

# Full Trustee Board Meeting (School Improvement Focus) 30.04.20

(virtual)

Full Trustee Board (School Improvement Focus) – Part I Minutes							
Date/Time	30 <sup>th</sup> April 2020 4.00pm	Location		Okehampton College			
Attendees	Initials			Attendees	Initials		
Philip Sanders	PS	Tania Skeaping	TS	Jeanette Savage	JS	Daryll Chapman	DC
John Lawlor	JL	Jane Dumeresque	JD	Graham Briscoe	GB	Rebecca Ledger	RL

<b>ACTIONS</b>
<b>DECISIONS</b>
<b>QUESTIONS AND CHALLENGES</b>

In Attendance	Initials	Minutes to
Susanne Kiff	SK	Attendees
Hazel Fox	HF	Apologies
Morgen Witzel	MW	
Melissa Trudgill	MT	

Meeting started at 4.10pm

Please note that Trustees agreed for the meeting to be recorded for minute taking and it was deleted on 4.5.20.

<b>1 - Apologies</b>
No apologies.
<b>2 – Welcome to new Trustee Morgen Witzel</b>
TS welcomed Morgen Witzel who has now been approved by Members and will become an active Trustee as soon as DBS checks are received.
<b>3 – Declaration of Interest</b>
All Trustees present were reminded to declare any conflict of interest that may arise during the meeting.
<b>4 – Agree and Sign off Previous Minutes</b>

**Minutes from:**

**Full Trustees meeting (Resources focus) held on 12<sup>th</sup> March 2020** were agreed and will be signed by TS in person when Covid 19 restrictions are lifted.

**5 – Matters Arising**

**Action Table:** Trustees reviewed the action table from the meeting on 12<sup>th</sup> March 2020 and MT will update the table to display actions completed.

- SK had heard back from the auditors regarding the Masons' query and it was confirmed that it was not necessary to declare this as a business interest.
- SK has had ongoing conversations with Headteachers regarding getting the budgets balanced. SK had spoken to ESFA about our draft 1 budgets for 20/21 and has to report back to them in a month about the budget positions. HF has also made it clear in meeting with Headteachers what the expectations are from Trustees and ESFA and so they have had very clear messages and are starting to take this on board. TS confirmed that at this stage there was no need to proceed with the TS, JD, DC and Headteachers' meetings.
- JD asked to roll forward the benchmarking meeting with JL and SK due to the current situation.
- TOR – **Q JL asked about this and TS and MT have decided to work on this in the autumn term after the results of the review. JL asked about the TOR discussion on the Audit Committee Agenda.** MT confirmed that the audit committee would need to proceed with reviewing and adopting its specific TOR as an annual requirement. However, it had been determined that although ACs had their TORs in place for the committees, they did not have one for their main board. MT had gathered advice from Babcock on this and an AC Main Board TOR could be drafted using the main roles and responsibilities listed within the SOD.

**5.1 CEO Update re Covid 19 (Operations)**

DC made the following points:

- TS echoed the meetings thoughts about what an excellent job DC and his team had done, during the COVID 19 crisis; it had been an amazing effort particularly with the FSM hamper scheme. **Q JL asked whether we were getting additional funding to provide the hampers?** SK confirmed that DMAT can claim the expenditure back from the government at the end, up to a cost of £15 per hamper. SK confirmed some weeks the hampers are costing more than others, but Sharon is monitoring the cost each week and it is coming in just under, on average. Holsworthy Primary School had approached DMAT to see if they could be included in the DMAT hamper scheme for an additional 100 hampers. This is a positive action, as the Trust is reaching more children and it is a good opportunity for the schools to be working together.
- **Q re exams - example of how the process will work and asked who the initials in the report were?** DC confirmed that this was an example showing how Okehampton College was going about this and the initials were colleagues working at the College. DC reminded the meeting that DMAT had not formally closed the schools; they have been kept open for vulnerable children and those of key workers but also for compliance reasons and so that any contractors understood that the schools are open even if there are no children present. There may be an expectation that after May Half Term, following a government instruction, to take children back in perhaps Y10 and Y12 for secondary school and primary Y5 and Y6. HF added that it may be more about the Government focusing on extending the range of key workers and their children to come back to schools or a staged return based on an economic basis so that siblings are catered for. We need to be considering compliance areas and the safeguarding of pupils, including considering the logistics of having pupils in a classroom whilst maintaining social distancing. DC also raised that PPE for staff will need to be thought about and the unknowns will be how many staff will be fit to return to work. DC said we need to be planning for this now and have the strategic oversight of the issues which need to be addressed but the Headteachers are best placed for considering the individual layouts of buildings and what modifications/considerations might be required, also the opportunities for numbers of staffing needed for the potential pupils and it will be very complex. **Q A Trustee requested reassurances about the safety of our staff before schools re-opened and Trustees should be aware of what is being planned.** HF said all the way through this crisis, at the forefront, has been the importance of the emotional well-being for pupils and staff and when in the buildings, the confidence that they would be safe and secure coming back to

school. HF has met regularly with SENCOs and PSHE leads and SK has sent out a remit of information for staff to look after their mental health. A Trustee suggested an emergency meeting before schools reopen so Trustees can be reassured of the staff and pupils' health and wellbeing.

**ACTION: An EGM for Trustees would be scheduled to discuss DMAT's plans to follow Government notice for children to return to schools. MW requested circulation of the summary of the plans beforehand.**

**Q A Trustee asked whether any colleagues has attended the Bishop Fleming webinar regarding Advice for Academies on the Covid 19 situation?** TS and GB had attended.

**Q A Trustee asked what steps has DMAT taken to review our Business Continuity Plan with reflection on what had worked well? What had not gone well? What actions should be added in and update it with lessons learnt.** SK said that it had not been revisited yet, but it would be a priority to review the Plan when the immediate crisis eased.

**ACTION: SK - to review the Business Continuity Plan in light of recent COVID 19 crisis with JS and GB.**  
TS thanked DC for the thorough report.

## 6 – School Improvement Focus

### 6.1 Vice CEO Report

#### School Improvement including:

- Monitor progress against the Trust Development Plan
- Risks identified

HF said that at the beginning of the year she had worked on Trust-wide objectives which covered everything from the financial function to communication etc and shared the actions with Trustees (Whole Trust Objectives – Strategic Plan). HF felt the need that it was now necessary to come up with a SI specific strategic plan. HF said she had looked at other Trust plans and felt that the objectives needed underpinning and put it onto solid ground; she had found the basis for this in some work which had been started (but not completed) based on the DfE SI recommended framework. The Executive Heads had benchmarked DMAT against this framework in Jan 2019 and it had not been done since and there is now a new framework which includes governance. HF did not benchmark the Trust on governance and thought it best to wait until after the review to benchmark this area. However, there was now clarification on the SI offer to Trust schools and clarity on information on school performance, which flows through from teachers to headteacher areas, where data is stored and what is the purpose of it. She has included in the SI strategy plan an implementation plan so Trustees can see when projects are completed by and who will lead them – HF will be delegating many of the actions and forming teams around them, but she will take overall responsibility for the delivery of them and by the deadlines. AT the end HF has included a heat map which relates to the self-assessment framework. She will add in what the different colours re rag rating means and will ensure there is consistency in the different ratings.

**Q A Trustee asked what 'heat' stands for?** It is relating to rag rating. HF wants to specify exactly what the different rag ratings means so all know exactly what a red rating means etc. HF will want to review where we are in September and then again in January after the Review and the appointment of the CEO.

**Q A Trustee asked if she could come back to HF with further questions?** HF welcomed further questions directly from trustees and invited Trustees to join with her at a later date to review the governance side of the framework and then fill that section in. HF said she has tried to ensure there is a focus on different sections of pupils within the plan i.e. SEN.

**Q When you look at the heat map – DMAT SI – in column 6 are you only talking about the governance aspects of SI or all governance?** HF confirmed that it was just within SI. Some Trustees believed that they would re-categorise SI from a governance point of view as red/amber rating rather than amber which HF had categorised it as. HF said she was committed to presenting data and reports which need to be accessible to Trustees so they can challenge effectively and she believes that more definition around the different ratings is required and understanding of the speed of movement on how the ratings change. A Trustee recommended using histograms to compare the schools within the MATs (column for each school) in the middle the National average and MAT average. HF has looked into this and has found that SCOMIS can provide effective histograms and has shown it to Headteachers online. HF wants all the key information easily accessible.

A Trustee said that since the change in meeting structure and not having the specific committees, perhaps as a Board, we have lost some of the SI focus and a replacement Trustee with SI focus needs to be selected to help this. The Chair would welcome a SI Trustee lead to come forward and work with HF who would welcome this input and touch base with her on a fortnightly basis.

A Trustee raised within the document entitled 'strategic details – SI plan summer 20-21' one of the visions was a cross phase approach from nursery child to aged 19 between, which she believed was one of the main benefits of a MAT and gives opportunities to develop the child right the way through the age groups. HF has been speaking cross phase to PSHE Leads and SENCOs about transitions; there is a major concern for next year's children from Y10-12 that there will be gaps in their knowledge following this period. HF will have a meeting shortly focusing on the learning gaps for Y6 and Y7 with teachers, including sex and relationship education which is often taught in the summer term despite good efforts to teach remotely. HF believes there is also a good time to have separate phase meetings.

**Q A Trustee considering the broad approach – there are mountains to climb within the report and asked HF whether she was confident that she would have the resources to achieve all the objectives? If not, what resources might you require?** HF said she had checked this out before writing the plan and identified some of the finance released from the removal of the SI adviser of the secondary schools, which HF wants to earmark for secondary as primaries have an SI lead. There is £15,000 in the plan allocated to improve the sharing of the talents and strengths already in the MAT, which at the moment, are not being shared effectively. There are ideas on how to facilitate this and understand what resources will be needed to achieve i.e. possibly identify additional external CPD or research led work input from outside the MAT and some of the funds spent on this. HF wants to look at the finance that is spent on SI and compare it to the impact on SI. She has been working with DTSE and has asked them to purchase equipment so we can deliver effective professional webinars (following training by HF and Neil Swaint). This current period may open our eyes to different ways for people to keep in touch and work on SI. HF is acutely aware of the untapped talent within the MAT and keeping the money in the classrooms where possible.

The Chair thanked HF for her excellent report with all its information and detail.

**ACTION: HF - to look at the governance elements of the SI capacity framework in a working group and email MT if you wish to volunteer**

**ACTION: To email MT if a Trustee wishes to become the SI Lead for the Trustee Board.**

## 7 Matters Brought Forward at the Direction of the Chair

### 7.1 Discuss Lydford Primary School - Forest School Shelter

SK wished to make Trustees aware of the project and that plans have been submitted for a small shelter on Lydford Primary's grounds. It was confirmed that the planning application has gone in and funds have been raised by the PTFA. SK said there were no financial implications but she wished to make Trustees aware.

**DECISION: Trustees noted and approved of the Lydford Primary School Shelter Project.**

PS made no comment as a member of the Dartmoor National Park Authority and Chair of the Planning Committee for the park and declared a potential interest although unlikely.

PS had noticed that there was a deficit of £170 in the project and said that if he was approached by the School as the Devon County Councillor for the area, that he would be pleased to consider a grant (to cover this deficit) from his locality budget. They would need to email him and he would send a form. **ACTION: PS will send the form and details to SK.**

**7.2 Financial Scheme of Delegation** – deferred to next meeting - 21.5.20. **Q A Trustee suggested that this should go to the audit committee.** It was confirmed that it was more appropriate to go to Full Trustees.

**7.3 Approval of Chair's Actions Document** – this had been circulated by email previously.

**DECISION: The Chair's Action document was formally approved and adopted by Trustees in the meeting.** MT asked if Trustees could sign the form, scan it, and send it by email or by post to MT's address.

**7.4 Appointment of Reserve Chair** – MT had received 2 volunteers who would share the Reserve Chair position – PS and JL. GB offered to support them in this position.

**DECISION: All approved the election of JL and PS as Reserve Chairs.**

**7.5 ESFA Letter to Academy Trusts Accounting Officers**

**DECISION: All Trustees had read and noted this letter from ESFA.**

## 8 Trustee Board

### 8.1 Report from SCA allocation meeting.

Trustees had read the minutes from the meeting and a Trustee commented what a good job SK had done in balancing the risk of Health and Safety of all schools with the needs at Tavistock.

**Q A Trustee had received the minutes and the individual projects breakdown but requested the spreadsheet which showed how much was available and how much was allocated.**

**ACTION: MT would send the spreadsheet which summarised the final figures and amounts allocated.**

### 8.2 Schools joining the Trust – St James C of E Primary School

TS highlighted that this matter would be discussed fully on 21.5.20 meeting. HF was writing a due diligence document to present at this meeting which will look at the risks. There are blockers at the moment preventing the transfer and HF is hopeful that some of the barriers may be resolved by this meeting. One of the requirements being sought is from the Okehampton Skills and Sports Trust for a written assurance to put the field back to its original state if planning permission is not forthcoming. HF has been reassured this is not a big hurdle and hopefully will be resolved.

Re governance of this academy – HF has become the interim Chair but IC has remained as a Trustee. SK has become the Company Secretary.

**ACTION: Request to clarify who is the accounting officer and make the appropriate changes with the ESFA.**

TS reiterated that there was no doubt regarding the will of the Trust to have St James within DMAT. Trustees would have to make that decision on 21.5 regarding the transfer with full information on the remaining barriers, pros and cons and aware of the risks involved.

**A Trustee wished to record that he would not agree with the transfer proceeding without the collateral warranties being in place.**

**Q A Trustee raised the planning issue and between Sport England's objections to the project and asked if there was any way that we could resolve this with a conference call?** A discussion ensued and trustees agreed that the preferred option was to get the planning permission, but if planning could not be obtained at the moment, then it would be returned to a useable field (for some of the year) and still push the planning in due course. Trustees agreed that we need a decision from the planning officer one way or another. A Trustee offered to contact the planning officer to discuss the issue.

**ACTION: PS will contact the planning officer to discuss the issue. JL will send PS the background note he has written on the issues involved.**

### 8.3 Full report from Safeguarding Lead with risks identified.

A Trustee asked for assurances from the Executive Team that the Safeguarding Policy is being acted out on the ground, during this current crisis. Safeguarding has been at the centre during this period and training given to children (before the schools closed when notification first came out) on internet safety. Guidance has also been issued to parents including video clips, signposting to websites and written guidance to make them aware. Re children being safe in the home, there has been a proactive approach in staff phoning the home and visits and seeing the children even if it is at windows and doorsteps. Each family have been risk rated re risk which is updated constantly. Staff are asking whether they need help, financial support, food and how they are coping – all feedback and monitoring is uploaded and recorded onto CPOMS and adjustments made to risk ratings if needed. Some children have been asked to come into school due to risks identified. EWOs are on board and go out and see children. Jane Lake is overseeing this and has supervised staff, gathered all the information on best practice available and sharing it all out across the MAT. HF feels assured that we have it covered.

**Q A Trustee asked whether there were designated safeguarding leads on school sites and are staff aware who it is?** HF responded yes there was, and designated staff (trained to level 3 in safeguarding) are available, on a rota and identified as being the contact with a number so staff at school sites can access them at all times.

The Lead Trustee for SEN asked the following questions:

- **Assurance required that SENCOs have been involved actively with the rag rating of those children and whether their SENs have been taken into consideration when asking whether these children should be at home or at school.**
- **Also, whether those children with EHCPs have been risk assessed and their provision considered?**
- **How many children with EHCPs were attending schools?** HF said she would find this information out.
- **Also, are the schools, aware that they have access to those other services as well EWOs e.g. Has the spreadsheet being circulated?** HF said there has been good information on financial help and Early Help and has been signposted on.

HF said that she has met with all the SENCOs, who have taken the lead in contacting children with SENs; they have made phone calls to these families and assessed risk and whether their needs can be met at home.

HF said that the delivering of hampers has had a good effect on building relationships and trust with these families.

**Q A Trustee asked whether there had been any situations where children had disappeared?** HF confirmed that there had been instances of this, particularly with transient families moving from place to place and not informing the school. HF said it was followed up until resolved and occasionally police would be involved if a safeguarding check was needed as well. HF reported that CPOMS was a system where concerns are recorded and monitored. Jane Lake has now been given an overall view of CPOMS so she can see the high-risk children across the MAT; this has enabled her to make challenges back to schools, when she has not seen the action required.

**ACTION: HF to confirm the numbers of children with EHCP plans who are attending school, although there was acknowledgement that these numbers would fluctuate.**

DC added that numbers attending schools fell away after the first couple of weeks. There had been 30-40 pupils initially and then not as many attending as the Government had envisaged (national trend). Those that are needing to travel (particularly those in care) is also an issue as they now cannot access the Schools. The contact with those children and parents/carers is fundamentally important to DMAT. HF is also looking into the transition period for those children with SEN back into schools and modifications to legislations to look more flexibly at how we can best meet those children's needs. SEN Lead Trustee reminded that it was still a statutory requirement to deliver the EHCPs although there has been a push to relax some of these statutory duties; it was important to be mindful once the restrictions are lifted and what that will mean in terms of delivery of EHCPs and parental expectations.

A Trustee emphasised the importance of a child's psychological needs being met once children have returned to school and that the fundamentals of ensuring that they are warm, clothed and fed and basic needs are met. Concerns were voiced about domestic violence rates haven risen and children experiencing some traumatic experiences at home; school was their constant safe place.

**Q Are there any concrete steps we need to be taking to cover these areas?** HF has pulled resources, which have been shared with staff re bereavement and PTSD type issues and ensured these are included in return plans. We are reaching out to external agencies and looking at the counselling available with time out for both children and staff. There is consideration of having additional sport and art provisions as an outlay for children's feelings. HF is researching and pointing the Headteachers and teachers in the right direction. Devon LA are keen to work with MATs and health and social care to assess where there can be joined up approach with cross services working together. JS said we need to know where to look and pull in areas to create our own picture. HF confirmed that she is talking to other MAT CEOs. DC said it was a disappointment that it has taken this crisis to make people recognise the importance of not trying to squeeze too many youngsters down an academic route which is not suited to them. There are other issues in life which need to be addressed as well as GCSEs and EBACCs, He believes that we have lost sight of personalising education to the needs of the child and recognising the importance of preparing children for all aspects of life, which has been lost through the inspection regime.

TS said that there would be an EGM for Trustees when there is the announcement for schools to open to further groups, in order to review compliance, safeguarding and respecting social distancing.

#### **8.4 Update on complaints process during Covid 19**

DC wished to make Trustees aware that in the 600 hampers plus extra 100 delivered each week, there was 1 complaint challenging DMAT to provide the food vouchers. The voucher has not been a successful scheme and therefore DC has responded that the Trust will not be changing the system as the current process is enabling the staff to maintain vital contact with disadvantaged families.

#### **8.5 Summer Term Governance Plans re Covid 19**

MT has been impressing on AC Boards that meetings need to continue to provide the appropriate challenges to their leaders – the meeting should be shorter and succinct and cover essential business. MT has been offering advice and training for holding the governance meetings virtually.

TS said there would be an update meeting with AC Chairs on 6.5.20. TS added that more communication was one of the main requests following the governance review. DC read out a thank you letter from a Tavistock member of staff for the DMAT Central/Executive Team for the support they have provided through this crisis. TS thanked the Executive Team and all the staff across the schools for everyone's great efforts in this period. Trustees endorsed this individually and had received positive feedback from communities.

There was a request to TS, as Chair, to write to all the Heads expressing the Trustees deep appreciation with all trustees' names added. DC and TS had actioned this after the last meeting but would keep up communications with staff in schools.

### **9. Policies/Documents – Review and Approve**

#### **9.1 Policy Updates Tracker**

**Noted and much appreciated.**

#### **9.2 Information Management and Policy Retention Schedule**

**DECISION: This Policy was approved.**

#### **9.3 Code of Conduct for Governors and Trustees**

Page 2 – setting the budget incorrect – CFO and Headteachers set the budget, Trustees should approve the budget. AC Boards monitor the budget Change in wording needed to ensure clarity.

**DECISION: Check with SOD and approval was given to delegate this policy approval to TS and NM subject to checks.**

#### **9.4 Disciplinary Policy (HR)**

Now mentioned Executive and Central Team – very clear and issues have been rectified.

TS noted there was still areas where Executive Team was missed (should be mentioned alongside the Central Team).

**DECISION: this was approved subject to these minor changes.**

#### **9.5 Attendance Policy**

**Q Do we or the LA issue the penalty notices?**

It was confirmed that it is the LA who issues the penalty notice to the parents. This needs clarification in the policy.

#### **9.6 Governor Visit Policy**

**Q A Trustee queried and wished to revisit the paragraph which stated that there should be no more than 1 visit a term**

Concern it was a bit restrictive. Plus, the line which states: each school one annual visit from all trustees – change to a trustee.

TS said we want to encourage visits but as long as they were at an appropriate time, with notice given and worthwhile.

Change it to a minimum of 1 visit per term.

**DECISION** Subject to these amendments made by NM, this policy was approved.

**9.7 E Safety Policy**

**DECISION:** This policy was approved.

**10 Academy Committee – Minutes**

Trustees noted the minutes from Holsworthy AC and thanked the clerk for forwarding them.

Typo on £400,000 supply budget should read £40,000.

**Q A Trustee asked if there should be a section within the AC minutes ‘questions/areas to raise for Trustees’?**

This should be included and if no issues raised for Trustees – should be completed with ‘There were no questions for Trustees from this meeting.’

**ACTION:** MT to remind all AC Clerks to include this section at the end of their minutes.

**11 – Date of Next Meetings (all virtual)**

**Audit Committee Meeting – 12.5.20**

**Final Review Meeting – 14.5.20**

**Full Trustee Meeting (resource focus) – 21.5.20**

**Action Table from 30/4/2020**

WHO	WHAT	WHEN
NM	To provide Records Management Policy for Trustees	When released
SK	To design and implement the Staff Absence Report for Summer Term	Summer Term
HF/DC	Update on attendance at Tavistock College, review the plan to raise attendance and feedback on attendance tracking and concerns.	Pending
HF/DC/ Sarah Jones	Request to Executive Team and Sarah Jones for the Summer 1 breakdown for SEN and PP within those attendance figures.	Pending
HF	To include timelines and layered information in her next Vice CEO report	DONE
JS	To write a report following her SEN visits to Okehampton and Holsworthy Colleges	ASAP
SK	To ask the auditors professional opinion on membership of the Masons and conflict of interests and report back to the Trustees at the next meeting.	DONE
MT/TS	To plan further and send out doodle poll for Trustees Strategic Development morning (after the review) ahead of time for dates at the end of May/June	N/A virtual meeting to discuss review findings instead.
AF	To investigate further the issues surrounding Tavistock Athletics track and to bring a report after finding out more information.	ASAP
DC/Jackie Adams	To provide a document tracking complaints so Trustees could easily see their progress through the system, once she had attended her training course.	Summer Term (now online course)
MT	To produce a yearly summary of meeting reviews by Trustees to understand common issues raised.	End of 2019-2020

DC	To produce a front summary page on next CEO report with risks and alerts highlighted to alert Trustees to matters of concern	Summer Term
HF/SK	To go back to Headteachers and Executive Headteachers as appropriate, for those schools showing a deficit for next year and explain to them that they will need to produce a plan to balance their budgets otherwise there will be a meeting with Trustees.	DONE
DC/TS/JD	To follow up with HF and SK after their meetings with the Headteachers (see above) to see if further meetings/action is required.	Not needed currently.
SK/JL/JD	To meet and review the benchmarking data.	ASAP
RL	To look at whether we can use other categories of risk and options for alternative layout.	ASAP
MT	To process Morgen Witzel Trustee application.	DONE
MT	To send out individual skills matrices for all Trustees to complete as an update to highlight any skills vacancies in the Trust Board as a whole.	DONE – awaiting some back
SK/DC	To email small schools discussion paper to PS.	DONE
SK/Gill Tremain	SK/Gill Tremain to revisit the HR policies to reflect our organisation and distribute to Trustees for final approval either by email or via a Trustee Meeting.	ASAP
MT/TS	To provide and work on a model TOR for the full AC boards.	Autumn Term after review
DC/TS/MT	To hold an EGM for Trustees to discuss DMAT's plans to follow Government notice for children to return to schools and to circulate a summary of the plans beforehand.	When required
SK	To review the Business Continuity Plan in light of recent COVID 19 crisis with JS and GB.	After Covid 19 crisis
HF	To look at the governance elements of the SI capacity framework in a working group- Trustees to email MT to volunteer.	ASAP
All Trustees	To email MT with nomination for the SI Lead for the Trustee Board.	ASAP
PS	To send locality budget grant form to SK to pass to Lydford Primary School for Shelter Project deficit.	ASAP
MT	To send out the SCA spreadsheet which summarised the final figures and amounts allocated.	ASAP
HF/SK	To clarify who is the accounting officer for ST James and make the appropriate changes with the ESFA.	ASAP
JL/PS	PS will contact the planning officer to have a conversation about this St James planning consent. JL will send PS the background note he has written on the issues involved.	ASAP
HF	To confirm the numbers of children with EHCP plans who are attending school, although there was acknowledgement that these numbers would fluctuate.	Next meeting 21.5.20
MT	To remind all AC Clerks to include section at the end of their minutes highlighting questions for Trustees.	ASAP