



THE PEGASUS ACADEMY TRUST
BOARD OF DIRECTORS' MEETING MINUTES

Friday, May 16th 2025 at 13:30 pm

Meeting in person at Whitehorse Manor 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	Absent
Trust staff		
Jolyon Roberts (JR)	Executive Principal/CEO	Present
Lynne Sampson (LS)	Executive Principal	Present
John Yau (JY)	Chief Financial Officer	Present

Clerked by:	Sonia Wesley (SW)
Supporting documents:	<ul style="list-style-type: none"> • Agenda Board of Directors 16.05.2025; • Draft Minutes of Board Meeting 13.12.2024 including action log; • ATW SIP; • THNS NIP; • WHJUN SIP; • PAT Terms of Reference; • PAT Skill Matrix; • Executive Principals' Report; • PAT Internal scrutiny IT & cyber security review report; • MAC meeting minutes
Meeting closed at:	15:02

	ITEM	Lead
1.	Apologies for absence and confirmation of quorum:	Chair
1.1	No apologies received. It was noted that KB was absent.	
1.2	The meeting was declared quorate.	
2.	Declaration of conflict of interest and update to register of interests and membership of the board	Chair
2.1	No conflicts of interest were declared.	
3.	Minutes of the previous meeting – 13th December 2024, matters arising and review of action log:	Chair
3.1	<p>Minutes of the previous meeting on 13th December 2024 were accepted as accurate and approved.</p> <p>Previous Actions</p> <ol style="list-style-type: none"> 1. Meetings to be arranged with MAC Chairs and Chair of BoD. – Ongoing 2. Directors encouraged to identify potential new board members – LS had identified a potential new member and is going to speak to her in January – Ongoing – The Board noted that LS has been unable to re-establish contact with the prospective new member. It was agreed that efforts to identify and approach alternative candidates will continue, with a preference for individuals from Black, Asian, and Minority Ethnic (BAME) backgrounds to better reflect the diversity of the community. <p>New Actions</p> <ol style="list-style-type: none"> 1. Clerk to chase skills audit. Chair to complete matrix and share outcome at next board meeting – Closed. See agenda item 4c 2. MH to research wellbeing employee support programmes with quotes and present at next board meeting – Closed. See agenda item 4d 3. JR to purchase Blue Light membership for all staff and distribute in January. – Closed - Staff members who purchase a Blue Light Card are eligible for reimbursement – to date there has been a 20% uptake of this offer. 4. LS to circulate predicted end of key stage outcomes for current year 5 pupils at Cypress Primary school – Closed – circulated after meeting. Reading 80% Writing 74 Maths 78% Combined 70% 5. RH and JR to consider providers for PREVENT training MAC members and Directors – Closed – See agenda item 4e 	

	<p>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 - Closed – circulated after meeting</p> <p>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 – Closed – LS shared a summary of three improvement plans, which had been circulated as examples of detailed planning for the respective schools. LS also reported that the Executive Principals (EPs) are currently developing a Feedback Policy, scheduled for publication in September 2025. The Staff Development Team are supporting support staff with online Schoot materials focused on feedback. It was noted that all staff are expected to complete six Schoot sessions by the end of the academic year</p> <p>8. LS to look at gaps in pupil roll at Whitehorse Infants and Brigstock site – Closed – See agenda item 5.</p>	
<p>4.</p> <p>4.1</p> <p>4.2</p> <p>4.3</p> <p>4.4</p> <p>4.5</p>	<p>The Governance of Pegasus Academy Trust</p> <p>a) Review Terms of Reference b) Membership of the Board c) Skills Matrix d) Staff wellbeing strategy update e) Training update/feedback</p> <p>Review Terms of Reference The Directors reviewed the Terms of Reference and approved the renaming of the Finance & Audit Committee to the Finance, Audit and Risk Committee.</p> <p>Membership of the board It was noted that NP's term of office is due to expire in December. She will be invited at the September meeting to confirm whether she wishes to stand for a further term</p> <p>Skills Matrix Directors discussed the results of the recent skills audit and agreed that the overall skillset across the Board is strong. The only identified gap was in fundraising, which was not considered a strategically essential skill at this time. This will, however, be taken into consideration when evaluating potential new Board members</p> <p>Staff Wellbeing Strategy update MH reported during Governors' Day, it was concluded that the employee support plan may not be the most suitable option. As a result, coaching has been offered to staff, with some employees opting to take advantage of this opportunity</p> <p>Feedback from any training sessions attended RH reported that he had completed the free PREVENT training available via the Government website, as well as safeguarding training through LGfL. Directors discussed the most suitable platform for completing PREVENT training. LS informed the Board that PREVENT training is also available on Schoot; however, there is a</p>	<p>Chair/MH</p>

4.6	<p>monthly cost for ad hoc users.</p> <p>Following discussion, it was agreed that a single governor account would be created to access the training sessions. Governors will inform the Clerk upon completion of the training so that records can be updated accordingly.</p> <p>ACTION 1: JR to contact School to enquire about setting up a single governor account to facilitate access to training sessions.</p>	
<p>5.</p> <p>5.1</p> <p>5.2</p> <p>5.3</p> <p>5.4</p> <p>5.5</p> <p>5.6</p>	<p>Executive Principals' Report:</p> <p>LS provided a summary of the EP report, noting that locality funding—previously available through a bidding process—has now been frozen. As a result, no additional funding is currently available to support in-school provision for children with SEND.</p> <p>Question 1: A Director queried whether the locality funding freeze was intended to be temporary or indefinite. They also asked what measures the local authority is putting in place to support children with SEND in light of the funding withdrawal.</p> <p>Answer 1: LS responded that she has been actively following up with the local authority for clarification, including holding three meetings with the Director of SEND. The local authority is currently reviewing the banding and funding framework for children with SEND, and it remains unclear when—or if—locality funding will be reinstated. In the interim, the Trust continues to self-fund support for children with SEND to ensure that needs are met.</p> <p>Directors discussed current pupil numbers across the Trust, noting some low enrolment figures at the Brigstock site and Beulah Infants School. JR explained that 93 pupils on roll currently represents 96% occupancy. He noted that the area's proximity to the Home Office has contributed to frequent short-notice relocations of families, often out of London, which has impacted pupil stability and overall numbers.</p> <p>LS reported that the interviews for the Head of School position at Beulah Infants were successful, with two strong internal candidates. A Head of School has now been appointed. As a result of this internal promotion, there are subsequent positions that will need to be backfilled. Interviews for these roles will take place after the half-term break, with the aim of having all positions filled by September.</p> <p>The Executive Principals expressed their sincere thanks to RH for his hard work, dedication, and leadership in his role as Chair of Directors. They also acknowledged his consistent support during every Ofsted inspection across the Trust.</p> <p>Directors inquired about the details of the residential trip to Cuffley AFC, specifically regarding the trip's duration, funding arrangements, and participation rates. It was confirmed that the trip lasts for four nights and involves camping. Pupil Premium children contribute 50% of the cost, with some eligible for full funding. The Trust covers a portion of the cost for all participants.</p> <p>Teachers and support staff accompanying the trip receive time off in lieu. This year, 200 children will participate in the trip. Those children who remain at school during the trip follow an adapted timetable, including local visits and special art and craft projects.</p>	JR/LS

6.	Finance update	XV/JY
6.1	JY provided a summary of the IT and Cyber Security internal audit report. No high-risk issues were identified. A number of amber-rated review points were noted, which are currently being monitored by the Finance, Audit and Risk Committee. Overall, the audit outcome was positive, with 81% of items rated green—exceeding compliance expectations.	
6.2	One of the key action points identified was the need for Directors to complete the National Cyber Security Centre (NCSC) training. ACTION 2: JR to circulate the link to the NCSC training to all Directors.	
6.3	XV reported that £2 million of reserve funds would be transferred to the CCLA account, in accordance with the Trust’s investment policy. This move supports the diversification of financial risk while also offering the potential for improved returns.	
6.4	XV reported that improved budgeting software has now been implemented and is functioning effectively. The focus is now shifting to the evaluation of potential HR and payroll systems, with the aim of selecting and implementing a solution by the end of the year.	
6.5	It was noted that the previous system was fully integrated, which had led to certain operational challenges. As a result, the current approach is to assess the best individual solutions for Finance and HR/payroll needs. However, the long-term objective remains to establish a fully integrated system. Both options currently under consideration offer the flexibility to evolve into fully integrated solutions if required in the future.	
6.6	JY presented a summary of the revised budget for the current financial year. Following review and discussion, Directors formally accepted the proposed budget revisions.	
7.	Academy Council minutes	Chair
7.1	Directors noted ongoing challenges across the Trust related to lunchtime staffing in nursery settings, as well as continued difficulties in securing adequate SEND funding. Despite these issues, MACs reported a positive outlook regarding academic progress across all schools.	
8.	Correspondence to the chair None	Chair
9.	Confidential items None	Chair
10.	Any other business (notified to Chair/Clerk in advance)	Chair JR
10.1	CAPEX Project	

	<p>JR reported that, following staffing, energy represents the most significant expenditure for the Trust. He has identified a favourable opportunity for the installation of solar panels at the Cypress Lower site, which currently does not have any solar infrastructure in place.</p>	
10.2	<p>The proposal includes the installation of 121kW of solar panels, along with battery storage valued at approximately £40,000. The total estimated cost of the project is £130,000. Current annual energy costs at the Cypress Lower site are between £15,000 and £18,000. Based on these figures, the estimated return on investment is within 5 to 7 years.</p>	
10.3	<p>JR noted that there may also be opportunities to secure grant funding to support the project.</p>	
	<p>Question 2: A Director enquired whether the proposed equipment would require replacement over time, and, if so, what the expected replacement cycle would be.</p>	
	<p>Answer 2: JR confirmed that the batteries come with a 10-year warranty. He also noted that, based on existing installations at other sites, the solar panels have been in operation for 15 years and continue to perform effectively.</p>	
10.4	<p>Directors discussed the proposal and agreed that, while the initial offer appears favourable, a full financial breakdown is required. It was further agreed that at least three quotes should be obtained to allow for proper benchmarking and to ensure value for money.</p> <p>ACTION 3: Include an agenda item at the next Finance, Audit and Risk Committee meeting to review the cost breakdowns and compare three quotes for the proposed solar panel installation at Cypress Lower School.</p>	
11.	Date for next meeting:	Chair
11.1	<p>Friday 4th July 2025 at 1:30pm at Whitehorse Manor School.</p> <p>The meeting closed at 3.02pm</p>	

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

Summary of Actions – PAT Board Meeting 16/05/2025

No	Previous Actions	Who?	When?	Update?
1	Meeting to be arranged with MAC Chairs and Chair of BoD.	RH	January 2025	
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.	All	Sept 2025	

No	New Actions	Who?	When?	Update?
1	JR to contact Schoot to enquire about setting up a single governor account to facilitate access to training sessions.	JR	June 2025	
2	JR to circulate the link to the NCSC training to all Directors.	JR	ASAP	
3	Include an agenda item at the next Finance, Audit and Risk Committee meeting to review the cost breakdowns and compare three quotes for the proposed solar panel installation at Cypress Lower School.	JR/SW	June 2025	