



Company No.: 08036395

MINUTES

Non-Confidential minutes of the Eden Academy Board of Trustees, held via Teams on Tuesday 26th November 2024, starting at 6:30pm

Attendance:

Angela St. John	ASJ	Trustee
Anne Marie Neatham	AMN	Trustee
Barry Nolan	BN	Trustee (Chair)
Emily Ellington	EE	Trustee
Jane Inglese	JI	Trustee
John Moffat	JM	Trustee
Leena Dattani	LD	Trustee
Mari Ladu	ML	Trustee
Mary Canavan	MC	Trustee
Vicky Collis	VC	Trustee (Deputy Chair)
Also present		
Carley Holliman ¹	CH	Deputy CEO
Keith Holroyd	KJH	Head of Governance, Policy & Compliance; Clerk
Mike Holt	MH	Trustee designate
Susan Douglas	SD	CEO & Accounting Officer

The meeting was declared quorate.

Ref.	Discussions and decisions	Action
17/2024-25	Welcome, introductions and apologies and the Board's acceptance or rejection for any absences BN welcomed LD to her first meeting at Trustee, and MH who will be joining the Board imminently. Trustees and attendees introduced themselves. Trustees noted the new and revised portfolio assignments. BN welcomed CH to the meeting. There were no apologies, all Trustees being present.	

¹ To item 19

Ref.	Discussions and decisions	Action
	BN explained that the demonstration of Arbor had been deferred to the January meeting.	
18/2024-25	Declaration of interests and offer/receipt of gifts or hospitality There were no new declarations.	
19/2024-25	Excellence framework CH briefed Trustees on the new <i>Excellence Framework</i> which had been developed with all the members of the Education Executive Team (EET), drawing on the many strengths across the Trust and helping us to recognise what makes an excellent school. The framework aims to share experience and knowledge and build on the collective commitment to excellence in SEND education. It is not a deficit model but celebrates excellence and builds on the strong processes in place to help our schools, settings and satellites, enabling them to continue their journey to excellence. It is wider than the scope of the current Ofsted framework and puts us in a strong position to respond to future changes. Trustees noted the elements of the framework they can expect to see feature in future reporting. Trustees discussed the focus of school improvement activities undertaken across the year, and how this builds into the existing middle leaders and aspiring leaders programmes. Trustees also discussed potential barriers to implementation and welcomed that this has been positively received by Heads, although it was recognised that more work is required to embed this with middle and aspiring leaders, and with any new leaders joining the Trust, including new schools. Trustees very much welcomed the focus on sharing of excellent practice both within the Trust and outside and discussed the role of our hubs, groups and networks, along with a wider group of staff sharing this work outside the Trust. CH briefed Trustees on how the QA visits and Peer Review visits are undertaken and fit into the framework and how these will be reported. Evidence of excellence (risk assessment) meetings will take place termly with EET and Cabinet members, which will review all the information about each school, setting and satellite and will be summarised for Trustees; Trustees can expect to see the first of these at their January meeting. This will enable Trustees to receive even more high quality information on our schools. CH explained that the Peer Review process has also been refreshed and will benefit both the host school and the reviewer. Visits will on a specific aspect of the school, setting or satellite's school improvement and feedback will be reflected in the new succinct, insightful reporting arrangements. In a change to the previous arrangements, the host school will take responsibility for the feedback	

Ref.	Discussions and decisions	Action
	report, enabling them to better own the outcomes and agreed actions. Trustees noted that CH would welcome further feedback from Trustees on what they would like to see reported and how. <i>CH left the meeting</i>	
20/2024-25	Portfolio update - Standards VC briefed Trustees on her discussions with Carley Holiman (CH), Andrew Sanders (AS) and Kris Williams (KW) in the context of the reports previously circulated. VC noted the strides made both through the Excellence Framework and the implementation of Arbor, which Trustees will hear about in January. The importance of these will become even more important as the Trust continues to grow. Quality assurance – curriculum and provision VC reiterated the earlier message from CH that maintaining and developing excellence is an ongoing process and Trustees noted the examples of continued learning and development through the reports. Trustees questioned whether the QA reporting template should identify who the reviewers were. Arbor Trustees noted the value of the implementation of Arbor and how it providing school leaders with better data, supporting decision making in many areas. VC felt that it would also improve the SMI data available to Trustees. The system had also been demonstrated to LAB Chairs and those Trustees present at that meeting were very positive about its implementation. Trustees discussed how the various developments will assist schools in presenting data and information for Ofsted, particularly in relation to safeguarding. Pupil premium Trustees noted that the reports were written to a DfE template and the difficulties of planning across a 3-year period when the amounts received by schools varies from year-to-year, along with some of the examples of how funds are being positively used across the schools.	
21/2024-25	CEO report <i>Confidential minutes also refer.</i> SD provided some additional background and took questions from Trustees on her previously circulated report. Ofsted inspection feedback SD thanked all those Trustees and LAB Chairs who were involved in the 3 recent Ofsted inspections and was delighted with the outcomes for CAA and Moorcroft. The	

Ref.	Discussions and decisions	Action
	George Hastwell inspection was useful ahead of the school joining the Trust in 2025. HR matters Trustees noted the various workstreams underway supporting the Trust strategy.	
22/2024-25	Grangewood – proposed age range change until closure Trustees discussed the previously circulated paper, and: 1. Authorised the CEO to submit an application to the DfE to change the age range of Grangewood so that it includes Year 7 pupils from September 2025 until the school closes (i.e. changing the age range from 4 – 11 to 4 – 12), and 2. Authorised any Trustee to sign the required funding agreement variation	
23/2024-25	Portfolio update – Preparing for adulthood JM was unable to share his briefing at the meeting due to technical issues and it was agreed that he would provide a written update, to be circulated with the minutes. Action: Circulate written update with the minutes	JM & KJH
24/2024-25	Portfolio update - Finance AMN briefed Trustees on the discussions from the previous evening's Finance Committee meeting. Trustees noted the concerns around the cashflow at 2 of our schools. The committee had agreed interim arrangements to manage the cashflow issue at Hexham Priory in the short-term. Work is continuing on the budget and cashflow at Moorcroft and further meetings and discussions had already been held today which had identified some additional adjustments which can be made from the COO report previously circulated. Work will also continue with the local authority in terms of pupil bandings, and Trustees discussed how this is likely pan out given that their banding review will result in a redistribution of existing funds rather than any new funding.	
25/2024-25	Portfolio update - Safeguarding ML updated Trustees on her discussions with Andrew Sanders (AS) and current safeguarding matters including the implementation of the proposed new model medical policies. Trustees discussed how the implementation of these model policies will be monitored by the Board. Trustees questioned whether there national working groups which influenced these issues and noted that Carley now attends the principal one of these on behalf of the Trust.	

Ref.	Discussions and decisions	Action
26/2024-25	Portfolio update - HR MC updated Trustees on the recent Remunerations Committee discussions, and her work with the recruitment and retention working group. Decisions had been taken by RemCom in relation to senior leadership pay progression and ratified the Pay Policy to incorporate the teachers' pay award. A further revision would be considered by RemCom to incorporate the support staff national pay award which had not been agreed in time to be included in the policy received by the committee.	
27/2024-25	Board approval of the minutes of the previous meetings, actions and matters arising The minutes of the meeting held on 1 st October 2024 were approved .	
28/2024-25	Board Chair correspondence BN shared with Trustees, the contents of an unsolicited letter from the CEO of another Trust with feedback on SD. The contents were glowing, and Trustees were delighted to note the contents and recognised the sentiments expressed. Action: Circulate the letter to SD and Trustees.	BN

Ref.	Ratification items	Action
R3/2024-25	Whistleblowing policy Trustees noted the updated policy. Trustees ratified the policy.	
R4/2024-25	Single equalities policy Trustees noted the updated policy which includes new objectives and the addition of a new Equity, Diversity and Inclusion Trustee Portfolio. Trustees ratified the policy.	
R5/2024-25	Exclusions and suspensions policy Trustees noted the updated policy. Trustees ratified the policy.	
R6/2024-25	Grievance policy Trustees noted the updated policy. Trustees ratified the policy.	
R7/2024-25	Health & safety policy Trustees noted the updated policy. Trustees ratified the policy.	
R8/2024-25	Supporting pupils with medical needs model policy Trustees noted the new trust model policy which will be used by all schools and reflect local arrangements.	

Ref.	Ratification items	Action
	Trustees ratified the policy.	
R9/2024-25	Administration of medicines model policy Trustees noted the new trust model policy which will be used by all schools and reflect local arrangements. Trustees ratified the policy.	
R10/2024-25	First aid model policy Trustees noted the new trust model policy which will be used by all schools and reflect local arrangements. Trustees ratified the policy.	
R11/2024-25	Anaphylaxis management model policy Trustees noted the new trust model policy which will be used by all schools and reflect local arrangements. Trustees ratified the policy.	
R12/2024-25	Asthma management model policy Trustees noted the new trust model policy which will be used by all schools and reflect local arrangements. Trustees ratified the policy.	
R13/2024-25	Safer recruitment policy Trustees noted the updated policy. Trustees ratified the policy.	

Ref.	Information items	Action
I5/2024-25	Pay policy Trustees noted the policy which had been ratified by the Remuneration Committee	
I6/2024-25	Attendance policy Trustees noted the updated policy, which had been updated from the earlier version seen by Trustees, to bring it into line with new local and national guidance on penalty notices. It had been ratified by BN under Chair's Action so that it could be implemented immediately.	

There are confidential minutes for this meeting.

Meeting closed at 8:16pm

These minutes were agreed by the Board at its subsequent meeting on 28th January 2025

The Eden Academy Trust is a charitable company, limited
by guarantee, registered in England and Wales
Register number: 08036395

ACTION SUMMARY

Agenda item x/2024-25		Action	Who
23	Portfolio update – Preparing for adulthood	Circulate written update with the minutes	JM & KJH
28	Board Chair correspondence	Action: Circulate the letter to SD and Trustees.	BN

DECISION SUMMARY

Agenda item x/2024-25		Decision
22	Grangewood – proposed age range change until closure	Trustees: Authorised the CEO to submit an application to the DfE to change the age range of Grangewood so that it includes Year 7 pupils from September 2025 until the school closes (i.e. changing the age range from 4 – 11 to 4 – 12), and Authorised any Trustee to sign the required funding agreement variation
R3	Whistleblowing policy	Trustees ratified the policy.
R4	Single equalities policy	Trustees ratified the policy.
R5	Exclusions and suspensions policy	Trustees ratified the policy.
R6	Grievance policy	Trustees ratified the policy.
R7	Health & safety policy	Trustees ratified the policy.
R8	Supporting pupils with medical needs model policy	Trustees ratified the policy.
R9	Administration of medicines model policy	Trustees ratified the policy.
R10	First aid model policy	Trustees ratified the policy.

Agenda item x/2024-25		Decision
R11	Anaphylaxis management model policy	Trustees ratified the policy.
R12	Asthma management model policy	Trustees ratified the policy.
R13	Safer recruitment policy	Trustees ratified the policy.
I5	Pay policy	Trustees noted the policy which had been ratified by the Remuneration Committee
I6	Attendance policy	Trustees noted the updated policy, which had been ratified by BN under Chair's Action so that it could be implemented immediately.