

BOARD OF TRUSTEES OF THE CITY OF LONDON ACADEMIES TRUST
Friday, 10 September 2021

Minutes of the virtual meeting of the Board of Trustees of the City of London
Academies Trust held on Friday, 10 September 2021 at 9.00 am

Present

Members:

Tijs Broeke (Chair)
Roy Blackwell (Vice-Chair)
Peter Bennett
Caroline Haines
Alderman Robert Howard
Rehana Ameer
Edward Benzecry
Lucas Green

Officers:

Mark Emmerson	- Chief Executive Office
Claire Hersey	- Chief Financial Officer
Clare Verga	- Chief Standards Officer
Billy Harvey	- Director of ICT
Smith Umoren	- Director of Estates and Facilities Management
Katyryna Zamulinskyj	- HR Director
Anne Bamford	- Strategic Education & Skills Director
Gerald Mehrtens	- Director of Academy Development
Antoinette Duhaney	- Clerk

1. APOLOGIES

Apologies for absence were received from Dawn Elliott and Professor Richard Verrall.

2. DECLARATIONS

There were no declarations.

3. ELECTION OF CHAIR

RESOLVED – That Tijs Broeke be appointed as Chair of the Board of Trustees for the 2021/22 academic year.

4. ELECTION OF VICE-CHAIR

RESOLVED – That Roy Blackwell be appointed as Deputy Chair of the Board of Trustees for the 2021/22 academic year.

5. REGISTER OF INTERESTS

There were no updates.

6.1 Minutes

RESOLVED, That the public minutes of the previous meetings held on 8th and 21st July 2021 be approved as a correct record.

Matters arising

The Chair reported that a skills audit of Trustees was in progress and a replacement would be sought following Edward Lord's resignation from the Board and it was anticipated that a new trustee would be appointed in time for the next Board meeting to be held on 16th December 2021.

6.2 Public Outstanding Actions (September 2021)

Trustees considered a report of the Town Clerk outlining actions outstanding from previous meetings.

Officers reported that link Trustees for each school would be allocated at scrutiny meetings and the logistics of roving Board meetings was also being considered. Trustees suggested that the December 2021 Board meeting could be held at City of London Academy Shoreditch Park and the March 2022 meeting held at City of London Primary Academy Islington.

The Chair requested Officers to agree a schedule as soon as possible so that the necessary arrangements could be put in place. As a general rule, it was suggested that Board meetings should be held in person and that Committee Chairs should have the flexibility to decide whether to hold meetings in person/hybrid/virtually.

RESOLVED,

1. That the report be noted.
2. That Officers make arrangements for the December 2021 Board meeting to be held at City of London Academy Shoreditch Park and the March 2022 meeting held at City of London Primary Academy Islington.
3. That as a general rule Board meetings should be held in person and Committee Chairs should have the flexibility to decide whether to hold meetings in person/hybrid/virtually.

7. **POLICIES FOR THE TRUST**

Trustees considered a report of the Chief Financial Officer setting out key Trust policies for review to ensure that policies are appropriate for Trust operations and consistent across the Trust.

Officers reported that most policies had not changed much and subject to approval by the Board, would be circulated to all Trust schools, uploaded to the Trust and school websites and also made available in a shared document drive. Consultation would take place in respect of policies with a significant impact on schools (eg staff benefits)

RESOLVED, That the following policies be approved:

- Safeguarding and Child Protection
- Complaints Procedures - addition
- Freedom of Information
- Data Protection

8. **APPOINTMENT OF COMMITTEES**

Trustees considered a report of the Town Clerk seeking to establish Committee for the 2021/22 academic year and also agree terms of reference.

Trustees agreed the committees, terms of reference and membership.

RESOLVED,

1. That the committees and terms of reference as appended to the report be agreed.

2. That Trustees be appointed to committees as set out below:

- **Audit & Risk Committee**
Peter Bennett, Edward Benzecry, Tijs Broeke, Dawn Elliott, Alderman Robert Howard (Chairman).
- **Finance & Operations Committee**
Peter Bennett (Chairman), Edward Benzecry, Tijs Broeke, Dawn Elliott.
- **People, Equality & Inclusion Committee**
Roy Blackwell, Tijs Broeke, Dawn Elliott (Chairman), Lucas Green.
- **Remuneration Committee**
Roy Blackwell, Tijs Broeke (Chairman), Dawn Elliott.
- **Standards & Accountability Committee**
Edward Benzecry, Roy Blackwell (Chairman), Tijs Broeke, Caroline Haines, Professor Richard Verrall.

9.1 **Audit and Risk Committee Minutes**

RESOLVED – That the public minutes of the Audit & Risk Committee meeting held on 1st July 2021 be noted.

9.2 **Finance and Operations Committee Minutes**

RESOLVED – That the public minutes of the Finance & Operations Committee meeting held on 1st July 2021 be noted.

10. **SCHOOL PLACES PROJECTIONS FOR CITY ACADEMIES**

Trustees considered a report of the Director of Academy Development outlining projections for demand in school places across Trust Schools. In presenting the report, Officers highlighted that

- There was increased demand for primary places in Planning Area 2 where Galleywall and Redriff Schools were located and this increased demand was projected to continue in the medium term;
- Overall, there were 540 Sixth Form vacancies across Trust Schools;
- If Trust schools continued to outperform neighbouring schools, this would maintain demand for places.
- There were concerns regarding the lower secondary admission numbers for Highbury Grove, Southwark and Hackney

In response to observations and questions from Trustees, Officers suggested that the admissions data should be considered by Local Governing Bodies and that discussions should take place at the earliest opportunity regarding scope for Galleywall School becoming a feeder school.

RESOLVED, That the projected demand for primary and secondary school places in local authorities where there are existing City sponsored Academies, as well as the trends in parental preference for each City sponsored academy be noted.

11. **ACADEMIES DEVELOPMENT PROGRAMME - UPDATE**

Trustees considered a report of the Director of Academy Development providing details of progress on the Trust's ambitions for the Academy development programme

Officers reported that City of London Primary Academy Islington had now opened on the new site and pupils, parents and staff were happy with the new facilities.

RESOLVED – That the progress of the Academies Development Programme to date be noted.

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

There were no questions.

13. **ANY OTHER BUSINESS**

There was no other business.

14. **EXCLUSION OF THE PUBLIC**

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

15.1 **Non-Public Minutes**

The non-public minutes of the meetings held on 8th and 21st July 2021 were approved.

15.2 **Non-Public Outstanding Actions (September 2021)**

Trustees considered a report of the Town Clerk listing outstanding non-public actions from previous meetings.

15.3 Delegated Actions Digest

Trustees considered an update on action taken under delegated authority.

16.1 Non-Public Minutes of the Audit and Risk Committee

The non-public minutes of the Audit & Risk Committee meeting held on 1st July 2021 were noted.

16.2 Non-Public Minutes of the Finance and Operations Committee

The non-public minutes of the Finance & Operations Committee meeting held on 1st July 2021 were noted.

17. CEO EXECUTIVE SUMMARY

Trustees considered an Executive Summary of the Chief Executive Officer outlining key issues for the Board.

18. CFO UPDATE AND APPROVALS

Trustees considered a report of the Chief Financial Officer flagging key financial and operational issues the Trust.

19. UNVALIDATED EXAMINATION AND TEST RESULTS 2021

Trustees considered a report of the Chief Standards Officer summarising examination results based on centre assessed grades across Trust schools.

20. HR DIRECTOR UPDATE AND APPROVALS

Trustees considered a report of the Human Resources Director regarding key HR matters.

21. ESTATES AND FACILITIES MANAGEMENT DIRECTOR UPDATE AND APPROVALS

Trustees considered a report of the Director of Estates and Facilities Management flagging estates and facilities management issue across Trust schools.

22. ICT DIRECTOR UPDATE AND APPROVALS

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

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

There were no non-public questions.

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

There was one item of urgent business.

25. CONFIDENTIAL MINUTES

The meeting ended at 10.57 am

Chairman

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