA announcement regarding non-submission of the BFRO.

The CFO reported that the forecast was more uncertain than usual at this time of year, given the lack of clarity over length of school closure, the nature of any additional measures needed to ensure compliance with government guidance and the decisions made pay parents about returning their children to school. the revised budget/projections presented would change owing to a number of necessary, assumed variables at this point in time. Coordinated works with the School Executives Leadership Team had been undertaken, in this regard, to determine appropriate directions options of travel going forward to respond to issues as they emerge. This was were noted.

The CFO detailed the following key points:



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- based on projections prior to the COVID19 pandemic a year end forecasted surplus of £4044,000 had been anticipated - which would have demonstrated a positive outcome for the WLP MAT
- currently, if the WLP MAT took no action to mitigate the financial impacts of the COVID19 pandemic - a deficit position for the WLP MAT would occur
- a contingency sum of £30,000 was put forward for inclusion in the revised budget, to account for further unknown “assumed” costs and to “buffer” any further reduction in the forecasted private income projections of the schools
- the £30,000 contingency sum recommended was explained to be included in the revised budget forecast, in addition to COVID19 expenditure already incurred by the WLP MAT; if the contingency were required in full, this would equate to a cumulative result in an in-year deficit position of £63,325, before options for corrective action were enacted going forward

The Board challenged for clarity surrounding the elements/areas which were driving the deficit position and requested a contextualised overview across schools. The CFO provided details including the loss of net income, expenditure for cleaning and ~~for cleaning personal protective~~ equipment and costs incurred for school openings over holiday periods

The CFO went on to detail and explain four possible options/directions of travel which could be taken forward to address the anticipated deficit position as well as recommended timescales of implementation (numbering used for minuting/reference purposes only):

- (a) a 15% cut to unspent discretionary school budgets : to be implemented as soon as possible
- (b) delay any expenditure which is not necessary immediately to September: to be implemented as soon as possible
- (c) an increased cap on cuts to discretionary school budgets (“Deeper Cuts”) : delayed implementation
- (d) furloughing of staff : to be implemented as soon as possible

The CFO explained that the implementation of measures detailed at points (a), (b) and (d) would suggest a “break even” point was achievable by the end of the 2019/2020 financial period. It was put forward however that if implementation of these measures did not stabilise the WLP MAT’s financial position and the WLP MAT continued to track in deficit - then implementation of point (c) was recommended as a further measure which could be taken forward in a proportionate manner.

The Board challenged for clarity over the implications and impact of measure (d). The CFO provided a detailed explanation and outlined a provisional number of personnel impacted.

The CFO and the CEO reassured the Board that any furloughing of personnel would be done retrospectively. It was clarified, **upon challenge** that the 20% discretionary top up payment would be met by the WLP MAT.

The Board challenged for clarity surrounding the government funding which could be applied for to reimburse expenditure incurred as a consequence of the COVID19 pandemic. The CFO acknowledged that funding was available and the WLP MAT would seek recompense as appropriate but noted criteria for such reimbursement was narrow in scope. Discussion surrounding the viability of



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insurance claims was also undertaken. **Challenge and discussion followed.**
The CFO acknowledged the Board's comments and is to review whether any further funding can be sought from the Government
The Board challenged for further details of the "Deeper Cuts" option. The CFO explained that he had been working with SBMs to rank measures by level of impact with cuts resulting in the least impact to pupils being undertaken first and then worked through sequentially.
The Board challenged for clarity surrounding elements of the revised budget and referenced notable divergences, including overruns on: Supply/Agency Teaching staff, Educational Support staff as well as under run on Insurance.
The CFO noted he would look for the specific detail and report at the end of the Meeting
The Board APPROVED the Revised Budget (BFRO) and the CFO's RECOMMENDATIONS.

CFO

6 Action Plan and Matters Arising

The following items were provided to the Board, in the Agenda Pack, for their prior review and scrutiny:
(1) 2020-03-09 WLP Non-Confid ACTIONS (2) 2020-03-09 WLP Confid ACTIONS
Reference was made to the comments and annotated update of the Action Plan as follows:

Action points from the Meeting of the Board of Trustees : Monday 9 March 2020 at 6.00pm

	Action	Person(s) Responsible	Status
1.	Chair to review Skills Matrix and signpost appropriate training courses required to be undertaken (c/f: 09/12/19)	Chair	Carried Forward
2.	MAT Central to move forward alignment of Policy Schedules including consideration to having overarching WLP MAT Wide Policy for school specific policies including : (1) Breakfast and After School Club Policies and (2) Separated Parent Policy (c/f: 09/12/19)	MAT Central	Remove as Action
3.	Clerk to provide details of new statutory policies for inclusion in the Policy Schedule	Clerk	Complete
4.	Chair to formulate sequential order of items noted in Governance Plan	Chair	Carried Forward / Progressed (Item Part 10)
5.	CEO to address transitioning of works/input from current Primary Headteacher (in respect of point 2 above) and provide details of appropriate Primary School colleague who will take forward	CEO	Noted as included at Item 16
6.	Chair to review NGA website to source any appropriate/required training for Trustees (c/f: 09/12/19)	Chair	Carried Forward
7.	Contingency Plan / Action Plans re Corona Virus to be provided to the Board	CEO	Complete
8.	CFO to circulate Management Accounts to January 2020 Presentation	CFO	Complete
9.	Clerk to email CEO's CEO'S PA to determine availability FAR Committee Meeting to be rescheduled to Monday 27 April 2020	Clerk	Complete
10.	Clerk to review the Articles of Association and seek guidance from the City of York's Governance Support and Development Service regarding the appointment process of Trustees	Clerk	Complete
11.	Chair to invite Mr Adam Marham to the next BoTM	Chair	Complete
12.	Wording of Article 19 of SoD to be addressed in due course	Chair	On Agenda (Item 10)



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13.	CEO to provide wording for WLP MAT Announcement regarding Leadership arrangements	CEO	Noted as on Agenda
14.	Clerk to devise new format for elevating Items to Note from LGBs	Clerk	Complete

- Action Point 2 :** it was noted that works in respect of the Policy Schedule would be undertaken, as appropriate and as previously agreed, by MAT Central
- Action Point 4 and 12:** the Chair noted that an amendment to the Scheme of Delegation was included at Item 10
- Action Point 6:** the Board noted attendance to NGA Webinars in respect of the COVID19 pandemic. CEO'S PA to record Trustee attendance to NGA Webinars
- Action Point 14:** action complete and to be reviewed at the start of the next academic year

CEO'S PA /
Trustees
BoTM Sept
2020

Part of this item was taken as confidential

WLP MAT : Update of Actions/Matters Arising re Covid19 : CEO / MAT Central Leads

Not reported on

7 Finance Update

Item taken out of order

8 Business Priorities / Critical Systems Continuity : WLP MAT Wide

The following items were provided to the Board, in the Agenda Pack, for their prior review and scrutiny:
(1) RA COVID 02 - 14 05 2020 (2) Plan for the phased reopening of schoolsv5

Consideration/update of staff recruitment and appointments

The HPSW reported that recruitment continued but with appropriate procedural adjustments in place; outlining the same for the Board's information and noting continued adherence and observance to safer recruitment principles and associated regulatory and statutory requirements.

The CEO noted the following:

- the appointment of a Acting Head of School at MPS had now been formalised and was to be communicated that evening
- Gareth Davies had been appointed as Acting Head of School at Woldgate
- the appointment of Acting Headteacher had been formalised at SBPS
- interviews were to take place for an Acting Assistant Headteacher position at PJS following the appointment of an Acting Head of School
- Director of Teaching and Director of Curriculum and Assessment positions had been advertised

Consideration/update of plans for the reopening of schools

Discussion surrounding the formalisation of the reopening of schools within the WLP MAT was undertaken with consideration to the roles and remits of both the Board and the Executive Leads.

Risk Assessment

The CEO explained that a Risk Assessment for the reopening of schools within the WLP MAT had been undertaken and prepared for the Board's review. The CEO put forward that the Risk Assessment be provided to LGBs for their consideration.

LGB

The CEO summarised key points which needed to be taken in to account on the reopening of schools



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including the ability to track and trace COVID19 infections, shielding, effective provision and coordination of cleaning teams and Personal Protective Equipment. The CEO noted the mitigation of risk and noted his commendation to the works of the WLP MAT Central Team in compilation of the same. It was put forward that the WLP MAT had taken a cautious approach to the proposed reopening of schools.

It was noted that requirements specific to each school setting were also to be reviewed in conjunction with appropriate Executive Leaders. Reference was also made to the opinion/guidance from National and Local Unions and the HPSW provided an update in this regard.

Following challenge detailed discussion surrounding the reliable identification and communication of pupils displaying COVID19 symptoms was undertaken. The CEO explained measures in this regard.

Discussion surrounding the need for consistently clear communication to all pupils, personnel and stakeholders was undertaken as was the level of provision in place for the cleaning of the WLP MAT estates. The Board noted a requirement that both of these elements needed to remain key considerations going forward.

Plans for the Reopening of Schools

The CEO reported that the Phased Reopening Plan had been devised in conjunction and collaboration with all WLP MAT Headteachers as well as the WLP MAT Central Team and went through the Plan for Phased Reopening of Schools document on a page by page basis. The CEO provided further details of adaptations / alterations to processes for staff and pupils, consideration of possible stakeholder perceptions, staff training and expectations in terms of the behavioural conduct of pupils as part of the reporting.

Discussions surrounding the continuance of remote learning for pupils not included in the first phase of reopening was undertaken. Works and the provision provided to date was commended but it was acknowledged that further investment into developing this area, in conjunction with all appropriate safeguarding aspects, should continue to be a priority.

Extensive discussion and challenge surrounding the decision to begin phased reopening was undertaken with Executives providing operational detail as necessary to the Board.

The CEO'S PA outlined the following policies had been revised/amended, as appropriate:

- Safeguarding and Child Protection Policy and Safeguarding and Child Protection Policy Addendum
- Home Learning Agreement (Staff)

The CEO'S PA outlined that the following policies were to be reviewed and provided:

- Marking Policy
- Code of Conduct for Staff and Pupils

Further operational updates were provided surrounding staff wellbeing and increased Headteacher video conferencing meetings taking place. It was reported that the CFO would be overseeing social distancing guidance within all school settings in the absence of the Head of Administration and Operations

It was explained that surveys had also been provided to all parents/carers of pupils across the WLP MAT to determine how many pupils were anticipated to return as part of the phased reopening. It was

LGB
LGB

CEO
CEO



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noted that as of 1:00pm responses were as follows:

- MPS : 39 pupils out of the 74 responses received to attend
- PJS : 58 pupils out of the 71 responses received to attend
- SBPS: 59 pupils out the 148 responses received to attend
- Woldgate : 107 pupils out the 169 responses received to attend
- Longcroft: 87 pupils out the 157 responses received to attend

It was noted that the deadline for response by parents/carers had been extended to the end of the day owing to a technical problem.

The Chair wished to note his commendation and sincere thanks to all members of staff at the WLP MAT for all of their efforts and dedication to their roles.

The Chair also formally noted his disappointment to the lack of detailed official guidance and direction received and expressed his concern to the level of pressure placed upon Executive Leaders and colleagues. The Chair also noted his complete consideration to the wellbeing of all personnel, pupils and stakeholders. Extensive discussion in this regard was undertaken with the Board noting their commitment and support to Executive Leaders in their works to meet the determined and official criteria/parameters required as well as the existence of variance in guidance for the Board and Executive Leaders.

The Clerk noted and the Board acknowledged the role of LGBs and the fact that scheduled LGB Meetings occurred after the proposed phased school reopening date. Discussion was undertaken. The Board put forward that the Risk Assessment and Phased Reopening of Schools Plan was to be provided, by the Chair of the Board, to the Chairs of the LGBs who are to share the documents with their Governing Body and collate feedback.

The Board APPROVED a proposal to convene an Extraordinary Board of Trustees Meeting on Friday 29 May 2020 at 9:30am to allow the Board to review the phased reopening of schools.

Chair

EOBoTM

9	Strategic Priorities	
	<p>COVID19</p> <p>Cancelled Examinations</p> <p>The CEO noted the following points:</p> <ul style="list-style-type: none"> • Year 11 and Year 13 grades had been moderated and ranked • a moral decision, in the best interests of pupils, surrounding the inclusion of Year 10 outcome data at Longcroft School had been taken. It was reported that Year 10 Pupils at Longcroft School would not have their data included performance tables <p>Transition</p> <p>The CEO reported an appropriate on-line platform was to be made available to transitioning pupils. School Headteachers were reported to be reviewing the same</p> <p>School Maintenance/Improvements</p> <p>Nothing reported</p>	



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	Summer Term : Structure of Teaching and Learning Provision The Board challenged that going forward it was likely that there would be significant gaps in terms of each pupil's level of understanding/progress and how this would be accounted for in teaching and learning practices going forward. The CEO noted that it was likely that a base line for each pupil would need to be undertaken.	
10	Update from the Chair	
	The following items were provided to the Board, in the Agenda Pack, for their prior review and scrutiny: (1) SoD Amendments to Point 19 (2) Email Extracts and Extract from SoD re consultation re DBE DYET re Pt 19	
	Amendment to Point 19 of the Scheme of Delegation : Appointment of Headteachers Taken as APPROVED	Chair / CEO / HoPSW
	Role, Remit, Responsibilities : Acting Headteacher and SBM <i>Part of this item was taken as confidential</i>	
	NGA Guidance : Supporting Schools to deal with Bereavement Not reported on	
11	Safeguarding	
	DfE : Interim Safeguarding Guidance The Chair noted the same.	
	NGA: Safeguarding The Chair noted the same.	
	Update re COVID19 Not specifically reported on	
12	Updates from Headteacher and Chair Forum Meetings	
	Headteacher Meetings (Jonathan Britton) Nothing raised	
	Chair Forum Meetings (Alan Shadrack) The Chair reported ongoing due diligence to ensure that Chairs of LGBs were engaging with their Governors. Chair to take this forward	Chair
13	Questions arising from Items listed in Part B	
	Nothing raised. The Chair made further enquires of the Board as to whether any further questions were arising. No questions or comments were put forward.	
14	Any Other Urgent Business	
	The CFO requested he provide clarity to challenges raised at Item 7 and reported as follows: <ul style="list-style-type: none"> increased expenditure on Supply/Additional Teaching Staff was incurred as a result of opening schools over the holiday periods an error was noted on the reporting of expenditure for Risk Protection Arrangement (RPA) and 	



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	<p>other insurances in the February revised budget, as the amounts were transposed between the two budget lines. This appeared to show a significant increase in RPA costs and a significant reduction in general insurance costs in the latest forecast. The CFO clarified -that RPA-the cost of both had been reduced in the latest forecast: RPA at Woldgate by £4,000 and costs for Occupational Health insurance at Woldgate had been removed (£5,000)</p> <ul style="list-style-type: none"> it was further noted that an overrun in Supplies and Services - Educational IT had been incurred as a result of software development across the WLP MAT and IT works within School House to accommodate works with SBMs 	
15	Date of Next Meeting	
	<p>Extraordinary Board of Trustees Meeting: 29 May 2020 : 9:30am Finance Audit and Risk Committee : 29 June 2020 Board of Trustees Meeting : 13 July 2020</p>	
	PART B	
	<p>Items raised as part of PART B which require RECEIPT/ACCEPTANCE/ACKNOWLEDGEMENT or APPROVAL by the LGB will be taken as confirmed, as part of the evenings business, unless discussions are raised in advance as part of AGENDA ITEM 13 or raised under ANY OTHER URGENT BUSINESS</p>	
16	Policies	
	<p>The following items were made available to the Board, as part of the Agenda Pack, for their prior review and scrutiny: (1) WLP COVID-19 Child Protection and Safeguarding Policy – addendum (2) WLP COVID-19 Child Protection and Safeguarding Policy - March 2020 (3) Health and Sex Education : Woldgate (4) Attendance and Punctuality : Woldgate</p>	
	COVID19	LGBs
	<ul style="list-style-type: none"> COVID-19 school closure arrangements for Safeguarding and Child Protection : APPROVED COVID-19 school closure arrangements for Safeguarding and Child Protection – Addendum: APPROVED 	
	As per WLP MAT Policy Cycle	
	Policies/Procedures for approval according to the WLP Policy Cycle	BoTM
	<ul style="list-style-type: none"> Disciplinary and Conduct : CARRIED FORWARD Grievance : CARRIED FORWARD Complaints : CARRIED FORWARD Information incident reporting : CARRIED FORWARD 	
	School specific Appendices, Guidance and Policies	
	<ul style="list-style-type: none"> Behaviour and Discipline : MPS : CARRIED FORWARD Health and Sex Education (no overarching WLP Policy) : <ul style="list-style-type: none"> Woldgate : APPROVED/ACKNOWLEDGED SBPS : CARRIED FORWARD PJS : CARRIED FORWARD 	MPS LGBS



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	<ul style="list-style-type: none"> ○ MPS : CARRIED FORWARD ● Attendance and Punctuality : <ul style="list-style-type: none"> ○ Woldgate : APPROVED/ACKNOWLEDGED ○ SBPS : CARRIED FORWARD ○ PJS : CARRIED FORWARD ○ MPS : CARRIED FORWARD 	LGBS
Additional Policies to be considered		
	<ul style="list-style-type: none"> ● Admissions Policy : NOT REPORTED ON ● Consultation Re: SRE Policy : NOT REPORTED ON 	
17	APPROVAL/RECEIPT of Minutes	
	<p>The following items were made available to the Board, as part of the Agenda Pack, for their prior review and scrutiny: (1) WLP Confidential Trust Board Minutes - APPROVED DRAFT – HLSO (9 March 2020) (2) WLP Non-Confidential Trust Board Minutes - APPROVED DRAFT – HLSO (9 March 2020) (3) WLP Confidential Trust Board Minutes - APPROVED DRAFT (9 March 2020) (4) WLP Non-Confidential Trust Board Minutes - APPROVED DRAFT (9 March 2020) (5) Non-Confidential Minutes of the FAR Committee Meeting held on Monday 27 April 2020 (6) Confidential Minutes of the FAR Committee Meeting held on Monday 27 April 2020 (7) Woldgate : Non-Confidential Minutes of the LGB Meeting dated 9 January 2020 (Approved) (8) SBPS : Non-Confidential Minutes of the LGB Meeting dated 13 January 2020 (Pending Approval from Chair)</p>	
Approval of Board of Trustee Minutes		
	<ul style="list-style-type: none"> ● Non-Confidential Minutes of the Meeting held on 9 March 2020 : APPROVED ● Confidential Minutes of the Meeting held on 9 March 2020 : APPROVED <p style="color: red; text-align: center;"><u>The Minutes were taken as APPROVED and are to be signed by the Chair.</u></p>	
FAR Committee (Draft Minutes Approved by CFO/Chair only prior to inclusion in the Agenda Pack)		
	<ul style="list-style-type: none"> ● Non-Confidential Minutes of the Meeting held on 27 April 2020 : RECEIVED AND ACCEPTED ● Confidential Minutes of the Meeting held on 27 April 2020 : RECEIVED AND ACCEPTED 	
LGB Minutes		
	<ul style="list-style-type: none"> ● Woldgate: Non-Confidential LGB Minutes (Meeting held on 09/01/20) : RECEIVED AND ACCEPTED ● SBPS : Non-Confidential LGB Minutes (Meeting held on 13/01/20) : RECEIVED AND ACCEPTED (Pending Approval from Chair) ● SBPS: Confidential LGB Minutes (Meeting held on 13/01/20) : RECEIVED AND ACCEPTED (Pending Approval from Chair) (Restricted access :enquiries from the Board to Chair only) 	
17.1	APPROVAL/RECEIPT of Minutes : Restricted Access	
	<p>Approval of Board of Trustee Minutes</p> <ul style="list-style-type: none"> ● Declared Interest : Confidential Minutes of the Meeting held on 9 March 2020 : APPROVED <p>No persons left the room. Content of Minutes not discussed.</p>	
18	NGA Information Briefings / Training and Development	
	Included for Information	



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Meeting closed at: 18:37

Signed: Alan Shadrack (Chair)

Date

**Action points from the meeting of the Board of Trustees
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	Action	Item	Person(s) Responsible	Timescale
1.	Section 128 Checks to be carried out on Adam Marham and Mahela Vidanapatirana	4	HoPSW	As soon as possible
2.	Chair to review Skills Matrix and signpost appropriate training courses required to be undertaken (c/f: 09/12/19)	6	Chair	As appropriate
3.	Chair to formulate sequential order of items noted in Governance Plan	6	Chair	As appropriate
4.	Chair to review NGA website to source any appropriate/required training for Trustees (c/f: 09/12/19)	6	Chair	As soon as possible
5.	Board to inform CEO's PA of any NGA Training/Webinars. CEO'S PA to note	6	Board/CEO's PA	As appropriate
6.	CEO provide following revised policies: Marking Policy and Code of Conduct for Staff and Pupils	8	CEO	As soon as possible
7.	Chair to provide the Risk Assessment and Phased Reopening of Schools Plan to the Chairs of the LGBs and request and collate feedback.	8	Chair	As soon as possible
8.	Point 19 of the Scheme of Delegation to be amended, communicated and circulated	10	Chari/CEO/HPSW	As soon as possible
9.	Chair to liaise with all LGB Chairs to ensure LGB Chairs engaged with and kept LGB Governors informed, as necessary	12	Chair	As soon as possible

Items for BoTM Sept 2020

- WLP/LGB Feedback
 - new **format** for elevating Items to Note from LGBs to be discussed

Items for all LGBs

Policies

- COVID19
 - COVID-19 school closure arrangements for Safeguarding and Child Protection : APPROVED
 - COVID-19 school closure arrangements for Safeguarding and Child Protection - Addendum: APPROVED
- Policies/Procedures for approval according to the WLP Policy Cycle



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VIRTUAL MEETING
held on Monday 18 May 2020 at 3:30pm**

	<ul style="list-style-type: none"> ○ Disciplinary and Conduct : CARRIED FORWARD ○ Grievance : CARRIED FORWARD ○ Complaints : CARRIED FORWARD ○ Information incident reporting : CARRIED FORWARD ● School specific Appendices, Guidance and Policies <ul style="list-style-type: none"> ○ Behaviour and Discipline : MPS ● Health and Sex Education (no overarching WLP Policy) : <ul style="list-style-type: none"> ○ Woldgate APPROVED ○ SBPS CARRIED FORWARD ○ PJS CARRIED FORWARD ○ MPS CARRIED FORWARD ● Attendance and Punctuality: <ul style="list-style-type: none"> ○ Woldgate APPROVED/ACKNOWLEDGED ○ SBPS CARRIED FORWARD ○ PJS CARRIED FORWARD ○ MPS CARRIED FORWARD
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Items for MPS LGB	<ul style="list-style-type: none"> ● School specific Appendices, Guidance and Policies <ul style="list-style-type: none"> ○ Behaviour and Discipline
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