



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

Friday, July 5<sup>th</sup> 2024 at 13:30 pm

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

<b>Directors</b>		
Richard Hill (RH)	Director Chair of Board	Present
Xavier Villers (XV)	Director	Present
Gary Griffin (GG)	Director	Present
Nina Pogossova (NP)	Director	Apologies received
Sasha Henry-Crawford (SHC)	Director	Apologies received
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>Clerked by:</b>	Sonia Wesley (SW)
<b>Supporting documents:</b>	<ul style="list-style-type: none"> <li>• Agenda Board of Directors 05.07.2024;</li> <li>• Draft Minutes of Board Meeting 24.05.2024 including action log and part B confidential minutes;</li> <li>• Executive Principals' Report;</li> <li>• Budget Summary Report;</li> <li>• Attendance Policy</li> <li>• Terms of Reference Finance Committee;</li> <li>• Academy council meeting minutes;</li> <li>• Staff Wellbeing Strategy;</li> <li>• PAT and MAC meeting dates 2024-2025</li> </ul>
<b>Meeting closed at:</b>	15:30

	ITEM	Lead
1.	<b>Apologies for absence and confirmation of quorum:</b>	Chair
1.1	Apologies received and accepted from NP and SHC.	
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. Pecuniary Interest forms received from new Director TM.	
2.2	Chair shared that he had received resignation from SHC. The board expressed their gratitude for SHC's service and contribution and wished her well.	
	<b>ACTION 1:</b> Company Secretary to notify Companies House/update GIAS of SHC resignation within 14 days.	
2.3	Directors discussed representation and the importance of ensuring that the diverse community PAT serve is reflected on the board. Directors were encouraged to consider potential candidates.	
3.	<b>Minutes of the previous meeting – 24<sup>th</sup> May 2024, matters arising and review of action log:</b>	Chair
3.1	Minutes of the previous meeting on 24 <sup>th</sup> May 2024 including part B confidential items were accepted as accurate and approved.	
3.2	LS informed the board of an update on confidential item on Part B minutes. <b>Please refer to Part B minutes.</b>	
	<b>Previous Actions</b>	
	<b>1.</b> RH, LS & JRo to discuss the Role of the Governance Professional at PAT – <b>Ongoing</b>	
	<b>2.</b> Meetings to be arranged with MAC Chairs and Chair of BoD. - <b>Ongoing</b>	
	<b>New Actions</b>	
	<b>1:</b> Company secretary to notify Companies House of new appointments within 14 days. <b>Closed</b>	
	<b>2:</b> PAT to focus on Goal 3 (Staff professional development). JR and RH to work on 'Schoot' materials, explaining Directors strategic goals to staff, and report progress in future Executive Principals' reports. <b>Closed – See Agenda Item 4</b>	
	<b>3:</b> Feedback around questions being highlighted in MAC Minutes to be given to Clerk – <b>Closed</b>	

<p><b>4.</b></p> <p>4.1</p> <p>4.2</p> <p>4.3</p> <p>4.4</p> <p>4.5</p> <p>4.6</p> <p>4.7</p>	<p><b>Executive Principals' Report including:</b></p> <ul style="list-style-type: none"> <li>a) Performance;</li> <li>b) School improvement;</li> <li>c) Governance;</li> <li>d) People &amp; Leadership;</li> <li>e) Financial Sustainability;</li> <li>f) Premises Update;</li> <li>g) Ethos of the Trust</li> </ul> <p>LS summarised the EPs' Report highlighting the expected combined results for KS2 SATS at EPS were significantly above national average.</p> <p>JR reported the positive impact on staff as they were no longer required to undertake SATs in KS1.</p> <p>Directors discussed the potential impact the new Labour Government may have on OfSTED policy and procedure.</p> <p>LS brought the board's attention to the proposed changes to KCSIE 2024 including the addition of 'exploitation' when referring to abuse and neglect and the emphasis on recording all concerns, discussions and decisions made including the rationale for those decisions. The final version will be published in August and will go live on 1<sup>st</sup> September 2024.</p> <p>LS informed the board that they are recruiting to fill five vacancies for the extended schools' provision. JR shared that many staff members across PAT were ex pupils.</p> <p>A Director pointed out that the board did not know who members of the SLT were and suggested that SLT are invited to board meetings annually. LS informed the board that SLT meet virtually every Tuesday morning.</p> <p><b>ACTION 2:</b> LS to arrange Director/SLT meeting.</p> <p>LS informed the board about a confidential item discussed at the Finance Committee Meeting 28<sup>th</sup> June 2024. <b>Please refer to Part B minutes.</b></p>	<p><b>EP's</b></p>
<p><b>5.</b></p> <p>5.1</p> <p>5.2</p> <p>5.3</p> <p>5.4</p>	<p><b>Finance Update including Approval of 2024-2025 budget &amp; Audit Strategy from Buzzacott</b></p> <p>JY summarised discussions held at the Finance Committee meeting 28<sup>th</sup> June 2024. JY informed the board that GAG funding was stable and he and JR had identified at least fourteen sources of income including various grants.</p> <p>It was noted that JY had reviewed trends in historic management accounts and made some adjustments resulting in a more accurate reflection in the 2024/25 budget forecast.</p> <p>JY reported a significant increase in the budget for energy costs as the contract with the current provider is due to expire. Directors discussed renewable energy sources such as solar panels. JR confirmed that this would be a focus for next year.</p> <p>XV highlighted that CAPEX is not included in the budget forecast as this is typically taken from reserves.</p>	<p><b>CFO/XV</b></p>

<p>5.5</p> <p>5.6</p>	<p><b>APPROVED: The board approved the 2024/25 budget.</b></p> <p>JY informed the board that Buzzacott did not have availability prior to this meeting to discuss the audit strategy. Buzzacott meeting CFO on 08/07/2024 for external audit.</p> <p>Directors discussed the external audit which takes place in October. It was suggested that both internal and external audit updates were a standing item on the agenda at Finance Committee meetings and audit review formally included as part of the Terms of Reference for the Finance Committee as the board does not have an Audit Committee (see agenda item 8b).</p> <p><b>ACTION 3:</b> Internal and external audit updates to be included as a standing agenda item to Finance Committee agenda.</p>	
<p><b>6.</b></p> <p>6.1</p>	<p><b>Governance Update</b></p> <p>Directors discussed possible vacancy on the board after resignation from SHC and need for board to be more reflective of the school community.</p> <p><b>ACTION 4:</b> Directors encouraged to identify potential new board members.</p>	<p><b>Chair</b></p>
<p><b>7.</b></p> <p>7.1</p>	<p><b>Facilities update;</b></p> <p>JR confirmed all facilities updates were included in EPs' report</p>	<p><b>JR</b></p>
<p><b>8.</b></p> <p>8.1</p> <p>8.2</p> <p>8.3</p> <p>8.4</p>	<p><b>Review/ Approval of Policies;</b></p> <p><b>a) Attendance Policy</b></p> <p>SW summarised changes to the Attendance Policy in line with updates to 'Working together to improve attendance' guidance.</p> <p><b>APPROVED: The board ratified the Attendance Policy.</b></p> <p><b>b) Terms of Reference Finance Committee</b></p> <p>Directors agreed that the ToR should include oversight of the audit and risk register.</p> <p>Directors agreed the title should read '<i>Pegasus Academy Trust (PAT) Terms of Reference for Finance and Audit Committee</i>' and point 5.3 should read '<i>identify and manage financial and other risks</i>'.</p> <p><b>APPROVED: The board approved the ToR for the Finance and Audit Committee following changes.</b></p> <p><b>c) Reserves Policy</b></p> <p>This item was deferred at Finance Committee meeting. JR to combine the two current versions of the Reserves Policy.</p> <p><b>ACTION 5:</b> Ratification of the Reserves Policy to be deferred to next meeting.</p>	<p><b>SW/XV</b></p>

8.5	JR informed the board that there will be a consultation in the autumn term for Atwood Primary School to adopt the PAT Admissions Policy. The key difference is an additional admissions criterion for children of staff members. This criterion supports the recruitment and retention of staff.	
<b>9.</b>	<b>Academy Councils</b>	<b>Chair</b>
9.1	<p>Directors confirmed they had received minutes from the recent meeting for all schools except BINF. It was noted that BINF June meeting was deferred.</p> <p><b>Question 1:</b> A director asked if the Trust is aware of the SEND spend centrally and any key pinch points?</p> <p><b>Answer 1:</b> LS explained that she meets with Amanda Belle routinely to monitor SEND spend. LS reported that most Inclusion Managers are effective in securing funding through bids and meet at least termly to support each other. JY pointed out that the budget includes targets for funding based on trends from the last three years.</p>	
9.2	<p>Directors discussed the cost for external SEND services. JR shared that the biggest external SEND spend is on Speech and Language Therapy (SALT), some schools also have access to a play therapist, psychotherapist and counselling services. Directors felt it would be useful to see a breakdown of cost for each school.</p> <p><b>ACTION 6:</b> JR to provide a breakdown of cost for external SEND services for each school and present at next BoD meeting.</p>	
9.3	<p>A director pointed out that he was unable to access HoS reports for MAC meetings on MyUSO</p> <p><b>ACTION 7:</b> JR to ensure MAC papers are up to date on MyUSO.</p>	
<b>10.</b>	<b>Correspondence to the chair</b>	<b>Chair</b>
	None	
<b>11.</b>	<b>Confidential items</b>	<b>Chair</b>
11.1	Confidential items identified under agenda items 3 and 4.	
<b>12.</b>	<b>Any other business (notified to Chair/Clerk in advance)</b>	<b>MH</b>
	<b>Staff Wellbeing Strategy</b>	
12.1	MH summarised the rationale for a Staff Wellbeing Strategy. LS gave an overview of what PAT currently do to support staff wellbeing (see attached).	
12.2	The board agreed that whilst PAT do many things to support staff wellbeing, there is no formal strategy in place. MH volunteered to produce a draft strategy.	

	<b>ACTION 8:</b> MH to present draft Staff Wellbeing Strategy at next BoD meeting.	
<b>13.</b>	<b>Date for next meeting:</b>	Chair
13.1	Friday 18 <sup>th</sup> October 2024 at 1:30pm at Whitehorse Manor School.  <b>The meeting closed at 3.30pm</b>	

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

### Summary of Actions – PAT Board Meeting 24/05/2024

No	Previous Actions	Who?	When?	Update?
<b>1</b>	RH, LS & JRo to discuss the Role of the Governance Professional at PAT	JRo, LS & RH	Spring 2025	Ongoing
<b>2</b>	Meetings to be arranged with MAC Chairs and Chair of BoD.	RH	By spring 2025	Ongoing – Initiated, awaiting dates

No	New Actions	Who?	When?	Update?
<b>1</b>	Company Secretary to notify Companies House/update GIAS SHC resignation.	JY	Must be submitted by 19.07.2024	
<b>2</b>	LS to arrange Director/SLT meeting.	LS	Autumn 24	
<b>3</b>	Internal audit updates to be included as a standing agenda item to Finance Committee agenda.	SW	Ongoing	
<b>4</b>	Directors encouraged to identify potential new board members.	All	Spring 2025	
<b>5</b>	Ratification of the Reserves Policy to be deferred to next meeting.	SW	Oct 24	
<b>6</b>	JR to provide a breakdown of cost for external SEND services for each school and present at next BoD meeting.	JR	Oct 24	
<b>7</b>	JR to ensure MAC papers are up to date on MyUSO.	JR	Oct 24	
<b>8</b>	MH to present draft Staff Wellbeing Strategy at next BoD meeting.	MH	Oct 24	