

MEETING OF THE ACADEMY TRUST BOARD

**To be held at the School in Room V22 and via Teams
at 8.00am on Friday 18th October 2024**

AGENDA

1. **Apologies for Absence**
2. **Declaration of Interests** – to declare any business interests or conflicts of interest additional to the Annual Register 2024-25, or the receipt of gifts or hospitality
3. **Appointment of Chair & Vice Chair of the Board** – to ratify appointment of Steve Miles as Chair and Svetlana Warhurst as Vice Chair for the academic year 2024-25, election process previously undertaken by email
4. **Minutes of the Meeting held on 5th July 2024** - to agree as a correct record (*attached*)
5. **Matters Arising** - to discuss any matters arising and not covered as a separate item meeting
6. **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:
 - 6.1. **Chairs' Action** – to note all chairs' actions taken since last meeting (*attached*)
 - 6.2. **DfE & ESFA Letters** - to acknowledge receipt of any letters since the last Board meeting (1) ESFA Accounting Officer letter dated 31st July 2024 & (2) ESFA Accounting Officer letter dated 11th September 2024 (*Not included in agenda pack, sent previously by email*)
 - 6.3. **School Management Accounts** - to acknowledge receipt of School Financial Management Accounts to July 2024 (*Not included in agenda pack, all sent previously by email*)
7. **Academy Trust Matters:**
 - 7.1 - **Academy Members** – to report any actions undertaken by Academy Member since the last meeting
 - 7.2 - **Academy Trust Membership** – to review current membership including terms of office, vacancies & Link Trustee roles, plus sub-committee membership (*attached x2*)
 - 7.3 - **Headteacher's Performance Review** - to agree the members of the Headteacher's Performance Review Panel and Review Officer for 2024-25 and the appointment of an external advisor, if required
8. **PRE-APPROVAL ITEM - Academy Board Governance Documents** - to review and re-approve (any amendments highlighted):
 - 8.1 - The terms of reference for the Academy Board (*attached*)
 - 8.2 - The terms of reference (11) for all Academy Board sub-committees: Management, Facilities & Finance, Staff & Student Matters, Curriculum, Staff Disciplinary & Staff Disciplinary Appeals, Staff Pay & Staff Pay Appeals, Trustee Panels & Trustee Panel Appeals and Year 12 Admissions Appeals (*attached*)
 - 8.3 - Academy Board Standing Orders (*attached*)
 - 8.4 - Academy Board Scheme of Delegation (*attached*)
 - 8.5 - Members & Trustees Code of Conduct (*attached*)
9. **Headteacher's Report to Trustees** – to receive the Headteacher's Report (*attached*)

PTO

Chelmsford County High School for Girls

10. **Financial Matters:**
 - 10.1 - To receive a verbal financial update
 - 10.2 - **PRE-APPROVAL ITEM** - To approve CCHS Financial Regulations 2024, including Trustees' Allowances Policy and Best Value Statement - date change only (*attached*)
11. **Capital Development** - to receive verbal update
12. **Audit Actions** - to note the Management Committee's decision to continue the use of Juniper Education as the School's independent internal scrutiny auditor for AY 2024-25 plus its scope of work for 2024-25 ie (1) Register of Business Interests and (2) Statutory information, policies & website (*attached*)
13. **Year 12 Admissions** - to receive Year 12 admissions information (*attached*)
14. **PRE-APPROVAL ITEM** - **CCHS Term Dates 2025-26** - to approve (*attached*)
15. **PRE-APPROVAL ITEM** - **Policies** - to receive and approve:
 - 15.1 - **Child Protection Policy** - previously approved by Chair's Action in September 2024 as required to be in place at the start of the new academic year, statutory, annual review (*attached*)
 - 15.2 - **Whistleblowing Policy** - statutory, annual review (*attached*)
 - 15.3 - **Admissions Policy 2026** - statutory, annual review - date changes only (*attached*)
16. **PRE-APPROVAL ITEM** - **Risk Register** - to review and approve Academy Board section of the Risk Register (*attached*)
17. **GDPR** - to receive verbal report
18. **School Activities - Residential Visits and One Day Overseas Trips** - to receive a summary of previously approved trips and approve newly proposed visits. (*attached*)
19. **Trustee Reports:**
 - 19.1 **Trustee Visits** - one formal visit since last meeting - MGU on 15 Jul 24 (*attached*)
 - 19.2 **Safeguarding** - to receive verbal report from the Safeguarding Link Trustee
 - 19.3 **SEND** - to receive report from the SEND Link Trustee (*attached*)
 - 19.4 **Parents' Association Matters** - to receive a verbal report on PA activities from the Business Manager
 - 19.5 **Building a Future for our Community Committee** - to receive verbal report from the Business Manager
20. **PRE-APPROVAL ITEM** - **Academy Board Sub-Committees** - to approve the minutes of the following sub-committee meetings and receive verbal reports from all sub-committee chairs:
 - 20.1 Staff & Student Matters Committee - 26th June 2024 (*attached*)
 - 20.2 Management Committee - 27th September 2024 (*attached*)
 - 20.3 Facilities & Finance Committee - 3rd October 2024 (*attached*)
21. **Additional Information** - to receive questions on:
 - 21.1 School Development Plan 2024-25 (*attached*)
 - 21.2 Public Examination Review 2024 including Leavers' Information (*attached*)
22. **Any Other Urgent Business** (to be agreed with the Chair beforehand)
23. **Date of Next Meeting** - to note Trustee Conference on Saturday 25th January 2025 and agree the next Academy Board meeting as 8.15am on Friday 28th March 2025