



A family of schools
with shared values

Minutes of the Board of Trustees Meeting
VIRTUAL MEETING
held on Wednesday 20 January 2021 at 6:00pm

***** APPROVED MINUTES PENDING SIGNATURE AS APPROPRIATE RE COVID19 *** APPROVED AT TRUST BOARD MEETING HELD ON 23 SEPTEMBER 2021 *** NOT TO BE USED AS ORIGINAL MINUTES*****

Present

Alan Shadrack **(Chair)**
Jonathan Britton **(CEO)**
Stephen Burley
Julia Thomson *(from Item 5)*
Adam Marham
Graham Cook
John Sinclair *(from Item 4)*

In Attendance

Chris Keeler Observer
Gary Sheen Chief Financial Officer **(CFO)**
Jo Brighton Head of Personnel & Staff Wellbeing **(HoPSW)**
Helen Walker Personal Assistant to CEO **(CEO'S PA)**

AFH	Academies Financial Handbook	PHE	Public Health England
the Board	Board of Trustees	PJS	Pocklington Junior School
DfE	Department for Education	SBPS	Stamford Bridge Primary School
DYET	York Diocesan Board of Education	SRMA	School Resource Management Advisor
ESFA	Educational Skills and Funding Agency	Woldgate	Woldgate School and Sixth Form College
FARC	Finance Audit and Risk Committee		
Longcroft	Longcroft School and Sixth Form College		
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. Philip Westmoreland Interim Head of Administrations and Operations was noted as absent.	
2	Confirmation of Items under Any Other Urgent Business	
	Nothing noted.	
3	Declaration of Interests	

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	Declaration of Interest to the Evening's Business	
	The Chair requested conflicts of interest to the evening's business be declared. None received.	
	Changes/amendments to completed annual Declaration of Business/Pecuniary Interest Form	
	<p>The Clerk drew the Trustees attention to the following:</p> <ul style="list-style-type: none"> John Sinclair : amendment made to the wording of a declared interest Jonathan Britton : it had been requested that Jonathan's title as Executive Headteacher at Longcroft School and Sixth Form College be added to the Register of Interest <p>The Clerk noted that an amended Declaration of Business/Pecuniary Interest Form had been received from John Sinclair</p> <p>Amendment to Jonathan Britton's Declaration of Business/Pecuniary Interest Form had been requested and confirmed to the Clerk by Jonathan Britton. Jonathan Britton to amend Business/Pecuniary Interest Form for audit purposes</p>	CEO
4	Annual Report and Financial Statements	
	<p><i>The following items were provided to the Trustees, for the review and scrutiny : (1) WLP Internal Audit Annual Report 2019 to 2020 (2) Appendix B to the Internal Audit Annual Report 2019 to 2020 : IT Security (3) Appendix B to the Internal Audit Annual Report 2019 to 2020 : Payroll (4) Appendix B to the Internal Audit Annual Report 2019 to 2020 : Risk Management (5) Appendix C to the Internal Audit Annual Report 2019 to 2020 : Audit Opinions and Priorities for Action (6) WLP External Auditors Report</i></p> <p>The CFO referenced his Covering Report regarding the WLP Financial Statements 2019 -2020 to the Trustees.</p> <p>All three areas of the internal audit process were explained to have now completed with the Internal Auditor's findings uploaded and provided for Trustee review. The Trustees attention was particularly drawn to the Internal Audit Annual Report 2019 to 2020. It was explained that this document would be provided to the ESFA alongside the submission of the WLP Financial Statements and the WLP External Auditors Report.</p> <p>The Chair noted that Trustees needed to be content with the papers prior to formal approval.</p> <p>The Chair of the FARC requested the Internal Audit Reports be provided to the next convened FARC Meeting for scrutiny. It was acknowledged that the internal audit findings relating to Payroll were good with Risk Management and IT Security needing to be discussed further.</p> <p>The Trustees acknowledged the Internal Audit Annual Report 2019 to 2020 but noted that this may not meet the format required by the DfE and put forward that that this may be returned with amendment requested.</p> <p>The CFO acknowledged the point. CFO and Adam Marham to speak and consider further and report back at the FARC.</p>	CFO / Adam Marham / FARC
	Annual Report and Financial Statements Summary Report for the 2019/2020 period	
	<i>The following item was provided to the Trustees, as part of their Agenda Pack for their prior review</i>	

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	<p><i>and scrutiny : (1) CFO's Covering Report : WLP Annual Report and Financial Statements 2019-20 (2) WLP Annual Report and Financial Statements 2019-20.</i></p> <p>The Trustees referred to the Trustees Report and made reference to amendments having been made with the referencing of the Strategic Development Plan. It was put forward that this was something which Trustees would be required to be very much involved in and it was requested that an item be added to the next Board of Trustees Meeting Agenda to discuss this further.</p> <p>The CFO explained that amendment to that section reflected wording contained in the Strategic Development Plan which had been provided to Trustees at a previous meeting. The Trustees acknowledged the point noting that if this was in line with reporting considered previously this would be acceptable</p> <p>The Chair of the Board of Trustees put forward that The Strategic Development Plan had been noted in Part B of the Agenda for the previous Board of Trustees Meeting and remained a working document ; encouraging Trustees to review the same.</p> <p>The CEO put forward that The Strategic Development Plan had been finalised and had been incorporated into School Development Plans which had been provided to Governors at LGB Meetings.</p> <p>The Trustees APPROVED the WLP Annual Report and Financial Statements 2019-20 and the WLP External Audit Report for submission to the ESFA. The Clerk made enquires surrounding the "signing" of the documents and how this was to be facilitated. Discussion was undertaken. The Trustees put forward that an electronic signature could be used. Documents to be signed by way of electronic signature.</p>	BoTM
	2019 to 2020 Auditor's Management Letter	
	Item noted as part of above discussion	
	2019 to 2020 Internal Scrutiny Report	
	Item noted as part of above discussion	
5	Any other Urgent Business	
	Nothing raised	
6	Date of Next Meeting	
	Thursday 25 February 2021	

Meeting closed at: 6:55pm

Signed: Alan Shadrack (Chair)

Date

Action Points from the Board of Trustees Meeting held on Wednesday 20 January 2021 at 6:00pm

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	Action	Item	Person(s) Responsible	Timescale
1	Jonathan Britton to amend Business/Pecuniary Interest Form for audit purposes	3	CEO	As soon as possible
2	CFO and Adam Marham to liaise around the format and requirements of the Annual Internal Auditors Report	4	CFO / Adam Marham	As soon as possible

Items to be included at the next Board of Trustees Meeting

- WLP Strategic Development Plan

Items to be included at the next FARC Meeting

- Internal Auditor Reports

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