THE CRYPT SCHOOL
Meeting of the Board of Trustees

Monday, 10 February 2025, 4.30pm – 6.20pm
The Crypt School, Room 24

MINUTES: Part 1

Present:	Lee Hill (Chair), Sheila Bradburn, Sonia Macleod, Suzanne Aspden (from item 6), Ray Fish, Ahmed Goga, Dare Owatemi, Amit Ray (to item 12), Nicholas Dyer (Headmaster); Gordon Taylor, Kate Williams (Associate Trustees)
Attendees:	Emma Boobyer, Anthony Gilbert (Members); Phil Stanlake (Senior Deputy Head) (to item 10), Joanne Hitchings (Finance Director & Company Secretary), Nicola Donlon (Clerk); Elizabeth Tweneboa, Jack Mitten (Student Governors)
Apologies:	Ciaran Hollywood
Absent:	Virginia Crellin

	ITEM	ACTION
1.	**Apologies** – as above. The Chair welcomed the new Parent Trustee, Dare Owatemi, to the Board.	
2.	**Declarations of interest** As per the register. Emma Boobyer reminded the Board that she is employed as finance business partner by Greenshaw Learning Trust.	
3.	**Agree minutes of meeting 9.12.24 (Parts 1 and 2)** The minutes were approved without amendment and signed by the Chair.	
4.	**Student Governors' report** The Student Governors presented their oral report: • There would be a different process for applications to join the Student Executive currently underway, with candidates for interview being shortlisted from written forms. Trustee asked when this was happening; Student Governor replied that the deadline for applications was that day, with presentations taking place straight after mocks. • There had been some negative comments about the price of school food. The Finance Director said that the caterers (Aspens) were allowed to put up prices once a year. The School discussed the proposals with Aspens and was aware of their rising costs owing to high food inflation and wage increases. The School would bear the students' feedback in mind in these discussions. • Student Governor requested an update on the plans to extend the girls toilets facilities. The Headmaster (HM) said the work should take place in summer 2025. • Student Governor expressed concern that some students were not demonstrating good road safety awareness at school opening and leaving times and were assuming cars would stop for them to cross the road. The	

	Headmaster agreed that this was a problem; a pedestrian crossing had previously been promised but now seemed unlikely to happen. Associate Trustee said that students also walked across the exit gateway and suggested signs to alert drivers. The HM said the School was going to put in a crossing and some signs at the gate, which was within the School's remit, but it had no power to do anything on Podsmead Road. Associate Trustee suggested a tutor task after an assembly on the issue, which the Student Governors agreed would be useful (**action**). As this was the Student Governors' last meeting, the Chair thanked them on behalf of the Board for their excellent input over the last year.	**PS**
5.	**Matters arising from previous minutes (paper 1)** ● **Action table** The HM reported that the Blackbridge project was opening shortly, with a charge of £60/hour for use of the whole 4G pitch, and it would be possible to hire only part of the pitch. The Director of Sport would now consider what use to make of the new facility. The Chair reminded the Board to send feedback from events that they attend in school and asked the Clerk to send the list of events to the new Parent Trustee, Dare Owatemi (**action**).	**Clerk**
6.	**Headmaster's report (papers 2a and b)** **i) Educational performance** The Headmaster presented his report. Kate Williams (Associate Trustee and Head of Maths Department) said that their main focus was encouraging the best grades from students not taking Further Maths, supporting lower performing students and running revision sessions in the run-up to the exams (the course had been finished). Y13 students had been working hard in preparation for their upcoming mocks, the results of which would offer a better view of expected outcomes in the summer. The Department was also reviewing pedagogy and was planning a day after half term focusing on areas where the School didn't do as well in national comparisons. Suzanne Aspden joined the meeting. The HM added that similar effort was being made in the English Department to support the students. *(Part in confidential minutes)* **ii) Other items** The HM reported that the main Hall roof repair was being re-done, and repairs to floor damage carried out, at the contractor's cost. Trustee asked what the issue was; the Senior Deputy Head (PS) said that the new roof had been installed when the outside temperature was too low. Trustee asked when the work would be completed; PS said that this would depend on the weather but should be done by the end of the Easter holidays. The HM said that the numbers on roll were set to increase to about 1135 students by 2030, which would have consequential impacts on toilets, eating facilities, pastoral care, administrative costs and so on; this would need to be considered as	

	plans were made in coming years. Trustee added that this would also have an impact outside the school as the number of students entering and leaving school each day grew.	
7.	**Committee reports (papers 3 and 4)** The Board noted the reports from Committees. Suzanne Aspden apologised that she had been unable to attend the Pupil Welfare Committee meeting and that her absence should be noted in the minutes (**<u>action</u>**). Amit Ray said he had met Gemma Hargraves and Natash Prout (as SEND Link Trustee) and had discussed concerns about the number of SEND students. The HM said that, although the number of students with EHCPs was small, there was a much wider SEND need that needed support in school. A dedicated SEND area had been proposed and this could become necessary in the future.	**Clerk**
8.	**Finance Director's report:** **a) Management Accounts to Dec 2024 (papers 5a&b)** The Finance Director (JH) presented her report, noting that the year-end outturn was now expected to be over £80k. Trustee asked if there were any areas of concern. JH said that pay rises next year, which were expected to be about 3%, may not be fully funded and so the School would need to manage staffing carefully. The other main concern was capital funding, because the Condition Improvement Fund would shrink in future years as more schools moved into MATs, and many other schools faced greater estates problems. b) **Contracts list** JH said this was being presented for the Board's information. The list was also being used to support planning for managing a cybersecurity incident.	
9.	**Key Performance Indicators (paper 7)** The Clerk said that the Pupil Welfare Committee had asked the Deputy Head (Safeguarding) to obtain information about Y13 attendance rates elsewhere in the county for comparison, to see if this was a common issue. The Board noted the report.	
10.	**Trustee recruitment update** The Chair informed Trustees that he intended to approach them individually after half term to ask about their longer-term plans and work commitments to inform Board succession planning and recruitment. He asked the Clerk to circulate his work email address to Trustees for use when it was necessary to contact him urgently (**<u>action</u>**). Philip Stanlake left the meeting.	**Clerk**
11.	**Appointment of Pupil Welfare Committee member** The Board approved the appointment of Dare Owatemi to the Pupil Welfare Committee with immediate effect (**<u>action</u>**).	**Clerk**

12.	**Multi-Academy Trust (MAT) Status (paper 8)** *In confidential minutes.* Amit Ray left the meeting.	
13.	**School Resource Management Self-Assessment Tool checklist 2023-24 (papers 9a&b)** The Board approved the checklist responses for submission to the Department for Education.	

14.	**Children's Wellbeing and Schools Bill briefing (paper 10)** The HM said that the Bill's proposals overall would initially have a fairly low impact on the School. He would bring information on the proposed new Ofsted framework, which would be in place from September 2025, to the next meeting (**<u>action</u>**).	**Clerk, NCD**
15.	**Risk Register (paper 11)** Item 1.6: ineffective board structure and operation - no change (**<u>action</u>**).	**Clerk**
16.	**Safeguarding report (paper 12)** The Board noted the Safeguarding report.	
17.	**Policies reviewed and approved in Term 3 (paper 13)** The Board noted the policies approved under delegation.	
18.	**Any other business** Trustee said he had been approached by governors from another school asking how they could become involved in the Y12 mentoring programme. The HM said they should contact the Deputy Head (Director of People and Community), Paulina De La Fuente. More schools would be welcome, but significant expansion of the programme would require specialised facilities for larger groups. Trustee asked how the mentees were selected. The HM said that the School could usually take on all students that wanted to participate. Ray Fish said that he had recently completed a Trustee review of the programme and had recommended that the School should be clearer about the desired outcomes.	
19.	**Confidential items** (*to agree items that should be recorded as confidential)* Items 6 (part) and 12.	
20.	**Date of next meeting: Monday 24th March 2025, 4pm** The meeting finished at 6.16pm.	

Signed:

Date: