

Agenda for the Meeting of the Board of Directors
OMNIA LEARNING TRUST

Held virtually from 11:00 – 13:00 on Tuesday 28th November 2023

Invitees	Role	Term of Office Ends
Board Members (Voting)		
1. Jodie Croft	Board Director and OLT CEO	Ex-officio
2. Alison Hill	Board Director	06/07/2024
3. Silvia Holgado-Gomez	Board Director - CHAIR	31/03/2024
4. Tyler Jeffs	Board Director	29/03/2026
5. Russell Massie	Board Director	08/11/2025
6. Jason Murphy	Board Director	19/11/2027
7. Ada Simpson	Board Director	29/03/2026
8. Arjun Thiru	Board Director	08/11/2025
Other (Non-Voting)		
Sarah Bellingham	OLT Governance & Communications Officer	
Carina Cuddington	OLT CFO	
Beth Gorsuch	OLT COO	

Agenda Item	Paper	Lead
1. Welcome & apologies for absence	N/A	Chair
2. Declaration of any conflicts of interest with agenda items, and declare any pecuniary or business interests or receipt of hospitality for Register of Business Interests	OLT Register of Business Interests	Chair
3. Identify any items for AOB and/or confidential AOB	N/A	Chair
4. Review and approve Terms of Reference for Members, Directors, and Governors	OLT Governance Handbook	Chair
5. Review of Trust Board membership and DBS checks	OLT Governance Handbook	Chair
6. Review of Directors' training requirements and induction arrangements	(1) OLT Training Record (2) OLT Signature Sheet 11/2023	Chair
7. Adopt Code of Conduct for 2023-2024	OLT Governance Handbook	
8. Appoint Vice-Chair	n/a	Chair

9. Confirm Specialist Director and Schools Link Director roles for 2023-2024	OLT Governance Handbook	Chair
10. Agree schedule of Director visits		CEO
11. Approve minutes of the last full board meeting, and confirm matters arising not on the agenda	OLT Board Minutes 12/09/2023 <i>(including actions listed there brought forward from July 2023)</i>	Chair
12. Receive QES Committee Minutes	QES Committee Minutes 17/10/2023	Chair
13. Receive Principals' termly dashboards	Dashboards: DPA, SHPA, TPA, WPA: <i>Covering: Demographics, Fire drills, exclusions, absence, racist & bullying incidents, safeguarding, CP, complaints, CPD and staffing update</i>	Chair
14. Receipt WPA external safeguarding report July 2023 with actions	WPA Safeguarding Report July 2023	Chair
15. Receive Operations Committee Minutes	Operations Committee Minutes 10/10/2023	Chair
16. Receive COO Compliance Report	COO Compliance Report October 2023 <i>Covering: IT/GDPR, financial audits, HR, H&S (external audits, WRA, FRA), staff absence, premises, safeguarding (SCR audit & LADO audit), & policies review</i>	COO
17. Receive CEO Report	CEO Report November 2023 <i>Covering: Progress, Attainment, Performance, Targets, Equality objectives, Management accounts, Health and Safety reports, Operations Committee Recommendations, Trust development plan, Trust strategy, review of risk register, review of pupil number estimates</i>	CEO
18. Receive management accounts and budgets	October 2023 budget monitoring reports (Trust and Schools), supporting schedule & cashflow forecast	CFO
19. Review and approve expenditure over £50k	N/A	CEO
20. Receive 'Dear Accounting Officer' letter from EFSA	None	CEO
21. Policies for approval in line with OLT Policy Scheme of Delegation	(1) SEND Policy and Information Report 2023-2024: DPA, SHPA, TPA, and WPA <i>(reviewed by QES Committee)</i>	Chair

	(2) OLT Pay Policy 2023-2024 (<i>reviewed by Operations Committee</i>) (3) Admissions policies for 2025/2026 – DPA, SHPA, TPA, and WPA	
22. Review Staff & Staff Diversity and Inclusion Survey Results and discuss actions arising & receive governance survey results from July 2023	(1) Staff & Staff D&I Survey Findings & Report to Board (2) 22-23 360 Governance Survey Results	CEO
23. Receive confirmation from the Chair of the CEO Performance Appraisal Committee of CEO's appraisal having taken place with summary of targets applied & Board to approve the recommendations on CEO's pay (Confidential Item)	N/A	SHG/JM
24. Receive external audit report & ratification of Trust Risk Register	(1) OLT Key Audit Findings 14/11/2023 (2) OLT Risk Register	COO
25. Approve annual accounts (and note requirement to sign OLT letters of representation – audit & regularity)	Draft Accounts 14/11/2023 (Annual Report & Financial Statements – Year ended 31.08.2023), with OLT letters of representation	Chair
26. AOB/Confidential AOB		Chair
27. Agree the confidential status of OLT documents, excluding the agenda, approved minutes of meetings, and approved final version policies, brought to each Board meeting (<i>Ref: 1.45 ATH 2023</i>)	ATH 2023	Chair

Dates of next OLT Board meetings:

(3/5) Tuesday 12th March 2024 10.00-12.00

(4/5) Tuesday 14th May 2024 10.00-12.00,

(5/5) Tuesday 9th July 2024 10.00-12.00