

BOARD OF TRUSTEES OF THE CITY OF LONDON ACADEMIES TRUST

Thursday, 8 July 2021

Minutes of the virtual meeting of the Board of Trustees of the City of London Academies Trust held at at 9.00 am

Present

Members:

Tijs Broeke (Chair)	Rehana Ameer
Roy Blackwell (Vice-Chair)	Edward Benzecry
Peter Bennett	Dawn Elliott
Caroline Haines	Professor Richard Verrall
Alderman Robert Howard	

Officers:

Mark Emmerson	- Chief Executive Officer
Claire Hersey	- Chief Financial Officer
Billy Harvey	- Director of ICT
Smith Umoren	- Director of Estates and Facilities Management
Clare Verga	- Chief Standards Officer
Katryna Zamulinskyj	- Human Resources Director
Anne Bamford	- Strategic Education & Skills Director (COL)
Gerald Mehrtens	- Director of Academy Development (COL)
Antoinette Duhaney	- Town Clerk's Department
Kerry Nicholls	- Town Clerk's Department
Chandni Tanna	- Town Clerk's Department
Bukola Soyombo	- Chamberlain's Department

1. APOLOGIES

There were no apologies.

The Chair reported that Deputy Edward Lord had stepped down as the Policy & Resources Committee nominated Sponsor Trustee and that a replacement would be sought in due course. The Board thanked Deputy Lord for their contribution in supporting the work of the Board.

2. DECLARATIONS

There were no declarations.

3. REGISTER OF INTERESTS

There were no interests to update.

4. MINUTES

RESOLVED - That the minutes of the meeting held on 19 March 2021 be approved as a correct record.

5. **PUBLIC OUTSTANDING ACTIONS (JULY 2021)**

The Board received a report of the Clerk regarding the Public Outstanding Actions for July 2021.

The Chairman flagged that the presentation under this item was in respect of Shoreditch Park (not City Academy Hackney).

It was suggested that school tours could be arranged and that a letter of thanks be sent to stakeholders thanking them for their contributions and input. It was also suggested that the presentation could be given at the next Board meeting and that future board meetings could be held in schools

RESOLVED –

1. That the report be received.
2. That Officers explore scope for roving Board/Committee meetings at Trust Schools.

6. **COMMITTEE MINUTES**

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

RESOLVED – That the Board notes that the public minutes and non-public summary of the Audit and Risk Committee meeting held on 1 July 2021 will be received at the next Board meeting.

b) **Minutes of the Finance and Operations Committee**

That the Board notes that that the public minutes and non-public summary of the Finance & Operations Committee meeting held on 1 July 2021 will be received at the next Board meeting.

c) **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 29 April 2021 be received.

7. **SCHEDULE OF BOARD AND COMMITTEE MEETINGS FOR THE 2021/22 ACADEMIC YEAR**

The Board received a report of the Clerk regarding the Schedule of Board and Committee Meetings for the 2021/22 Academic Year.

It was suggested that future meetings should be hybrid and the Chair recommended that arrangements were reviewed following the next virtual meeting of the Board on 8th September 2021.

RESOLVED - That the meeting dates for 2021/22 be noted and arrangements for virtual/hybrid/physical meetings reviewed after the Board meeting on 8th September 2021.

8. **POLICIES FOR THE CITY OF LONDON ACADEMIES TRUST**

The Board considered a report of the Chief Financial Officer concerning Policies for the City of London Academies Trust. These policies were reviewed periodically to ensure they remained appropriate for the Trust's current operations and provide consistency across the Trust wherever possible.

Officers highlighted that further policy review would take place in the autumn to reflect new guidance on keeping children safe. In response to questions and comments from Members regarding the complaints procedure, Officers advised that it was rare for complaints to progress beyond Stage 3 and data would be examined to identify any underlying trends and provide assurances that the procedures were working effectively.

A Member flagged the low numbers of complaints in respect of NCS and the responsibility of LGBs to monitor complaints in detail.

RESOLVED – That the Trust Complaints Procedure be approved.

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

There were no questions.

10. **ANY OTHER BUSINESS**

The Chairman expressed thanks to schools and staff for their efforts, commitment and flexibility during an extraordinary academic year and these sentiments were echoed by the Board.

11. **EXCLUSION OF THE PUBLIC**

RESOLVED - That the public be excluded from the remaining items of business which relate to the identity of individuals or is commercially sensitive.

12. **NON-PUBLIC MINUTES**

The non-public minutes of the meeting held on 19 March 2021 were approved as a correct record.

13. **NON-PUBLIC OUTSTANDING ACTIONS (JULY 2021)**

The Board received a report of the Clerk regarding the Non-Public Outstanding Actions for July 2021.

a) **Delegated Actions Digest**

The Board noted an update on the Actions taken under Delegated Authority for July 2021.

14. **NON-PUBLIC COMMITTEE MINUTES**

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

That the Board noted that the non-public minutes of the Audit and Risk Committee meeting held on 1 July 2021 will be received at the next Board meeting.

b) **Non-Public Minutes of the Finance and Operations Committee**

The Board noted that that the non-public minutes of the Finance & Operations Committee meeting held on 1 July 2021 will be received at the next Board meeting.

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

The non-public minutes of the Standards and Accountability Committee meeting held on 29 April 2021 were received.

d) **Non-Public Minutes of the Company Members Annual General Meeting**

The non-public minutes of the Company Members AGM held on 25 March 2021 were received.

15. **APPOINTMENTS TO LOCAL GOVERNING BODIES**

The Board considered a report of the Clerk regarding the Appointments to Local Governing Bodies.

16. **CHIEF EXECUTIVE OFFICER EXECUTIVE SUMMARY (JULY 2021)**

Trustees considered an Executive Summary report from of the Chief Executive Officer outlining key priorities and information relevant to the Board's decision making.

17. **CHIEF FINANCIAL OFFICER UPDATE AND APPROVALS**

Trustees considered an update report of the Chief Financial Officer highlighting key financial and operational issues for the Trust.

18. **INFORMATION AND COMMUNICATION TECHNOLOGY DIRECTOR UPDATE AND APPROVALS**

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

19. **ESTATES AND FACILITIES MANAGEMENT DIRECTOR UPDATE**

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

20. **HUMAN RESOURCES DIRECTOR UPDATE**

Trustees considered an update report of the Human Resources Director.

21. **CHIEF STANDARDS OFFICER UPDATE**
Trustees considered an update report of the Chief Standards Officer.
22. **COLAT APPRENTICESHIP ACADEMY LEADERSHIP AND OPERATIONAL MONITORING**
The Board considered a report of the Chief Executive Officer regarding the CoLAT Apprenticeship Academy Leadership and Operational Monitoring.
23. **COLAT SIXTH FORM COLLEGIATE UPDATE**
The Board received an update from the Chief Executive Officer regarding the CoLAT Sixth Form Collegiate.
24. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**
There were no non-public questions.
25. **ANY OTHER BUSINESS THAT THE CHAIR CONSIDERS URGENT AND TRUSTEES AGREE SHOULD BE CONSIDERED WHEN THE PUBLIC ARE EXCLUDED**
There was no other non-public business.
26. **CONFIDENTIAL MINUTES**
27. **INDEPENDENT EXTERNAL REVIEW OF GOVERNANCE**

The meeting closed at 11.02 am

Chair

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