



THE PEGASUS ACADEMY TRUST
BOARD OF DIRECTORS' MEETING MINUTES

Friday, July 4th 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	Apologies
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 04.07.2025; • Draft Minutes of Board Meeting 16.05.2025 including action log; • Prevent NGA extract from Governing Matters; • DfE Trusts' publications summary; • Executive Principals' Report; • Budget summary; • Budget summary comments; • MAC meeting minutes; • PAT and MAC meeting dates 2025-26
Meeting closed at:	15:35

	ITEM	Lead
1.	Apologies for absence and confirmation of quorum:	Chair
1.1	Apologies were received from KB, who advised that she will be returning from maternity leave in December and intends to attend the next Board of Directors meeting. Her apologies were formally accepted by the Board.	
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 – 16th May 2025, matters arising and review of action log:	Chair
3.1	Minutes of the previous meeting on 16 th May 2025 were accepted as accurate and approved with one minor amendment. Previous Actions 1. Meetings to be arranged with MAC Chairs and Chair of BoD. – Ongoing 2. Directors encouraged to identify potential new board members - Ongoing – JY has identified a potential new Board member. A date will be arranged in September for an introductory meeting and a tour of the school. New Actions 1. JR to contact Schoot to enquire about setting up a single governor account to facilitate access to training sessions. – Ongoing - JR reported that setting up a governor account has proven difficult, as the system is linked to SIMS, which is primarily a pupil and staff database. 2. JR to circulate the link to the NCSC training to all Directors. – Closed 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. – Closed-see agenda item 6c	
4.	The Governance of Pegasus Academy Trust a) Training update/feedback b) PREVENT c) DfE updates on Academy Trust Handbook	Chair/MH
4.1	Training update/feedback Several Directors confirmed that they have completed the Cyber Security training that was circulated. Those who have not yet done so were reminded to complete it as soon as possible.	

<p>4.2</p> <p>4.3</p>	<p>PREVENT</p> <p>The Directors considered when staff last received refresher training on the PREVENT duty and whether MAC members are fully aware of their responsibilities in relation to this statutory obligation. LS informed the Board that PREVENT is included as part of the safeguarding training delivered to all staff during the INSET day in September. Designated Safeguarding Leads (DSLs) also receive separate, more in-depth PREVENT training. The Clerk will circulate relevant information to all MAC members.</p> <p>ACTION 1: Clerk to circulate Prevent NGA extract from Governing Matters to MAC members.</p> <p>DfE updates on Academy Trust Handbook</p> <p>JR provided the following response to the changes outlined in the Academy Trust Handbook for the 2025/26 academic year.</p> <ul style="list-style-type: none"> • Environmental sustainability – guidance on sustainability leadership and climate action plans in education refers to DfE’s strategy which sets an expectation for all education settings to have nominated a sustainability lead and a climate action plan by 2025 - This document will be reviewed and adapted to meet the specific needs of the Trust. • Digital and technology standards – trusts should now be working towards meeting the six core digital and technology standards by 2030 (1.16). These are: broadband internet, network switching, wireless network, cyber security, filtering and monitoring, and digital leadership and governance. – PAT meets all digital and technology standards except network switching. There is an ongoing project to replace all switches across the Trust. • Managing Public Money (MPM) – further guidance on the accounting officer’s duties and the underlying principles of MPM to better support trusts to secure high standards of financial probity (see 1.32 and 1.38). Understood • Executive pay – there is a new requirement for trusts to have an agreed pay policy that sets out the process for determining executive pay. This must ensure that the approach to, and levels of, executive pay and benefits are transparent, proportionate and defensible (see 2.28 and 2.29). Also see our executive pay guidance. - JR explained that executive pay falls under leadership pay and is reviewed by the Remuneration Committee. He confirmed that executive salaries are aligned with teaching standards and are set in accordance with the Teachers’ Pay and Conditions framework. <p>ACTION 2: Pay Policy to be revised to include a subsection specifically addressing executive pay. This item is to be added to the agenda for the next Board meeting.</p> <ul style="list-style-type: none"> • Cyber Ransomware – the handbook confirms that trusts must not pay any cyber ransom demands (6.15). NGA has a cyber security monitoring tool.- Understood • Intervention powers – educational performance has been removed from the examples provided in 6.17 as an area in which a Notice to Improve (NtI) may be issued on governance grounds - Understood • Recovery of funds – the DfE has added a section on when it may recover funds (6.21). Circumstances include where there is evidence of irregular payments or fraud. - Understood 	
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	<ul style="list-style-type: none">• Related party transactions – the ATH links to new guidance on managing conflicts of interest and related party transactions. - There have been no third-party transactions recorded at PAT to date.	
5.	Executive Principals’ Report:	JR/LS
5.1	LS provided a summary of the Executive Principals’ (EP) report, highlighting that all schools within the Trust are currently rated as <i>Good</i> by Ofsted.	
5.2	A discussion was held regarding whether the Trust should actively aim for <i>Outstanding</i> Ofsted ratings, or whether consistently strong <i>Good</i> ratings across all areas are, in themselves, indicative of outstanding practice. It was noted that many schools within the Trust demonstrate elements of <i>Outstanding</i> in their provision. ACTION 3: Directors to review the new Ofsted framework upon its release in September. Clerk to add this item to the agenda for the next Board of Directors meeting.	
5.3	JR commended the staff at EPS for their hard work and dedication in preparing the Year 6 cohort for the SATs. He acknowledged that it was a particularly challenging group of pupils, and noted that the school is expected to meet the national average—an achievement that reflects significant effort and commitment from the team.	
5.4	The Directors explored the issue of low pupil numbers at BINF and strategies to increase enrolment. They noted that, while marketing efforts have previously relied on word of mouth, there is now consideration being given to leveraging social media platforms for advertising.	
5.5	The Executive Principals formally expressed their gratitude to the MAC Members, Chairs, Directors, and all members for their hard work and commitment.	
6.	Finance update	XV/JY
6.1	XV updated the Board on the recent discussions of the Finance, Audit and Risk Committee, reporting that the new finance systems are now in place and functioning effectively. The committee is currently exploring options for replacing the HR system. The Board formally thanked JY and his team for their hard work and dedication to this project. a) Approval of 2025-26 Budget	
6.2	JY summarised the key points of the budget summary, reporting a small projected surplus of £300,000.	
6.3	A Director inquired about the significant amount of money owed to the Trust by the Local Authority and asked what the consequences would be if the payment is not received by the end of the year. JR confirmed that funding for the autumn term has now been paid, along with some of the spring term. Staff are actively working to reclaim the remaining funds. The Local Authority has informed us that two members of their team are currently on long-term sick leave, which has contributed to the backlog. JR explained that if the payment is not made by the end of the year, the outstanding amount will roll over and remain owed.	

	<p>APPROVED: The Board formally approved the budget for the 2025/26.</p> <p>b) IT and Cyber Security Audit - actions taken to address the amber-rated items</p> <p>6.4 XV reported that the Finance, Audit and Risk Committee are actively monitoring the action plan to address all amber-rated items.</p> <p>c) CAPEX approval</p> <p>6.5 JR provided an overview of the CAPEX plan and reported that the Finance, Audit and Risk Committee had recommended to the Board to proceed with the solar panel project at Cypress Primary School Lower Site. The primary objective of this initiative is to reduce energy costs, supporting the Trust's long-term vision of becoming a green and sustainable organisation.</p> <p>AGREED: The Directors agreed to proceed with the approved expenditure of £118,000, while adopting a cautious approach to CAPEX spending in the coming year.</p>	
<p>7.</p> <p>7.1</p> <p>7.2</p>	<p>Academy Council minutes</p> <p>The Directors noted the Academy Council minutes as read, acknowledging a higher number of families transferring to other schools and mid-year in-year transfers. JR explained that this was largely due to many families being relocated to temporary accommodation. The Home Office is nearby, and there is also a hotel near Cypress Primary School where many vulnerable families are temporarily housed.</p> <p>It was also acknowledged that the ongoing challenge of a high number of SEND pupils, coupled with insufficient funding to support them in mainstream schools, remains a common issue across all schools. The Directors agreed that this matter should be raised by the Chair during the meeting with MAC Chairs scheduled for October.</p> <p>Action 1 from the previous action list has been updated to include an agenda item for discussion with MAC Chairs regarding SEND pupils and funding.</p>	<p>Chair</p>
<p>8.</p>	<p>Correspondence to the chair</p> <p>None</p>	<p>Chair</p>
<p>9.</p>	<p>Confidential items</p> <p>None</p>	<p>Chair</p>
<p>10.</p>	<p>Any other business (notified to Chair/Clerk in advance)</p> <p>None</p>	<p>Chair JR</p>

11.	Date for next meeting:	Chair
11.1	Friday 17 th October 2025 at 1:30pm at Whitehorse Manor School. The meeting closed at 3.35pm	

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

Summary of Actions – PAT Board Meeting 04/07/2025

No	Previous Actions	Who?	When?	Update?
1	Meeting to be arranged with MAC Chairs and Chair of BoD. Agenda to include the following: <ul style="list-style-type: none"> Ongoing concerns with high levels in SEND and lack of funding in this area Report what actions PAT has taken at board level – CAPEX projects to improve provision for pupils with SEND, liaising with LA about funding etc 	RH	October 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	Clerk to circulate Prevent NGA extract from Governing Matters to MAC members.	SW	ASAP	
2	Pay Policy to be revised to include a subsection specifically addressing executive pay. This item is to be added to the agenda for the next Board meeting.	SW	October 2025	

No	New Actions	Who?	When?	Update?
3	Directors to review the new Ofsted framework upon its release in September. Clerk to add this item to the agenda for the next Board of Directors meeting.	SW	October 2025	