

### East Midlands Academy Trust Full Board Meeting

Wednesday 18<sup>th</sup> October 2023 at 3.00pm  
Pyramus House, Roman Way, Grange Park, Northampton, NN4 5EA

#### AGENDA

These minutes reflect the order of the discussion, not necessarily the order of the agenda

Attendance		
Role	Name	Present
Trustee	Kevin Crompton (Chair)	P
Trustee	Kate Whittlesey	A
Trustee	Leigh Jones	A
Trustee	Stephen Morales	A
Trustee	Fiona Wheeler	A
Trustee	Martin Conlon	P
	<b>In Attendance</b>	
Chief Executive Officer	Joshua Coleman	P
Deputy Chief Executive Officer	Paul Wheeler	A
Head of Governance & Compliance (Minutes)	Alexandra Rigler	P
<b>P=Present A=Apologies x = Absent</b>		

Agenda item	Discussion	Action
1. Welcome & Introductions	The Chair welcomed everyone to the meeting and reminded all that the matters discussed during the meeting should remain confidential until such time as the minutes were approved.	
2. Apologies	Apologies were received and accepted from Kate Whittlesey, Stephen Morales, Leigh Jones and Paul Wheeler.	
3. Quorum	The Head of Governance advised that the meeting was not quorate.	
4. Declarations of interest	There were no declarations of interest pertaining to this agenda that had not already been declared on the Register of Interests.	
5. Minutes of Trust Board Meeting on 25.09.2023 & matters arising not appearing on the Action Log	To be carried forward.	<b>Carry forward acceptance of 25.09.2023 minutes to next meeting.</b>
6. Action Log from the meeting on 25.09.2023	To be carried forward.	<b>Carry forward Action Log from 25.09.2023 to next meeting.</b>
7. HR Team Update	Josh Coleman (JC) advised that Vicky Donnelly had been appointed to the post of Head of People and Culture, to commence in December 2023. Trustees noted that the reorganised HR function would be in place for the commencement of the spring term.	

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	<p>JC reported that Hena Mahmood, HR Business Partner was leaving the trust having secured a position elsewhere.</p> <p>A Trustee sought and received confirmation that the payroll service would not be affected by the re-organisation of the HR team.</p>	
8. Cleaning Contract Procurement Recommendation	<p>JC referred to the previously circulated Cleaning Contract Award.</p> <p>Trustees unanimously approved the award and in the absence of quorum a Chairs action was taken to formally approve the recommendation.</p>	
9. Policies Review	<p>The Head of Governance &amp; Compliance (HoGC) referred trustees to the following, previously circulated policies:</p> <ul style="list-style-type: none"> <li>• <i>Admissions Policy 2025-26 – Proposed</i> <ul style="list-style-type: none"> <li>• Trustees acknowledged the proposed changes to PAN at Prince William school (PWS), Yr 7 and Northampton International Academy (NIA), 6<sup>th</sup> form.</li> <li>• The HoGC advised that should the policy be approved, it would undergo a 6 week consultation before returning to the board for final ratification.</li> </ul> </li> <li>• <i>Pupil Suspensions &amp; Exclusions Policy</i></li> <li>• <i>Bereavement Policy</i></li> <li>• <i>RSE Policy</i></li> <li>• <i>Accessibility Policy</i></li> <li>• <i>Family Policy</i></li> <li>• <i>Premises Management Policy</i></li> <li>• <i>Disciplinary Policy</i> <ul style="list-style-type: none"> <li>• A trustee requested that further clarity on suspensions not constituting a sanction should be added to the policy.</li> </ul> </li> <li>• <i>Biometric Data Policy</i></li> <li>• <i>Social Media Policy</i></li> <li>• <i>H&amp;S Policy</i></li> <li>• <i>First Aid Policy</i></li> <li>• <i>Transport Policy</i></li> <li>• <i>Charging &amp; Remissions Policy</i></li> <li>• <i>Grievance Policy</i></li> <li>• <i>ECT Induction Policy</i></li> </ul> <p>Trustees present unanimously approved the above policies. It was agreed that those not present should be contacted for their approval via a resolution in electronic form. <i>Post meeting note: No objections to the approvals were received. Approval to be ratified at 1<sup>st</sup> November Trust Board meeting.</i></p>	<p style="color: red; text-align: center;"><b>Add further clarity on suspensions to the Disciplinary Policy - AR</b></p>

**The meeting ended at 3.30pm**

**Signed by Chair of Trust Full Board**.....

**Name**..... **Date**.....