

NNAT MEETING



FRIDAY 15TH NOVEMBER 2019, 0900 - 1600
SHERINGHAM HIGH SCHOOL, ROOM 44, SIXTH FORM CENTRE

ACTIONS challenges DECISIONS

PRESENT

John Wollocombe JW
 Gill Pegg GP
 Andrew Richardson AR
 Contstance Tyce CT
 Mary Jane Edwards MJE

ATTENDING

Sarah Rankin – Clerk SR
 David Hicks – CFO DH
 Mark Proctor- Lovewell Blake MP
 Ashley Taylor AT
 Pat Duggan PD

1. WELCOME, APOLOGIES AND DECLARATIONS

	ACTION
The Chair opened proceedings at 0910 and welcomed Mark Proctor and Mary Jane Edwards to the meeting.	
There were no declarations	

2. FINANCE

	ACTION
The agenda was rearranged to allow MP to move on to another commitment.	
MP presented the draft Audit Completion Document and encouraged the Trustees to ask questions. It was noted that this is an internal document. MP observed that the audit had been smoother this year. He acknowledged DH’s contribution and thanked him for his help. The issue of non-compliance with the Academies Financial Handbook in respect of publication of Members’, Trustees’ and Local Governors’ interests was raised. JW asked whether it would be possible to rectify the stated reasons for the non-compliance prior to the publication date thereby avoiding the need for such a declaration to be made. IT WAS AGREED THAT THE ISSUE COULD BE RECTIFIED WITHIN THE NECESSARY TIMESCALE AND THAT ON THIS BASIS THE DECLARATION SHOULD BE REMOVED FROM THE REPORT. Matters for discussion were: <ul style="list-style-type: none"> ➤ Results and management letter points ➤ Reserves policy ➤ Level of reserves and carry forward ➤ Funds per school ➤ Management letter points 	SR/DH

<p>➤ CJS – the valuation is based on an estimate</p> <p>➤ Regularity – Trustee/Governor/Key Management declarations</p> <p>Trustees acknowledged the pressure on MATs given the background of rising costs and flat income levels. Concerns over demographics in North Norfolk were flagged, with a potential forthcoming dip in student numbers at CJS in particular noted.</p> <p>The following points were raised:</p> <ul style="list-style-type: none"> Land registry at CJS. This has not been updated to reflect the transfer of the land to NNAT. DH to action DH confirmed that the credit card account previously active in a former CEO’s name has been cancelled A number of employee contracts remain unsigned – approximately 10%. Trustees expressed concern about this particularly if structural changes to the Trust become necessary. It was noted that the Trust does not hold copies of old County Council contracts. <p>IT WAS AGREED THAT STAFF SHOULD BE ENCOURAGED TO SIGN THEIR CONTRACTS AT THEIR ANNUAL PERFORMANCE REVIEW</p> <ul style="list-style-type: none"> A credit card currently registered in a former Business Manager’s name was discussed. This account is still current. However, DH assured Trustees that it is inactive and that the card has been destroyed. DH Advised that a letter from AR will be required to cancel the card. 	<p>DH</p> <p>AR</p> <p>DH/AR</p>
<p>MP presented the draft Annual Report & Accounts which were discussed by the Board. The Reserves Policy was raised. The aim of establishing a level of reserves of no more than 5% of annual income was highlighted. DH observed that reserves are likely to be required to offset forecast deficits this year.</p> <p>Typos and inconsistencies were noted and will be actioned by DH</p> <p>Trustees questioned the need for Appendix 1 to be part of the Annual Report. This lists the LGBs and SLTs.</p> <p>MP CONFIRMED THAT THERE IS NO STATUTORY NEED TO INCLUDE THIS INFORMATION AND IT WAS AGREED THAT IT WILL BE DROPPED FROM THE ACCOUNTS.</p> <p>The Chair observed that the previous Peer Review system has now been replaced with a bought in internal audit function provided by Educator Solutions. Trustees requested that a copy of the last report be circulated.</p> <p>The Chair thanked MP for his work, and MP left the meeting at 0955.</p>	<p>DH</p> <p>MP</p> <p>DH</p>
<p>DH continued the analysis of the accounts. It was confirmed that Heads and Trustees would receive outline monthly reports, with a full report circulated on a termly basis.</p>	
<p>The issue of staff absence at StHS and the associated costs was discussed. AR is seeking to change the culture at the school regarding absence. Internal cover is being prioritised over supply teaching and a return to work interview is being carried out after every absence.</p>	

AR left the meeting at 11:00 and returned at 11:20

3. FINANCIAL TRAINING

	ACTION
<p>DH presented the Board with a thorough training session on funding. This training covered:</p> <ul style="list-style-type: none"> • GAG • DfE Non GAG • DfE Capital • LA Funds • Other income • Curriculum Based financial planning • Pupil numbers and class sizes • Financial Assurance • Conflicts of Managing Risk <p>The Chair thanked DH for the presentation, and noted that this could become a useful training module for new Trustees.</p>	

4. Reappointment of Trustees

	ACTION
<p>The reappointment of Gill Pegg and Constance Tyce was proposed by the Chair and agreed by the Board for recommendation to Members.</p>	

5. Policies

	ACTION
<p>The Trustees requested that in future it would be helpful if all changes to policies be highlighted in yellow, and that page numbers be added where possible. DH confirmed that he is working towards standardising the format of all policies.</p> <p>Amendments to the following policies were discussed, and approved:</p> <ul style="list-style-type: none"> • NNAT Complaints Policy • NNAT Terms of Reference and Schemes of Delegation • NNAT Pay Policy • NNAT Lettings • GP WILL EMAIL DH ADDITIONAL SAFEGUARDING AND GDPR TEXT FOR INCLUSION • NNAT Bad Debt and Redundant Equipment • NNAT Minibus <p>DH confirmed that PS Assets will be installed across the Trust in due course across and that all policies will eventually be stored on this platform.</p> <p>The Chair clarified that (if any member of staff chose to challenge their recently recommended review) the Pay Review Panel will need to meet during the first 3 weeks of November. If no challenges were forthcoming, the CEO would nonetheless provide members of the Pay Body with the necessary information to enable them to scrutinise all pay recommendations.</p>	<p style="text-align: right;">GP</p> <p style="text-align: right;">AR</p>

6. HEALTH AND SAFETY

	ACTION
<p>PD presented the Health and Safety and Premises Report to the Board.</p> <p>Continuing concern regarding fire drills at StHS was discussed. The drill in May raised issues with speed and the use of the tennis court as an assembly point. A second unannounced drill in September highlighted outdated procedures, roles and responsibilities, and issues with locked outside gates. PD confirmed that immediate action needs to be taken and that Business Managers are working with the SLT to address this. The Board agreed that the priority is getting the process of the fire drill correct, that training is urgently required and the staff signing in/out be implemented.</p> <p>Urgent maintenance and repair at sites was also flagged, with the outbuildings at A&SR given as an example.</p> <p>The Chair raised the issue of the 6th Form door to the rear car park at SHS. From a security point of view, it had previously been suggested that this door should be used only as an exit rather as both an exit and entrance. It was noted that although signage was in place, it was possible that this could be ignored. It was further suggested that with minor modification the door could be adapted to prevent routine entry.</p> <p>PD advised that this was also the case for a number of other doors on site.</p>	

7. GDPR

	ACTION
<p>PD updated the Board on GDPR status. Key points were:</p> <ul style="list-style-type: none"> • Jane Storey is now in post and will be the GDPR lead • Tony Sheppard from GDPRis will complete the recommendations from the ICO • Training took place for 14 key staff on 12th November. • Non-compliance with signing in/out was discussed and various options considered. • IHASCO GDPR refreshers will be set up for all staff • A reporting format for Trustees will be developed to include KPIs <p>The Board requested that KPIs be brought to the meeting on 26th November.</p>	AR/JS

8. IT – ASHLEY TAYLOR

	ACTION
<p>AT reported that the Trust has been awarded the Cyber Essentials Certification. This is a government recognised certification which to remain valid needs to be reviewed annually, and in view of this AT presented 3 new IT policies for discussion and approval:</p> <ul style="list-style-type: none"> ➤ IT Change Management <p>GP asked whether we have impact statements. AT advised that he intends to introduce them. Policy approved.</p> <ul style="list-style-type: none"> ➤ IT Disaster Recovery 	AT

<p>This policy will be applied when the new server is installed. MJE noted that this needs to be linked to the Business Continuity Plan. Approved.</p> <ul style="list-style-type: none"> ➤ IT Hardware Disposal <p>This was approved pending amendments.</p> <p>Board Members enquired whether there would be any reasons for concern if these policies were made public.</p> <p>Following discussion on this point it was agreed that in the interest of transparency these policies should be published. However, potentially sensitive items should be redacted where appropriate.</p>	
<p>It was confirmed that the new server would be arriving imminently and that installation across the Trust would take place over the next 3 months. This will benefit the whole Trust with every PC operating faster and more efficiently. It will have a positive impact in the classroom.</p> <p>The Board asked how this will be rolled out.</p> <p>AT advised that the 2 systems will run side by side for a period of time, during testing.</p>	
<p>AT reported that the internet contract with CJS has now been agreed with the line due for installation on 18th November.</p> <p>CJS concerns relating to the potential impact of changes were discussed. MJE stressed the potential benefit of face to face support from IT to manage and mitigate any difficulties that may occur.</p>	

AR left the meeting at 13:25 and returned at 14:00

	ACTION
<p>Lack of Wi-Fi at the schools was discussed and the problems facing SEN students using laptops being able to access the curriculum was noted.</p> <p>Board members enquired whether the cost of installation could be borne partly by Pupil Premium funding. The potential help available from local charities established for the benefit of educational need in underprivileged elements of society were also highlighted.</p> <p>DH to look at costs with a view to sharing it between the schools</p>	DH
<p>The advantages/disadvantages of allowing BYOD were discussed.</p> <p>AT to look at costs and present DH with a proposal</p>	AT
<p>Websites across the Trust were discussed and the need for standardisation flagged.</p> <p>AT suggested 3 templates – one for the High Schools, one for 6th Form and one for the primaries. Content could be created locally but would need to be approved before going live.</p> <p>Board Members expressed concern over the need to avoid loss of identity for individual schools, particularly the primaries. MJE emphasised that identity should be encouraged. It was agreed that all Heads must be properly consulted and included within the conversation.</p>	AT

9. RISK REGISTER

	ACTION
<p>The Risk Register was reviewed. Section 7 on GDPR will be circulated.</p> <p>The Board commented that the document is almost too large to manage, even though it is broken up into sections. Lots of updates were needed.</p>	

<p>THE BOARD AGREED THAT THE REGISTER NEEDS TO BE A REGULAR ITEM ON THE NNAT AGENDA AND BE REVIEWED ON A TERMLY BASIS. HIGH RISK (RED AND AMBER) ISSUES SHOULD BE POSITIONED AT THE FRONT OF THE DOCUMENT</p>	DH
<p>THE BOARD AGREED THAT EACH SCHOOL SHOULD HAVE ITS OWN RISK REGISTER. DH WILL PROVIDE A SUITABLE TEMPLATE</p>	DH

10. Budget Revisions Schedule

	ACTION
<p>The budget is presented in July but needs to be revisited in January. CLERK TO SCHEDULE MEETING</p>	SR

11. AUDIT COMMITTEE

	ACTION
<p>The Terms of Reference were considered and approved by the Board. The Chair noted that the Audit Committee only met once during the previous year and expressed the desire for the Committee to meet more often during the current year. A new framework for the work of the committee will need to be put in place and a schedule of meetings established.</p> <p>IT WAS AGREED THAT TIME WOULD BE SET ASIDE AT THE NNAT MEETING ON 8TH JANUARY FOR DISCUSSION AND PLANNING</p>	DH

12. SAFEGUARDING - GP

	ACTION
<p>GP reported that SCR moderation audits were carried out at GVSN and ANT. Gaps at StHS had now been filled.</p> <p>It was noted that all DSL training dates should be held on the SCR to enable Administrators to monitor expiry dates.</p> <p>It was flagged that there are 23 students coming into Year 7 at StHS with safeguarding concerns. Feeder schools use the software CPOMS (Child Protection Operating Management System). This could be useful as information would migrate across to StHS and records would be managed more effectively.</p>	

13. MINUTES

	ACTION
<p>18/09/19 – minutes approved pending amendments 16/10/10 – minutes approved pending amendments</p> <p>CLERK TO REPRINT FOR SIGNATURE</p>	SR

14. AOB

	ACTION
<p>Training: New OFSTED framework The Clerk was asked to contact Educator Solutions with a view to arranging a combined training session on this issue for Trustees and Governors from all Trust schools.</p>	SR
<p><i>AR left the room at 16:10</i> The Board considered feedback from the CEO’s Annual Performance Review provided by the Performance Management Review Committee. The output from this discussion is recorded under a separate confidential minute.</p>	

DATE OF NEXT MEETING: 26TH NOVEMBER AT 1700, STALHAM HIGH SCHOOL

There being no further business the meeting was closed by the Chair at 1620