



**THE PEGASUS ACADEMY TRUST**  
**BOARD OF DIRECTORS' MEETING MINUTES**

Friday, December 13<sup>th</sup> 2024 at 13:30 pm

Meeting in person at Atwood Primary School (with online attendees)

<b>Directors</b>		
Richard Hill (RH)	Director Chair of Board	Present
Xavier Villers (XV)	Director	Apologies received
Gary Griffin (GG)	Director	Present
Nina Pogossova (NP)	Director	Present
Marnie Hayward (MH)	Director	Present
Tracey Markham (TM)	Director	Present
Katy Bennett (KB)	Director	Present
<b>Trust staff</b>		
Jolyon Roberts (JR)	Executive Principal/CEO	Present
Lynne Sampson (LS)	Executive Principal	Present
John Yau (JY)	Chief Financial Officer	Present
<b>Invited</b>		
Patricia Salami	Member	Apologies received
Geraldine Vassel	Member	Present
Fiona Fearon	Member	Present
Ian Patterson	Member	Absent

<b>Clerked by:</b>	Sonia Wesley (SW)
<b>Supporting documents:</b>	<ul style="list-style-type: none"> <li>• Agenda Board of Directors 13.12.2024;</li> <li>• Articles of Association;</li> <li>• Skills Audit;</li> <li>• Directors Suitability Declaration;</li> <li>• Capex Monitoring Sheet 2024-25</li> <li>• Draft Minutes of Board Meeting 18.10.2024 including action log;</li> <li>• Executive Principals' Report;</li> <li>• Risk Register Sept 24;</li> <li>• MAC meeting minutes</li> </ul>
<b>Meeting closed at:</b>	14.50

	ITEM	Lead
1.	<b>Apologies for absence and confirmation of quorum:</b>	Chair
1.1	Apologies received and accepted for XV and PS. It was noted that IP was absent.	
1.2	The meeting was declared quorate.	
2.	<b>Declaration of conflict of interest and update to register of interests and membership of the board</b>	Chair
2.1	No conflicts of interest were declared.	
3.	<b>Minutes of the previous meeting – 18<sup>th</sup> October 2024, matters arising and review of action log:</b>	Chair
3.1	Minutes of the previous meeting on 18 <sup>th</sup> October 2024 were accepted as accurate and approved.  <b>Previous Actions</b>  <ol style="list-style-type: none"> <li>1. Meetings to be arranged with MAC Chairs and Chair of BoD in January 2025. – <b>Ongoing</b></li> <li>2. LS to arrange Directors/SLT meeting – <b>Closed – arranged for 14/01/2025</b></li> <li>3. Directors encouraged to identify potential new board members – LS had identified a potential new member and is going to speak to her in January – <b>Ongoing</b></li> <li>4. MH to provide update on Staff Wellbeing Strategy – <b>Closed – See agenda item 4c</b></li> </ol> <b>New Actions</b>  <ol style="list-style-type: none"> <li>1. Clerk to chase outstanding pecuniary interest forms, code of conduct and KCSiE signed documents – <b>Closed.</b></li> <li>2. Company secretary to update NP's Term of Office on GIAS/Companies House – <b>Closed</b></li> <li>3. JR to collate targets for Y5 and present at next board meeting – <b>Closed – Included in EP report.</b></li> <li>4. JR to look at the equal opportunities section in appendix 1 in the Pay Policy to ensure it is clear – <b>Closed</b></li> <li>5. LS to look at meeting dates to ensure they do not fall on last day of term/first week back - <b>Closed</b></li> </ol>	
4.	<b>The Governance of Pegasus Academy Trust</b>  a) Review Articles of Association b) Skills Matrix c) Staff wellbeing strategy update d) Training update/feedback e) Directors suitability declaration	Chair/MH

4.1	<p><b>Review Articles of Association</b> Directors reviewed the Articles of Association and agreed no changes were necessary.</p>	
4.2	<p><b>Skills Matrix</b> Directors were reminded to complete the Skills Audit and return to Clerk/Chair.</p> <p><b>ACTION 1: Clerk to chase skills audit. Chair to complete matrix and share outcome at next board meeting.</b></p>	
4.3	<p><b>Staff Wellbeing Strategy update</b> MH informed the board that she had been looking at various health and wellbeing employee support programmes. JR added that Essex county council offer a service that could also be considered.</p> <p><b>ACTION 2: MH to research wellbeing employee support programmes with quotes and present at next board meeting.</b></p>	
4.4	<p>JR reported that staff sickness had been minimal up until this week with many staff members off with viral infections across the trust.</p> <p><b>Question 1:</b> A director asked if there was data around the reasons for staff absences.</p> <p><b>Answer 1:</b> LS confirmed that reasons for staff absences were logged on Edupay and directors were welcome to review this on a school visit.</p>	
4.5	<p>Directors discussed possible strategies to increase staff wellbeing. JR informed the board that the Blue Light scheme which was previously only accessible to NHS and emergency service workers is now open to staff in the education sector.</p>	
4.6	<p>JR proposed PAT purchase all staff a Blue Light card. Membership cost is £4.99 for two-year access.</p> <p><b>AGREED: The board agreed the purchase of Blue Light card membership for all staff at PAT. To be ordered and distributed in January.</b></p> <p><b>ACTION 3: JR to purchase Blue Light membership for all staff and distribute in January.</b></p>	
4.7	<p><b>Feedback from any training sessions attended</b> JR reminded Directors that they are able to access training via Schoot. JR informed the board of a recent phishing attempt. Staff had completed Cyber security training the week prior and were able to identify and report the incident.</p>	
4.8	<p><b>Directors Suitability declaration</b> Directors were reminded to complete the Skills Audit and return to Clerk/Chair.</p>	
<b>5.</b>	<p><b>Executive Principals' Report including:</b></p> <ul style="list-style-type: none"> <li>a) Targets for current Y5</li> <li>b) Facilities update</li> </ul>	<b>EPs</b>
5.1	<p>LS summarised the EPs' report. LS reported that further support in upper KS2 is being considered to improve outcomes for RWM combined at the end of next year.</p>	

5.2	<p>A director highlighted that data for Cypress Primary school had not been included in the predicted end of key stage outcomes for current year 5 pupils.</p> <p><b>ACTION 4: LS to circulate predicted end of key stage outcomes for current year 5 pupils at Cypress Primary school.</b></p>	
5.3	<p>A discussion was held around PREVENT training as governor awareness around PREVENT was highlighted by an Ofsted inspector.</p> <p><b>ACTION 5: RH and JR to consider providers for PREVENT training for MAC members and Directors.</b></p>	
5.4	<p>LS confirmed that two new year group leads for year 6 and a temporary phase lead for years three and four at Atwood have now been appointed.</p>	
5.5	<p>JR informed the board that pay scales for staff had recently been reviewed to mirror the Croydon model. This has meant that some support staff have moved up an increment.</p>	
<b>6.</b>	<b>Abuse of Trust Staff;</b>	<b>Chair</b>
6.1	<p>Directors discussed verbal abuse some parents had directed at staff members and the impact on staff morale. A director highlighted that under the Health and Safety Act, employers had a duty of care to ensure as far as reasonably practicable, the health and safety, and welfare of workers which includes protecting them from work related abuse.</p>	
6.2		
6.3	<p>JR reported that all schools have posters in the reception area highlighting that abuse towards staff will not be tolerated. Verbal abuse was sometimes directed out of frustration to front desk staff and attendance officer.</p> <p><b>Question 2:</b> A director asked if there was a mechanism for reporting abuse against staff and how this was managed.</p> <p><b>Answer 2:</b> JR confirmed that abuse against staff is reported and managed by Heads of School. If abuse occurs in the presence of children this is considered a safeguarding concern and is logged on the schools safeguarding recording system CPOMS.</p>	
6.4	<p>Directors discussed the possibility of supervision for staff members who are affected by abuse from parents and how else they can be supported.</p> <p><b>ACTION 6: JR and LS to consider supervision for staff members affected by abuse from parents and to draft a letter that stating further abuse will result in a ban from the school grounds.</b></p>	
<b>7.</b>	<b>Strategic plan – breakdown by school</b>	<b>Chair</b>
7.1	<p>It was noted that this item would be discussed at the Director/SLT meeting on 14/01/2025. Feedback to be given at next board meeting.</p> <p><b>ACTION 7: Strategic plan breakdown by school and feedback from Directors/SLT meeting held on 14/01/2025 to be shared with the board at next meeting.</b></p>	

<b>8.</b>	<b>Risk register review</b>	<b>LS</b>
8.1	LS summarised the risk register and highlighted that most areas posed a low risk.	
8.2	It was noted that the risk register had been checked by both internal and external auditors with no further recommendations.	
8.3	Directors discussed falling pupil rolls across the borough. LS shared feedback from prospective parents was positive and pupil roll continues to rise with each census.  <b>ACTION 8: LS to look at gaps in pupil roll at Whitehorse Infants and Brigstock site.</b>	
<b>9.</b>	<b>Academy Council minutes</b>	<b>Chair</b>
9.1	Directors commented that the minutes reflect an increase in pupils with SEND across the trust and the wonderful provision and commitment from all staff to support those children and families.	
<b>10.</b>	<b>Correspondence to the chair</b> None	<b>Chair</b>
<b>11.</b>	<b>Confidential items</b> None	<b>Chair</b>
<b>12.</b>	<b>Any other business (notified to Chair/Clerk in advance)</b>	<b>Chair</b>
12.1	EPs thanked the chair and clerk for their hard work and service to the board this year.	
<b>13.</b>	<b>Date for next meeting:</b>	<b>Chair</b>
13.1	Friday 16th May 2025 at 1:30pm at Whitehorse Manor School.  <b>The meeting closed at 2.50pm</b>	

Signed as a true and accurate record of the meeting	
Chair's name	
Chair's signature	
Date	

## Summary of Actions – PAT Board Meeting 13/12/2024

No	Previous Actions	Who?	When?	Update?
1	Meeting to be arranged with MAC Chairs and Chair of BoD.	RH	January 2025	
2	LS to speak to potential new Director.	LS	January 2025	

No	New Actions	Who?	When?	Update?
1	Clerk to chase skills audit. Chair to complete matrix and share outcome at next board meeting.	SW RH	May 2025	
2	MH to research wellbeing employee support programmes with quotes and present at next board meeting.	MH	May 2025	
3	JR to purchase Blue Light membership for all staff and distribute in January.	JR	January 2025	
4	LS to circulate predicted end of key stage outcomes for current year 5 pupils at Cypress Primary school.	LS	ASAP	
5	RH and JR to consider providers for PREVENT training MAC members and Directors.	RH JR	May 2025	
6	JR and LS to consider supervision for staff members affected by abuse from parents and to draft a letter that stating further abuse will result in a ban from the school grounds.	JR LS	January 2025	
7	Strategic plan breakdown by school and feedback from Directors/SLT meeting held on 14/01/2025 to be shared with the board at next meeting.	EPs	May 2025	
8	LS to look at gaps in pupil roll at Whitehorse Infants and Brigstock site.	LS	May 2025	