



**MINUTES OF THE MEETING OF THE BOARD OR TRUSTEES OF  
NINESTILES ACADEMY TRUST  
HELD AT NINESTILES ACADEMY AT 5.30 PM ON TUESDAY 18 DECEMBER 2018**

**PRESENT:**

Mrs C Anwar	CEO	- Chief Executive Officer
Dr A Azam	AA	- Trustee and Chair of Yarnfield LGB
Mr R Beamish	RB	- Trustee
Mr J Bridges	JB	- Trustee
Mr N Clements	NC	- Trustee and Chair of Ninestiles Academy
Mrs K Crowston	KC	- Vice Chair of Trust Board and Member
Mrs F Dennis-Stephens	FDS	- Trustee
Ms M LeBreuilly	MB	- Trustee
Mr A Price	AP	- Chair of Trust Board and Member

**IN ATTENDANCE:**

Mrs D De-Bear	DDB	- Clerk
Mrs U Devi	UD	- School Improvement Director primary
Mr G Ferrente	GF-	School Improvement Director secondary and 6 <sup>th</sup> Form Director
Sir D Hutt	DH	- Member
Mr D Knight	DK	- Trust Lead for Data
Mr R Lowe	RL	- Member
Miss K Purchase	KP	- Executive Assistant

**CONSENT TO ABSENCE:**

Mr C Brant  
Mr V Dey  
Mrs S Unarkat  
Mr D Werry

Ref	Resolution
0092	<p><u>Minutes of Previous Meeting</u></p> <p>That the minutes of the previous meeting, held on Tuesday 6 November 2018, including Confidential Appendices A and F be approved as a correct record, subject to two minor amendments to the attendance as marked in the text.</p>

0097(a)	<u>Auditor's Report</u> That the Annual Report and Accounts for year ending 31 August 2018 (Appendix 2), Audit Findings Report (Appendix 3), Further Academy Considerations and Developments (Appendix 4) be approved.
0097(b)	<u>Letter of Representation</u> That the Letter of Representation be approved.
0098(b)	<u>Governor Appointments</u> That Mrs L Gearing and Mrs J Edwards be appointed as Trustee appointed Governors at the Sixth Form College with immediate effect.
0101	<u>Policies</u> That the Disciplinary Policy, Executive Pay Policy (subject to the amendment as discussed under Minute No. 0099) and Performance Review for Teaching Staff Policy be approved.

<b>Agenda items for the next meeting</b>	<b>Owner</b>	<b>Review Date</b>
Stakeholder involvement/engagement	CEO and Executive Team	Next meeting
Revised format for data on Primary Disadvantage Gap	Trust Data Lead	Next meeting
Complaints Policy	CEO	Next meeting
Responses to Questions raised as part of Report on Academies Governors' Conference	CEO and Executive Team	Next meeting
Presentation on training received by Trustees from GovernorEd	Trustees involved in training	Upon completion of training

**0089     TRUST CHANGE OF NAME UPDATE**

The Executive Assistant reported that the Trust name has been legally changed to Summit Learning Trust at Companies House and the DfE have been notified. Branding has been developed for use from the New Year. Every Business Manager had attended a meeting to share new school logos and the Trust name.

A hold was on press releases or parental letters but a letter and announcement would be made in January 2019. The Trust website indicates that we will soon be known as Summit Learning Trust. Signage would be changed at the end of the spring term and the website changed in February 2019. Otherwise, the changes were in line with the original timeline.

DH asked what will happen with adverts for staff vacancies and it was confirmed that

the new logo will be used along with a note to indicate that the Trust was formerly known as Ninestiles.

The Trust Board thanked the Executive Assistant for her work in this area.

**[THE EXECUTIVE ASSISTANT LEFT THE MEETING AT THIS POINT]**

0090 **DECLARATION OF INTEREST/ CONFIDENTIALITY OF INFORMATION/ CONFIDENTIAL ITEMS**

Attention was drawn to the Articles of Association relating conflicts of interest, including but not limited to any Personal Financial Interest.

Trustees were advised that if a person had any interest in a contract, proposed contract or matter under consideration, s/he should disclose the fact and take no part in the consideration, discussion or vote in respect of the contract or matter and withdraw from the meeting.

There were no declarations of interest.

Trustees were reminded that care should be taken to ensure that they were aware of agenda items of a confidential nature. In addition, they were advised to ensure that minutes of their meetings did not include information of a confidential nature as the draft minutes were considered public documents as soon as approved by the Chair of the meeting.

The Clerk requested that Trustees consider if any items were of a confidential nature. Trustees were advised that these items should be considered in private.

0091 **ANY OTHER BUSINESS**

There were no items of Any Other Business.

**MINUTES OF THE PREVIOUS MEETING**

0092 **RESOLVED:** That the minutes of the previous meeting, held on Tuesday 6 November 2018, including Confidential Appendices A and F be approved as a correct record, subject to two minor amendments to the attendance as marked in the text.

0093 **MATTERS ARISING FROM THE MINUTES**

There were no matters arising.

**[THE TRUST LEAD FOR DATA LEFT AT THIS POINT]**

0094 **PEOPLE AND RESOURCES COMMITTEE UPDATE**

KC indicated that minutes of the meeting from 3 December 2018 (Confidential Appendix A) had only just been circulated and Trustees noted the contents of these. She highlighted that the HR Director reported to the Committee which had only just been established. At the meeting, a HR strategy and improvement plan was presented and this was positive. Staff forums had been discussed – there had been staff voice events across the Trust which were not particularly well attended and a staff voice in each school would be established with a representative from the Trust in order to receive feedback and to join up information and share a consistent message. It was hoped that this would also encourage staff to speak openly.

0095 **AUDIT AND RISK COMMITTEE UPDATE**

JB reported on a positive meeting although it was noted that draft minutes are not yet available.

**[MS M LEBREUILLY JOINED THE MEETING AT THIS POINT]**

The Risk Register was reviewed and work on prioritising top ten risks. The Board considered a control effectiveness plan which will be audited on a regular basis. JB and the Finance Director will meet to discuss this in January 2019, prior to discussion at the next Committee meeting. Recommendations will then be fed back to the Board based on the severity and impact of each risk. The preference would be to install management controls to address these risks.

The CEO referred to the Risk Register (Appendix 1) that had been circulated and it had been identified that the nine points currently used may not be detailed enough to show the extensiveness of the risk – a probability and impact rating out of five may be more suitable. DH indicated that the risk register is useful but there were questions about how it was used as it tended to be based on historic information and it would be better to identify risk areas that were being impacted when a situation arose and then to consider how these situations were managed. JB acknowledged that there was the intention to scan for emerging risks that could be assessed and to identify likely future risks. DH agreed that this would consider the importance of risks. The CEO reported

that change management would be based on risk assessments.

NC asked about the dates in the past that appeared on the risk register and JB outlined that the top ten risks had been updated with risk control effectiveness being assessed for these. This meant that there was an emphasis on using the risk register as a forward looking document to ensure that a proactive approach was being taken and that controls were in place to manage risks.

0096 **FINANCE COMMITTEE UPDATE**

NC reported on the Sixth Form College valuation which was a substantial issue at the last meeting. The reserves were also a main point of discussion but information on this appears in other sections of the agenda.

NC outlined that, when the college land and buildings had been valued, it did not conform to the ESFA standard of valuation. This had impacted on the value of the land and the depreciation had therefore increased. Figures were noted from 31 August 2018 and should have been in effect from 1 August which added another £50,000 of depreciation. **AP asked if the balance sheet had been affected** and this was confirmed although there was a reminder that the funds could not be realised.

The CEO reported that the ESFA had given an opportunity to employ a separate surveyor to provide a valuation but the cost and timescale of this meant it was not appropriate to pursue. It was noted that the change had come about to be compliant with ESFA and have a clean audit report.

**MANAGEMENT ACCOUNTS 2017/18**

**Auditor's Report**

The reports and accounts had been considered by the Finance Committee and therefore was recommended for approval.

**DH requested clarification of whether there was a two year contract in place with the auditors** and this would be confirmed.

0097(a) **RESOLVED:** That the following documents be approved:

Annual Report and Accounts for year ending 31 August 2018  
(Appendix 2);

Audit Findings Report (Appendix 3);

Further Academy Considerations and Developments (Appendix 4)

### Letter of Representation

0097(b) **RESOLVED:** That the Letter of Representation (Appendix 5) be approved.

### LOCAL GOVERNING BODY UPDATES

0098(a) Membership of LGB

Trustees noted the structure (Appendix 6) circulated in advance of the meeting for information.

### Governor Appointments

Trustees received a CV from Mrs L Gearing (Appendix 7) prior to the meeting. In addition the CEO recommended that a Parent Governor at the Sixth Form College become Trust appointed. AA enquired whether another parent would be appointed and this was confirmed.

- 0098(b) **RESOLVED:**
- i) That Mrs L Gearing be approved as a Trustee appointed Governor at the Sixth Form College with immediate effect;
  - ii) That Mrs J Edwards be approved as a Trustee appointed Governor at the Sixth Form College with immediate effect.

0099 CEO REPORT

A report to the Board (Confidential Appendix B) had been circulated in advance. The CEO gave the following updates since the report was written:

- The Complaints policy was updated and amended following recent events and guidance from professional bodies and the DfE.
- The Safeguarding Policy will be adjusted following learning after a holiday cover issue at one of the schools. A system is now in place for the Trust and individual schools. Referrals to LADO would be amended to reflect delegated powers for referrals.
- An amendment is required to the Executive Pay Policy to remove a reference to the CEO and School Improvement Directors not being teaching roles as this has implications for pensions and posts are based on teaching experience.
- OfSTED made a one-day visit to the Sixth Form College last week and recorded that the College was making reasonable progress. Verbal feedback is positive and the visit was a positive experience compared with the previous inspection. The

Secondary School Improvement Director highlighted the four themes to consider but the main aspect viewed in this visit was the positive shift in culture in the College compared to the previous inspection. The team at the College had shifted this with the support of the Secondary School Improvement Director and staff were on board. DH asked if leadership was the same as before and it was noted that there had been some changes with Assistant Principals being appointed with school backgrounds. The Chair enquired what the culture had previously been and the Secondary School Improvement Director reflected that staff had expressed negativity when feedback from the initial Ofsted inspection was given. There is now an openness from staff who are keen to improve, and learning walks and observations are in place and coaching is accepted.

**[THE PRIMARY SCHOOL IMPROVEMENT DIRECTOR LEFT THE MEETING AT THIS POINT]**

- Details of the Governor Conference on 19 January 2019 will be publicised and will look at data and school improvement.

**[THE PRIMARY SCHOOL IMPROVEMENT DIRECTOR REJOINED THE MEETING AT THIS POINT]**

- Plans will be discussed to appoint a Principal at Ninestiles, an Academy and applicants were expected to have a robust approach. There may be internal applicants but a strong field was hoped for. No appointment would be made if the candidates were not strong. It was noted that both current Heads of School were particularly resilient.
- DfE performance tables had been published and primary outcomes indicated that Trust was second from bottom nationally. There is an overall improvement from the previous year but not sufficient improvement in comparison with others. ML asked about potential implications of this and was informed that the DfE is aware - one school came out of measures, there had been a positive monitoring inspection and another school had been visited and still judged to be Good. DH enquired how many trusts qualified for the measure and it was confirmed that there were a number of Trusts with no data but around 150 on the list. There are not significant differences between Trusts.

**[MRS F DENNIS-STEPHENS JOINED THE MEETING AT THIS POINT]**

- There is no listing for secondary school performance as the Trust has only two schools eligible for inclusion in the measure. As a school, Ninestiles, An Academy remains average in terms of outcomes, but Cockshut and Lyndon had weak outcomes in 2018. The progress of disadvantaged and high attainers was of particular concern.
- DH asked for information about staff turnover and change and KC reported that the new HR system should provide better reports which would be reported to the

People and Resources Committee. It was noted that the quality of teams impacted on teaching and learning but it was outlined that other issues such as sickness absence impacted on results. More data would help to identify issues. The CEO reported that a teaching matrix was being used to demonstrate impact of CPD and development. Teachers' performance would be measured against a range of criteria and then leaders could focus on staff on the cusp and could track impact of CPD, quality of teaching and learning and the impact on outcomes. Developmental judgements were also being made in relation to teaching standards and teaching and learning leads were fine tuning approaches and support to teachers to have a positive impact.

- A confidential discussion took place at this point (Confidential Appendix C).

#### Oaklands OfSTED Report

Copies of the OfSTED report from The Oaklands (Appendix 8) were received for information.

**[THE TRUST LEAD FOR DATA REJOINED THE MEETING AT THIS POINT]**

#### STRATEGIC IMPROVEMENT DIRECTORS' REPORTS

##### 0100(a) Primary Disadvantage Gap

A comparison document, the Primary Disadvantage Gap (Confidential Appendix D) had been circulated prior to the meeting.

The document compared the attainment of Trust disadvantaged pupils with non-disadvantaged pupils and the first table showed the percentage of pupils achieving expectations in Reading, Writing and Maths separately or as a combined measure. The Primary School Improvement Director drew attention to page 7 which identified the gap between performance of disadvantaged pupils in each school and the national level of performance for non-disadvantaged pupils. These graphs enabled trends to be identified.

It was noted that a different means of presentation was presented in order to establish which style of presentation of data was most useful for Trustees. Trustees indicated that the addition of figures and graphs with a horizontal axis may be easier to understand.

The Trust Data Lead outlined that narrow gaps were desirable and the graphs enabled the schools to be ranked. **RB identified that there were large variations between one year and the next but some of this may be cohort specific. MLB identified that progress data would be helpful and would represent whether pupils were making**



**better than expected progress. The Chair also identified that the charts did not reflect the relative size of the schools and the addition of the number of pupils in each cohort would be helpful.** It was noted that disadvantaged pupils outnumbered other pupils in all cohorts in 2017-18. The Primary School Improvement Director outlined that this had been a starting point in order to identify potential questions for schools and to identify what was working and what not by regularly checking the improvements that were being made across schools. A summary was provided on page 2 which was somewhat helpful but additional information would be appreciated.

Section 2 indicated trends and compared disadvantaged pupils in each school with others nationally. FDS asked if this could be broken down further into particular groups and ethnicity and it was reported that this would be done at school level.

The Oaklands and Pegasus were narrowing the gap rapidly but, at Erdington Hall and Yarnfield, there had been a fall back in comparison with the previous year. In all cases, there was an improved position in comparison with 2015-16. The fact that the larger primary schools were Erdington Hall and Yarnfield meant that the trust pattern was one with a flattening of the gap between 2016/7 and 2017/8.

It was agreed that trends would be helpful to develop over time and there was currently not sufficient data to robustly demonstrate a trend.

0100(b) Primary Absence, Behaviour and Safeguarding

A report considering absence, behaviour and safeguarding for primary schools (Confidential Appendix E) was circulated and contained RAG ratings to benchmark school statistics against the latest national averages (from autumn term 2017). The year to date information ran from 1 September 2018 to 30 November 2018 hence there were differences between that and the data from the first half term (HT1). The Primary School Improvement Director outlined that data was now being used for monitoring purposes and had been used to set targets for Education Welfare Officers (EWOs). Analysis had been provided to each school to report on absence rates by year group so that they could more closely identify target year groups.

The Data Lead for the Trust confirmed that benchmarks would be updated as more up to date information was provided.

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JB enquired how long it would be before predictive information could be produced and was informed that processes would need to be embedded and quality assurance in place to ensure accuracy. It was also noted that it was difficult to predict attendance.

The CEO asked if the Board required to see this level of detail in terms of the performance of individual schools. Trustees felt it was useful but the Chair suggested that there needed to be a purpose to the information. The Secondary School

Improvement Director reported that Attendance Leads in individual schools would be working with key groups and the EWOs and the impact of this work would be monitored over time. The Primary School Improvement Director added that this was raising the profile of attendance in schools and EWO teams were providing action plans. **Trustees reported that, in some cases, as a Trustee and a Governor, it was helpful to see how an individual school compared with the Trust.** At this level, there was a need to see that things were improving and to identify which schools were having a positive impact. The Trust Data Lead reported that the tools to create these charts was being shared with schools in order for them to monitor their own performance.

Trustees considered information regarding fixed term exclusions for primary schools and the number of safeguarding concerns across primary schools. Trustees highlighted that it would be helpful to identify particular areas of concern or particularly good impact (e.g. forced marriage concerns amongst primary pupils if there were a large majority of incidents at one school).

0100(c) Secondary Absence, Behaviour and Safeguarding

Tables illustrating absence, behaviour and safeguarding data for secondary schools (Confidential Appendix F) were shared. National benchmarks for absence were higher at secondary schools. **RL asked what was considered persistent absence (PA)** and it was confirmed that this applied to students who were absent more than 10% of the time. The Secondary School Improvement Director confirmed that the benchmark had been raised from 15% to 10% and the impact of absence on learning was noted.

Nationally, exclusion rates had been reported on an annual basis and the benchmark percentages were based on data from a full academic year. The Secondary School Improvement Director reported that, since the previous Board report, there had been a significant decrease in the number of exclusions (from 58 to 24) and so Trustees requested that the previous figure was included with the data. It was noted that a difference of approach to exclusions did not mean that there was improved behaviour in a particular school. **The Chair asked if the approach taken at Cockshut was appropriate given that it accounted for the majority of exclusions across the Trust.** It was noted that there were a number of particularly challenging pupils at Cockshut and a need to maintain rigorous standards. The Primary School Improvement Director reported that exclusion figure for The Oaklands was higher than average but the evidence behind the data illustrated that appropriate action had been taken.

Trustees noted that no FGM concerns had been identified and the Secondary School Improvement Director reported that staff had been trained. Trustees asked about information shared with students in order to highlight to them that they should approach staff if they had concerns or to ensure that vulnerable girls were identified. The SID secondary would look into this to report back to the next Board meeting.

It was also noted that the racist information was based on recurring incidents and there may be a large number of one off racist incidents which would still be significant and should be brought to the attention of Trustees. It was also noted that the figures detailed only reported racist incidents and may not pick up on underlying issues in each school.

Young carers were not identified and PREVENT was not listed. The CEO reported that the information was based on DSL information. Homophobic incidents and online safety and drugs involvement were also major concerns for young people. It was felt to be helpful for there to be consistent and comprehensive reporting across the Trust.

**NC asked about when similar information would be reported for the Sixth Form College** but it was reported that there were different expectations regarding attendance and the CEO added that national benchmarking was more difficult. However, similar information could be shared with Trustees.

Thanks were extended to Trust Data Lead for producing these reports.

**[THE TRUST DATA LEAD LEFT THE MEETING AT THIS POINT]**

0100(d) Primary School Improvement Director

The Primary School Improvement Director referred to her written report (Appendix 9) and highlighted that there had been improvements for each school between 2017 and 2018. The performance in Y2 and Y6 for each school was illustrated along with information from performance reviews, judgement against OfSTED criteria and key improvements and areas for improvement. These consider the broader aspects of the school's operations. There is substantial work to be done to raise standards to meet national, but there were improvements.

Quality reviews for each school (Appendices 10 – 16) were available. **DH asked if the information was shared with the staff at each school** and this was confirmed.

Trustees queried the level of support across schools and were informed that there were links with other primary schools and from Teaching Schools. Staff from other schools had started to visit Oaklands since inspection to see good practice and this is a very positive experience for Oaklands staff.

JB suggested that it would be helpful to link data presented in previous reports with quality review information and the Primary School Improvement Director acknowledged that eventually this would develop to fine tune and focus on particular areas.

It was noted that the Yarnfield quality review provided a baseline for the new

Headteacher. Quality reviews had considered national data and carried out learning walks and scrutinised pupils' books to identify strengths and areas where further work was required. This was fed back to teachers to work on over this half term and into January. Attendance had also been a focus and the new method of reporting had been shared with the attendance lead to focus on the impact of actions to address attendance. It was noted that there was progress but still work to be done and this would be led by the new Headteacher. Reports would be shared with each LGB as reviews took place.

Positively, Pupil Premium strategy was on page 4 of report to show the activities and focus for each term. This would be monitored to identify areas where there should be impact. Three primary schools had external Pupil Premium reviews one would also be arranged for Yarnfield.

0100(e) Secondary School Improvement Director

The Secondary School Improvement Director reported on data for several year groups and referred to the written report (Appendix 17) which was circulated in advance.

Y11 predictions are based on mock exams and comparisons made with the 2018 cohort at the same time last year. There were some improvements but also areas of concern and results are still not at national levels. Strategic plans are in place and positive impact for subjects were noted; senior and middle leaders were working together to make improvements before the next data input was analysed. The performance of disadvantaged students shows improvement in comparison with the previous cohort but there is still more work to be done. The Secondary School Improvement Director explained that in year admissions impacted on targets at Cockshut but these will be reviewed on a termly basis.

The report contains information for Y12 for the first time at this point in the year due to additional assessments. The data strategy had changed to include six assessment points over the three years. Progress from KS4 towards Yr 13 targets was reviewed. Data showed a positive direction of travel. Grades were based on combined information from assessments (which were fixed), exam outcomes, homework and classwork. If this progress is maintained, the Y13 Value Added measure would be positive for this cohort. Further analysis of data through the year will inform support and intervention.

**DH asked how assessment took place** and it was confirmed that tests were held in classrooms but standardised and moderated using exam questions. This is the first time that these were carried out for Y12 but Y13 students sat an end of Y12 exam and a Y13 mock. Last year, the correlation between predictions and actual grades had used January marks and the Value Added had moved up substantially. National data was available but needs to be adjusted and adapted for Sixth Form. The Sixth Form College

was in a more competitive market and needed to attract students and the CEO reported that there had not been a significant impact on admissions as a result of the OfSTED Requires Improvement judgement. There had been beneficial and sustainable improvements in Sixth Form provision since last year.

Y13 data compares Value Added scores for all students and subject levels compared to the previous cohort. Whole college and subject level performance was being monitored via subject leaders, the Secondary School Improvement Director and relevant LGBs.

Three Quality Reviews had taken place all of which identified strengths and areas for improvement. Key improvements for Sixth Form are that middle leaders understand and discuss Value Added (rather than just attainment grades). Differentiation of lessons is identified as an area where improvement is required. The culture and ethos has improved and student feedback is positive. Timetable changes were implemented to introduce 90 minute lessons, with students on site for a greater amount of time rather than being able to spend time away from the college out of lessons. This contributed to the positive culture of the college and the general community feel. The LRC was busy and well used by students.

Cockshut Hill and Lyndon had also been reviewed. For the first reviews, KS3 EBACC subjects were the focus. The most positive overall picture is at Lyndon. The reviews will be adapted after this initial one and the new format, focusing more intensively on a specific key group (such as high attainers) or area, will be piloted at Ninestiles, An Academy. A staged approach will be used rather than a one day visit. The Secondary School Improvement Director confirmed that the Lyndon Quality Review report would be shared with Trustees once completed.

The Secondary School Improvement Director had met with Vice Principals and Assistant Principals who had been positive in terms of sharing progress and plans implemented during this term and those planned for next term. The CEO reported a coherence across the Trust and openness and transparency about problems throughout the schools which then presented opportunities for them to work together to a greater extent. The Sixth Form College was part of this group and had evolved as a result of involvement. **KC highlighted that this was a clear benefit of being part of a Trust** and the CEO agreed that this fell into the category of alignment (from David Carter's MAT continuum) which empowered and enabled schools to develop effective practice.

**[SIR D HUTT LEFT THE MEETING AT THIS POINT]**

## **POLICIES**

Consideration of the Complaints policy was deferred to the next meeting. The CEO

confirmed that any complaints ongoing at the moment would be under the existing policy.

Under the Disciplinary Policy, NC asked whether there were any instances which would warrant instant dismissal but it was reported that this would not normally apply but dismissal without notice was listed within the policy.

0101 **RESOLVED:** That the following policies be approved:

Disciplinary Policy;  
Executive Pay Policy (subject to the amendment as discussed under Minute No. 0099);  
Performance Review for Teaching Staff Policy.

**[SIR D HUTT RETURNED TO THE MEETING AT THIS POINT]**

#### **TRUSTEE STRATEGIC INVOLVEMENT**

AA reported that he attended an Academies Governors' conference and had provided a written report (Appendix 18). He encouraged Trustees to make appointments to visit different schools within the Trust.

**[THE SECONDARY SCHOOL IMPROVEMENT DIRECTOR LEFT THE MEETING AT THIS POINT]**

AA also reported that stakeholder feedback was growing in importance and was something for the Board to consider in the future.

A £2,000 development fund is available for the Trust for training.

CEO asked if responses to questions in the report were required from the Executive and, when this was confirmed, it was agreed they would be actioned.

**[THE SECONDARY SCHOOL IMPROVEMENT DIRECTOR REJOINED THE MEETING AT THIS POINT AND MR R LOWE LEFT]**

#### **CHAIR'S CORRESPONDENCE**

The Chair reported that a complaint had escalated to a formal meeting with a panel of Trustees. The panel's findings which were conveyed in writing to the complainant were:

1. to acknowledge that consultation on silent corridors could have been more extensive.

2. that the policy was not expanded until formally reviewed (which was underway).
3. The complaint had been dealt with in line with the correct procedure although the process could be signposted more clearly.

Further correspondence indicated that the complainant was still not happy but any further appeals would need to be made to external bodies. NC enquired if any school in the Trust had a complaints logging system which would have made this process easier.

**[MR R LOWE REJOINED THE MEETING AT THIS POINT]**

The Chair reported that the Trust was gold member of NGA and their guidance had been helpful.

It was also reported that four Trustees were involved in a nationally-run training programme on strategic leadership from GovernorEd and a presentation would be brought to the Board when the course was complete.

**DETERMINATION OF CONFIDENTIAL ITEMS**

Information relating specifically Ninestiles, An Academy is to be confidential, including relevant sections of the CEO report.

Quality reviews and safeguarding and attendance information is for internal use only.

**0000 DATE OF NEXT MEETING**

Trustees confirmed that the next meeting of the Committee will be held at the School at 5.30 pm on Tuesday 13 February 2019.

Trustees were informed that AGM will be held on 7 May 2019.

**The meeting closed at 8.23 pm**

Signed: ..... *Karen Coniston* .....  
(Chair of Trust Board)

Date: ..... *7/5/19* .....

