

Minutes of the Meeting of the Board of Directors
OMNIA LEARNING TRUST

Held via Zoom on Tuesday 12th March 2024 at 10am

Invitees	Role	Term of Office Ends	Attendance
Board Members (Voting)			
1. Jodie Croft (JC)	Board Director and OLT CEO	Ex-officio	Present
2. Alison Hill (AH)	Board Director	06/07/2024	Present
3. Silvia Holgado-Gomez (SHG)	Board Director - Chair	31/03/2024	Present
4. Tyler Jeffs (TJ)	Board Director	29/03/2026	Absent
5. Russell Massie (RM)	Board Director	08/11/2025	Present
6. Jason Murphy (JM)	Board Director - Vice Chair	19/11/2027	Present
7. Ada Simpson (AS)	Board Director	29/03/2026	Absent
8. Arjun Thiru (AT)	Board Director	08/11/2025	Present
Other (Non-Voting)			
Sarah Bellingham (SB)	OLT GCO	N/A	Present
Carina Cuddington (CC)	OLT CFO (Edufin)	N/A	Absent
Beth Gorsuch (BG)	OLT COO	N/A	Present

Minutes	
1. Welcome and apologies for absence	
1.1	SHG welcomed everyone to the meeting. Apologies had been received from AS and from CC. The meeting was declared quorate (<i>meaning that a minimum of three voting Board Directors were present</i>).
1.2	It was noted that all documents to be discussed in the meeting had been circulated prior to the meeting via Governor Hub. These were shared on screen during the meeting unless stated otherwise.
2. Declaration of conflicts of interests relating to agenda items & declare any pecuniary or business interests or receipt of hospitality for the OLT Register of Business Interests	
2.1	No conflicts of interest were declared in relation to agenda items and no updates were declared for the register.
3. Identify items for AOB and/or confidential AOB	
	<i>Approval to publish Director profile Q&A responses on Trust website</i>
3.1	JC asked Directors if they consented to the Trust publishing their profile Q&A form responses including photo on the Trust website, noting that this information either had been or was due to be published in the regular Trust bulletins, following receipt of Directors' consent for that.

- 3.2 The Directors each gave their consent to publishing this data on the Trust website. SB would e-mail Directors AS and TJ to request this. She would also add this item to the agenda for the April 2024 QES Committee meeting to ensure local governor consent had also been obtained. **ACTION - SB**

Approval for DPA application for second round of council funding for completion of Section 106 art project on school site

- 3.3 BG explained that in 2021 DPA had received approval from the Trust to participate in a 'Section 106 funded' local art project. The school had put in a bid for an artist to come in and do workshops with the children. This had resulted in the artist and pupils creating a bronze tree sculpture. DPA now needed to apply for the second tranche of funding, which required Board approval.
- 3.4 Planning permission had already been received and the completion of the project would be at no cost to the school. The design was very attractive.
- 3.5 The Directors discussed the project with JC and BG, following which they gave their unanimous approval to DPA applying for the second round of funding.

New DfE Academy Trust Governance Guidance for March 2024

- 3.6 JC flagged that the DfE had just published its new Academy Trust Governance Guide, replacing the former DfE Governance Handbook and its linked Competency Framework for Governance and for Clerking. JC would review this with SB, who would circulate the link to the new guidance as well as any information on key changes or updates. **ACTION - SB**

School uniform changes

- 3.7 **Q:** Please would JC update the Board about proposals made recently at each school to update pupils' uniform to tie in with the Trust re-branding?
A: JC confirmed that new uniform proposals would be brought out in a slow and supportive way over the next one to two academic years. The current 'shield' branding was the old GEMS style. The new Omnia circle logo would replace this on school jumpers and cardigans in a way which would be interchangeable and consistent across all the schools. There was no intention to penalise any parent who was not able to purchase the new style uniform within a particular time frame.
- 3.8 The Trust had recently carried out a uniform review meaning that in future only the jumper/cardigan part of the main uniform and school PE tops would be branded, with all other items being 'off the peg' to reduce cost to parents. Any new uniform purchased had been priced the same as the old-style items.
- 3.9 JC would ask the school Principals to consider whether it was sensible to do some work with Trust pupils to manage the impact of the changes, and whether more reassurance could be given to parents via school newsletters. **ACTION - JC**

4. Review of Trust Board Membership and DBS Checks

4.1 BG confirmed that all Board director DBS checks were up to date.

Re-appointment of Director SHG for a further four-year term of office

4.2 SHG's term of office was due to expire on 31st March 2024. The Trust had been in touch with SHG prior to the meeting, and she had confirmed that she would be happy to be reappointed for a further term of office.

4.3 Pursuant to the OLT Articles of Association, as a co-opted trustee SHG's reappointment required the approval of the Directors (Trustees) on the Board who had themselves been 'Member-appointed'. These directors were JC, RM, and AT.

4.4 SHG was asked to leave the meeting while the vote took place, and left at 10.16.

4.5 The Directors JC, RM, and AT agreed that SHG's skills and experience were extremely valuable to the Trust, and they were especially grateful for the time and energy she had brought to the role of Chair of Trustees since September 2023. The other Directors agreed with this. JC, RM, and AT voted unanimously in favour of reappointing SHG for a further four-year term. SB would update the Trust's records. **ACTION – SB**

4.6 SHG returned to the meeting at 10.20.

Notification of AS stepping down from Director role on 24th May 2024.

4.7 JC updated the Board that Director AS had let the Trust know that she would be stepping down from her Director role early due to personal circumstances. AS' last day would be 24th May 2024, meaning that she would be able to attend the next Board meeting on 14th May 2024.

Prospective new Board Director for Summer Term 2024

4.8 Having in mind AS' resignation, JC had been looking out for new candidates for a Director role on the Board with a background in the education sector. The current interim (consultant) Director of Education this year, Duncan Millard, had expressed an interest in taking on a voluntary Directorship in the shorter term. JC would circulate more details about Duncan's skills and experience before the next Board meeting, when the current Directors would be asked to vote on his appointment with a view to him joining the Board for the July 2024 meeting. SB would add this to the next Board meeting agenda. **ACTION – JC/SB**

4.9 JC explained that she understood the importance of equality of opportunity and of inclusiveness as it related to Board appointments. She explained that the Trust continued to operate an open invitation to apply to join the Trust Board, which was communicated via school newsletters and via the Trust website.

4.10 **Q:** What skills and experience did JC think could be enhanced on the Board?

A: HR and legal skills would be valuable. JC was happy to update the open invitation wording to be more specific, to encourage someone with that background and skills to apply. **ACTION - JC**

4.11 Q: Had Duncan Millard applied for the Deputy CEO role?

A: He had not applied, but instead had assisted JC as a member of the interview panel for the role. Duncan had formerly been the CEO of his own MAT, which had overseen several primary schools and one secondary school. He had since retired from that role and had set up his own consultancy firm.

5. Review of Directors' training requirements and induction arrangements

5.1 SB had been in touch with all directors and governors since the start of term and prior to this meeting to remind about the completion of mandatory outstanding training.

5.2 Directors were reminded that annual safeguarding and prevent duty training were mandatory. SB would continue to contact Directors at the start of each term and before Board meetings to remind of any outstanding training requirements.

6. Approve minutes of the last full board meeting on 28th November 2023 and confirm matters arising not on the agenda

6.1 The Board unanimously approved the minutes of 28th November 2023. **ACTION - SB**

6.2 All actions had been completed or were in progress with the following points noted:

Action 8, Minute 14.3

6.3 JC had spoken with the schools about the potential for reducing amounts of usable food wasted at the end of the school day. She described what was being done at each school, to include the advance booking system in place for school meals and the offer to families to take home unused fresh milk left at the end of a school week. JC was confident that as much was being done as reasonably could be, to include ensuring that scraps from plates were dropped into food waste bins for recycling.

Action 9, Minute 14.5

6.4 JC had spoken with EM about the outcome of a recent school meals survey at TPA, in part via additional questions asked within the annual spring term school parent survey. JC updated the Board about the planned response which would be minuted in a confidential annex.

7. CONFIDENTIAL: Update to the Board on CEO Pay Recommendation for 2023-2024 from Chair of CEO Performance Appraisal Committee

With reference to Minute 25 from the confidential version minutes of the Board meeting of 28th November 2023

7.1 The Board received a verbal update from SHG on behalf of the CEO Performance Appraisal Committee. The minutes of this update and the Board's discussion of this item are included in a confidential annex.

8. Receive QES Committee Minutes dated 16/01/2024

- 8.1 Directors were asked if they had any questions, but none were raised.
- 8.2 JC would be updating the Board about the schools' progress against targets and related matters in her CEO Report later in the meeting.
- 8.3 The minutes were noted as received.

9. Receive Principals' termly dashboards

Dashboards: DPA, SHPA, TPA, WPA (Covering: Demographics, Fire drills, exclusions, absence, racist & bullying incidents, safeguarding, CP, complaints, CPD and staffing update)

- 9.1 Directors were asked if they had any questions, but none were raised.
- 9.2 The dashboards were noted as received.

10. Receive Operations Committee Minutes dated 20/02/2024

- 10.1 These were noted as received.
- 10.2 **Q:** How had the recent e-mail from TPA to parents been received, which had asked for monies to settle sums owed in respect of school trips, clubs and similar?
A: BG explained that it had achieved an impressive result, in that the £28k of parent debt had come down to £11k. However, the e-mail had been auto generated so the tone of this may have been harsher than intended.
- 10.3 The Board agreed that it would be wise to update parents on the amount received, thanking them for prompt action, and to explain that the recent e-mail had been computer-generated rather than having come from the office manager herself. BG would speak to the office manager and the Principal about that. **ACTION - BG**

11. Receive COO Compliance Report dated February 2024

COO Compliance Report October 2023 (Covering: IT/GDPR, financial audits, HR, H&S (external audits, WRA, FRA), staff absence, premises, safeguarding (SCR audit & LADO audit), & policies review)

- 11.1 BG confirmed that she had presented the report to the October 2023 Operations Committee and asked the Directors if they had any questions.
- 11.2 BG provided an update on the following changes or developments since she had written her report:
- The Trust was now centralising its primary balance functions through Edufin. This would help the office managers with their workload, enabling them to spend more time on the school budget together with tracking and spotting any over or under spending. It would also help Edufin produce the management accounts in the timeframe sought by the

Trust. The latest funding letters had just been received for the coming year and were quite tight. This would need close attention.

- The Trust had completed its first internal audit cycle with UHY. It had been very positive. The report had identified six points, two of which were medium and four of which were low risk. All points had since been addressed and processes had been updated. BG was awaiting the final version report from UHY.
- The second annual internal audit cycle with UHY was about to start in April 2024 with the theme of governance.
- All schools were either compliant based on recent external health and safety as well as safeguarding audits, or were anticipating the external audits shortly. When the annual school audit reports came back, the schools took action to close off any points as soon as possible, with BG overseeing the process and confirming that everything had been done.

11.3 Q: Could BG explain more about Cambridge Maintenance?

A: The Trust had instructed Cambridge Maintenance to produce life-cycle reports for all school assets. The reports were due back soon. This would inform the Trust of how long equipment would last, enabling predictions about the extent and timing of costs to be incurred at a future date and allowing time to set aside the required money. The Trust had also updated its estates policy to clarify its strategy and how funds would be ring-fenced for bigger projects such as boiler replacements. The Trust had already been maintaining everything accordance to the guidance, but it was important to know how long assets and equipment would last, so that the team could look ahead to what would be needed down the track.

11.4 There were no further questions on this, and the Directors confirmed receipt.

12. Receive CEO Report dated March 2024

CEO Report March 2024 (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)

12.1 JC summarised the key points in her report in relation to each of the schools, before moving on to the items included later on in her report. Directors were encouraged to ask questions.

Schools:

TPA

12.2 JC provided an update about matters to include attendance, the Reception learning environment, progress against maths and combined targets, pupil attendance figures, staffing and staff absence, HR, school office management, pupil behaviour, and the likelihood of an imminent Ofsted inspection.

12.3 The Directors discussed these items in detail with JC. Questions and responses were either included below or in the confidential annex to these minutes.

12.4 Q: At TPA, did staff benefit from 'off the shelf' curriculum planning to help reduce workload?

A: JC had a strong view that teachers should plan their own lessons, albeit with the support of suitable resources, to be able to tailor lessons to meet the specific needs of the pupils in that class. TPA teachers had access to a wide range of resources. TPA had also done a curriculum planning session recently. JC was not convinced that any difficulty in recruiting teachers at TPA was linked with workload. This was a national picture, and many schools were struggling.

12.5 Q: Would TPA be filling its Reception classes in September?

A: JC planned to cover pupil numbers across all schools later in her report.

DPA

12.6 JC provided an update about matters to include attendance, progress against rapid recovery targets for specific pupil groups, progress against reading, writing and combined targets across the school, clarity on the agreed 'pass mark' applying consistently across all schools for termly year group tests in reading, writing and maths, and the impact of staff planning lessons with more focus on closing attainment gaps with less reliance on off the shelf resources.

12.7 The Directors discussed these items in detail with JC. Questions and responses were included in the confidential annex to these minutes.

WPA

12.8 JC provided an update about matters to include attendance, safeguarding, progress against targets, behaviour, SEN pupils, and findings from recent Director of Education reports after visits to the school, and an update on the recruitment process for the headteacher vacancy from September 2024.

12.9 The Directors discussed these items in detail with JC. Questions and responses were included in the confidential annex to these minutes.

SHPA

12.10 JC provided an update about matters to include safeguarding, progress against targets, behaviour, the progress of the building works on site and discussions with the council about these, as well as plans to open a nursery room for two-year olds once the government's 30-hour funding promise had come into effect in September 2025.

12.11 The Directors discussed these items in detail with JC.

Surbiton

12.12 There was little sign of this school opening in September 2025 and the window was rapidly disappearing. The expected update from the DfE by the date of the meeting had not materialised. JC had anticipated that the DfE would have completed its feasibility review by this point, having moved onto the procurement exercise. However, there was no evidence

of this. JC would keep pressing and would update the Board with more information when available.

Development Plan:

12.13 The QES Committee meeting format was being adjusted for the remainder of the academic year. Meetings would now take place in two parts, with two schools in focus per meeting and a split of attendees. This would help with the volume of the discussions. The situation would be reviewed again at the end of the summer term, for the following year.

Central Services:

12.14 There were lots of plans afoot for the Deputy CEO role. JC, BG and LB were attending a training and strategy day in Manchester the following week, with time planned to review the entire Trust strategy for the next five years in terms of the model required for best supporting the schools.

Internal communications

Line management

12.15 The line management approach across the whole Trust had been reviewed and adjusted to ensure that every member of staff received a well-being check at least once annually, fed through the performance review and appraisal meeting cycle. The focus was on well-being and support, to include raising awareness of the many policies now in place to help staff.

12.16 There would be more discussions on this at the Away Day in July 2024.

Parent Survey

12.17 The Trust wide parent survey had taken place, and the results would be discussed later in the meeting.

Risk register

12.18 This had been updated in relation to the concerns about funding and the Trust's financial position in three years' time. The schools had received their funding letters which had confirmed a 1.2% inflationary increase to the funding provided. However, costs were rising enormously in all areas. More money was due for staffing costs, and this had been included in the per pupil funding which had a higher inflationary element.

12.19 BG noted that staffing costs were affordable for the following two years using surplus monies or core funding depending on the school. However, in three years' time the Trust would be seeing in-year deficits.

12.20 Q: How was that supposed to work down the line if the Trust was struggling to attract and recruit staff now?

A: BG said she did not think there was any logic to it. Based on current levels of government funding, the Trust would not be able to afford its fixed-term staff in three years'

time. The main issue was that it was hard to bank on what funding would come in, as so little of it formed the core funding each year. The schools received varying amounts via different grants throughout the academic year. The Trust would be able to bring the forecasts to the May 2024 Board meeting, when hopefully the situation might not look so serious.

Pupil number forecasts

DPA

- 12.21** The birth rate was rising locally but there were still fewer births than school places locally. There were 665 primary school places in total in Didcot, but only 633 children. Therefore, the school had to be competitive to attract the children. Historically DPA had been oversubscribed every year, so JC was not worried about it not being popular.

SHPA

- 12.22** The school was located near a new housing estate and JC was also hoping that it would be able to take pupils which had not been able to secure a place at DPA and had put SHPA as its second choice. JC would provide a further update at the Board meeting in May 2024. At this point she had no cause for concern.

WPA

- 12.23** The school was continuing to grow slowly but steadily, and the local birth rate was rising. The school was just making do on the funding, with a very slim support staff element. There was only half a year group in Years four and five.

TPA

- 12.24** The local birth rate had gone down. JC had spoken to the local authority to ask if the school should cut down. In 2024-2025 the school would be funding two reception teachers on the income from only 40 children. Unless those classes filled up in-year, there would be a financial hit for next six-seven years.
- 12.25** One more year like that would seriously affect the finances. If the school opened up 60 places in Reception each September, it ran the risk that it would need to pay for two class teachers with only 31 pupils. In effect, one child would then be funding one teacher.
- 12.26** Options included offering one class only from Reception for the following two academic years (2025-2026 and 2026-2027). That might help the school ride out the situation until birth rates rose again. The school could return to a two-form entry from the start of the 2028-2029 academic year. It would require running a consultation locally, but JC was happy to that and familiar with the consultation process.

- 12.27 Q:** What would the timings be if TPA went down that route?

A: It would go out this autumn for consultation.

- 12.28 Q:** Could the Board review the situation again in May?

A: Yes it could. **ACTION - JC**

12.29 Q: In terms of succession planning, what would happen in relation to the teachers at the school when the sole Reception class rose higher up through the year groups, where previously there had been two classes coming up?

A: That would be situation which managed gradually, for example via natural turnover of staff or allocating staff to alternative classes. If the recruitment picture remained challenging, it might be in the school's favour.

12.30 Q: What if the birth rates rose during this time?

A: The proposal would be to clarify that the one-form entry plan was for a limited time only, followed by a return to the previous two-form entry model.

12.31 JC had reviewed the feedback from parents who had recently taken a tour of the school, and had not observed any theme or trend in that from parents who had not put the school as their first choice. The school was already initiating a big overhaul of the main playground as this had started to look run down. Tours the following year would give a better impression of the school. The school principal was also taking part in coaching on PR, to help with advertising the school in its best light.

12.32 Q: Could the Trust talk to other schools locally about sharing demand in difficult times?

A: The Trust could talk to the local authority, for example, to ask that it work with TPA to stop numbers at 30. However, if the school had 60 places open, it would struggle to refuse places to any parent over the 30 threshold who had put it as first choice. It was hard to see how any school could reasonably tell a parent to pick a different provision, based on that school's need to manage finances linked with government funding arrangements.

12.33 JC explained that by the time of the May Board meeting, she would be able to share the school offers numbers and acceptance figures. **ACTION - JC**

13. Management accounts

13.1 The following documents dated January 2024 had been circulated in advance of the meeting for receipt by the Board:

- Executive Summary
- Balance Sheet Summary
- Cashflow
- DPA Management Report
- SHPA Management Report
- TPA Management Report
- WPA Management Report
- Omnia Management Report

13.2 CC was unable to join due to personal circumstances. BG shared the Executive Summary on screen and highlighted key information in respect of the Trust and each of its schools.

13.3 This included reference to the Trust's and each school's position in relation to in year surplus or deficit positions, reserves, carry forward balances, outgoings such as staffing and energy costs, capital budgets and projects underway or planned, and receipt of government grants and other income.

- 13.4** Edufin now much more heavily involved in the schools' financial processes, and this had been going well to date. This system would be increasingly important with the restrictive funding available for the following year.
- 13.5 Q:** Had the schools spent more on supply staff than they had predicted?
A: At TPA, yes, however this cost had been reduced down during the year. The office was looking at this in a very detailed way and there would be an accurate picture of the final end of year spend.
- 13.6 Q:** When was WPA predicted to face challenges?
A: BG said that the current focus was the 2024-2025 draft budget which was still looking reasonable. Potentially 2028-2029 would be challenging. JC added that there tended to be a pattern, whereby a school accumulated reserves in the early years as the school was growing, in part based on the benefit of the pre-opening grant, with any surplus monies reducing as staff salaries went up and the school had to rely on its in-year income only.
- 13.7 Q:** Did DPA still have large reserves?
A: It did have significant reserves still, but these were on the decline as more was being spent to support staff and pupils.
- 13.8 Q:** Would the assistance provided by Edufin help to avoid so many changes to the initial forecasts set in the school budgets?
A: That was the strategy. There should be far fewer changes throughout the academic year now that the office and finance managers could give more time to the school budgets. They would understand the nuances better, which would help them set a more accurate picture at the outset. However, it would remain hard to manage the impact of un-forecasted DfE grants received from time to time. It was only possible to make predictions based on the funding the schools knew was coming in. There were also a whole range of other potential variations to the budget in a school setting, such as unexpected resignations, maternity leave and more.
- 13.9** JC added that one reason the forecasts had looked inaccurate was the impact of having included, and then removed, the cost of fixed-term staff. That cost had initially been included in the submitted budgets, to show the DfE the true cost of running each school. However, the working budgets thereafter had only included permanent staff, because decisions were taken year on year about anyone on a fixed-term contract. In summary, the Trust was well aware of and in control of the overspend shown. This would need to be cut back for the following year.
- 13.10** Directors were asked if they had any further questions, and none were raised.

14. Review and approve Trust Investment Proposal

- 14.1** JC referred to the written proposal circulated in advance of the meeting. She had prepared this with input from CC at Edufin, in relation to the cash flow forecast at Trust level. CC had advised that more could be invested over the remainder of the academic year until end of August 2024, at low risk.

- 14.2** The document provided information on a range of scenarios, using different investment amounts, interest rates information supplied by Barclays based on investing for either 3 or 4 weeks at a time, predicted investment returns, and the lowest amount of cash in the bank over the following few months.
- 14.3** The investment returns would be used to support the staff lunch model into the next academic year. The investment strategy as a whole would be revisited for the period from September 2024 onwards. The Board was being asked to approve an updated investment proposal based on the data shared here.
- 14.4** **Q:** If any unexpected costs or issues arose, how quickly could the invested monies be released?
A: If there were any unexpected issues with cashflow, the additionally invested money would be released within either three or four weeks, depending on the period it had been invested for.
- 14.5** SHG advised caution in relation to the fact that rates were likely to be cut at the end of the year. JC acknowledged this.
- 14.6** The Directors confirmed their unanimous approval for investing a sum of up to £400k based on the rates of return and the other information set out in the proposal they had seen. They agreed that this approach was low risk and sensible given that otherwise the money was sitting in the bank without generating any benefit for the schools.
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- 15. Review and approve expenditure over £50k**
- 15.1** There was none to review.
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- 16. Receive 'Dear Accounting Officer' letter from EFSA**
- 16.1** There was no letter to review at this time.
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- 17. Review and Approve Policies in line with OLT Policy Scheme of Delegation**
- 17.1** There were no policies to review at this time.
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- 18. Receive Parent and Carer Survey Findings and Report to Board 2024**
- 18.1** The Board acknowledged receipt of the survey report.
- 18.2** JC summarised the overview findings for the Trust as well as the findings per school, which were discussed by the Directors.
- 18.3** It was noted that the Principals had each received a report summarising their own school's findings, which they would be

18.4 JC asked Directors to note that due to receipt of a number of abusive comments, the Trust would review whether some or all of the parent survey issued in 2025 would remain anonymous. Although the questions were based on the Ofsted standard for parents, it was important that requests for change or improvement in relation to a particular child, or comments which were not written constructively, could be tracked back to the parent or carer in question.

19. Receive Audit and Risk Committee's Report on external Auditor's performance, consider if reappointment appropriate, and make recommendation to the Members (ATH 4.5-4.8)

19.1 The Operations Committee (Audit and Risk) met in November 2023. It was happy with the performance of both the external and internal auditors and comfortable that the Trust would work with each for a further year.

19.2 BG confirmed that the Trust had been through two audit cycles and was pleased to be participating in a positive and respectful working relationship with each, involving a mutual understanding of the expectations on deliverables and timeframes.

19.3 JC and BG clarified that based on the Committee's recommendation, the Board needed to confirm if it was happy to approve to the Members that the Trust continue with the current external auditors.

19.4 The Board approved this unanimously.

20. AOB/Confidential AOB

20.1 Nothing further was raised by way of AOB.

21. Agree the confidential status of OLT documents, excluding the agenda, approved minutes of meetings, and approved final version policies, brought to each Board meeting (Ref: 1.45 ATH 2023)

21.1 The Board agreed that all documents brought to this meeting were confidential to the Trust, other than the meeting agenda, any final version approved policies and final version minutes of meetings approved by the Board or Committee as required.

Meeting Closed: 12.04

Dates of next OLT Board meetings:

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

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

Actions from the Omnia Trust Board meeting of 12.03.2024

Action 1	Minute 3.2	SB to request explicit consent from Directors AS and TJ, as well as from the local governors, to publish their profile Q&A document on the Trust website DONE
Action 2	Minute 3.6	SB to circulate the link to the new DfE Academy Governance Guide and any updates from the previous version DONE
Action 3	Minute 3.9	JC to speak to school heads about the potential need for more engagement with parents and pupils on forthcoming uniform changes
Action 4	Minute 4.5	SB to update the Trust records in respect of SHG's reappointment as Board Director for a further four year term DONE
Action 5	Minute 4.8	JC to circulate details about prospective new Director Duncan Millard. SB to add an item to the May Board meeting agenda for Directors to vote on appointing candidate Duncan Millard to the Board DONE
Action 6	Minute 4.10	JC to update the wording of the current open invitation for applications to join the Board, in respect of the need for HR/Legal skills and experience.
Action 7	Minute 6.1	SB to ask SHG to sign the approved November 2023 Board minutes, and to upload these, the current meeting's agenda, and the meeting's attendance information to the Trust website. DONE
Action 8	Minute 10.3	BG to speak with the TPA office manager about sending a follow-up e-mail to update and thank parents after receipt of payments reducing the accumulated amount of parent debt.
Action 9	Minute 12.28	SB to add an item to the May Board meeting agenda for Directors to review the one-form entry proposal at TPA DONE
Action 10	Minute 12.33	SB to add an item to the May Board meeting agenda for JC to bring the latest school place offers and acceptances data. DONE