THE PEGASUS ACADEMY TRUST

BOARD OF DIRECTORS' MEETING MINUTES

Friday, May 15th 2026 at 13:30 pm

Meeting in person at Whitehorse Manor Junior School (with online attendees)

Directors		
Richard Hill (RH)	Director/Chair of Board	Present
Xavier Villers (XV)	Director	Present
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
Trust staff		
Jolyon Roberts (JR)	Executive Principal/CEO	Present
Lynne Sampson (LS)	Executive Principal	Present
John Yau (JY)	Chief Financial Officer	Present
Invited		
Noor Khawaja (NK)	New Director	Present

Clerked by:	Sonia Wesley (SW)
Supporting documents:	• Agenda Board of Directors 15.05.2026; • Draft Minutes of Board Meeting 12.12.2025 including action log • Academy Trust Self-Assessment; • Executive Principals' report; • EBSNA What Governors need to know; • PAT Allergies policy; • PAT Attendance policy; • PAT Pay and appraisal policy; • MAC meeting minutes
Meeting closed at:	16.25

	ITEM	**Lead**
1.	**Apologies for absence and confirmation of quorum:**	**Chair**
1.1	No apologies received.	

1.2	The meeting was declared quorate.	
2. 2.1	**Declaration of conflict of interest and update to register of interests and membership of the board** No conflicts of interest were declared.	**Chair**
3. 3.1	**Minutes of the previous meeting – 12th December 2025, matters arising and review of action log:** Minutes of the previous meeting on 12th December 2025 were accepted as accurate and approved. **Previous Actions** **1.** Meetings to be arranged with MAC Chairs and Chair of BoD. – **Ongoing** **2.** To identify potential new board members with a preference for individuals from Black, Asian, and Minority Ethnic (BAME) backgrounds to better reflect the diversity of the community – **Closed – see agenda item 4a.** **3.** NP to draft measurable targets for the strategic goals, with support from XV and RH as part of a working party **– Ongoing – Working party to revise and present at next board meeting in July** **New Actions** **4.** JY to organise Governance review with internal auditors **– Closed see agenda item 4c** **5.** JR & SW to ensure all directors have access to MyUSO and to the relevant documents **– Closed** **6.** KB to complete skills audit and send to RH to collate **– Closed** **7.** JR to arrange for all directors to have access to Schoot to complete training **– Closed** **8.** Suggested areas for improving attendance, as identified in the similar schools' reports, to be included in the Executive Principals' report for each board meeting – **Closed.**	**Chair**

4.	**The Governance of Pegasus Academy Trust** a) Membership of the Board b) Measurable targets for strategic goals c) Governance audit feedback d) Children's wellbeing and schools act – implications for PAT e) Training update/feedback	**Chair**
4.1	**Membership of the board** SW clarified that administrative errors on the Get Information About Schools (GIAS) portal had caused initial confusion regarding certain terms of office appearing to expire in May 2026. It was confirmed that the terms of office for RH, TM, MH, and KB actually expire in May 2028. SW confirmed that the GIAS record has now been updated and corrected.	
4.2	RH formally introduced and welcomed **Noor Khawaja (NK)** to the Board upon his appointment as a co-opted director.	
4.3	**Measurable targets for strategic goals** It was agreed that the working party would revise and present the measurable targets for strategic goals at the next board meeting.	
4.4	**Governance audit feedback** It was reported that the provisional draft of the Governance internal audit was positive. A recommendation was noted to align future governance procedures by holding the elections for the Chair and other governor roles during the first meeting of the Autumn term, moving forward from the current practice of holding them in the second meeting. **ACTION 1: Elections for Chair and other governor roles to be added to first meeting of Autumn term**	**JY**
4.5	**Children's wellbeing and schools act – implications for PAT** The Board noted that this matter is covered within the EP report, which was taken as read.	
4.6	**Training update/Feedback** GG reported on his recent attendance at panel training for grievances and complaints, noting that the session was highly informative and beneficial.	
4.7	The Board discussed the revised Complaints and Grievance Policy, noting that it has been submitted to HR for union consultation. It was highlighted that the new policy aligns with ACAS guidelines, which serves as the benchmark framework for employment tribunals. The revised policy now explicitly details potential outcomes, including formal apologies, staff training, and internal policy revisions. JR confirmed that this policy, alongside the Staff Attendance Management Policy, will become effective from September 2026. The discussion concluded with an emphasis on ensuring that clear timescale expectations are explicitly documented and strictly adhered to in future proceedings, supported by robust responses from management.	

5. 5.1 5.2	**Academy Trust school resource management self-assessment (SRMSA)** JR presented a summary of the SRMSA, noting that while it remains an annual compliance requirement, there was minimal deviation from the previous year's submission, with the findings remaining overwhelmingly positive. The following key areas of the assessment were highlighted: **a)** **Question 18 (Pupil Estimates):** It was noted that reporting on pupil estimates was not previously a mandatory requirement. To ensure compliance, this has now been embedded in the Executive Principals' report; **b)** **Question 24 (Strategic Vision):** The Trust maintains a stated vision and strategy; **c)** **Question 30 (Income and Expenditure):** Income and expenditure currently align broadly with projections. JR noted that the implementation of new internal systems will significantly improve the accuracy of future budget projections; **d)** **Question 42 (DfE Procurement Frameworks):** The self-assessment notes that the Trust does not currently utilise DfE-approved procurement frameworks. While these frameworks are reviewed, they consistently fail to match the competitive pricing and value for money currently secured via the Trust's independent broker.	**JR**
6. 6.1 6.2 6.3	**Executive Principals' Report** LS and JR summarised the Executive Principals' report highlighting the following: **Attendance** SW presented an update on Trust attendance, noting that the Trust is now engaged with the DfE's RISE Attendance and Behaviour Hub. This engagement includes a whole-school audit, an action plan, SLT CPD, and networking mornings. These sessions have been attended by SW and Nicola Hall (Head of School at Whitehorse Infants) and the findings are being disseminated to senior leaders across the Trust. A robust Attendance Improvement Plan has been deployed across all school, with intensive collaborative work occurring between WHINF and BINF, as the Trust's lowest-performing schools in this area. The strategy introduces targeted plans and incentives for any pupil with attendance below 93%. Furthermore, a whole-school ethos has been implemented ensuring attendance is treated as a collective responsibility, with all staff trained to conduct supportive, initial catch-up conversations with families. Following a parental complaint about the requirement for medical evidence, the Attendance Policy has been updated to clarify procedures about requests for medical evidence, reflect the supportive whole school culture and now includes a dedicated statement regarding Emotionally Based School Non-Attendance (EBSNA). The Board expressed their gratitude to SW for her hard work and dedication (see agenda item 8) **Pupil numbers** Directors discussed the ongoing challenge of falling pupil numbers. LS provided context, noting a 5.4% national decline in the birth rate which is directly impacting local admissions. A summary of the current allocation across the Trust's sites was presented as follows: **a)** **Cypress Primary School:** Currently full, with four admission appeals currently in progress. **b)** **Whitehorse Manor (Brigstock Site):** Currently full.	**SW**

	c) **Ecclesbourne Primary School (EPS):** Well-allocated, with only two remaining vacancies. **d)** **Beulah Infant School (BINF):** Under-subscribed, with only 45 out of 60 available places allocated. **e)** **Whitehorse Manor Infants (Main Site):** Significantly below capacity, down almost an entire class, with only 95 places accepted out of a total capacity of 120. LS highlighted that a second round of applications is still to be processed. However, the Board acknowledged that if admission numbers do not improve by next year, a formal review of the Published Admission Number (PAN) will be required for the 2027/28 academic year.	
6.4	**People and Leadership** Refer to Part B minutes	
6.5	**Breakfast clubs** The Board discussed the national rollout of the DfE free breakfast club initiative. A Director raised a question regarding potential staffing resource implications and asked how this new provision would interact with the Trust's current paid wraparound breakfast clubs, noting that delivery models may vary by site. JR clarified that the existing paid clubs open at 7:30 AM and provide a comprehensive breakfast along with activities. Conversely, the mandatory DfE scheme is designed as a targeted intervention to ensure no pupil starts the day hungry. It was agreed that JR would provide a comprehensive update at the next meeting in July detailing the specific free breakfast club arrangements across all sites. **ACTION 2: JR to outline the specific free breakfast club provisions and operational models in place at each Trust school at the July Board meeting.**	
7. 7.1	**Finance Update;** XV provided an update from the recent Finance, Audit, and Risk Committee meeting, reporting that the budget remains in a favourable position with a current surplus, though upcoming expenditures are expected to align with projections later in the year. The committee noted ongoing service delivery issues with 'Edufin' regarding the timeliness of financial reporting. Additionally, the Board was advised that the Trust's energy contract expires in September 2026. An energy broker is being utilised to navigate this renewal, as utility overheads represent the largest operational expense following staffing costs. Finally, XV reported that the Finance and risk committee had formally approved an additional £100k in capital expenditure (CapEx) to address urgent site projects.	**XV** **JR**
7.2	**Trust Expansion/Beulah Infants School** Please refer to Part B minutes	
8. 8.1	**Items/policies for approval;** **Allergies Policy** The Allergies Policy was formally approved by the Board.	**Chair**
8.2	**Attendance Policy** The Attendance Policy was formally approved by the Board with the addition of **a**	

8.3	revision history **Pay and appraisal policy** The Board determined that further revisions were required for certain points within the policy. Consequently, the Board delegated authority to LS, JR, and RH to finalise and approve the revised document on its behalf. This work will need to take place before the start of the new academic year.	
9.	**Academy Council minutes** Discussion on some of the points raised in each set of academy minutes took place. LS and JR were able to answer all Directors queries.	**Chair**
10.	**Correspondence to the chair** None	**Chair**
11.	**Confidential items** Confidential item identified under items 6.4 and 7.2 – refer to Part B minutes	**Chair**
12.	**Any other business (notified to Chair/Clerk in advance)** None	**Chair**
13.	**Date for next meeting:** Friday 3rd July 2026 at 1:30pm at Whitehorse Manor School. **The meeting closed at 4.25pm**	**Chair**

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

Summary of Actions – PAT Board Meeting 15/05/2026

No	Previous Actions	Who?	When?	Update?
1	Meeting to be arranged with MAC Chairs and Chair of BoD.	RH/LS	July 2026	
2	NP to draft measurable targets for the strategic goals, with support from XV and RH as part of a working party	NP/XV/RH	July 2026	

No	New Actions	Who?	When?	Update?
1	Elections for Chair and other governor roles to be added to first meeting of Autumn term	SW	Oct 2026	
2	JR to outline the specific free breakfast club provisions and operational models in place at each Trust school at July Board meeting.	JR	July 2026	