



THE PEGASUS ACADEMY TRUST
BOARD OF DIRECTORS' MEETING MINUTES

Friday, October 18th 2024 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

Clerked by:	Sonia Wesley (SW)
Supporting documents:	<ul style="list-style-type: none"> • Agenda Board of Directors 18.10.2024; • Code of Conduct; • Pecuniary Interest form 2024; • Breakdown of costs for SALT; • Draft Minutes of Board Meeting 05.07.2024 including action log and part B confidential minutes; • Academy Trust Handbook 2024; • Attendance staff training material; • Executive Principals' Report; • KCSiE 2024 Part 1; • PAT Financial Reserves Policy; • PAT Pay & Appraisal Policy; • PAT Pay Arrangements; • PAT and MAC meeting dates 2024-2025
Meeting closed at:	15:55

	ITEM	Lead
1.	Apologies for absence and confirmation of quorum:	Chair
1.1	There were no apologies.	
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. Pecuniary Interest/Code of Conduct forms received from RH, GG, TM, XV & MH. ACTION 1: Clerk to chase outstanding pecuniary interest forms, code of conduct and KCSiE signed documents.	
3.	Minutes of the previous meeting – 5th July 2024, matters arising and review of action log:	Chair
3.1	Minutes of the previous meeting on 5 th July 2024 including part B confidential items were accepted as accurate and approved subject to minor amendments. Question 1: A director asked what impact the Employment Rights Bill 2024 had on relief contracts for PAT? Answer 1: JR confirmed that the Employment Rights Bill did not impact any of the PAT contracts offered. JR shared that he had corresponded with a local MP regarding this matter and that PAT relief contracts had recently been reviewed. It was confirmed that PAT contracts are clear and concise, offer a guaranteed number of hours per week per week (so are not zero hours) and include statutory sick pay and holiday pay. Previous Actions 1. RH, LS & JR to discuss the Role of the Governance Professional at PAT – The board discussed this item as it had been ongoing for some time. It was agreed that the Clerk had sufficient knowledge and expertise as she also works part time for the Governance Team at Croydon - Closed 2. Meetings to be arranged with MAC Chairs and Chair of BoD. – LS informed the board that a new Chair had been elected at BINF MAC as Fiona Fearon had stepped down. It was agreed that the meeting would be arranged for January 2025 to allow the new Chair, Sinead Donoghue to settle into her role - Ongoing New Actions 1: Company Secretary to notify Companies House/update GIAS SHC resignation - Closed 2: LS to arrange Director/SLT meeting – LS suggested that Directors could be invited to an SLT meeting that is usually held on a Tuesday morning. The agenda was discussed. It was agreed that Heads of School would each share their overview of the SIP (School Improvement Plan) with a focus on writing and MH to	

	<p>address Heads of School about Staff Wellbeing - Ongoing - Proposed date 14/01/2025</p> <p>3: Internal audit updates to be included as a standing agenda item to Finance Committee agenda – Closed</p> <p>4: Directors encouraged to identify potential new board members – LS had identified a potential new member and a discussion ensued about representation of community groups in the membership of the BoD - Ongoing</p> <p>5: Ratification of the Reserves Policy to be deferred to next meeting – Closed. See agenda item 7</p> <p>6: JR to provide a breakdown of cost for external SEND services for each school and present at next BoD meeting – JR summarised the SALT breakdown as SALT constitutes the majority of all SEND spend. LS added that she had recently met with a SEND advisor from the Local Authority to review the provision at BINF. She spoke to staff about how to fast track EHCPs and gave some useful suggestions which resulted in some increased funding which was used to hire an additional 1:1 teaching assistant. JR concluded that PAT cover most costs for the SEND provision - Closed</p> <p>7: JR to ensure MAC papers are up to date on MyUSO - Closed</p> <p>8: MH to present draft Staff Wellbeing Strategy at next BoD meeting – MH explained the Wellbeing Strategy would take some time to develop. However, she would provide termly updates. MH shared that she had attended the 'M.A.D world summit' (Make a Difference) which gave some insight into a proactive approach to supporting staff mental health and wellbeing - Ongoing</p>	
<p>4.</p> <p>4.1</p> <p>4.2</p> <p>4.3</p>	<p>The Governance of Pegasus Academy Trust</p> <p>a) Academy Trust Handbook; b) Attendance guidance update; c) Terms of office due to expire; d) To ensure statutory information is on website inc. PP strategy 24/25 by 31/12/24; e) Feedback from any training sessions attended; f) Self evaluation;</p> <p>Academy Trust Handbook JY summarised the updates in the Academy Trust Handbook which included more clarity around procedures for finance lease arrangements, the requirement to have an 'in house' auditor for Trust's with an income in excess of £50m and an emphasis on the importance of adhering to the DfE's digital and technology standards, particularly around cyber security. JY assured the board that PAT are compliant in all these areas.</p> <p>JR reported, as the Trust lead for cyber security, that sufficient measures had been put in place to ensure Trust systems are adequately backed up and processes are robust. Staff receive refresher training on cyber security annually and PAT are in the process of moving to Windows 11 which has increased security features.</p> <p>Attendance guidance update SW summarised the updates in the Working Together to Improve School</p>	<p>Chair/CFO</p>

	<p>Attendance document which include an emphasis on attendance being everybody's business, changes in attendance codes, the importance of accurate registers and the new framework for penalty notices. SW also shared the presentation that was presented to all staff on INSET day in September.</p> <p>Question 2: A director asked if school attendance across PAT was in line with the National average.</p> <p>Answer 2: SW confirmed that for academic year 2023/24 all PAT schools except WHINF and BINF were in line or above national average for attendance. In these two schools the lower attendance was explained by a number of factors including:</p> <ul style="list-style-type: none"> a) high numbers of children with SEND some of which are on temporary reduced timetables waiting for specialist provision, b) illness generally more prevalent in early years which is consistent across the Trust but has a bigger impact on infant school attendance (there is no national data specifically for infant schools) c) both schools geographically tend to have families with more complex needs. SW works closely with the local authority and other agencies to provide a supportive approach to improving school attendance. <p>4.4 Terms of office due to expire Clerk informed the board that NP's term of office was due to expire on 15/12/2024. NP confirmed she would like to be re-appointed for another term of office.</p> <p>4.5 AGREED: The board agreed to re-appoint NP.</p> <p>4.6 ACTION 2: Company secretary to notify Companies House/update GIAS.</p> <p>To ensure statutory information is on website inc. PP strategy 24/25 by 31/12/24</p> <p>4.6 JR confirmed all statutory information is on the website.</p> <p>4.7 Feedback from any training sessions attended RH shared that he had attended safeguarding training on staff INSET day at ATW. GG added that he had attended safeguarding training at another school where he is a governor.</p> <p>Self evaluation JR highlighted that self-assessment was detailed in the EP's report. LS added that MACs across the Trust are now very strong with a lot more challenge reported.</p>	
<p>5.</p> <p>5.1</p> <p>5.2</p>	<p>Pegasus Academy Trust strategic planning</p> <p>LS explained that the appraisal system for staff had changed and what this meant in practical terms</p> <p>Another focus for PAT is recruiting and retaining high quality staff, how feedback is given to students by teachers and improving writing.</p>	<p>Chair</p>

<p>6.</p> <p>6.1</p> <p>6.2</p> <p>6.3</p> <p>6.4</p>	<p>Executive Principals' Report including:</p> <ul style="list-style-type: none"> a) Performance; b) School improvement; c) Governance; d) People & Leadership; e) Financial Sustainability; f) Premises Update; g) Ethos of the Trust <p>LS summarised sections a-d in the EPs' report.</p> <p>Question 3: A director asked what was being done to improve outcomes for writing particularly at ATW.</p> <p>Answer 3: JR explained that a lot of work had been put in to changing the timetable at ATW to reduce transition time between breaks which has resulted in a much tighter schedule allowing more teaching and learning time.</p> <p>Question 4: A director asked what the targets were for the current Y5.</p> <p>ACTION 3: JR to collate targets for Y5 and present at next board meeting.</p> <p>JR summarised sections e-g in the EPs' report.</p> <p>Question 5: A director asked if there was scope to increase provision for 2 year olds across the Trust.</p> <p>Answer 5: JR explained that there is currently provision for 2 year olds at CYP and THNS and that there is solid demand for these places. He explained that this year the focus has been on offering FT places to children at all our nurseries and this has started well. Following a period of 'bedding down' we may then be able to consider a further expansion into 2 year old provision on other sites but suitable accommodation would have to be planned.</p> <p>JR highlighted that the Trust were only marginally down in PAN – by 5 pupils as compared to last year. LS added that there had been appeals for all schools.</p> <p>Question 6: A director asked how the impact of the strategic plan was measured and what this looked like for each school.</p> <p>Answer 6: LS explained that each school had a more detailed plan with KPIs.</p> <p>A discussion was held around having a unified approach with clear KPIs for each school. It was agreed that this would be discussed at the meeting with Directors/SLT on 14/01/2025 with progress reported as a short update within EP report.</p>	<p>EPs</p>
<p>7.</p> <p>7.1</p>	<p>Review/ Approval of Policies;</p> <p>a) Reserves Policy The upper and lower limits for reserves were changed from 8-15% to 10-20%.</p> <p>APPROVED: The board ratified the Reserves Policy subject to some minor typing errors.</p>	<p>JR/LS</p>

7.2	<p>b) Pay Policy 2024-25</p> <p>JR highlighted the changes to the pay policy and shared the presentation that was presented to staff.</p> <p>Question 7: A director asked if we had looked at the pay policy from an equality prospective.</p> <p>Answer 7: JR confirmed this would be discussed at the remuneration committee meeting in more detail. There is some reference to equal opportunities within the policy but this could be clearer.</p> <p>ACTION 4: JR to look at the equal opportunities section in appendix 1 in the Pay Policy to ensure it is clear but other than this the pay policy is APPROVED by directors for this year.</p>	
7.3	<p>c) Flexi-schooling</p> <p>JR shared that CYP MACS had discussed flexi-schooling at a recent MAC meeting following a request for a policy decision from a parent. He had included some links to documents explaining how flexi schooling may work in the agenda.</p>	
7.4	<p>Directors discussed if flexi-schooling would work in PAT schools and what it may look like, with some questions raised around how progress and impact would be monitored and measured. Directors considered the option of 10% flexi-school option which might be taken during enrichment. However, given the design of the PAT curriculum, where each new unit of learning builds on the one before, and the current central government emphasis on full attendance Directors felt wary of this idea. Concerns were raised about the impact that flexi schooling might have on both the children concerned as well as the workload of PAT staff that would be responsible for trying to ensure that the PAT offer of a broad and balanced curriculum was maintained.</p>	
7.5	<p>A vote was taken by the board and it was AGREED unanimously that PAT could not provide for flexi-schooling at schools within the Trust.</p>	
8.	<p>Correspondence to the chair</p> <p>None</p>	Chair
9.	<p>Confidential items</p> <p>None</p>	Chair
10.	<p>Any other business (notified to Chair/Clerk in advance)</p>	Chair
10.1	<p>LS thanked XV for his contribution to a recent matter detailed in part B confidential minutes.</p>	
11.	<p>Date for next meeting:</p>	Chair
11.1	<p>Friday 13th December 2024: AGM at 12.30pm followed by BoD at 1:30pm at Whitehorse Manor School.</p>	
11.2	<p>It was noted that some of the meetings fell on the last day of term/first week back</p>	

	<p>which is difficult for staff.</p> <p>ACTION 5: LS to look at meeting dates to ensure they do not fall on last day of term/first week back.</p> <p>The meeting closed at 3.55pm</p>	
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Signed as a true and accurate record of the meeting	
Chair's name	
Chair's signature	
Date	

Summary of Actions – PAT Board Meeting 18/10/2024

No	Previous Actions	Who?	When?	Update?
1	Meeting to be arranged with MAC Chairs and Chair of BoD.	RH	January 2025	
2	<p>LS to arrange Director/SLT meeting. Agenda to include:</p> <ul style="list-style-type: none"> • Overview of SIP with focus on writing • Staff wellbeing strategy • Aims of the strategic plan and how impact will be measured across all schools. 	LS	Proposed date 14/01/2025	
3	Directors encouraged to identify potential new board members.	All	Spring 2025	
4	MH to provide update on Staff Wellbeing Strategy	MH	Spring 2025	

No	New Actions	Who?	When?	Update?
1	Clerk to chase outstanding pecuniary interest forms, code of conduct and KCSiE signed documents.	SW	ASAP	
2	Company secretary to update NP's Term of Office GIAS/Companies House	JY	ASAP	

No	New Actions	Who?	When?	Update?
3	JR to collate targets for Y5 and present at next board meeting.	JR	13/12/2024	
4	JR to look at the equal opportunities section in appendix 1 in the Pay Policy to ensure it is clear.	JR	13/12/2024	
5	LS to look at meeting dates to ensure they do not fall on last day of term/first week back.	LS	13/12/2024	