



THE PEGASUS ACADEMY TRUST
BOARD OF DIRECTORS' MEETING
MINUTES

Friday, December 9th 2022 at 13:30 pm

Meeting in person at Beulah Infants School

Directors		
Emma Whapham (EW)	Director /Co-Chair of Board	Present via Google Meet
Richard Hill (RH)	Director /Co-Chair of Board	Present
Ian Patterson (IP)	Vice Chair of Board	Present
Jolyon Roberts (JRo)	Executive Principal/CEO	Present
Lynne Sampson (LS)	Executive Principal	Present
Xavier Villers (XV)	Director	Present
Gary Griffin (GG)	Director	Present
Nina Pogossova (NP)	Director	Present via Google Meet
Sasha Henry-Crawford (SHC)	Director	Apologies received
Shelley Davies (SD)	Director	Present via Google Meet
Carl Knightly (CK)	Director	Present via Google Meet
Trust staff		
Jo Ridge (JRi)	Chief Financial Officer	Present
Invited		
Patricia Salami	Member	Present
Geraldine Vassell	Member	Present
Fiona Fearon	Member	Apologies received

Clerked by:	Sonia Wesley
Supporting documents:	<ul style="list-style-type: none"> • Agenda Board of Directors 09.12.22; • Minutes of Board Meeting 21.10.22 including action log; • Executive Principals' Report; • Risk Register; • Pay Policy 2022-23; • Revised Articles of Association;

	<ul style="list-style-type: none"> Academy council Autumn 2 meeting minutes.
Meeting closed at:	16:07

	ITEM	Time	Lead
1.	<p>Apologies for absence and confirmation of quorum:</p> <p>SHC had sent apologies ahead of the meeting. The board expressed concern that SHC had not attended several meetings.</p> <p>Action 1 : EW to contact SHC to ascertain all was well</p> <p>The meeting was declared quorate.</p>	2	Chair
2.	<p>Declaration of conflict of interest and annual update to register of interests</p> <p>No conflicts of interest were declared. It was noted that there were still four outstanding pecuniary interest forms.</p> <p>Action 2: Clerk to chase outstanding pecuniary interest forms.</p>	5	Chair
3.	<p>Minutes of the previous meeting – 21 October 2022</p> <p>Minutes of the previous meeting on 21st October 2022 were accepted as accurate and approved.</p> <p>Directors discussed a question raised in item 4 regarding strike action from teachers.</p> <ul style="list-style-type: none"> Question 1: A director asked: <i>"What are the total number of union members within the Trust and what percentage of those have previously participated in strike action?"</i> Answer 1: LS reported that the majority of teaching staff were union members. However, not all members choose to participate in strikes. Historically 70-80% of union members have taken strike action. Question 2: A director asked: <i>"Has school attendance been impacted by the increase of illness nationwide?"</i> Answer 2: The clerk who is also the Trust's Attendance and Admissions Officer reported that attendance has been greatly impacted by lowered immune systems post covid. There has been an increase in confirmed cases of several viral infections including hand foot and mouth disease, chicken pox, scarlet fever and covid. Information from Public Health about Strep A has been published for parents on the Trust's website. Attendance reports for Autumn 1 will be completed at the beginning of the spring term however, attendance for 21/22 was considerably above national across the Trust. 	5	Chair

4.	<p>Matters arising and review of action log:</p> <p>Action 1: To ascertain pricing and provider of energy at Atwood. Incomplete</p> <p>Action 2: Chair to share MOU with the rest of the board. Complete</p> <p>Action 3: Data to be presented at next meeting with KPIs. Complete (See Item 6)</p> <p>Action 4: LS to circulate minutes from most recent meetings from Cypress and Beulah Infants School. Complete</p> <p>Action 5: To discuss EPs stepping down as Trustees as an agenda item at next meeting on 9th December 2022 (See Item 9)</p>		
5.	<p>Executive Principals' Report including:</p> <ul style="list-style-type: none"> • Performance and upcoming Ofsted inspections; • School improvement; • Updates in governance across the Trust; • People & Leadership; • Financial Stability; • Capacity for growth. <p>The report was summarised by the JRo.</p> <ul style="list-style-type: none"> • Question 3: A director asked: <i>"How is cover managed on staff development days?"</i> • Answer 3: LS advised that staff development days are spread out across key lead areas over a period of time allowing the schools to manage cover internally. <p>LS notified the Board that there was some unexpected staff turnover and two members of SLT will be on maternity leave next term. Internal adverts for temporary Deputy Head cover were currently on display in all staffrooms.</p> <p>JRo informed the board that the Trust had been approached to consider leading another maintained nursery school. Directors explored the benefits to the Trust in doing so. It was agreed that unless there was scope for academisation or a more collaborative working partnership with the local authority, it would not be in the Trust's best interest at this stage.</p>	30	EPs
6.	<p>End of key stage assessments and analysis</p> <p>LS shared a presentation and summarised the key points.</p> <p>LS highlighted that PPG children were performing above national average at the end of KS2 across the Trust. LS fed back comments from some staff members who felt the push in improving reading had an impact on other subject areas.</p> <p><i>A Director pointed out the disproportionate gap between Y1 and Y2 results at Cypress Primary School.</i></p> <p>LS explained that she had also challenged the Head of School. It was</p>	15	LS

	<p>identified that there was an influx of vulnerable families who had joined the school in year, residing in temporary accommodation at a nearby hotel. Intervention has been put in place to support these children and leaders are keen to see how they perform at the end of KS1.</p> <p>Directors also identified that children scored highly in maths in most schools despite the push in reading. LS stated that it is easier for EAL children to access maths and that the results have shaped some key priorities for each of the schools within the Trust. Directors felt it would be useful to see a summary of priorities for each school.</p> <p>Action 1: LS to collate and summarise key priorities for each school.</p>		
7.	<p>Risk Register review</p> <p>JRo summarised the Risk Register.</p> <ul style="list-style-type: none"> • Question 4: A director asked: <i>"How do you manage the risk around vulnerable children with high levels of absence and ensure they get the education they deserve?"</i> • Answer 4: Attendance Officer explained that this was an integral part of her role which she monitors daily. She works collaboratively with various key staff members including DSLs, SENDCos, family support workers and other external agencies such as social care, early help and mental health support services. <p>JRo shared that financial risk due to lower pupil numbers was considerably reduced as a result of increased pupil numbers revealed by the recent census.</p> <p>AGREED: The risk register was agreed as a true and fair reflection of the Trust's risks.</p>	5	Chair
8.	<p>Finance Update and approval of Pay Policy 2022-23</p> <p>IP summarised the key points discussed at the Finance Committee meeting including the Pay Policy. The Finance Committee recommend the approval of the Pay Policy.</p> <p>AGREED: The board formally approved the Pay Policy 2022-23</p>	15	Chair
9.	<p>Membership of the Board of Directors</p> <p>LS, JRo & JRi left the room.</p> <p>It was noted that a condition of adopting Atwood Primary School, the Regional Schools Commissioner (RSC) had informed JRo, the Trust could only have 1 staff member as a Director.</p> <p>Directors had a lengthy discussion about the benefits of having both EPs sit on the board and other options available to them such as both EPs stepping down from their post as directors, whilst still attending meetings without voting rights and hybrid model where both would have a combined vote. Directors discussed</p>	10	Chair

	<p>legal implications of each option whilst keeping what is best for the Trust at the centre of their discussion. It was agreed that it was in the best interest of the Trust for both EPs to remain as Directors on the Board.</p> <p>ACTION 2: Co Chairs EW & RH to write to RSC to express the board's preference for both EPs to remain Directors.</p>		
10.	<p>Review of revised Articles of Association</p> <p>Agenda item to be deferred to next board meeting as Articles of Association may need to be amended according to the outcome of the letter to RSC as discussed in Item 9.</p>	15	RH
11.	<p>Facilities Update</p> <p>JRo reported that a lot of building work had been done last year across the Trust. A path at the front of Atwood Primary had been levelled out and some LED lighting had been installed. Planned works for Christmas holidays include maintenance work in the classrooms and building a Café at Atwood Primary School.</p> <ul style="list-style-type: none"> • Question 5: A director asked: <i>"Would you need to employ someone to run Café Atwood?"</i> • Answer 5: JRo explained that the café would be run internally and capital costs would be quickly recovered by sales. The café would also provide a space for enterprise opportunities for the children. <p>CK reported that the Atwood community have welcomed the Trust's approach. Parent feedback has been very positive especially the introduction of reading journals.</p> <ul style="list-style-type: none"> • Question 6: A director asked: <i>"Is there scope to make a profit from the building of the Willow Centre at EPS?"</i> • Answer 6: JRo clarified that the Willow Centre was mainly being used to facilitate external agencies such as financial education for parents, mental health support for both children and their families and baby yoga. It serves as a great opportunity for families with younger children to see the nursery and then to potentially choose this as their preferred provision. 	10	CEO
12.	<p>Academy Councils</p> <p>Directors confirmed they had received minutes from the most recent meeting for all schools except Atwood Primary School.</p> <ul style="list-style-type: none"> • Question 7: A director asked: <i>"How has the new structure for MAC meetings been received by Heads of School and MAC members?"</i> • Answer 7: LS reported that it was going well and good questioning and challenge had been modelled. In the spring term there will be a focus on pupil performance, behaviour and data analysis. 	10	Chair

	<p>A director noted that a lot of MAC meetings were still being held virtually. LS clarified that a more hybrid approach was being encouraged.</p> <p>JRo shared that he is working closely with Atwood Primary MACS to reduce the amount of data that is shared at meetings to ensure they remain strategic. It was noted that Atwood Primary school also have 1 more MAC meeting a year than the rest of the schools in the Trust.</p> <p>Action 3: JRo to circulate minutes from Atwood Primary School.</p>		
13.	<p>Correspondence to the chair</p> <p>None</p>	2	Chair
14.	<p>Confidential items</p> <p>None</p>	2	Chair
15.	<p>Any other business (notified to Chair/Clerk in advance)</p> <p>None</p>	2	Chair
16.	<p>Date for next meeting:</p> <p>Friday 19th May 2023 in person at 1:30pm</p> <p>The meeting closed at 4:07pm</p>	1	Chair
Signed as a true and accurate record of the meeting			
Chair's signature			
Chair's name			
Date			