



THE PEGASUS ACADEMY TRUST
BOARD OF DIRECTORS' MEETING
MINUTES

Friday, December 8th 2023 at 13:30 pm

Meeting in person at Whitehorse Manor Junior School (with online attendees)

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

Clerked by:	Sonia Wesley
Supporting documents:	<ul style="list-style-type: none"> ● Agenda Board of Directors 08.12.23; ● Minutes of Board Meeting 20.10.23 including action log; ● Executive Principals' Report; ● Risk Register; ● Academy council meeting minutes.

	ITEM	Time	Lead
1.	Apologies for absence and confirmation of quorum:	2	Chair
1.1	Apologies received and accepted from JRi, GV & FF.		
1.2	The meeting was declared quorate.		
2.	Declaration of conflict of interest and annual update to register of interests	5	Chair
2.1	No conflicts of interest were declared. All pecuniary interest forms have been received however, new forms to be circulated to include anyone with a linear relationship. Action 1: Clerk to circulate new pecuniary interest forms.		
3.	Minutes of the previous meeting – 20th October 2023	5	Chair
3.1	Minutes of the previous meeting on 20 th October 2023 were accepted as accurate and approved. Question 1: A director asked: <i>"Is the fee refundable if we recruit a Director who resigns soon after recruitment?"</i> Answer 1: RH explained that the finder's fee is non-refundable once a Director had been recruited.		
4.	Matters arising and review of action log:		
4.1	Previous Actions 1. XV to undertake a skills audit for current Board members and identify skillsets for new candidates. Complete 5. Catering update to be provided by JRo at Autumn Finance meeting. Complete 6. RH to work with LS on a job description for COO – Ongoing, RH & LS to also look at the job description for CFO.		
4.2	New Actions 1. Outstanding pecuniary interest forms/signed code of conduct to be completed and sent to Clerk Complete (New action noted) 2. RH to initiate recruitment process through Governors for Schools' Trustee recruitment scheme. (Initiated - Ongoing) 3. RH, LS & JRo to discuss the Role of the Governance Professional at PAT - Ongoing		

	<p>4. Meetings to be arranged with MAC Chair's and Chair of BoD. - Ongoing</p> <p>5. JRo, RH & XV to draft a 1-page strategic overview - Ongoing</p>		
<p>5.</p> <p>5.1</p> <p>5.2</p> <p>5.3</p> <p>5.4</p>	<p>Executive Principals' Report including:</p> <p>a) Performance; b) School improvement; c) Governance; d) People & Leadership; e) Financial Stability; f) Ensuring our sites are safe, well maintained and compliant with relevant regulations.</p> <p>The report was summarised by JRo.</p> <p>A discussion was held around the "intent, implementation and impact" in the foundation subjects.</p> <p>Question 2: A director asked: <i>"How do you ensure subject time is balanced?"</i> Answer 2: LS clarified that SLT spend a lot of time ensuring any one subject does not dominate.</p> <p>Directors discussed the rising number of children with SEND and the option of recruiting more qualified SEND specialist teaching staff over support staff. It was noted that teaching staff pay rises are funded. JRo shared the potential to purchase a boxing gym in close proximity to Whitehorse Manor School with a view to increase capacity for children with SEND. Directors discussed the huge discrepancy in funding for children with SEND that attend a mainstream school vs those who attend a specialist provision and how the Trust could potentially provide a similar setting and receive the higher rate of funding.</p> <p>Action 2: JRo to look into SEND staffing and provision across the Trust and report to board at next meeting.</p> <p>Question 3: A director asked: <i>"We receive a lot of information about our disadvantaged students, what about the most able?"</i></p> <p>Action 3: Next Executive Principals' Report to include most able.</p> <p>JRo reported a possible solution to improve professional development for ECT through a database that tracks time spend on online training.</p> <p>JRo highlighted the increase in numbers for extended school provision particularly at Cypress Primary School. This service has been oversubscribed and the Trust intend to extend this provision.</p>	30	EPs
<p>6.</p> <p>6.1</p>	<p>Risk Register Review</p> <p>JRo summarised the Risk Register.</p>	5	LS

6.2	Directors discussed amber risk 4a) 'Failure to maintain adequate funding particularly in light of falling pupil rolls in schools'. JRo Reported Pupils rolls increased in 2022 and continue to increase in 2023. JRo also shared that there was an increase in the funding formula for schools with a split site.		
6.3	A director raised the point that the Cyber Essential accreditation should be included on the Risk Register. Action 4: Cyber Essential Accreditation to be added to the risk register. AGREED: The risk register was agreed as a true and fair reflection of the Trust's risks.		
7.	Membership of the Board of Directors	5	Chair
7.1	Chair reported that the process for recruitment had been initiated with a view to begin interviews in January.		
8.	Academy Councils	15	Chair
8.1	Directors confirmed they had received minutes from the most recent meeting for all schools except Beulah Infants School. Action 5: Clerk to circulate draft minutes for BINF.		
9.	Correspondence to the chair	5	Chair
9.1	None		
10.	Confidential items	5	Chair
10.1	Confidential item identified under AOB – Proposal of options for investment.		
11.	Any other business (notified to Chair/Clerk in advance)	15	CEO
11.1	Chair thanked EW & IP for their time served on the Board. Chair also thanked CFO and her team for all their hard work during the audit.		
11.2	Proposal of options for investment – See part B confidential minutes.		
12.	Date for next meeting:	1	Chair
12.1	Friday 24 th May 2024 at 1:30pm		
12.2	The meeting closed at 4:00pm		

Signed as a true and accurate record of the meeting	
Chair's name	
Chair's signature	
Date	

Summary of Actions – PAT Board Meeting 08/12/2023

No	Previous Actions	Who?	When?	Update?
6	RH to work with LS on a job description for COO & CFO	LS and RH	By spring 2024	Ongoing
2	RH to initiate recruitment process through Governors for Schools' Trustee recruitment scheme.	RH	Summer 2023	Initiated - ongoing
3	RH, LS & JRo to discuss the Role of the Governance Professional at PAT	JRo, LS & RH	Spring 2024	Ongoing
4	Meetings to be arranged with MAC Chair's and Chair of BoD.	RH	By spring 2024	Ongoing
5	JRo, RH & XV to draft a 1-page strategic overview.	JRo RH & XV	By Spring 2024	Ongoing

No	New Actions	Who?	When?	Update?
1	Clerk to circulate new pecuniary interest forms.	SW	January 2024	
2	JRo to look into SEND staffing and provision across the Trust and report to board at next meeting.	JRo	May 2024	
3	Next Executive Principals' Report to include most able.	JRo & LS	May 2024	
4	Cyber Essential Accreditation to be added to the risk register.	JRo	January 2024	
5	Clerk to circulate draft minutes for BINF.	SW	January 2024	
6	Draft Investment Policy	JRo & XV	May 2024	
7	Seek advice re financial investment	JRo	May 2024	