

The Heath Family (NW) Multi Academy Trust
PART I - Minutes from the MAT Board meeting held on
Friday, 4th September 2020 at 8.00 am

***** This meeting was held remotely using Microsoft Teams *****

<u>Present:</u> Helen Stevenson (Chair), Edward Vitalis, Morag Davies, Karl Smith, Kate Whittlesey, David Donnelly, Sharon Black, Craig Parkinson, Judith McConville		<u>Apologies:</u> Alison Duckworth Non attenders: Anantha Subramanayam			
		Clerk: Trish Roberts			
Items	Discussion	Action	Who	When	Notes
1. Welcome, introductions & apologies	Ms Stevenson welcomed everyone to the meeting. Apologies were accepted from Mrs Alison Duckworth. It was also noted that there had been no communication from Mr Anantha Subramanayam.				
2. Declaration of Business and Pecuniary Interests	<p>Declaration of Business and Pecuniary Interest forms were sent out to Trustees for completion during the summer break. Mrs Roberts advised that most Trustees have returned their forms, and that she will be chasing up any outstanding forms within the next couple of days. Once all forms are received an updated Register of Business Interests will be produced and uploaded onto the Trust's website.</p> <p>Trustees also received an electronic copy of the most up-to-date Register of Business Interests prior to the meeting and confirmed at the meeting that there were no changes in relation to their declared interests:</p> <p>Helen Stevenson – Partner/Sole Proprietor of Satis Education, Contract with another Trust in the area (Frank Field Education Trust), Related to a Local Governor at one of THF schools (Sister).</p> <p>Edward Vitalis – Chief Operating Officer at Bright Futures Educational Trust, HDH Executive Director at NHS Salford Clinical Commissioning Group.</p> <p>Morag Davies – Director of M & P Business Solutions Ltd</p> <p>Karl Smith – Vice Principal of Carmel College</p> <p>Kate Whittlesey – Director of The SEND Advisory Team</p>	Outstanding Declaration of Business and Pecuniary Interest forms to be chased up, and an updated register to be produced and uploaded onto the Trust website.	P Roberts	By Oct 2020	

<p>3. To receive/ ratify PART I Minutes from THF Board meeting held on 24.06.20</p>	<p>Trustees received an electronic copy of PART I minutes from the MAT Board meeting held on 24.06.20. There were no amendments to be made and therefore the minutes were accepted as a true record and ratified.</p> <p>RESOLVE: That PART I minutes of the MAT Board meeting held on 24.06.20 be approved as a correct record and signed by the Chair.</p>	<p>Chair of the Board to sign agreed MAT Board Minutes from 24.06.20</p>			
<p>4. To review Matters Arising not included on the Agenda (to include Action Tracker)</p>	<p>Matters Arising from Minutes of 24.06.20</p> <p>Page 6 - Details from Visioning Meeting: Mr Donnelly confirmed that the Trust’s Vision had been agreed by the Trust Board and Exec Leaders at their meeting with Ben Peck; the next item to be addressed was in relation to reaching agreement in terms of the Trust’s name change.</p> <p>Page 8 – Possible issues associated with HPS name change to be further investigated: Mr Donnelly explained that although the idea had been shared with the parent body and the majority were in favour of changing the school name; there had been substantial community movement against the proposal. The situation was becoming quite challenging in that community members were threatening to protest outside of the school, and the media were also taking a keen interest. Further discussion had then taken place with all involved and all agreed that it would be in the best interests of the school/Trust not to go forward with the proposal at this point. Mr Donnelly advised that a councillor had been one of the main objectors of the proposal and that although the proposal was not progressing any further, he was still requesting copies of minutes where the decision to change the name of the school had been made. Mr Donnelly confirmed to Trustees that discussion that had taken place at school level but it had been under PART II of the minutes and as such could not be shared; he also noted that the decision was at Trust level, and therefore any PART I minutes that referenced the decision would have to be made available on request.</p> <p>Trustees also received an electronic copy of THF Action Log dated 23.07.20 prior to the meeting.</p> <p>ICT Survey – Trustees were informed that a lot of work had been undertaken/completed over the summer in relation to this item; co-ordinated by Mr Parkinson. The survey will help to build up a consolidated picture of where we are at in respect of ICT at the Trust,</p>				

	<p>as well as providing an individual picture of each school. The surveys will be taken to BF&A committee to discuss in detail.</p> <p>Q: What is the expected timeframe for this to be brought to BF&A? A: It will not be ready for the October BF&A meeting, but will be available in time for the next one after that.</p> <p>Link Trustees – Mrs Roberts was asked to update Trustees with regards to the introduction of Link Trustees. Mrs Roberts advised that a suite of documents had been produced with regards Link Trustees, their role and school visits. Trustees had reviewed the documents but had expressed concern with regards the somewhat cumbersome nature of the procedures, and had requested that they be reviewed and slimmed down so that they were more easier to use in practical terms. Mr Donnelly advised that he will work with Mrs Roberts to review/update the documents accordingly.</p> <p>DPS Principal to be invited to next E&S meeting – Mr Donnelly advised that he will pick this item back up at next week’s E&S meeting (10.09.20).</p>	Link Trustee documentation to be reviewed, updated and brought back to Trust Board for approval	PAR/DD	For next meeting (15.10.20)	
<p>5. Chair’s Action Report (to receive)</p>	<p>Trustees received an electronic copy of the Chair’s Action & Governor Membership Update 23.07.20 report prior to the meeting.</p> <p>As most of the information within the Chair’s Action report was linked to Governance, this item was covered within Item 9 (Governance) of the agenda.</p>				
<p>6. Coronavirus Response</p>	<p>Mr Donnelly reported:</p> <p>Attendance (pupils) - on the whole, children have returned to school in September. There is currently only 1 school within the Trust with a whole school percentage figure below 90%, but this is due to them having such small class sizes, and as such each individual absence impacts greatly on the overall percentage figures.</p> <p>Staffing – the Trust HR team are continuing to work with schools in relation to carrying out maternity risk assessments post-covid. Individual risk assessments are to be drawn up for each staff member; with a view to them being shared/discussed with their respective midwives. If at this point they have any concerns to raise, the HR Team/ Principals will meet further with the staff member so that appropriate mitigations can be put in place.</p>				

A couple of minor issues occurred during the summer break from people coming back from holidays; although it must be noted that most staff chose not to go abroad, or changed their holiday destination away from those areas where quarantine restrictions were in place. On return to work in September, there have been no staff absences allotted to quarantine restrictions.

On return to work the majority of staff have been really positive; there have however been some low key concerns raised and school exec teams have been working with staff to overcome them. As a result, there have been slight tweaks made to the Covid-plans drawn up over the summer.

Face Coverings – throughout the Covid-19 situation the Trust has followed national advice; and as such the guidance currently states that it is not mandatory for staff/children to wear face masks/coverings in school. The current position within the Trust is that staff/children are allowed to wear face masks/coverings in public areas within the school building if they wish. However, some staff/children have expressed that they want to wear masks/face coverings whilst in their classroom areas. In line with current national advice the Trust’s stance is that they should not be worn within the classroom environment. The Trust/Schools continue to work with the individuals to alleviate any concerns they may have. The advice is evolving/changing at a rapid pace and should the guidance change, the Trust’s advice/guidance to schools will be updated accordingly.

Q: This is very much mirrored in the 6th form sector; some staff are self-isolating due to their child showing possible symptoms, are schools within the Trust thinking/planning for these issues as well?

A: Yes, they are. However even if a member of staff is self-isolating due to these reasons, and offers to conduct their lessons via Teams, the school still needs to ensure there is a person in the classroom. Therefore, the Trust’s stance has to be that, if you can do your job remotely without deficit working from home is an option; unfortunately for pupil-facing staff this is not possible.

Q: How are you dealing with absences in terms of reporting?

A: For staff, if they are not available for work then it is classed as an absence. If the staff member is self-isolating, that absence would not be used as part of the trigger process. For pupils, if the absence is due to isolation (via Track and Trace), it is still

	<p><i>classed as an absence, but is an authorised absence. Since the return to school in September we have gone back to normal registration processes, and all absences are recorded using the appropriate codes within the school Sims system. Going forwards there may be a requirement to separate out these absences, so that a more in-depth analysis of data can be produced.</i></p> <p>Overall, there is an air of positivity around the schools; parents and children are glad to get back. This year, as with all years, it will take a couple of weeks for everything to settle down.</p>				
<p>7. CEO Report</p>	<p>Trustees received electronic copies of the CEO report (dated August 2020) prior to the meeting. Mr Donnelly reported:</p> <p>Overall – Given the Trust’s financial situation and overall performance of Trust schools the status remains at red.</p> <p>Governance – Mr Donnelly advised that the recommendation would be to reinstate LGB delegated powers as soon as possible, and for LGBs to recommence formal meetings, albeit via remote platforms such as Microsoft Teams. Trustees agreed the recommendation, and it was noted that the TGM will work closely with CoGs to support them in reaching this position. Discussion followed regarding whether it is a recommendation or a requirement for LGBs to meet remotely. Trustees stressed that they wished to limit the number of people entering school buildings during this period and therefore they felt it would be in the best interests of everyone if all governance meetings were held remotely until at least Christmas. Trustees will review working practices for after Christmas at the end of Autumn term. Mr Donnelly advised that he is due to meet face-to-face with LHS and LMP governors ref the proposed co-habitation project for the two schools. Mr Donnelly agreed that in light of the Trustee decision he would look to move the meeting to a virtual platform.</p> <p>School Improvement – Mr Donnelly explained that the media are currently reporting that children are 3 months behind in terms of their education; although it is unclear how this data has been arrived at. Mr Donnelly suggested that the educational deficit would be much closer to 6 months, especially for those children who have not engaged with their online learning. As such a key area of focus for the school improvement team will be around ‘catch-up’ processes; detailed information will be shared with E&S at their meeting next week (10.09.20). Mrs Black then provided a brief summary in relation to how GL Assessment will be used to support improvement within English, Maths and</p>				

Science. Mrs Black explained that the GL platform allows the Trust/schools to analyse data really quickly, enabling them to identify what has been missed, monitor progress of teaching and inform longer term planning. The PASS (Pupil Attitudes to Self and School) system within GL Assessment is also being used to support the personal welfare of our students. This will be rolled out to our secondary sector and all students will be screened. From this a traffic light report is produced and intervention strategies identified. For the primary sector teacher assessment data will also be used.

Q: What is being done to support staff?

A: The Assistant Directors of Teaching and Learning (Pupil Premium / SEN) have started this week. The Pupil Premium lead is looking at how we can access/use Catch-Up funding; she started work on this several months ago, and has produced a series of work to support staff with regards Catch Up.

Q: Do we need to be a bit more guided in relation to INSET Days and how they are used?

A: We are looking to roll out a structured activity around metacognition; but going forwards we will need to look at how INSET Days are used across the Trust. This will be a discussion item for the future.

Discussion followed regarding CPD needs linked with the move to online/blended learning and how this style of teaching can be quite technical in nature. Mr Donnelly explained the importance of using the resources we have within the Trust; and noted that schemes of work will also need to be updated so that they reflect the changes that have been made.

Q: How confident are you that schools can move to this new way of working?

A: Children returned to school this week and we are in the process of identifying why some children were not engaged during the lockdown period. It is highly likely that there will be a combination of different factors related to this, but we must be prepared that our children will be significantly impacted by the lockdown. We will survey children to find out what their experience was in terms of 'lockdown learning' and what they managed to accomplish. It must also be noted that some children will have had really positive experiences in terms of independent learning. We will not be going back to what we did prior to lockdown, but it is really important to analyse the children's experiences.

Q: What will we be doing to ensure consistency of approach? Just how far down the staffing structure will this come? Do we have all teaching undertaking these assessments in a consistent, fair manner?

A: This will be led by the Quality of Education Group – a structured discussion will need to take place at this forum.

Q: Do we need to have a timeframe for communicating the plans?

A: Yes we can do this. We will look to produce a report for Trustees by October half term.

Ofsted – Mr Donnelly explained that although formal inspections are not due to commence until January 2021, Ofsted have made the decision to visit ‘category’ schools during Autumn term 2020. In terms of the Trust, this will impact TPS, and most probably LHS as Ofsted were due to visit them the week the country went into lockdown. Also, now that Outstanding School exemptions have been lifted, Ofsted may wish to visit DPS. Guidance received so far is quite vague; but we have been told that the Autumn term visits will not affect the schools Ofsted grading, and instead of the usual outcome letter, an outcome report will be produced and it will be published. It is expected that the focus of the Autumn term visits will be around forward planning of schools, and how prepared they are should they need to go into another lockdown. Mr Donnelly also advised that Ofsted will notify the Trust/schools 24 hours in advance of any visits. Discussion followed regarding what measures are being put in place by the Trust to support the schools in being ‘Ofsted ready’.

Safeguarding – Mr Donnelly reported that during lockdown all schools kept in touch with their vulnerable families; ensuring they were supported throughout. Ms Stevenson stated that she wanted it to be noted that Trustees recognised the efforts that safeguarding teams and school staff have put in during this period; adding that they should be congratulated for what they have achieved.

Health & Safety – Mr Donnelly advised that the Trust/schools are continuing to follow stringent H&S guidance.

HR – Mr Donnelly advised that those staff who shielding are now back in work, and there are no issues to report at this point. Mr Donnelly added that the Trust will continue to support schools in dealing with any issues as they arise.

Attendance – Mr Donnelly advised that the main concern was in relation to getting children back through the door following lockdown; but he was delighted to report that attendance was much higher than expected, and the percentage attendance was even higher than what it had been prior to lockdown. Trustees suggested that it may be a good opportunity to use the positive attendance data as a springboard to encourage parents/children to sustain this level of attendance, ie congratulate them on their efforts, encourage them to keep it up, and inform them of the benefits good attendance will have in terms of catching up. Mr Donnelly agreed that this would be a good idea.

Exclusions – Mr Donnelly advised that some children may experience difficulties when they reintegrate back into the school environment, especially after having such a long time out of formal education.

Complaints – Mr Donnelly reported that there was potentially one complaint, although at this point it is a little unclear as to whether it is an appeal or a complaint. Some concerns were raised in relation to the grades children had been awarded in their GCSE's; but most were resolved once the grading system had been explained. Mr Donnelly advised that there has been one request for a regrade and no appeals/formal complaints with regards the KS4 outcomes. Trustees stated that this was good to hear, especially when there had been such negative publicity in relation to this summer's A Level/GCSE results.

Q: What is your feeling in relation to numbers of students needing/requesting resits?

A: All students have been offered resits; and although the majority of students have moved on to colleges, schools will be liaising with the respective colleges in order to arrange their resits. It also must be noted that colleges have been working closely with our schools since GCSE result day; some students did not quite reach their target grades and in normal circumstances would have been turned down from their college place; but this year colleges have liaised with schools to see how close the student was to their target grade/s. A number of students have been admitted onto their college courses via these conversations.

Q: Do you think life-chances have been affected for the majority of students?

A: The press/media coverage has not helped, but we, as a Trust, have undertaken a robust process to assess/evaluate student performance and therefore the grades we provided to government will stand up to scrutiny.

Buildings:

LHS/LMPS: Mr Donnelly/Mr Parkinson advised that the feasibility study to explain the potential co-location of LHS/LMPS was started prior to the summer holidays and is due to reach completion within the next week or so. The next step is to take the proposal out to the wider community; the Trust's Exec Team will liaise with the Trust's public relations consultant in relation to how this will be done. The Exec Team hope that the process will be rolled out within the next couple of weeks.

Mr Parkinson went on to provide details regarding funding that had been received in relation to this project.

**Ms Davies left the meeting at this point (9.00 am) – see note below*

Mr Donnelly went on to explain his intentions in terms of how the LHS/LMPS project will be communicated to stakeholders (ie tone of conversation). Trustees agreed with Mr Donnelly's suggestions.

Mr Parkinson advised that he will keep Trustees fully apprised as things move on with the project.

DPS: Mr Parkinson advised that in relation to the planning permission that is still outstanding, positive communications have taken place with the Local Authority. The process is going into the final stages, and it is hoped that a decision will be reached within the very near future. Mr Donnelly explained that if planning is given it will allow for the school's increased PAN (Published Admission Number) of 30. Mr Parkinson will keep Trustees updated.

Discussion followed and it was agreed that documentation/Strategy will be taken to BF&A committee in the first instance.

**At this point Ms Davies explained that she would have to leave the meeting early due to prior work commitments. Ms Davies also mentioned that she will have problems attending the next few meetings as she is involved in work-related meetings every other Thursday. This issue will be picked up during Item 12 of the agenda.*

	<p>Communications with external agencies – Mr Donnelly advised that regular communication with the RSC is still taking place; and pupil attendance figures following the return to school have been sent to them.</p> <p>National Policy Updates & Changes – Mr Donnelly advised that the response to Covid-19 continues to results in considerable and changing advice. Mr Donnelly added that there is not much anyone can do about this; and the Trust team will continue to support schools in navigating through these changeable times.</p> <p>Ms Stevenson thanked Mr Donnelly on behalf of all the Trustees for his comprehensive and informative update.</p>				
8. School Reopening Update	This item was covered within Item 7 (Coronavirus Update) and Item 8 (CEO Report).				
9. Governance	<p>Trustee Resignation: Mrs Roberts reported that Ms Stevenson had received an email communication from Mr David Lancaster notifying her of his intention to resign as a Trustee with immediate effect. In his email Mr Lancaster explained that the reason he had reached his decision was solely as a result of Covid-19 having such a significant impact in terms of his work commitments; and as such he felt at this time and for the foreseeable future he would be unable to give the role of Trustee the time and commitment it requires. Ms Stevenson, as a Chair’s Action, responded via email to Mr Lancaster to accept his resignation on behalf of the Trust Board and to thank him for everything he has done during his time with The Heath Family.</p> <p>Following brief discussion regarding the reasons behind the resignation Trustees confirmed that they move to formally accept the resignation.</p> <p>RESOLVED: that the resignation of Mr David Lancaster is formally accepted as of 04.09.20</p> <p>Discussion followed regarding Trustee attendance at meetings and the issue of addressing persistent non-attendance. TGM will liaise directly with Mr Donnelly and Ms Stevenson in relation to this matter.</p> <p>Trustee Vacancies: Ms Stevenson reported that her company (Satis Education) has advertised the Trustee Vacancies on the Guardian Jobs website free of charge, something which Satis is offering to all Multi Academy Trusts. Mrs Roberts also added that the</p>	<p>Thank you letter to be produced and sent to DL on behalf of the Trust Board</p> <p>DfE / Companies House to be notified of DL’s resignation</p> <p>Procedures for handling Trustee non-attendance at meetings to be agreed</p>	<p>HS/PAR</p> <p>PAR</p> <p>HS/DD/PAR</p>	<p>ASAP</p> <p>ASAP</p> <p>ASAP</p>	

<p>vacancies have also be advertised on Academy Ambassadors. Trustees will be kept updated on progress.</p> <p>Mrs Roberts then went on to provide a brief update in terms of current governor vacancies at HPS and DPS.</p> <p>Resignation/Appointment of Chair of Governors – LHS: Mrs Roberts reported that Mr Ian Mitchell’s term of office as Chair of Governors of LHS had come to an end; and that due to work commitments he had taken the decision that he would not like to continue in this role for a further tenure. Mr Mitchell did however offer his continued support to Governing Body as Vice Chair. A nomination process for both roles has taken place at local level remotely, and governors have agreed to put forward Mr Frank McFarlane for the role of Chair of Governors; and should he be successful agreed to appoint Mr Ian Mitchell as Vice Chair. Mr Donnelly provided further details regarding Mr McFarlane’s skills and experience. Following brief discussion, Trustees confirmed that they move to formally appoint Mr McFarlane to the role of Chair of Governors at Litherland High School.</p> <p>RESOLVED: that Mr Frank McFarlane be appointed as Chair of Governors at Litherland High School, as of 04.09.20</p> <p>Draft Code of Conduct – Trustees and Local Governors: Trustees received a copy of the Draft Trustees Code of Conduct electronically prior to the meeting. There being no changes required Trustees:</p> <p>RESOLVE: to accept the new Code of Conduct as of 04.09.20.</p> <p>Trustees noted that the Local Governors Code of Conduct has also been updated in line with the new Code and therefore agreed for it to be circulated to LGBs.</p> <p>Committee Terms of Reference <i>Business, Finance & Audit Committee:</i> Trustees received a copy of the Draft B, F & A Committee Terms of Reference electronically prior to the meeting. Following discussion during Item 14 of the agenda, it was agreed that the Central Pay Policy section of the ToR would need to be updated to reflect the powers delegated to B, F & A committee by the Trust Board. There being no further changes required Trustees:</p>	<p>Thank you letter ref IM’s resignation as CoG to be produced and sent on behalf of the Trust Board</p> <p>Appointment letter to be produced and sent to FMc (newly appointed CoG – LHS)</p> <p>Agreed Code of Conduct to be published on GovHub</p> <p>Local Governor Code of Conduct to be updated in line with new Trustee Code and circulated to LGBs</p> <p>Agreed Committee ToR to be published on GovHub</p>	<p>HS/PAR</p> <p>DD/PAR</p> <p>PAR</p> <p>PAR</p> <p>PAR</p>	<p>ASAP</p> <p>ASAP</p> <p>ASAP</p> <p>ASAP</p> <p>ASAP</p>	
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	<p>RESOLVE: to ratify the updated Business, Finance & Audit Committee Terms of Reference document as of 04.09.20.</p> <p><i>Education & Standards Committee:</i> Trustees received a copy of the Draft E & S Committee Terms of Reference electronically prior to the meeting. There being no changes required Trustees:</p> <p>RESOLVE: to ratify the updated Education & Standards Committee Terms of Reference document as of 04.09.20.</p> <p><i>Committee Board Report:</i> Trustees agreed the format of the committee board report. Discussion followed regarding how the report will be populated and it was agreed that a draft will be produced by the TGM and sent to the respective committee Chair for approval.</p> <p>Declaration of Interest Forms: Mrs Roberts reported that most Declaration of Interest Forms have been completed. Once the remaining forms have been received the Trust's Register of Business Interests for 2020-21 will be produced and in line with statutory regulations, published on the Trust's website.</p>				
<p>10. Risk Register</p>	<p>Trustees received electronic copies of the Trust's Risk Register prior to the meeting; and conducted a detailed review of each risk item during the meeting itself:</p> <p>Risk Item 3 – Lack of RSC Confidence: Mr Donnelly reported that this item is starting to move towards a green rating, but is not quite there yet and therefore remains amber.</p> <p>Risk Item 5 – Decline in Standards in one or more academies: Mr Donnelly reported that it is pleasing to see steady improvement within KS4 (see results summary report circulated to Trustees on 20.08.20).</p> <p>Risk Item 6 – Fraud, Embezzlement, Misappropriation by Trust staff: Mr Donnelly advised that there have been no incidences of this nature.</p> <p>Risk Item 7 – Loss of Key Staff: Discussion took place around succession planning; and it was agreed that plans needed to be updated. Trustees asked that plans are in place within the next 12 months.</p>				

Risk Item 8 – Failure to meet terms of FNTI: Mr Donnelly reported that there are no matters to raise with regards this item and as such its grade is closer to Amber/Green.

Risk Item 9 – Decline in Pupil Numbers: Mr Donnelly updated Trustees in respect of increased pupil numbers at LHS (new intake: 140, and appeals were required for the first time since LHS joined the Trust). It was also noted that the co-habitation project will also have an impact in terms of available pupil places. Mr Donnelly advised that an eye needs to be kept on pupil numbers at HPS; they have not operated a two form entry for a couple of years, and therefore it may be better to drop to a one form entry for all future years. It was also noted that schools will not be holding Open Evenings as per normal practice; due to Covid-19 restrictions requiring limited number of visitors to schools, they will be looking to conduct some kind of online/virtual tour/information session. Trustees voiced that they agreed with this approach.

Risk Item 10 – Staff Recruitment and Retention: Mr Donnelly reported there are currently no staff vacancies anywhere across the Trust; and that the Trust’s HR Manager is working on HR policy documentation which will be brought to B, F & A Committee for approval.

Risk Item 11 – Building and Resources Fitness for Purpose: Mr Donnelly reported that pupil numbers at TPS have slightly increased this year but if this was to carry on into the future, there will be pressures in relation to the layout of the building. In order for the building to work there would need to be a re-organisation in terms of learning/working spaces and as the building is PFI this will come with significant cost implications. Mr Donnelly added that the increase in pupil numbers is a nice position to be in, but the re-organisation/budget would need to be planned for.

Risk Item 15 – Health & Safety Risks, eg Asbestos: Mr Donnelly reported that this is an area that the Trust is on top of; Compliance have been working well with the Trust and its schools, supporting them throughout the Covid-19 lockdown and reopening of schools. Mr Parkinson went on to explain the work that Compliance have carried out/supported with; stating that they have provided consistent advice and have acted in a clear and proactive manner throughout. Where there has been the potential to interpret local and national advice, Compliance have supported the Trust/Schools to safely navigate through. Mr Parkinson also confirmed that Compliance have adhered to lockdown restrictions / social distancing in that they have been meeting with

	Trust/School staff remotely and that the next steps will be to look at how they can restart their pre-Covid H&S role. <i>There were no changes/queries raised in relation to Risk Items 1, 2, 4, 12, 13, 14.</i> There being no changes requested the Risk Register document was approved.				
11. AoB	HR – Mr Donnelly reported that the employment tribunal case referred to in the minutes dated 29.05.20 was withdrawn by the employee the day before the tribunal was due to take place.				
12. Date of Next Meeting	In respect of the issue raised by Ms Davies, Trustees discussed whether it would be possible to move any of the dates. Following discussion, it was agreed that the MAT Board meeting scheduled for 15.10.20 would have to stay as it is, but we could look to see if the B, F & A Committee could be rescheduled. Mrs Roberts will send out a meeting poll in respect of rearranging the B, F & A meeting.	New meeting poll to be sent to Trustees ref rearranging October BF&A meeting	PAR	ASAP	

Meeting closed at 9.40 am

These minutes are approved as a true record of the meeting

Signed:

[Helen Stevenson]

Date: 15th October 2020