



THE PEGASUS ACADEMY TRUST
BOARD OF DIRECTORS' MEETING
MINUTES

Friday, May 24th 2024 at 13:30 pm

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

Directors		
Richard Hill (RH)	Director Chair of Board	Present
Xavier Villers (XV)	Director	Present via Google Meet
Gary Griffin (GG)	Director	Present
Nina Pogossova (NP)	Director	Present via Google Meet
Sasha Henry-Crawford (SHC)	Director	Present
Trust staff		
Jolyon Roberts (JR)	Executive Principal/CEO	Present
Lynne Sampson (LS)	Executive Principal	Present via Google Meet
John Yau (JY)	Chief Financial Officer	Present
Invited		
Marnie Hayward (MH)	Director	Present
Tracey Markham (TM)	Director	Present
Katy Bennett (KB)	Director	Apologies received

Clerked by:	Sonia Wesley
Supporting documents:	<ul style="list-style-type: none"> ● Agenda Board of Directors 24.05.2024; ● Draft Minutes of Board Meeting 08.12.2023 including action log and part B confidential minutes; ● Pegasus Academy Trust Strategic Goals; ● Executive Principals' Report; ● Terms of Reference; ● Draft PAT Investment Policy; ● Academy council meeting minutes; ● PAT and MAC meeting dates 2024-2025
Meeting closed at:	15:30

	ITEM	Lead
1.	Apologies for absence and confirmation of quorum:	Chair
1.1	Apologies received and accepted from KB.	
1.2	The meeting was declared quorate.	
2.	Declaration of conflict of interest and update to register of interests	Chair
2.1	No conflicts of interest were declared. Pecuniary Interest forms received from new Directors KB and MH.	
3.	Minutes of the previous meeting – 8th December 2023, matters arising and review of action log:	Chair
3.1	Minutes of the previous meeting on 8 th December 2023 including part B confidential items were accepted as accurate and approved.	
	Previous Actions	
	6. RH to work with LS on a job description for COO – Ongoing, RH & LS to also look at the job description for CFO. – Closed – New CFO recruited.	
	1. Outstanding pecuniary interest forms/signed code of conduct to be completed and sent to Clerk Complete (New action noted) – Closed – Updated forms to be circulated in September.	
	2. RH to initiate recruitment process through Governors for Schools’ Trustee recruitment scheme. Closed – New directors recruited (see agenda item 4)	
	3. RH, LS & JRo to discuss the Role of the Governance Professional at PAT - Ongoing	
	4. Meetings to be arranged with MAC Chair’s and Chair of BoD. - Ongoing	
	5. JRo, RH & XV to draft a 1-page strategic overview – Closed (see agenda item 5)	
	New Actions	
	1. Clerk to circulate new pecuniary interest forms - Closed – Updated forms to be circulated in September.	
	2. JRo to look into SEND staffing and provision across the Trust and report at next meeting – Closed – JR explained that a glitch had been identified in the system regarding some staff members who have multiple roles within the Trust. Currently salaries are charged to their main role, therefore it is difficult to identify the percentage allocated to their part time Ext Schools or SEND roles. The Trust is working on resolving this issue. A discussion was held around the recruitment of SEND specialist staff, it was noted that it was difficult to recruit and retain quality staff members in all areas in the current climate however, the Trust continue to hold interviews and actively search for suitable candidates for current vacancies.	
	3. Executive Principals’ report to include most able Closed – see agenda item	
	4. Cyber Essential Accreditation to be added to the risk register – Closed	

	<p>5. Clerk to circulate draft minutes for BINF - Closed</p> <p>6. Draft Investment policy – Closed see agenda item 7</p> <p>7. Seek advice re Financial investment – Closed – See agenda item 7</p>	
<p>4.</p> <p>4.1</p>	<p>Appointment of new Directors</p> <p>Chair introduced and welcomed the new Directors TM and MH (who were present) and KB in her absence. Directors had met all three new members of the Board at the Annual Governance Day held on 02.05.2024.</p> <p>RESOLUTION: Appointment of TM, KB and MH as co-opted Directors was supported and agreed by all members of the board.</p> <p>ACTION 1: Company secretary to notify Companies House of new appointments within 14 days.</p>	
<p>5.</p> <p>5.1</p> <p>5.2</p> <p>5.3</p>	<p>PAT Strategic Goals</p> <p>Chair summarised the PAT Strategic Goals and suggested that action points should be included.</p> <p>JR pointed out that there are ongoing actions on the SIP which relate to these goals;</p> <ol style="list-style-type: none"> 1. PAT is continuously reviewing and developing the educational experience of all pupils. 2. The understanding of environmental challenges and potential solutions are taught through gardening/forest school and renewable power and the environment are integrated into the curriculum across all year groups; 3. JR reported that the Trust is currently working on setting up a new CPD IT platform called 'Schoot' where staff will be able to access training at all levels. The Trust has currently developed four courses which include Makaton and Behaviour Management which will be up and running by September 2024; 4. To value the diversity of our communities – this is a current focus for the Trust alongside goal 3; 5. Updates to buildings and facilities across the Trust are included in every Executive Principals' report; 6. Financial Stability is a standing item of every agenda; 7. To seek opportunities to enlarge the Trust to move towards the goal of having ten schools within the Trust – Executive Principals actively seek opportunities to expand. <p>A discussion was held around how progress would be reviewed. It was suggested that one or two goals would be a focus for each year and progress could be reported through the Executive Principals' report each term.</p> <p>Question 1: A director asked if the strategic goals were linked in any way to the Risk Register.</p> <p>Answer 1: JR explained that once the goals had been approved and adopted they would be added to the Risk Register.</p>	

5.4	<p>JR shared that he felt it was important to capture and demonstrate what makes working for PAT different from other organisations. He highlighted that a key feature for PAT staff was being a 'Pegasus Person' encompassing the PAT core values. Staff often comment on the quality of training they have received in comparison to other organisations.</p> <p>AGREED: The board agreed to adopt the PAT Strategic Goals</p> <p>ACTION 2: PAT to focus on Goal 3 (Staff professional development). JR and RH to work on 'Schoot' materials, explaining Directors strategic goals to staff, and report progress in future Executive Principals' reports</p>	
6.	<p>Executive Principals' Report including:</p> <ul style="list-style-type: none"> a) Performance, provision for the more able and attendance; b) School improvement; c) Governance; d) People & Leadership; e) Financial Sustainability; f) Premises Update; g) Ethos of the Trust <p>6.1 LS summarised the EPs' Report highlighting that there had been a successful Ofsted inspection at WHINF. This means that all PAT schools including Thornton Heath Nursery are now judged to be good, many with outstanding elements.</p> <p>6.2 JR expanded on provision for the more able pupils, highlighting the Maths Mastery Scheme which allows greater depth at in infinite level.</p> <p>Question 2: A director asked: "<i>Why is WHINF's attendance below National Average?</i>"</p> <p>Answer 2: SW (Clerk who is also the Trust's EWO) explained that WHINF is the largest infant school in the Trust and younger children tend to have the highest absence relating to illness ratio. WHINF has more vulnerable families with complex needs. EWO works very closely with the onsite family support worker, social care, the local authority, CAMHs and other external agencies to provide support. WHINF also has the highest number of children with profound SEND, some of which are on temporary reduced timetables awaiting placement in specialist provision. EWO meets weekly with HoS and other key staff to address attendance issues and works closely with families to close the gap.</p> <p>6.3 LS thanked Directors for attending the Annual Governance Day. It was noted that smaller groups may work better when touring the schools should the event be repeated in the future</p> <p>6.4 JY and JR reported that they are currently looking at reducing energy costs across the Trust slowly switching to green energy in line with PAT Strategic Goals. It was noted that energy is the biggest cost to the Trust after staffing.</p> <p>6.5 JR requested the Board's approval for planned summer work to commence which has an estimated cost of £60k. This would be to support the very popular ASC provision at CYP Lower and would be funded from monies that Ext Schs provision across the Trust has made since COVID.</p>	EPs

<p>6.6</p> <p>6.7</p>	<p>AGREED: The board agreed and approved the estimated expenditure of £60k to complete planned summer works on the community room at CYP Lower</p> <p>A discussion was held around the residential trip to Cuffley AFC. JR reported that he had circulated the risk assessment for the trip to both Chair of the board and Chair of the Finance Committee. Both the Chair of the board and Chair of the Finance Committee shared details of the risk assessment.</p> <p>AGREED: The board agreed that the risk assessment for the residential trip to Cuffley AFC was robust, comprehensive and ensures the safety of the children in attendance.</p> <p>Question 3: A director asked: <i>"What provision is offered to those children who are unable to attend?"</i></p> <p>Answer 3: JR explained that arrangements are made for those vulnerable families who are unable to attend due to lack of finances. PPG funding contributions are sometimes used, pupils eligible for funding do not pay more than 50% of the total cost. If lack of finance is identified as a barrier to attending a compromise is always reached. Other fun activities are organised at school for those who are unable to/do not wish to attend.</p> <p>A discussion was held around the recent media coverage around RSE under the age of 9. It was noted that any action that was made statutory would be followed. JR concluded that the Trust's SRE curriculum was based on respect.</p>	
<p>7.</p> <p>7.1</p> <p>7.2</p>	<p>Review/ Approval of Policies;</p> <p>a) Investment Policy</p> <p>XV summarised the purpose of the Investment Policy and that the Finance Committee recommends its approval. JY reported that the new investment structure estimates a profit of £80,000 compared to last year's profit of £31,000.</p> <p>APPROVED: The board ratified the Investment Policy.</p> <p>b) Terms of Reference</p> <p>It was agreed that the Terms of Reference would be deferred to the next board meeting on 05.07.2024 due to this item being deferred at the last Finance Committee meeting.</p>	<p>Chair</p>
<p>8.</p> <p>8.1</p> <p>8.2</p>	<p>Finance Update</p> <p>XV summarised key points discussed at Finance Committee meeting including the risks of an over reserved Trust.</p> <p>JY reported that he was currently working on the 2024/25 budget, particularly scrutinising recharges and the methodology of the allocation of funds for Whitehorse Manor Brigstock site. Locality SEND Spend (LLS) funding has now been added to the budget as it has been established for two years and future income can be estimated. The budget will be presented at the next board meeting on 05.07.2024 for approval.</p>	<p>XV CFO JR</p>

<p>9.</p> <p>9.1</p> <p>9.2</p> <p>9.3</p>	<p>Academy Councils</p> <p>Directors confirmed they had received minutes from the most recent meeting for all schools.</p> <p>Chair highlighted that many schools had reported a high number of in year transfers with EAL/SEND and many children who were new to education in conjunction with the impact of COVID which is likely to have impact on KS2 SATs results. JR reported that a significant amount of funding was being used to support these pupils particularly in Early Years and KS1. Premises works to support these pupils were also in progress particularly at ATW, BINF and WHINF where numbers were particularly high including additional doors and safe spaces to assist with transitions.</p> <p>A Director suggested that questions were made clearer in future MAC meeting minutes.</p> <p>ACTION 3: Feedback around questions being highlighted in MAC Minutes to be given to Clerk</p>	<p>Chair</p>
<p>10.</p> <p>10.1</p>	<p>Correspondence to the chair</p> <p>See part B confidential minutes.</p>	<p>Chair</p>
<p>11.</p> <p>11.1</p>	<p>Confidential items</p> <p>Confidential item identified under agenda item 10.</p>	<p>Chair</p>
<p>12.</p> <p>12.1</p>	<p>Any other business (notified to Chair/Clerk in advance)</p> <p>None</p>	<p>Chair</p>
<p>13.</p> <p>13.1</p> <p>13.2</p>	<p>Date for next meeting:</p> <p>Friday 5th July 2024 at 1:30pm at Whitehorse Manor School. BoD and MAC meeting dates for 2024-2025 agreed.</p> <p>The meeting closed at 3.30pm</p>	<p>Chair</p>

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

Summary of Actions – PAT Board Meeting 24/05/2024

No	Previous Actions	Who?	When?	Update?
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 Chairs and Chair of BoD.	RH	By spring 2024	Ongoing – Initiated, awaiting dates
6	Draft Investment Policy	JRo & XV	May 2024	Closed
7	Seek advice re financial investment	JRo	May 2024	Closed

No	New Actions	Who?	When?	Update?
1	Company secretary to notify Companies House of newly appointed directors.	JY	Must be submitted by 07.06.2024	
2	PAT to focus on Goal 3 of PAT Strategic Goals (Staff professional development). JR and RH to work on 'Schoot' materials and report progress in Executive Principals' reports.	JR & RH	Progress to be reported termly via EP Report	
3	Feedback around questions being highlighted in MAC Minutes to be given to Clerk	LS		