

BOARD OF TRUSTEES OF THE CITY OF LONDON ACADEMIES TRUST

Thursday, 3 September 2020

Minutes of the 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)	Rehana Ameer
Roy Blackwell (Vice-Chair)	Edward Benzecry
Peter Bennett	Dawn Elliott
Caroline Haines	Lucas Green
Deputy Edward Lord	

Officers:

Kerry Nicholls	- Clerk
Chandni Tanna	- Media Officer (COL)
James Gibson	- Technology Support Officer (COL)
Ellen Wentworth	- Technology Support Officer (COL)
Gerald Mehrtens	- Director of Academy Development (COL)
Mark Emmerson	- Chief Executive Officer
Claire Hersey	- Chief Financial Officer
Smith Umoren	- Director of Estates and Facilities Management
Clare Verga	- Chief Standards Officer

1. APOLOGIES

Apologies for absence were received from Deputy Clare James.

The Chair led the Board in welcoming Caroline Haines and Deputy Edward Lord who had recently become Trustees and Clare Verga, Chief Standards Officer to their first meeting of the Board.

The Chair was pleased to announce that the City of London Academy Islington and The City Academy, Hackney had now joined the City of London Academies Trust. The Chair led the Board in thanking officers of the City of London Corporation and the City of London Academies Trust as well as leaders and Governors of the two schools for their excellent work in supporting the transfer. The Chair noted that the City University, London and KPMG, would continue to support the City of London Academy Islington and The City Academy, Hackney as strategic partners, respectively.

2. DECLARATIONS

There were no declarations.

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 ensuing year.

4. **ELECTION OF VICE-CHAIR**

An election for Vice-Chair was conducted, in line with Article 82. Roy Blackwell, being the only Trustee willing to serve, was elected Vice-Chair for the ensuing year.

5. **MINUTES**

In considering Minute 8: CoLAT Academies Development Programme – Update, the Chief Executive Officer confirmed that condition surveys of the City of London Academy Islington and The City Academy, Hackney had been completed prior to the schools joining the Trust. Work was underway to arrange fire risk assessments for both academies and an update would be provided to the Board when available.

RESOLVED, that the minutes of the meeting held on 9 July 2020 be approved as a correct record.

6. **APPOINTMENT OF COMMITTEES 2020-21**

Trustees considered a report of the Clerk regarding the appointment of the Board's committees for the 2020-21 academic year.

Trustees approved the proposed terms of reference of the Audit and Risk Committee and Finance and Operations Committee and the terms of reference for the Standards and Accountability Committee, Academy LGB Pay Committees and City of London Academies Trust Executive Team Pay Committees. Trustees agreed the terms of reference of the Remuneration Committee subject to the below amendment:

Remuneration Committee

- Amend the composition of the committee membership to include the Chair of the Standards and Accountability Committee.

The Chair noted that a clear structure was in place to support decision making around remuneration and that pay awards should not be communicated to affected staff before final approval.

Trustees were advised that the election of Chairs to these committees would be undertaken at the first meeting of each committee convened during the 2020-21 academic year.

RESOLVED,

- That the proposed terms of reference of the Audit and Risk Committee and Finance and Operations Committee be approved.
- That the terms of reference of the Standards and Accountability Committee, Academy LGB Pay Committees and City of London Academies Trust Executive Team Pay Committees be approved;

- That the terms of reference of the Remuneration Committee be approved, subject to the above amendment;
- That Peter Bennett, Edward Benzecry, Tijs Broeke and Dawn Elliott be appointed to the Audit and Risk Committee for the 2020-21 academic year;
- That Peter Bennett, Edward Benzecry, Tijs Broeke, Dawn Elliott and Deputy Clare James be appointed to the Finance and Operations Committee for the 2020-21 academic year;
- That Edward Benzecry, Roy Blackwell, Tijs Broeke, Caroline Haines and Deputy Edward Lord be appointed to the Standards and Accountability Committee for the 2020-21 academic year; and,
- That Roy Blackwell, Tijs Broeke and Deputy Edward Lord be appointed to the Remuneration Committee for the 2020-21 academic year.

7. COLPAI WASTE MANAGEMENT CONSULTATION: UPDATE

Trustees heard an update of the Director of Academy Development (COL) on the waste management consultation at the City of London Primary Academy Islington and the following points were made:

- A webinar on planning conditions had taken place on 27 August 2020 which a number of stakeholders had attended, including local residents. A range of suggestions had been made to ameliorate waste management concerns, including the installation of retractable bollards; however, in the short term it was anticipated that the current planning conditions for the permanent site of the City of London Primary Academy Islington would go forward unchanged. The Director of Academy Development confirmed that planning conditions must be discharged before the permanent site could be brought into use.
- It was anticipated that build works on the City of London Primary Academy Islington would be completed in late May 2021, and that the school would transfer to its permanent site for the Summer 2021 term.

RESOLVED, that the update be noted.

8. POLICIES FOR THE TRUST

Trustees considered a report of the Chief Financial Officer presenting policies for the Trust for approval:

RESOLVED, that the following updated policies be approved:

- Expenses, Travel and Subsistence Policy; and,
- Safeguarding and Child Protection Policy

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

There were no questions.

10. **ANY OTHER BUSINESS**

In response to a question from a Trustee, The Director of Academy Development confirmed that following the transfer of the City of London Academy Islington and The City Academy, Hackney to the City of London Academies Trust, work would be undertaken to close down the schools existing academies companies.

Trustees were reminded to notify the Clerk that they had read and understood Part 1 of the *Keeping Children Safe in Education* statutory guidance following the meeting, as this was an annual requirement.

The Chair observed that it had been an extraordinary year and that learning loss was a concern, particularly for disadvantaged pupils. The Chair led the Board in thanking all leadership teams, teachers and other staff for their hard work during the pandemic and in preparing for the return to school.

11. **EXCLUSION OF THE PUBLIC**

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

12. **NON-PUBLIC MINUTES**

RESOLVED, that the non-public minutes of the meeting held on 9 July 2020 be approved as a correct record.

a) **Delegated Actions Digest**

Trustees considered a summary of the Clerk providing details of three actions taken under Delegated Authority since the meeting of the Board of Trustees on 9 July 2020.

b) **Annual Attendance Register**

Trustees considered the annual attendance register for the 2019-20 academic year.

13. **OUTSTANDING ACTIONS**

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

14. **APPOINTMENTS TO LOCAL GOVERNING BODIES**

Trustees considered a report of the Clerk setting out proposed appointments to Local Governing Bodies.

15. **ICT UPDATE**

Trustees considered an update report of the Director of Information Communication and Technology.

16. **ESTATES AND FACILITIES UPDATE ON TRUST SCHOOLS**

Trustees considered an update report of the Director of Estates and Facilities Management.

17. **CEO EXECUTIVE SUMMARY**
Trustees considered an Executive Summary of the Chief Executive Officer.
18. **UNVALIDATED EXAMINATION AND TEST RESULTS 2019-20**
Trustees considered a report of the Chief Executive Officer providing an update on examination outcomes for Trust schools for the 2019-20 academic year which were based on the best outcome between centre assessed grades and calculated grades by the examination boards.
19. **CFO UPDATE**
Trustees considered an update report of the Chief Financial Officer.
20. **HUMAN RESOURCES UPDATE**
Trustees considered an update report of the Human Resources Director.
21. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**
There was one non-public question.
22. **ANY OTHER BUSINESS THAT THE CHAIR CONSIDERS URGENT AND TRUSTEES AGREE SHOULD BE CONSIDERED WHEN THE PUBLIC ARE EXCLUDED**
There was no other business.
 - a) **Human Resources Update - NJC Update**
Trustees considered a report of the Chief Financial Officer providing a Human Resources Update on the National Joint Council.
23. **CONFIDENTIAL MINUTES**
RESOLVED, that the confidential minutes of the meeting held on 9 July 2020 be approved as a correct record.
24. **APPOINTMENTS TO LOCAL GOVERNING BODIES - CONFIDENTIAL APPENDICES**
Trustees considered confidential appendices for Item 14: Appointments to Local Governing Bodies.
25. **CFO UPDATE - CONFIDENTIAL APPENDICES**
Trustees considered confidential appendices for Item 19: CFO Update.

The meeting closed at 10.48am

Chair

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