

MEETING OF THE ACADEMY TRUST BOARD

To be held at the School in Room V22 at 8.00am on Friday 5th July 2024

AGENDA

1. **Apologies for Absence**
2. **Declaration of Interests** – to declare any business interests or conflicts of interest additional to the Annual Register 2023-24, or the receipt of gifts or hospitality
3. **Minutes of the Board Meeting held on 22nd March 2024 & Trustee Conference on 8th June 2024** - to agree as a correct record (*attached x2*)
4. **Matters Arising** - to discuss any matters arising and not covered as a separate item
5. **Chairs' & Email Action** – to report items approved by the Chair of Trustees, committee chairs or approved by whole Board by email (*if required*) and any other governance email correspondence since the last meeting:
 - 5.1 - **Chairs' Action** – all chairs' actions taken since last meeting (*attached*)
 - 5.2 - **DfE & ESFA Letters** - to acknowledge receipt, if required (*None received since last meeting*)
 - 5.3 - **School Management Accounts** - to acknowledge receipt of School Financial Management Accounts for December to March 2024 (*Not included in agenda pack, all sent previously by email*)
6. **Academy Trust Matters:**
 - 6.1 - **Board Membership** – to review current trustee membership including terms of office, vacancies, & sub-committee membership (*attached x2*)
 - 6.2 - **Link Trustee Roles** – to note new responsibilities in Item 6.1
 - 6.3 - **Academy Board Meeting Dates 2024-25** – to approve proposed meeting dates (*attached*)
7. **Headteacher's Report to Trustees** – to receive (*attached*)
8. **Financial Matters** – to receive verbal update and approve the School Budget for 2024-25 and 3-Year Financial Forecast (*attached*)
9. **Capital Development** – to receive verbal update
10. **Audit Actions** – to receive Juniper Site HR Policy Audit Report (*attached*)
11. **School Development Plan** – to receive School Development Plan 2023-24 Final Review and SLT planning document for SDP 2024-25 (*attached x2*)
12. **GDPR** – to receive verbal report and ECC Information Governance Service Annual Report (*attached*)
13. **Risk Register** - to review and approve Board section of the CCHS Risk Register (*attached*)

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14. **School Activities - Residential Visits and One Day Overseas Trips** - to receive a summary of previously approved and newly proposed visits (*attached*)
15. **Trustee Reports:**
 - 15.1 **Trustee Visits** - to receive reports of formal visits by PRA and SMI since the last meeting (*attached x2*)
 - 15.2 **Trustee Training** - to receive verbal report and discuss opportunities for training or training taken
 - 15.3 **Safeguarding** - to receive verbal report from the Safeguarding Trustee (*attached*)
 - 15.4 **SEND** - to receive termly report from the SEND Trustee (*attached*)
 - 15.5 **Parents' Association Matters** - to receive a verbal report on PA activities from the Business Manager
 - 15.6 **Building a Future for our Community Committee** - to receive verbal report from the Academy Board representative
16. **Academy Board Sub-Committees** - to approve the minutes of the following sub-committee meetings and receive verbal reports from sub-committee chairs:
 - 16.1 Curriculum Committee - 15th May 2024 (*attached*)
 - 16.2 Facilities & Finance Committee - 24th April & 19th June 2024 (*attached x2*)
 - 16.3 Staff & Student Matters Committee - 13th March (*attached*) & 26th June 2024 (*if available*)
 - 16.4 Management Committee - 7th June 2024 (*attached*)
17. **School Activities - Residential Visits and One Day Overseas Trips** - to receive a summary of previously approved and newly proposed visits (*attached*)
18. **Any Other Urgent Business** (to be agreed with the Chair beforehand)
19. **Date of Next Meeting** - to agree the next Board meeting as 8.00am on Friday 18th October 2024