

# **BOARD OF TRUSTEES OF THE CITY OF LONDON ACADEMIES TRUST**

**Thursday, 9 July 2020**

**Minutes of the virtual meeting of the Board of Trustees of the City of London Academies Trust held via Microsoft Teams at 9.00 am**

## **Present**

### **Members:**

Tijs Broeke (Chair)	Andrew McMurtrie
Roy Blackwell (Vice-Chair)	Rehana Ameer
Peter Bennett	Edward Benzecry
Ann Holmes	Dawn Elliott
Deputy Clare James	Lucas Green

### **Officers:**

Kerry Nicholls	- Clerk
Chandni Tanna	- Media Officer (COL)
Bukola Soyombo	- Senior Technology Support Partner (COL)
Gerald Mehrtens	- Director of Academy Development (COL)
Mark Emmerson	- Chief Executive
Claire Hersey	- Chief Financial Officer
Katyryna Zamulinskyj	- Human Resources Director
Smith Umoren	- Director of Estates and Facilities Management
Billy Harvey	- Director of ICT

### **Also Present:**

Caroline Haines

#### **1. APOLOGIES**

There were no apologies.

#### **2. DECLARATIONS**

Roy Blackwell declared that he was the Chair of the Local Governing Body of the City of London Academy Highgate Hill.

Tijs Broeke declared that he was the Deputy Chair of the Board of Governors of the City Academy, Hackney.

Dawn Elliott declared that she was the Chair of the Board of Governors of the City Academy, Hackney.

Lucas Green declared that he was the Chair of the Local Advisory Board of Galleywall Primary City of London Academy.

Caroline Haines declared that she was the Chair of the Local Governing Body of Newham Collegiate Sixth Form.

Ann Holmes declared that she was the Chair of the Local Governing Body of the City of London Primary Academy Islington.

3. **ELECTION OF CHAIR**

An election for Chair was conducted in line with Article 82. Tijs Broeke, being the only Trustee willing to serve, was elected Chair for the remainder of the academic year.

The Chair led the Board of Trustees in thanking Andrew McMurtrie, the outgoing Chair, for his outstanding leadership of the City of London Academies Board of Trustees. Ann Holmes would also be standing down as a Trustee shortly and the Chair offered his thanks for her excellent contribution. It was noted that Caroline Haines was attending the meeting as an Observer with a view to becoming a Sponsor Trustee for the 2020-21 academic year and would bring a wealth of experience of education to the Board of Trustees.

4. **MINUTES**

**RESOLVED**, that the public minutes and non-public summary of the meeting held on 19 March 2020 be approved as a correct record.

5. **COMMITTEE MINUTES**

a) **Minutes of the Finance, Audit and Risk Committee**

**RESOLVED**, that the public minutes and non-public summary of the Finance, Audit and Risk Committee meeting held on 1 July 2020 be received.

b) **Minutes of the Standards and Accountability Committee**

**RESOLVED**, that the public minutes and non-public summary of the Standards and Accountability Committee meeting held on 30 April 2020 be received.

6. **APPOINTMENT OF CO-OPTED TRUSTEE**

Trustees considered a report of the Clerk regarding the reappointment of a Co-opted Trustee for a four-year term.

Trustees noted that the Trustee had made an excellent contribution to the Board of Trustees during her four-year term and served as the Chair of the Board of Governors of the City Academy, Hackney which was anticipated to join the City of London Academies Trust for the 2020-21 academic year.

**RESOLVED**, that Dawn Elliott be reappointed as a Co-opted Trustee of the City of London Academies Trust for a term of four years commencing 9 July 2020.

7. **POLICIES FOR THE TRUST**

Trustees considered a report of the Chief Financial Officer presenting policies for the Trust for approval and the following point was made:

- The Finance, Audit and Risk had considered the proposed finance policies for the Trust at its meeting on 1 July 2020 and had requested

that the new Expenses Claim Policy be re-drafted and presented to the meeting of the Board of Trustees on 3 September 2020 for approval.

**RESOLVED**, that:

- The following updated policies be approved:
  - Finance Policy;
  - Procurement and Tendering Policy;
  - Gifts and Hospitality Policy;
  - Charging and Remissions Policy;
  - Reserves Policy;
  - Investment Policy;
  - Whistleblowing Policy;
  - Freedom of Information Policy;
  - Data Protection Policy;
  - Records Retention;
  - Code of Conduct;
  - No Smoking policy (new); and
  - Policy for Supporting Pupils with Medical Conditions.
  
- The Expenses Claim Policy be re-drafted and considered at the meeting of the Board of Trustees on 3 September 2020 for approval.

**8. COLAT ACADEMIES DEVELOPMENT PROGRAMME - UPDATE**

Trustees considered a report of the Director of Academy Development on the Academies Development Programme and the following points were made:

- Arrangements for the transfer of the City of London Corporation's two co-sponsored academies, the City Academy, Hackney and the City of London Academy Islington to the City of London Academies Trust were underway and the following points were made:
  - A Trustee reported that the Finance, Audit and Risk Committee had discussed outstanding matters on property and pensions issues at its meeting on 1 July 2020, and had been advised that work was underway to resolve these, including the transfer of the schools' leases to the Trust. The freeholders of both schools had given consent for the transfer of leases and this work was on target to be completed by the end of July 2020, when the Department for Education would be approached for final sign-off. The pension scheme liabilities of the two academies would be underwritten by the Education and Skills Funding Agency. Updates on agreeing the transfer of the leases would be reported to the Chairs of the Board of Trustees and the Finance, Audit and Risk Committee when available.
  - Condition surveys of the two schools had identified that they were in generally good condition, but a separate fire risk assessment would be completed for both academies. The Trust's School Condition

Allocation funding would increase for future years to fund capital works across the Trust's increasing number of academies.

- In considering the size of the Local Governing Body of the City of London Academy Islington, Trustees noted how this varied from the Trust's recommended model. The Chief Executive Officer suggested that the Trust put its case for a smaller Governance model at the annual meeting with the strategic partners. A Governance Self-Review was underway across the Trust which could offer a vehicle by which the new academies could review current arrangements and the Scheme of Delegation also promoted consistency of practice across the Trust.
- Trustees discussed the commitment of the City, University of London and KPMG to continue as 'Strategic Partners' to the City of London Academy Islington and the City Academy, Hackney respectively. Discussions were underway on how these organisations could best be supported to maintain strong links with both their individual academy partners and the wider Trust moving forward.
- Discussions on the progress of academy capital builds would be considered in the non-public agenda under Item 16: CoLAT Academies Development Programme - Update - Non-Public Appendices.

**RESOLVED**, that:

- The Legal Due Diligence reports for the City of London Academy Islington and the City Academy, Hackney to inform the Board of Directors and Board of Trustees decision to transfer these academies undertakings into the City of London Academies Trust be noted;
- The necessary resolutions to accept the transfer of the City of London Academy Islington and the City Academy, Hackney undertakings to the City of London Academies Trust by 1 September 2020 be approved;
- The proposed membership of the Local Governing Bodies of the City of London Academy Islington and the City Academy, Hackney, which would be outside the 'model' for Local Governing Bodies within the City of London Academies Trust as previously endorsed by the City of London Corporation be approved and the appointment of the Chair of governors for each Local Governing Body be approved (subject to the decision of the Education Board); and,
- It be agreed that City, University of London in respect of the City of London Academy Islington, and KPMG in respect of the City Academy, Hackney, should continue as 'Strategic Partners' to these academies after the undertakings are transferred to the City of London Academies Trust and that authority be delegated to the Chief Executive Officer in consultation with the Chair and Deputy Chair of the Board of Trustees to negotiate and agree the terms of the Memorandum of Understanding,

and to sign the document, in each case on behalf of the City of London Academies Trust, subject to the decision of the Education Board.

9. **SCHOOL PLACES DEMAND PROJECTIONS**

Trustees considered a report of the Director of Academy Development on school places demand projections and the following point was made:

- The demand for school places was projected to be variable across the geographical area covered by the City of London Academies Trust in the short to medium term but it was anticipated that demand would continue to be strong for schools judged to be an “Outstanding” provision.

**RESOLVED**, that the demand for school places for primary and secondary schools in relation to existing City of London academies, and potential further academy expansion be noted.

10. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**

There were no questions.

11. **ANY OTHER BUSINESS**

There was one item of other business.

The Chair expressed gratitude to Trustees and the CoLAT Central Team for the excellent work undertaken over the 2019-20 academic year. The Chair gave particular thanks to both teaching and support staff within the Trust’s academies for their work in keeping schools open and helping both pupils and their local communities during the COVID-19 pandemic.

12. **EXCLUSION OF THE PUBLIC**

**RESOLVED**, that the public be excluded from the following items of business.

13. **NON-PUBLIC MINUTES**

**RESOLVED**, that the non-public minutes of the meeting held on 19 March 2020 be approved as a correct record.

14. **NON-PUBLIC COMMITTEE MINUTES**

a) **Non-Public Minutes of the Finance, Audit and Risk Committee**

**RESOLVED**, that the non-public minutes of the Finance, Audit and Risk Committee meeting held on 1 July 2020 be received.

b) **Non-Public Minutes of the Standards and Accountability Committee**

**RESOLVED**, that the non-public minutes of the Standards and Accountability Committee meeting held on 30 April 2020 be received.

15. **OUTSTANDING ITEMS**

Trustees considered a report of the Clerk setting out outstanding actions from previous meetings.

16. **COLAT ACADEMIES DEVELOPMENT PROGRAMME - UPDATE - NON-PUBLIC APPENDICES**  
Trustees considered non-public appendices for Item 8: CoLAT Academies Development Programme – Update.
17. **APPOINTMENTS TO LOCAL GOVERNING BODIES AND APPOINTMENT OF CHAIRS TO LOCAL GOVERNING BODIES**  
Trustees considered a report of the Clerk setting out proposed appointments to Local Governing Bodies and appointment of Chairs to Local Governing Bodies.
18. **CEO EXECUTIVE SUMMARY**  
Trustees considered an Executive Summary of the Chief Executive Officer.
19. **COVID-19 UPDATE AND RECOVERY PLAN**  
Trustees considered a report of the Chief Executive Officer providing a COVID-19 update and proposed recovery plan.
20. **SCHEME OF DELEGATION ANNUAL UPDATE**  
Trustees considered a report of the Chief Executive Officer setting out the annual update of the Scheme of Delegation.
21. **STRATEGIC PLAN REVIEW 2020-24**  
Trustees considered a report of the Chief Executive Officer presenting the Strategic Plan Review 2020-24.
22. **CHIEF FINANCIAL OFFICER'S UPDATE**  
Trustees considered an update report of the Chief Financial Officer.
23. **HUMAN RESOURCES UPDATE**  
Trustees considered an update report of the Human Resources Director.
24. **COLAT SCHOOLS SAFEGUARDING MONITORING UPDATE**  
Trustees considered a report of the Chief Executive Officer providing an update on safeguarding monitoring.
25. **TRUST SCHOOLS' CALCULATED GRADES**  
Trustees considered a report of the Chief Executive Officer on Trust Schools' calculated grades.
26. **PRE-APPRENTICESHIP PROVISION UPDATE**  
Trustees considered a report of the Chief Executive Officer presenting an update on the proposed Pre-Apprenticeship provision.
27. **ICT UPDATE**  
Trustees considered an update report of the Director of Information Communication and Technology.
28. **ESTATES AND FACILITIES UPDATE ON TRUST SCHOOLS**  
Trustees considered a report of the Director of Estates and Facilities Management.

**29. NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**

There were no non-public questions.

**30. ANY OTHER BUSINESS THAT THE CHAIR CONSIDERS URGENT AND TRUSTEES AGREE SHOULD BE CONSIDERED WHEN THE PUBLIC ARE EXCLUDED**

There was no other business.

**31. CONFIDENTIAL MINUTES**

**RESOLVED**, that the confidential minutes of the meeting held on 19 March 2020 be approved as a correct record.

**32. CONFIDENTIAL COMMITTEE MINUTES**

a) **Confidential Minutes of the Finance, Audit and Risk Committee**

**RESOLVED**, that the confidential minutes of the Finance, Audit and Risk Committee meeting held on 1 July 2020 be received.

b) **Confidential Minutes of the Standards and Accountability Committee on 30 April 2020**

**RESOLVED**, that the confidential minutes of the Standards and Accountability Committee meeting held on 30 April 2020 be received.

**33. APPOINTMENTS TO LOCAL GOVERNING BODIES AND APPOINTMENT OF CHAIRS TO LOCAL GOVERNING BODIES - CONFIDENTIAL APPENDICES**

Trustees considered confidential appendices for Item 17: Appointments to Local Governing Bodies and Appointment of Chairs to Local Governing Bodies.

**34. CHIEF FINANCIAL OFFICER'S UPDATE - EXTRACT FROM NON-PUBLIC REPORT**

Trustees considered a confidential extract from Item 22: Chief Financial Officer's Update.

**35. COLAT SCHOOLS SAFEGUARDING MONITORING UPDATE - EXTRACT FROM NON-PUBLIC REPORT**

Trustees considered a confidential extract from Item 24: CoLAT Schools Safeguarding Monitoring Update.

**36. HUMAN RESOURCES UPDATE – CONFIDENTIAL STAFFING UPDATE**

Trustees heard an update of the Human Resources Director.

**The meeting closed at 11.10 am**

-----  
Chair

**Contact Officer: Kerry Nicholls**  
**Kerry.Nicholls@cityoflondon.gov.uk**