

RECORD OF MEETING

East England and North East London Headteacher Board

7th January 2016

Members of Board, RSC, and guests in attendance

Tim Coulson (RSC, chair)

Mark Jeffries (HTB)

Steve Lancashire (HTB)

Debbie Rogan (HTB)

Caroline Haynes (HTB)

Roy Blatchford (HTB)

Rachel MacFarlane (Isaac Newton Academy)

Lesley Birch (Eastern Region Teaching Schools)

Apologies

Margaret Wilson (HTB)

Stephen Munday (HTB)

Rachel de Souza (HTB)

Cross-cutting discussion points

The board discussed:

- **Challenged Schools**

The board reviewed its strategy for managing the most challenged schools within the region.

Discussion of projects, including decisions made by RSC with advice from HTB:

All decisions are made in reference to relevant legislation and the published criteria. The table below sets out some key discussion points only

Sponsor Applications

Project	Decision	Key Discussion Points	Conflicts of interest
Thomas Deacon Academy Education Trust (Peterborough)	Approve	<ul style="list-style-type: none"> • background to trust • governance structure • capacity • experience of educating children with English as a second language 	
Action required: RSC to write approving the application.			

Significant Change

Project	Decision	Key Discussion Points	Conflicts of interest
Lee Chapel (Essex) – expansion from 3 to 4 forms of entry	Approve with conditions	<ul style="list-style-type: none"> • PAN figures • funding 	
Action required: Clarify PAN figures.			
Project	Decision	Key Discussion Points	Conflicts of interest
Briscoe Primary School (Essex)– extension of age range	Approve	<ul style="list-style-type: none"> • dissemination of significant change guidelines to academies 	Debbie Rogan left the room for this item and did not receive papers for it
Action required: School to be notified.			

RECORD OF MEETING

East England North East London Headteacher Board

21st January 2016

Members of Board, RSC, and guests in attendance

Tim Coulson (RSC, chair)

Mark Jeffries (HTB)

Margaret Wilson (HTB)

Stephen Munday (HTB)

Debbie Rogan (HTB)

Caroline Haynes (HTB)

Rachel de Souza (HTB)

Apologies

Steve Lancashire (HTB)

Roy Blatchford (HTB)

Lesley Birch (Eastern Region Teaching Schools)

Rachel Macfarlane (Isaac Newton Academy)

Discussion of projects, including decisions made by RSC with advice from HTB:

All decisions are made in reference to relevant legislation and the published criteria. The table below sets out some key discussion points only

Academy Order

Project	Decision	Key Discussion Points	Conflicts of interest
St Edmunds and St Benets, Suffolk – to join St John the Baptist MAT	Approve	<ul style="list-style-type: none"> • funding • trust governance and leadership • school improvement model 	
Action required: Academy Order to be sent.			
Project	Decision	Key Discussion Points	Conflicts of interest
Brookside Infant School, Havering – to join Drapers Academy Trust	Approve	<ul style="list-style-type: none"> • background to trust • results • monitoring 	
Action required: Academy Order to be sent.			
Project	Decision	Key Discussion Points	Conflicts of interest
Heacham Junior School, Norfolk – to join West Norfolk Academy Trust	Approve	<ul style="list-style-type: none"> • governance and leadership • sponsor development 	
Action required: Academy Order to be sent.			
Project	Decision	Key Discussion Points	Conflicts of interest
St Francis of Assisi, Norfolk – to join St John the Baptist MAT	Approve	<ul style="list-style-type: none"> • funding • trust governance and leadership • school improvement model 	
Action required: Academy Order to be sent.			
Project	Decision	Key Discussion Points	Conflicts of interest
St Mary's, Suffolk – to join St John the Baptist MAT	Approve	<ul style="list-style-type: none"> • funding • trust governance and leadership • school improvement model • small schools grant approved 	
Action required: Academy Order to be sent.			
Project	Decision	Key Discussion Points	Conflicts of interest
St Mary and St Peter, Norfolk – to join St John the Baptist MAT	Approve	<ul style="list-style-type: none"> • funding • trust governance and leadership 	

		• school improvement model	
Action required: Academy Order to be sent.			
Project	Decision	Key Discussion Points	Conflicts of interest
St Augustine's, Norfolk – to join St John the Baptist MAT	Approve	<ul style="list-style-type: none"> • funding • trust governance and leadership • school improvement model 	
Action required: Academy Order to be sent.			
Project	Decision	Key Discussion Points	Conflicts of interest
Hinguar Community Primary and Thorpedene Primary School, Southend – to join Shoeburyness High School MAT	Approve with conditions	<ul style="list-style-type: none"> • MAT structure • MAT governance • funding 	
Action required: Academy Order to be sent.			
Project	Decision	Key Discussion Points	Conflicts of interest
Larkrise Primary School, Essex – to join Eveleigh Link	Approve	<ul style="list-style-type: none"> • background to Trust • results • school improvement grant approved in full 	
Action required: Academy Order to be sent.			

Sponsor Applications

Project	Decision	Key Discussion Points	Conflicts of interest
StarMAT (Kents Hill Junior School)	Approve	<ul style="list-style-type: none"> • governance • changes to structure of Trust • regional requirements 	
Action required: RSC to write approving the application.			

Significant Change

Project	Decision	Key Discussion Points	Conflicts of interest
The Charter School – SAT to MAT	Defer	<ul style="list-style-type: none"> • further information required 	
Action required: Further information required.			

New Provision – Funding Agreements

Project	Decision	Key Discussion Points	Conflicts of interest
The Netherhall School (Cambridgeshire) Hockering Church of England Voluntary Aided Primary School (Norfolk) St Andrew's Church of England Primary School St Peter's Cof E VA Primary School (Norfolk) St Peter's CofE VA Primary School Easton (Norfolk) Narborough CEVC Primary School (Norfolk) Sporle VC Primary School (Norfolk) Great Witchingham CoE Primary School (Norfolk) Castle Acre CEVC Primary School (Norfolk) St Mary's CEVA Primary (Suffolk) Sproughton CEVC Primary School (Suffolk) St Mary's CEVA Primary School (Suffolk)	Approve	RSC / HTB approved entering into funding agreements to allow eleven academies to open on 1 st February 2016	
Action required: No action required.			

RECORD OF MEETING

East England North East London Headteacher Board

11th February 2016

Members of Board, RSC, and guests in attendance

Tim Coulson (RSC, chair)

Mark Jeffries (HTB)

Margaret Wilson (HTB)

Stephen Munday (HTB)

Debbie Rogan (HTB)

Caroline Haynes (HTB)

Steve Lancashire (HTB)

Roy Blatchford (HTB)

Lesley Birch (Eastern Region Teaching Schools)

Rachel Macfarlane (Isaac Newton Academy)

Apologies

Rachel de Souza (HTB)

Cross-cutting discussion points

The board discussed:

- **Free Schools**

The board discussed how additional school places can be created both through the creation of new free schools and the approval of expansion to current schools.

- **Trust Governance Structures**

The board discussed the need for Trust governance to develop as a trust grows. They considered the need for effective guidance on the changing nature of trust governance and the role of the CEO.

Discussion of projects, including decisions made by RSC with advice from HTB:

All decisions are made in reference to relevant legislation and the published criteria. The table below sets out some key discussion points only

Academy Order

Project	Decision	Key Discussion Points	Conflicts of interest
Guilden Morden CoE Primary School, Cambridgeshire – Diocese of Ely	Approve	<ul style="list-style-type: none"> background to trust small schools strategy governance 	
Action required: Academy Order to be sent.			
Project	Decision	Key Discussion Points	Conflicts of interest
Wisbech St Mary CE Primary, Cambridgeshire – Diocese of Ely	Approve	<ul style="list-style-type: none"> background to trust small schools strategy governance 	
Action required: Academy Order to be sent.			
Project	Decision	Key Discussion Points	Conflicts of interest
St Osyth's CE Primary, Essex – Diocese of Chelmsford	Approve	<ul style="list-style-type: none"> background to school trust development capacity 	Caroline Haynes left the room for this item and did not receive papers for it
Action required: Academy Order to be sent.			
Project	Decision	Key Discussion Points	Conflicts of interest
Valley Primary, Norfolk – Heart Education Trust	Approve	<ul style="list-style-type: none"> background to school background to trust 	
Action required: Academy Order to be sent.			
Project	Decision	Key Discussion Points	Conflicts of interest
Edward Worlledge Community Primary, Norfolk – Ormiston	Defer	<ul style="list-style-type: none"> trust performance trust model governance 	
Action required: RSC to discuss further			
Project	Decision	Key Discussion Points	Conflicts of interest
Fenland Learning Base, Cambridgeshire – TBAP	Approve	<ul style="list-style-type: none"> regional issues background to trust LA referrals 	
Action required: Academy Order to be sent.			

Project	Decision	Key Discussion Points	Conflicts of interest
The Phoenix Primary, Essex – Lee Chapel	Approve	<ul style="list-style-type: none"> • trust leadership • leader development • HTB authorised school improvement grant in full 	
Action required: Academy Order to be sent.			
Project	Decision	Key Discussion Points	Conflicts of interest
Firside Junior, Norfolk – Wensum Trust	Approve	<ul style="list-style-type: none"> • school performance • infant school not converting 	
Action required: Academy Order to be sent.			
Project	Decision	Key Discussion Points	Conflicts of interest
Banham Community Primary, Norfolk – Co-operative Schools East Academy Trust	Defer	<ul style="list-style-type: none"> • governance • trust structure • trust future vision • role of CEO 	
Action required: RSC to speak to the trust.			

Sponsor Applications

Project	Decision	Key Discussion Points	Conflicts of interest
Co-operative Schools East Academy Trust	Defer	<ul style="list-style-type: none"> • governance • trust structure • trust future vision • role of CEO 	
Action required: RSC to speak to the trust.			

Significant Change

Project	Decision	Key Discussion Points	Conflicts of interest
Stambridge School (Essex) – extension to age range	Approve	<ul style="list-style-type: none"> • background to school 	Debbie Rogan left the room for this item and did not receive papers for it
Action required: School to be informed.			
Project	Decision	Key Discussion Points	Conflicts of interest
White Hall Academy (Essex) – integrate nursery	Approve	<ul style="list-style-type: none"> • finances • estate 	
Action required: School to be informed.			
Project	Decision	Key Discussion Points	Conflicts of interest

The Appleton School (Essex) – increase PAN	Defer	• extent of consultation	
Action required: Clarify extent of local consultation.			
Project	Decision	Key Discussion Points	Conflicts of interest
The Ongar Academy (Essex) – derogation to admissions arrangements	Approve	• trustees	
Action required: School to be informed.			
Project	Decision	Key Discussion Points	Conflicts of interest
St Joachim's Catholic Primary (Newham) – increase for one to two form entry	Approve	• finances	
Action required: School to be informed.			

Funding Agreement

Project	Decision	Key Discussion Points	Conflicts of interest
Hockering Church of England Voluntary Aided Primary School, Norfolk - DNEAT	Approve	• opening date March 2016	
Action required: No action required.			
Project	Decision	Key Discussion Points	Conflicts of interest
St Andrew's Church of England Primary School, Norfolk - DNEAT	Approve	• opening date March 2016	
Action required: No action required.			
Project	Decision	Key Discussion Points	Conflicts of interest
St Peter's CofE VA Primary School, Easton, Norfolk - DNEAT	Approve	• opening date March 2016	
Action required: No action required.			
Project	Decision	Key Discussion Points	Conflicts of interest
Narborough Church of England Voluntary Controlled Primary School, Norfolk - DNEAT	Approve	• opening date March 2016	
Action required: No action required.			
Project	Decision	Key Discussion Points	Conflicts of interest

Sporle Voluntary Controlled Primary School, Norfolk - DNEAT	Approve	• opening date March 2016	
Action required: No action required.			
Project	Decision	Key Discussion Points	Conflicts of interest
Great Witchingham Church of England Primary School, Norfolk - DNEAT	Approve	• opening date March 2016	
Action required: No action required.			
Project	Decision	Key Discussion Points	Conflicts of interest
Castle Acre CofE VC Primary School, Norfolk - DNEAT	Approve	• opening date March 2016	
Action required: No action required.			
Project	Decision	Key Discussion Points	Conflicts of interest
Southery Primary School, Norfolk - DNEAT	Approve	• opening date March 2016	
Action required: No action required.			
Project	Decision	Key Discussion Points	Conflicts of interest
Elm Tree Community Primary School, Suffolk – Evolution Trust	Approve	• opening date March 2016	
Action required: No action required.			
Project	Decision	Key Discussion Points	Conflicts of interest
Gamlingay First School, Cambridgeshire – Comberton Trust	Approve	• noted school converting as a first school	Stephen Munday left the room for this item and did not receive papers for it
Action required: No action required.			

Academy, Free School, UTC and Studio School Performance

Project	Decision	Key Discussion Points	Conflicts of interest
Castle Partnership Trust with Samuel Ward Academy Trust	Approve	<ul style="list-style-type: none"> • Structure of Samuel Ward Trust • Background to Castle Manor Trust 	
Action required: EFA to support both trusts			

RECORD OF MEETING

East England North East London Headteacher Board

3rd March 2016

Members of Board, RSC, and guests in attendance

Tim Coulson (RSC, chair)

Mark Jeffries (HTB)

Margaret Wilson (HTB)

Debbie Rogan (HTB)

Roy Blatchford (HTB)

Lesley Birch (Eastern Region Teaching Schools)

Apologies

Dame Rachel de Souza (HTB)

Stephen Munday (HTB)

Caroline Haynes (HTB)

Sir Steve Lancashire (HTB)

Rachel Macfarlane (Isaac Newton Academy)

Cross-cutting discussion points

The board discussed:

- **Trust Governance Structures**

The board discussed governance structures for Trusts, and the role of the CEO within those structures.

- **Free Schools Wave 11**

The board discussed initial headlines of Free School applications for the region.

- **Celebrating the best in the region**

The board received a presentation to identify areas of potential educational best practice within the region. The board discussed the project and how to disseminate any findings.

Discussion of projects, including decisions made by RSC with advice from HTB:

All decisions are made in reference to relevant legislation and the published criteria. The table below sets out some key discussion points only

Academy Order

Project	Decision	Key Discussion Points	Conflicts of interest
Reepham Primary, Norfolk – to join Synergie Academy Trust	Approve	<ul style="list-style-type: none"> • trust development • primary experience • governance 	
Action required: Academy Order to be issued.			
Project	Decision	Key Discussion Points	Conflicts of interest
Edward Worlledge Community School, Norfolk – to join Ormiston Academies Trust	Approve	<ul style="list-style-type: none"> • trust performance • development strategy • accountability within structures 	
Action required: Academy Order to be issued.			
Project	Decision	Key Discussion Points	Conflicts of interest
Bramfield CE VC Primary Suffolk – to join Diocese of St Edmundsbury and Ipswich	Approve	<ul style="list-style-type: none"> • background to school • trust development • trust governance 	
Action required: Academy Order to be issued.			
Project	Decision	Key Discussion Points	Conflicts of interest
Eastbury Primary, Havering – to join Partnership Learning Trust	Approve	<ul style="list-style-type: none"> • finances • IEB status 	
Action required: Academy Order to be issued.			
Project	Decision	Key Discussion Points	Conflicts of interest
Gislingham, Palgrave, Old Newton and Bardwell CE VC Primary Schools, Suffolk – to form the Tilian Partnership Trust	Approve	<ul style="list-style-type: none"> • MOU with Diocese • governance of trust • trust model 	
Action required: Academy Order to be issued.			
Project	Decision	Key Discussion Points	Conflicts of interest
Greenway Infants, Greenway Junior and	Approve	<ul style="list-style-type: none"> • background to trust • trust development 	

Blenheim Primary School, Southend – to join Learning in Harmony		<ul style="list-style-type: none"> • trust model 	
Action required: Academy Order to be issued.			
Project	Decision	Key Discussion Points	Conflicts of interest
Hamstel Infant and Nursery, Hamstel Junior and Temple Sutton Primary, Southend - forming the Pier Trust	Approve	<ul style="list-style-type: none"> • leadership • governance structure 	
Action required: Academy Order to be issued.			
Project	Decision	Key Discussion Points	Conflicts of interest
St Edmund Community Foundation	Approve	<ul style="list-style-type: none"> • school performance • require further evidence of improvement 	
Action required: Academy Order to be issued. Sponsor application deferred.			

Sponsor Applications

Project	Decision	Key Discussion Points	Conflicts of interest
New Road / Park Lane, Cambs – Sir Harry Smith Community College	Approve	<ul style="list-style-type: none"> • background to application • finances 	
Action required: Schools / Trust to be informed of decision.			
Project	Decision	Key Discussion Points	Conflicts of interest
St Peter's School, Cambs – Comberton Academy Trust	Approve	<ul style="list-style-type: none"> • background to Trust • school performance 	
Action required: Schools / Trust to be informed of decision.			

Significant Change

Project	Decision	Key Discussion Points	Conflicts of interest
Westwood Primary, Suffolk - extension to age range	Approve	<ul style="list-style-type: none"> • background to application 	
Action required: School to be informed of decision.			
Project	Decision	Key Discussion Points	Conflicts of interest
Meger Village Green Children's Centre, Norfolk and Moorlands Primary,	Defer	<ul style="list-style-type: none"> • future of children's centre 	

Norfolk - extension to age range.			
Action required: Clarification to be sought on future of Children's Centre.			
Project	Decision	Key Discussion Points	Conflicts of interest
The Appleton School, Essex – Increase PAN	Approve	<ul style="list-style-type: none"> background to application 	
Action required: School to be informed of the decision.			

New Provision

Project	Decision	Key Discussion Points	Conflicts of interest
Camulos Academy, Essex – Reach2	Approve	<ul style="list-style-type: none"> LA information 	Sir Steve Lancashire left the room for this item and did not receive papers for it
Action required: N/A			

RECORD OF MEETING

East England North East London Headteacher Board

17th March 2016

Members of Board, RSC, and guests in attendance

Tim Coulson (RSC, chair)

Caroline Haynes (HTB)

Mark Jeffries (HTB)

Margaret Wilson (HTB)

Stephen Munday (HTB)

Roy Blatchford (HTB)

Steve Lancashire (HTB)

Rachel de Sousa (HTB)

Rachel MacFarlane (Isaac Newton Academy)

Apologies

Debbie Rogan (HTB)

Lesley Birch (Eastern Region Teaching Schools)

Cross-cutting discussion points

The board discussed:

- **White Paper**

The board discussed potential mechanisms to facilitate the Government's vision set out in *Education Excellence Everywhere*.

Discussion of projects, including decisions made by RSC with advice from HTB:

All decisions are made in reference to relevant legislation and the published criteria. The table below sets out some key discussion points only

Academy Order

Project	Decision	Key Discussion Points	Conflicts of interest
Old Buckenham Community Primary, Norfolk – Sapientia Trust	Approve	<ul style="list-style-type: none"> background to school background to Trust finances 	
Action required: Academy Order to be issued.			
Project	Decision	Key Discussion Points	Conflicts of interest
Sprowston High School, Norfolk – Rightfor Success	Approve	<ul style="list-style-type: none"> governance leadership 	
Action required: Academy Order to be issued.			
Project	Decision	Key Discussion Points	Conflicts of interest
Whitmore Primary, Essex - Berleduna Academy Trust	Approve	<ul style="list-style-type: none"> governance leadership 	
Action required: Academy Order to be issued.			
Project	Decision	Key Discussion Points	Conflicts of interest
Templars Primary and Nursery, Essex – Connected Learning	Approve	<ul style="list-style-type: none"> background to school governance 	
Action required: Academy Order to be issued.			
Project	Decision	Key Discussion Points	Conflicts of interest
Merrylands and the Willows Primaries, Essex	Approve	<ul style="list-style-type: none"> background to school trust structure 	
Action required: Academy Order to be issued.			
Project	Decision	Key Discussion Points	Conflicts of interest
Nacton CE VC Primary, Suffolk – Diocese of St Edmundsbury and Ipswich	Approve	<ul style="list-style-type: none"> background to school trust governance 	
Action required: Academy Order to be issued.			
Project	Decision	Key Discussion Points	Conflicts of interest
Kaizen, Eleanor Smith and Gainsborough	Approve	<ul style="list-style-type: none"> background to schools trust development 	

Primary, Newham – forming the KESG Trust			
Action required: Academy Order to be issued.			
Project	Decision	Key Discussion Points	Conflicts of interest
Laureate Community Primary, Suffolk – Samuel Ward Trust	Approve	<ul style="list-style-type: none"> • trust structure • trust Development 	
Action required: Academy Order to be issued.			
Project	Decision	Key Discussion Points	Conflicts of interest
Wickhambrook Community Primary, Suffolk – Samuel Ward Trust	Approve	<ul style="list-style-type: none"> • trust structure • trust development 	
Action required: Academy Order to be issued.			
Project	Decision	Key Discussion Points	Conflicts of interest
Glebeland, St Edmunds and Mendham, Suffolk and Norfolk	Approve	<ul style="list-style-type: none"> • school sizes (PAN) • finances • feasibility of small MATs 	
Action required: Academy Order to be issued.			
Project	Decision	Key Discussion Points	Conflicts of interest
Bunwell Primary, Norfolk - CSEAT	Approve	<ul style="list-style-type: none"> • trust governance • trust structure 	
Action required: Academy Order to be issued.			
Project	Decision	Key Discussion Points	Conflicts of interest
Banham Primary, Norfolk - CSEAT	Approve	<ul style="list-style-type: none"> • trust governance • trust structure 	
Action required: Academy Order to be issued.			
Project	Decision	Key Discussion Points	Conflicts of interest
Thorpe St Andrew, Norfolk	Approve	<ul style="list-style-type: none"> • background to school • trust development 	
Action required: Academy Order to be issued.			
Project	Decision	Key Discussion Points	Conflicts of interest
Mulberry School for Girls, Tower Hamlets	Approve	<ul style="list-style-type: none"> • background to school • leadership 	
Action required: Academy Order to be issued.			

Sponsor Applications

Project	Decision	Key Discussion Points	Conflicts of interest
Merrylands Primary (Berlesduna Academy Trust), Essex	Approve	<ul style="list-style-type: none"> background to Merrylands school sponsor development 	
Action required: RSC to write approving the application.			
Project	Decision	Key Discussion Points	Conflicts of interest
Mulberry School for Girls, Tower Hamlets	Approve	<ul style="list-style-type: none"> leadership sponsor development 	
Action required: RSC to write approving the application.			
Project	Decision	Key Discussion Points	Conflicts of interest
Harlow Inspirational Learning Trust, Essex	Approve	<ul style="list-style-type: none"> background to Henry Moore school leadership leadership capacity 	
Action required: RSC to write approving the application.			
Project	Decision	Key Discussion Points	Conflicts of interest
Co-operative Schools East Academy Trust	Approve	<ul style="list-style-type: none"> governance leadership educational expertise 	
Action required: RSC to write approving the application.			

New Provision – Free School Presumption

Project	Decision	Key Discussion Points	Conflicts of interest
Darwin Green – Chesterton Community College	Defer	<ul style="list-style-type: none"> background to proposal history of competition options open to RSC HTB due diligence 	
Action required: HTB to review bids with each of the three applicants			

Significant Change

Project	Decision	Key Discussion Points	Conflicts of interest
Harris Primary Academy Coleraine Park, Haringey – extension to lower age range	Approve	<ul style="list-style-type: none"> expertise in teaching 2 year olds 	
Action required: Academy to be informed.			
Project	Decision	Key Discussion Points	Conflicts of interest

Wickford Cof E School, Essex – extension to lower age range	Approve	<ul style="list-style-type: none"> • expertise in teaching 2 year olds 	Debbie Rogan left the room for this item and did not receive papers for it
Action required: Academy to be informed.			
Project	Decision	Key Discussion Points	Conflicts of interest
Walthamstow Primary, Waltham Forest – reduction to PAN for one year	Approve	<ul style="list-style-type: none"> • leadership • reasons for reduction • estate 	
Action required: Trust to be informed.			
Project	Decision	Key Discussion Points	Conflicts of interest
Moorlands Primary. Norfolk – merger with nursery and	Defer	<ul style="list-style-type: none"> • expertise in teaching 2 year olds 	
Action required: Trust to be informed.			

Funding Agreement

Project	Decision	Key Discussion Points	Conflicts of interest
Gamlingay First School, Cambs – Comberton Academy Trust	Approve with conditions	<ul style="list-style-type: none"> • opening date April 2016 	Stephen Munday left the room for this item and did not receive papers for it
Action required: No action required.			
Hartley Primary School, Newham – Learning in Harmony Trust	Approve	<ul style="list-style-type: none"> • opening date April 2016 	
Action required: No action required.			
Henderson Green Primary, Norfolk – The Heart Academy Trust	Approve	<ul style="list-style-type: none"> • opening date April 2016 	
Action required: No action required.			
Martlesham Primary, Suffolk – Reach2 Academy Trust	Approve	<ul style="list-style-type: none"> • opening date April 2016 	Sir Steve Lancashire left the room for this item and did not receive papers for it
Action required: No action required.			
Mayville Primary, Waltham	Approve	<ul style="list-style-type: none"> • opening date April 2016 	

Forest			
Action required: No action required.			
Portway Primary, Newham – Leading Learning Trust	Approve	• opening date April 2016	
Action required: No action required.			
Selwyn Primary, Newham – Leading Learning Trust	Approve	• opening date April 2016	
Action required: No action required.			
Ramsden Hall School, Essex – Parallel Learning Trust	Approve	• opening date April 2016	
Action required: No action required.			
Ravensbourne School, Havering	Approve	• opening date April 2016	
Action required: No action required.			
St Augustine's Catholic Primary, Costessey, Norfolk – St John the Baptist Catholic Multi Academy Trust	Approve	• opening date April 2016	
Action required: No action required.			
St Francis of Assisi, Norfolk – St John the Baptist Catholic Multi Academy Trust	Approve	• opening date April 2016	
Action required: No action required.			
St Mary and St Peter Catholic Primary School, Norfolk – St John the Baptist Catholic Multi Academy Trust	Approve	• opening date April 2016	
Action required: No action required.			
The Benjamin Britten High School, Suffolk – Hartismere High School	Approve	• opening date April 2016	
Action required: No action required.			

Walpole Cross Keys Primary, Norfolk – West Norfolk Academies Trust	Approve	• opening date April 2016	
Action required: No action required.			
Eastbury Primary, Barking and Dagenham – Partnership Learning Trust	Approve	• opening date April 2016	
Action required: No action required.			
Alton Park Junior School, Essex	Approve	• opening date April 2016	
Action required: No action required.			
Holland Park Primary, Essex	Approve	• opening date April 2016	
Action required: No action required.			
Porters Grange Primary and Nursery, Southend-on-Sea – Portico Academy Trust	Approve	• opening date April 2016	
Action required: No action required.			
West Leigh Junior School, Southend-on-sea – Portico Academy Trust	Approve	• opening date April 2016	
Action required: No action required.			

RECORD OF MEETING

East England North East London Headteacher Board

14th April 2016

Members of Board, RSC, and guests in attendance

Tim Coulson (RSC, chair)

Mark Jeffries (HTB)

Caroline Haynes (HTB)

Margaret Wilson (HTB)

Stephen Munday (HTB)

Dame Rachel de Sousa (HTB)

Debbie Rogan (HTB)

Lesley Birch (Eastern Region Teaching Schools)

Rachel MacFarlane (Isaac Newton Academy)

Apologies

Roy Blatchford (HTB)

Sir Steve Lancashire (HTB)

Cross-cutting discussion points

The board discussed:

- **Regional strategies**

The board discussed the potential for regional strategies to inform decision making within areas of increased need. This followed the prospect of Achieving Excellence Areas as set out in the Government 's recent White Paper.

- **Free Schools**

The board discussed the progress on assessing application sfor free schools in Wave 11.

- **Towards a mature school led system**

The board discussed a regional action plan presented by the Teaching Schools Council.

Discussion of projects, including decisions made by RSC with advice from HTB:

All decisions are made in reference to relevant legislation and the published criteria. The table below sets out some key discussion points only

Academy Order

Project	Decision	Key Discussion Points	Conflicts of interest
Alderman Peel High School, Wells Primary and Burnham Market Primary, Norfolk – to form the Beacon Trust	Defer	<ul style="list-style-type: none"> school performance school improvement model 	
Action required: Review application and school improvement model.			
Project	Decision	Key Discussion Points	Conflicts of interest
Milwards Primary, Essex – Stewards Acaemy Trust	Decline	<ul style="list-style-type: none"> background to application maintaining school performance 	Sir Steve Lancashire / Roy Blatchford left the room for this item and did not receive papers for it
Action required: No action required.			
Project	Decision	Key Discussion Points	Conflicts of interest
Arthur Bugler Primary, Thurrock – St Clere's Co-op Academy Trust	Approve with conditions	<ul style="list-style-type: none"> background to school trust governance 	
Action required: Academy Order to be issued.			
Project	Decision	Key Discussion Points	Conflicts of interest
Tany's Dell Primary and Fawbert and Barnard VC Primary, Essex – to form Old Harlow Learning Trust	Defer	<ul style="list-style-type: none"> background to schools. school performance. trustees 	
Action required: Speak with trustees about the proposed trust			
Project	Decision	Key Discussion Points	Conflicts of interest
Stowupland High School, Mendlesham Primary and Bacton Primary, Suffolk – to form MAT	Approve	<ul style="list-style-type: none"> background to proposal trustees governance 	
Action required: Academy Orders to be issued.			
Project	Decision	Key Discussion Points	Conflicts of interest
Albert Pye Primary and Ravensmere Infant,	Approve with conditions	<ul style="list-style-type: none"> finances trust governance structure 	

Suffolk - ALT			
Action required: Academy Orders to be issued. Sponsor coordinator to review trust governance structure.			
Project	Decision	Key Discussion Points	Conflicts of interest
Heath Primary, Cedarwood Primary and Gorseland Primary, Suffolk – to form Kesgrave Primary Academy Trust	Defer	<ul style="list-style-type: none"> • leadership • governance • identify CEO 	
Action required: Review governance / leadership structures.			
Project	Decision	Key Discussion Points	Conflicts of interest
Frobisher Primary (Essex) – REAch2	Approve	<ul style="list-style-type: none"> • background to School • trust experience of areas of high deprivation. • support required 	Sir Steve Lancashire left the room for this item and did not receive papers for it
Action required: Academy Order to be issued.			
Project	Decision	Key Discussion Points	Conflicts of interest
Seabrook College, Southend – Partnership Learning Trust	Approve	<ul style="list-style-type: none"> • background to Trust • trust governance 	
Action required: Academy Order to be issued.			

Sponsor Applications

Project	Decision	Key Discussion Points	Conflicts of interest
The Sigma Trust	Approve with conditions	<ul style="list-style-type: none"> • background to application • governance 	
Action required: Review governance structure.			

New Provision – Free School Presumption

Project	Decision	Key Discussion Points	Conflicts of interest
Littleport, Cambs - ALT	To consider further	<ul style="list-style-type: none"> • background to application and sponsor change • LA process 	
Action required: RSC to meet with ALT to review application.			

Significant Change

Project	Decision	Key Discussion Points	Conflicts of interest
Latton Green Primary, Essex– extension to lower age range	Approve	<ul style="list-style-type: none"> finances 	Roy Blatchford left the room for this item and did not receive papers for it
Action required: School to be informed.			
Project	Decision	Key Discussion Points	Conflicts of interest
Establishment of five autism support centres by Essex CC at Honywood School, Kelvedon St Mary's Academy and Bromfords Academy	Approve	<ul style="list-style-type: none"> finances 	Caroline Haynes left the room for this item and did not receive papers for it
Action required: Schools and local authority to be informed.			

RECORD OF MEETING

East England North East London Headteacher Board

28th April 2016

Members of Board, RSC, and guests in attendance

Tim Coulson (RSC, chair)

Mark Jeffries (HTB)

Caroline Haynes (HTB)

Margaret Wilson (HTB)

Stephen Munday (HTB)

Lesley Birch (Eastern Region Teaching Schools)

Apologies

Roy Blatchford (HTB)

Sir Steve Lancashire (HTB)

Dame Rachel de Souza (HTB)

Debbie Rogan (HTB)

Rachel MacFarlane (Isaac Newton Academy)

Debbie Rogan

Cross-cutting discussion points

The board discussed:

- **Free Schools**

The board discussed the progress on assessing applications for free schools in Wave 11. Sir Steve Lancashire did not receive papers and was not present for this meeting.

- **White Paper:**

The RSC updated the HTB following his meetings with MPs.

Discussion of projects, including decisions made by RSC with advice from HTB:

All decisions are made in reference to relevant legislation and the published criteria. The table below sets out some key discussion points only

Academy Order

Project	Decision	Key Discussion Points	Conflicts of interest
Hillside Avenue Primary and Dussindale Primary, Norfolk – to join Yare Education Trust	Approve	<ul style="list-style-type: none"> • background to school • background to trust 	
Action required: Academy Order to be issued.			
Heacham Infant and Nursery, Norfolk – to join West Norfolk Academies Trust	Approve	<ul style="list-style-type: none"> • background to trust • junior school already with WNAT 	
Action required: Academy Order to be issued.			
Aslacton Primary School and Manor Field Primary, Norfolk – forming the Sigma Trust	Defer	<ul style="list-style-type: none"> • leadership • trust growth strategy • trust secondary education capacity 	
Action required: Further information required about trust's plans for growth			
Murrayfield Community Primary, Suffolk – to join Paradigm Trust	Approve	<ul style="list-style-type: none"> • background to school • background to trust • feeder school to secondary 	
Action required: Academy Order to be issued.			
Wroughton Junior and Wroughton Infant, Norfolk – to join Creative Education	Approve	<ul style="list-style-type: none"> • background to Schools • governance 	
Action required: Academy Order to be issued.			
Great Yarmouth High School, Norfolk – to join Inspiration Trust	Approve	<ul style="list-style-type: none"> • background to school • governance • leadership • trust school improvement capacity 	
Action required: Approved sponsor match with Inspiration Trust.			

Sponsor Applications

Project	Decision	Key Discussion Points	Conflicts of interest
Manor Field Infant and Nursery, Norfolk	Defer	<ul style="list-style-type: none"> • leadership • trust growth strategy • trust secondary education capacity 	
Action required: Further information required about trust's plans for growth.			
Colne Community College, Essex	Approve	<ul style="list-style-type: none"> • history to Colne College • local need 	
Action required: RSC office to write confirming approval.			

Academy, Free School, UTC and Studio School Performance

Project	Decision	Key Discussion Points	Conflicts of interest
New Campus Basildon Studio School, Essex – to be sponsored by St Clere's Co-operative Academy Trust	Defer	<ul style="list-style-type: none"> • background to free school. • sponsor plan • 14 – 16 provision 	
Action required: Discuss change to 16 – 19 provision.			

Funding Agreement

Project	Decision	Key Discussion Points	Conflicts of interest
Fenland Learning Base, Cambs – to be sponsored by TBAP	Approve	<ul style="list-style-type: none"> • opening date May 2016 	
Action required: No action required.			
St Osyth CoE Primary School, Essex – to be sponsored by Chelmsford Diocese MAT	Approve	<ul style="list-style-type: none"> • opening date May 2016 	
Action required: No action required.			
Portway Primary School, Newham – to be sponsored by Leading Learning Trust	Approve	<ul style="list-style-type: none"> • opening date May 2016 	
Action required: No action required.			
Selwyn Primary School, Newham – to be sponsored by Leading Learning Trust	Approve	<ul style="list-style-type: none"> • opening date May 2016 	
Action required: No action required.			

St Mary's Roman Catholic Primary School, Suffolk – to be sponsored by St John the Baptist Catholic Multi Academy Trust	Approve	• opening date May 2016	
Action required: No action required.			
St Edmund's Catholic Primary School, Suffolk – to be sponsored by St John the Baptist Catholic Multi Academy Trust	Approve	• opening date May 2016	
Action required: No action required.			
St Benet's Catholic Primary School, Suffolk – to be sponsored by St John the Baptist Catholic Multi Academy Trust	Approve	• opening date May 2016	
Action required: No action required.			
The Benjamin Britten High School, Suffolk – to be sponsored by Hartismere High School	Approve	• opening date May 2016	
Action required: No action required.			
Westbridge Pupil Referral Unit, Suffolk	Approve	• opening date May 2016	
Action required: No action required.			
Parkside Pupil Referral Unit, Suffolk	Approve	• opening date May 2016	
Action required: No action required.			

RECORD OF MEETING

East England North East London Headteacher Board

12th May 2016

Members of Board, RSC, and guests in attendance

Tim Coulson (RSC, chair)

Mark Jeffries (HTB)

Caroline Haynes (HTB)

Margaret Wilson (HTB)

Stephen Munday (HTB)

Sir Steve Lancashire (HTB)

Dame Rachel de Souza (HTB)

Debbie Rogan (HTB)

Rachel MacFarlane (Isaac Newton Academy)

Apologies

Roy Blatchford (HTB)

Lesley Birch (Eastern Region Teaching Schools)

Cross-cutting discussion points

The board discussed:

- **White paper**

The board discussed updates around the white paper Educational Excellence Everywhere.

- **Pro forma templates**

The board discussed amendments to templates to enhance HTB's advisory process.

- **Free Schools Wave 11**

The board discussed progress with wave 11 free school applications. Sir Steve Lancashire did not receive papers and was not present for this discussion.

Discussion of projects, including decisions made by RSC with advice from HTB:

All decisions are made in reference to relevant legislation and the published criteria. The table below sets out some key discussion points only

Academy Order

Project	Decision	Key Discussion Points	Conflicts of interest
Benhurst Primary School, Havering – to join Frances Bardsley	Approve	<ul style="list-style-type: none"> • background to trust • trust governance 	
Action required: Academy Order to be issued.			
Davies Lane and Selwyn Primary School, Waltham Forest	Approve	<ul style="list-style-type: none"> • background to schools • PAN 	
Action required: Academy Order to be issued.			
Friars Primary School, Essex – to join Portico Academy	Approve	<ul style="list-style-type: none"> • background to school • trust leadership • education in area 	
Action required: Further information required about trust's plans for growth			
Bardfield Primary and Nursery, Essex – to join SEAT	Approve with conditions	<ul style="list-style-type: none"> • trust capacity • trust development strategy • results across trust 	
Action required: RSC to meet trust re capacity.			
Cherry Tree Primary, Essex	Approve	<ul style="list-style-type: none"> • performance • future strategy • Basildon Education Partnership 	
Action required: Academy Order to be issued.			
Bournes Green Infants, Southend – to join Southend East Community Partnership	Approve	<ul style="list-style-type: none"> • background to trust 	
Action required: Academy Order to be issued.			
Richard de Clare Primary, Essex – to join NE Essex MAT	Approve with conditions	<ul style="list-style-type: none"> • primary capacity • trust performance • governance • revise directors 	

Action required: Academy Order to be issued. Revise directors structure.			
Lubbins Primary, Essex – to join StarMAT	Approve	<ul style="list-style-type: none"> • trust capacity • background to school 	
Action required: Academy Order to be issued.			
Ryedene Primary, Essex – to join Lee Chapel	Approve	<ul style="list-style-type: none"> • background to trust • funding • school leadership 	
Action required: Academy Order to be issued.			
Maldon Primary School, Essex – to join Fennwood Trust	Approve	<ul style="list-style-type: none"> • background to trust 	
Action required: Academy Order to be issued.			

Sponsor Applications

Project	Decision	Key Discussion Points	Conflicts of interest
Redden Court, Havering	Approve	<ul style="list-style-type: none"> • background to school • development plan • leadership • governance • finances 	
Action required: RSC office to write confirming approval.			
Davies Lane, Waltham Forest	Approve	<ul style="list-style-type: none"> • background to schools • PAN 	
Action required: RSC office to write confirming approval.			
Arthur Mellows Trust, Peterborough	Approve	<ul style="list-style-type: none"> • free school • encourage to work within region 	
Action required: RSC office to write confirming approval.			

Academy, Free School, UTC and Studio School Performance

Project	Decision	Key Discussion Points	Conflicts of interest
Grove House School, Essex – to be sponsored by SEAX Trust	Approve	<ul style="list-style-type: none"> • trust leadership • school governance • education plan 	
Action required: Trust to be informed of the decision.			

Significant Change

Project	Decision	Key Discussion Points	Conflicts of interest
Abbs Cross and Tabor, Essex – addition of sixth form	Approve	<ul style="list-style-type: none"> • criteria for consideration of significant change • consideration of consultation responses 	
Action required: Trust to be informed of the decision.			
Moorlands, Norfolk – addition of nursery	Approve	<ul style="list-style-type: none"> • school finances 	
Action required: Trust to be informed of the decision.			

RECORD OF MEETING

East England North East London Headteacher Board

26th May 2016

Members of Board, RSC, and guests in attendance

Tim Coulson (RSC, chair)

Mark Jeffries (HTB)

Margaret Wilson (HTB)

Stephen Munday (HTB)

Debbie Rogan (HTB)

Lesley Birch (Eastern Region Teaching Schools)

Apologies

Caroline Haynes (HTB)

Roy Blatchford (HTB)

Steve Lancashire (HTB)

Rachel de Souza (HTB)

Rachel MacFarlane (Isaac Newton Academy)

Discussion of projects, including decisions made by RSC with advice from HTB:

All decisions are made in reference to relevant legislation and the published criteria. The table below sets out some key discussion points only

Academy Order

Project	Decision	Key Discussion Points	Conflicts of interest
Cedars Park Community Primary School, Suffolk – to join Mid Suffolk Academy Trust	Approve	<ul style="list-style-type: none"> background to school background to trust 	
Action required: Academy Order to be issued.			
Project	Decision	Key Discussion Points	Conflicts of interest
Heybridge Alternative Provision & NE Essex Additional Provision, Essex	Approve	<ul style="list-style-type: none"> trust governance governance structure 	
Action required: Academy Order to be issued.			
Project	Decision	Key Discussion Points	Conflicts of interest
Norlington School for Boys, Waltham Forest	Approve	<ul style="list-style-type: none"> background to school governance 	
Action required: Academy Order to be issued.			
Project	Decision	Key Discussion Points	Conflicts of interest
St Paul's Way Trust School, Tower Hamlets	Approve	<ul style="list-style-type: none"> background to school sponsor plan governance 	
Action required: Academy Order to be issued.			
Project	Decision	Key Discussion Points	Conflicts of interest
St Felix RC Primary School, Suffolk – to join St Louis Catholic Academy	Defer	<ul style="list-style-type: none"> trust capacity 	
Action required: No further action required,			
Project	Decision	Key Discussion Points	Conflicts of interest
Market Field School, Essex	Approve	<ul style="list-style-type: none"> background to school governance 	
Action required: Academy Order to be issued.			
Project	Decision	Key Discussion Points	Conflicts of interest
Eyke CE VC Primary	Approve	<ul style="list-style-type: none"> diocese MAT policy 	

School, Suffolk – to join Diocese of St Edmundsbury and Ipswich Suffolk			
Action required: Academy Order to be issued.			
Project	Decision	Key Discussion Points	Conflicts of interest
Northlands Primary and Nursery School, Essex – to join Lee Chapel	Approve	<ul style="list-style-type: none"> • background to trust • trust capacity • leadership capacity 	
Action required: Academy Order to be issued.			
Project	Decision	Key Discussion Points	Conflicts of interest
Chadwell St Mary Primary School, Thurrock – to join William Edwards	Approve	<ul style="list-style-type: none"> • background to school • school governance 	
Action required: Academy Order to be issued.			

Sponsor Applications

Project	Decision	Key Discussion Points	Conflicts of interest
St Paul's Way Trust School, Tower Hamlets	Approve	<ul style="list-style-type: none"> • background to school 	
Action required: Academy to be informed			

Significant Change

Project	Decision	Key Discussion Points	Conflicts of interest
Westwood Academy, Essex – increase age range	Approve	<ul style="list-style-type: none"> • nursery model 	
Action required: Academy to be informed of the decision.			
Project	Decision	Key Discussion Points	Conflicts of interest
Castledon School, Essex – increase age range	Approve	<ul style="list-style-type: none"> • background • consultation 	
Action required: Academy to be informed of the decision.			
Project	Decision	Key Discussion Points	Conflicts of interest
Lee Chapel, Essex – increase age range	Approve	<ul style="list-style-type: none"> • background 	
Action required: Academy to be informed of the decision.			

Funding Agreement

Project	Decision	Key Discussion Points	Conflicts of interest
Templars Primary & Nursery School, Essex – Connected Learning	Approve	• opening date June 2016	
Action required: No action required.			
Heacham Junior School, Norfolk – West Norfolk Academies Trust	Approve	• opening date June 2016	
Action required: No action required.			
Rudham CofE Primary School, Norfolk – Diocese of Norwich Education Academies Trust	Approve	• opening date June 2016	
Action required: No action required.			
Weasenham Church of England Primary School, Norfolk – Diocese of Norwich Education Academies Trust	Approve	• opening date June 2016	
Action required: No action required.			
Valley Primary School, Norfolk – The Heart Education Trust	Approve	• opening date June 2016	
Action required: No action required.			

RECORD OF MEETING

East England North East London Headteacher Board

16th June 2016

Members of Board, RSC, and guests in attendance

Tim Coulson (RSC, chair)

Mark Jeffries (HTB)

Rachel de Souza (HTB)

Debbie Rogan (HTB)

Apologies

Caroline Haynes (HTB)

Stephen Munday (HTB)

Lesley Birch (Eastern Region Teaching Schools)

Margaret Wilson (HTB)

Roy Blatchford (HTB)

Steve Lancashire (HTB)

Rachel MacFarlane (Isaac Newton Academy)

Cross-cutting discussion points

Free Schools Wave 11:

The board discussed progress with wave 11 free school applications and interviews. Sir Steve Lancashire did not receive papers and was not present for this discussion.

Communications:

The board discussed the Department's communications strategy regarding academisation.

Warning Notices:

The board discussed warning notices issued to LA maintained schools as a result of the powers introduced by the Education and Adoption Act 2016.

Discussion of projects, including decisions made by RSC with advice from HTB:

All decisions are made in reference to relevant legislation and the published criteria. The table below sets out some key discussion points only

Academy Order

Project	Decision	Key Discussion Points	Conflicts of interest
Tollgate Primary School and Cleves Primary School (Newham) – The Boleyn Trust	Approve	<ul style="list-style-type: none"> • Background to school • Background to trust 	
Action required: Issue Academy Orders			
Project	Decision	Key Discussion Points	Conflicts of interest
Perryfields Junior School (Essex)	Approve	<ul style="list-style-type: none"> • Background to school • Governance 	
Action required: Issue Academy Order			
Project	Decision	Key Discussion Points	Conflicts of interest
Happisburgh VA Primary (Norfolk) – DNEAT	Defer	<ul style="list-style-type: none"> • Background to school • Background to trust • Trust governance • School governance • Trust capacity • Diocese MAT policy 	
Action required: School and trust to be informed			
Project	Decision	Key Discussion Points	Conflicts of interest
Clover Hill Infants and Nursery & St Michael's CE VA Primary (Norfolk) – DNEAT	Defer	<ul style="list-style-type: none"> • Background to school • Background to trust • Trust governance • School governance • Trust capacity • Diocese MAT policy 	
Action required: School and trust to be informed			
Project	Decision	Key Discussion Points	Conflicts of interest
St Mary's Endowed CE VA Primary (Norfolk) – DNEAT	Defer	<ul style="list-style-type: none"> • Background to school • Background to trust • Trust governance • School governance • Trust capacity • Diocese MAT policy 	
Action required: School and trust to be informed			

Project	Decision	Key Discussion Points	Conflicts of interest
Sandringham and West Newton VA Primary (Norfolk) – DNEAT	Defer	<ul style="list-style-type: none"> • Background to school • Background to trust • Trust governance • School governance • Trust capacity • Diocese MAT policy 	
Action required: School and trust to be informed			
Project	Decision	Key Discussion Points	Conflicts of interest
Forest Gate Community School (Newham)	Approve	<ul style="list-style-type: none"> • Background to school 	
Action required: Issue Academy order			
Project	Decision	Key Discussion Points	Conflicts of interest
Garrick Green Infant School (Norfolk) – Wensum Trust	Approve	<ul style="list-style-type: none"> • Background to school • Background to trust • Trust capacity • Finances 	
Action required: Issue Academy order			
Project	Decision	Key Discussion Points	Conflicts of interest
Highfield Special School (Cambridgeshire)	Approve	<ul style="list-style-type: none"> • Background to school • Background to trust 	
Action required: Issue Academy Order			
Project	Decision	Key Discussion Points	Conflicts of interest
St Margaret's CE VA Primary (Essex) – Diocese of Chelmsford	Approve	<ul style="list-style-type: none"> • Background to school • Background to trust • School governance • Leadership capacity 	
Action required: Issue Academy Order			
Project	Decision	Key Discussion Points	Conflicts of interest
Hopton CE VA Primary (Norfolk) – DNEAT	Defer	<ul style="list-style-type: none"> • Background to school • Background to trust • Trust governance • School governance • Trust capacity • Diocese MAT policy 	
Action required: School and trust to be informed			

Project	Decision	Key Discussion Points	Conflicts of interest
Swaffham VC Infants and Nursery (Norfolk) – DNEAT	Defer	<ul style="list-style-type: none"> • Background to school • Background to trust • Trust governance • School governance • Trust capacity • Diocese MAT policy 	
Action required: School and trust to be informed			
Project	Decision	Key Discussion Points	Conflicts of interest
John Ray Junior School (Essex) – NEMAT	Approve	<ul style="list-style-type: none"> • Background to school • Background to trust • Leadership capacity • Trust capacity • Trust governance • School governance • Finances 	
Action required: Academy and trust to be informed			
Project	Decision	Key Discussion Points	Conflicts of interest
St James CE VA Primary (Essex) – Diocese of Chelmsford	Approve	<ul style="list-style-type: none"> • Background to school • Background to trust • Leadership capacity • Support from St Thomas More Catholic Primary School 	
Action required: Academy and trust to be informed			
Project	Decision	Key Discussion Points	Conflicts of interest
Woodhall Community Primary (Suffolk) – Samuel Ward Academy Trust	Approve	<ul style="list-style-type: none"> • Background to school • Background to trust • Trust governance 	
Action required: Academy and trust to be informed			

Sponsor Applications

Project	Decision	Key Discussion Points	Conflicts of interest
The Boleyn Trust (Newham)	Approve	<ul style="list-style-type: none"> • Background 	
Action required: RSC to write approving the application			

Project	Decision	Key Discussion Points	Conflicts of interest
Newlands Spring Primary School (Essex)	Approve	<ul style="list-style-type: none"> Background to school 	
Action required: RSC to write approving the application			
Project	Decision	Key Discussion Points	Conflicts of interest
Perryfields Junior School (Essex)	Approve	<ul style="list-style-type: none"> Background to school Governance 	
Action required: RSC to write approving the application			
Project	Decision	Key Discussion Points	Conflicts of interest
Forest Gate Community School (Newham)	Approve	<ul style="list-style-type: none"> Background to school 	
Action required: RSC to write approving the application			
Project	Decision	Key Discussion Points	Conflicts of interest
TVI Learning (Barking and Dagenham)	Approve	<ul style="list-style-type: none"> Background Governance Trust growth 	
Action required: RSC to write approving the application			

Significant Change

Project	Decision	Key Discussion Points	Conflicts of interest
Essex Autism Provision	Approve	<ul style="list-style-type: none"> Background 	Caroline Haynes did not receive papers for this item
Action required: Local Authority to be informed			
Project	Decision	Key Discussion Points	Conflicts of interest
Pyrgo Priory Primary School (Havering) to join Draper's MAT	Approve	<ul style="list-style-type: none"> Background to school Background to trust 	
Action required: Academy and trust to be informed			
Project	Decision	Key Discussion Points	Conflicts of interest
Bassingbourn Village College and Sawston Village College (Cambridgeshire) to join Anlian Learning MAT	Approve	<ul style="list-style-type: none"> Background to school Background to trust 	
Action required: Academies and trust to be informed			

Project	Decision	Key Discussion Points	Conflicts of interest
Arden Grove Infant and Nursery School to join Wensum Academy MAT (Norfolk)	Approve	<ul style="list-style-type: none"> • Background to school • Background to trust • Trust capacity 	
Action required: Academy and trust to be informed			
Project	Decision	Key Discussion Points	Conflicts of interest
Glemsford Primary Academy (Suffolk) – increase age range and nursery provision	Approve	<ul style="list-style-type: none"> • Background to school 	
Action required: Academy to be informed			

RECORD OF MEETING

East England North East London Headteacher Board

30th June 2016

Members of Board, RSC, and guests in attendance

Tim Coulson (RSC, chair)

Mark Jeffries (HTB)

Stephen Munday (HTB)

Lesley Birch (Eastern Region Teaching Schools)

Margaret Wilson (HTB)

Steve Lancashire (HTB)

Apologies

Rachel de Souza (HTB)

Debbie Rogan (HTB)

Caroline Haynes (HTB)

Roy Blatchford (HTB)

Rachel MacFarlane (Isaac Newton Academy)

Cross-cutting discussion points

Teacher Regulation Arrangements:

The board discussed the issues surrounding teacher regulation arrangements and the options for reform.

Discussion of projects, including decisions made by RSC with advice from HTB:

All decisions are made in reference to relevant legislation and the published criteria. The table below sets out some key discussion points only

Academy Order

Project	Decision	Key Discussion Points	Conflicts of interest
Sawtry Junior School (Cambridgeshire) – CMAT	Approve	<ul style="list-style-type: none"> Background to school Background to trust Finances 	Lesley Birch left the room for this discussion and did not receive papers
Action required: Issue Academy Orders			
Project	Decision	Key Discussion Points	Conflicts of interest
Lionwood Infant and Nursery School (Norfolk) – Inclusive Schools Trust	Approve	<ul style="list-style-type: none"> Background to school Background to trust Trust governance Finances 	
Action required: Issue Academy Order			
Project	Decision	Key Discussion Points	Conflicts of interest
Lionwood Junior School (Norfolk) – Inclusive Schools Trust	Approve	<ul style="list-style-type: none"> Background to school Background to trust Trust governance Finances 	
Action required: Issue Academy Order			
Project	Decision	Key Discussion Points	Conflicts of interest
George White Junior School (Norfolk) – Inclusive Schools Trust	Approve	<ul style="list-style-type: none"> Background to school Background to trust Trust governance Finances 	
Action required: Issue Academy Order			
Project	Decision	Key Discussion Points	Conflicts of interest
Babraham CE VC Primary School (Cambridgeshire) – DEMAT	Approve	<ul style="list-style-type: none"> Background to school Background to trust 	
Action required: Issue Academy Order			

Project	Decision	Key Discussion Points	Conflicts of interest
Beeston Primary School (Norfolk) – Unity MAT (Northgate High School)	Approve in principle	<ul style="list-style-type: none"> • Background to school • Background to trust • Leadership capacity • Trust governance • School governance 	
Action required: Further discussion with the proposed trust			
Project	Decision	Key Discussion Points	Conflicts of interest
Garvestone Primary School (Norfolk) – Unity MAT (Northgate High School)	Approve in principle	<ul style="list-style-type: none"> • Background to school • Background to trust • Leadership capacity • Trust governance • School governance 	
Action required: Further discussion with the proposed trust			
Project	Decision	Key Discussion Points	Conflicts of interest
Mattishall Primary School (Norfolk) – Unity MAT (Northgate High School)	Approve in principle	<ul style="list-style-type: none"> • Background to school • Background to trust • Leadership capacity • Trust governance • School governance 	
Action required: Further discussion with the proposed trust			
Project	Decision	Key Discussion Points	Conflicts of interest
Smithdon High School (Norfolk) – West Norfolk Academies Trust	Approve	<ul style="list-style-type: none"> • Background to school • Background to trust • Governance • Finances 	
Action required: Issue Academy Order			
Project	Decision	Key Discussion Points	Conflicts of interest
Maple Grove Primary School (Essex) – Lion Academy Trust	Approve	<ul style="list-style-type: none"> • Background to school • Background to trust • Trust governance • Finances 	
Action required: Issue Academy Order			

Sponsor Applications

Project	Decision	Key Discussion Points	Conflicts of interest
Helena Romanes School (Essex)	Defer	<ul style="list-style-type: none"> Background to school Governance Capacity 	
Action required: RSC to write to the trust			
Project	Decision	Key Discussion Points	Conflicts of interest
Inclusive Schools Trust (Norfolk)	Approve	<ul style="list-style-type: none"> Background to schools Background to trust 	
Action required: RSC to write approving the application			
Project	Decision	Key Discussion Points	Conflicts of interest
Tilian Partnership (Suffolk)	Approve	<ul style="list-style-type: none"> Background to schools Background to trust 	
Action required: RSC to write approving the application			

Significant Change

Project	Decision	Key Discussion Points	Conflicts of interest
Sower / Vine (Essex) – SAT to MAT	Approve	<ul style="list-style-type: none"> Background to trusts 	Caroline Haynes did not receive papers for this item
Action required: Trusts to be informed			
Project	Decision	Key Discussion Points	Conflicts of interest
Alexandra Park School (Haringey) – SAT to MAT	Approve	<ul style="list-style-type: none"> Background to school Background to trust 	
Action required: Academy to be informed			

Funding Agreement

Project	Decision	Key Discussion Points	Conflicts of interest
Trinity School (Cambridgeshire) – TBAP	Approve	<ul style="list-style-type: none"> Opening date July 2016 	
Action required: No action required			
Nacton Church of England VC Primary School (Suffolk) – St Edmundsbury & Ipswich MAT	Approve	<ul style="list-style-type: none"> Opening date July 2016 	
Action required: No action required			

Wickhambrook Community Primary School (Suffolk) - Samuel Ward AT	Approve	• Opening date July 2016	
Action required: No action required			
Laureate Community Primary School and Nursery (Suffolk) - Samuel Ward AT	Approve	• Opening date July 2016	
Action required: No action required			

RECORD OF MEETING

East England North East London Headteacher Board

12th July 2016

Members of Board, RSC, and guests in attendance

Tim Coulson (RSC, chair)

Mark Jeffries (HTB)

Stephen Munday (HTB)

Lesley Birch (Eastern Region Teaching Schools)

Caroline Haynes (HTB)

Apologies

Rachel de Souza (HTB)

Margaret Wilson (HTB)

Steve Lancashire (HTB)

Debbie Rogan (HTB)

Roy Blatchford (HTB)

Rachel MacFarlane (Isaac Newton Academy)

Cross-cutting discussion points

End of Year Review:

The board discussed the work the HTB and the RSC office has done during the past academic year and its future plans.

Discussion of projects, including decisions made by RSC with advice from HTB:

All decisions are made in reference to relevant legislation and the published criteria. The table below sets out some key discussion points only

Academy Order

Project	Decision	Key Discussion Points	Conflicts of interest
Linton Heights Junior School (Cambridgeshire) – Chilford Hundred Education Trust	Defer	<ul style="list-style-type: none"> • Background to school • Background to trust • Leadership of school • Trust governance 	Stephen Munday left the room and did not receive papers for this item
Action required: Inform school and trust			
Project	Decision	Key Discussion Points	Conflicts of interest
St Felix RC Primary School (Suffolk) – Our Lady of Walsingham Catholic MAT	Approve	<ul style="list-style-type: none"> • Background to school • Background to trust 	
Action required: Issue Academy Order			
Project	Decision	Key Discussion Points	Conflicts of interest
Rayne Primary & Nursery School (Essex) – North Essex MAT (Notley High School & Braintree Sixth Form)	Defer	<ul style="list-style-type: none"> • Background to school • Background to trust • Trust capacity • Leadership of school • Trust governance • Finances 	
Action required: Inform school and trust			
Project	Decision	Key Discussion Points	Conflicts of interest
Treetops Special School (Thurrock)	Approve	<ul style="list-style-type: none"> • Background to school • Finances 	
Action required: Issue Academy Order			
Project	Decision	Key Discussion Points	Conflicts of interest
Great Wakering Primary School (Essex)	Approve	<ul style="list-style-type: none"> • Background to school 	
Action required: Issue Academy Order			

Project	Decision	Key Discussion Points	Conflicts of interest
Clements Community Primary School (Suffolk) – Chilford Hundred Education Trust	Defer	<ul style="list-style-type: none"> • Background to school • Background to trust • Leadership of school • Leadership of trust • Trust governance 	Stephen Munday left the room and did not receive papers for this item
Action required: Inform school and trust			
Project	Decision	Key Discussion Points	Conflicts of interest
Gladstone Primary School (Peterborough) – Thomas Deacon Academy	Approve	<ul style="list-style-type: none"> • Background to school • Background to trust • Trust capacity • Finances • School governance 	Stephen Munday left the room and did not receive papers for this item
Action required: Issue Academy Order			
Project	Decision	Key Discussion Points	Conflicts of interest
The Weatheralls Primary School (Cambridgeshire) – The Staploe Education Trust	Defer	<ul style="list-style-type: none"> • Background to school • Background to trust • Leadership • Improvement capacity • Results 	
Action required: Inform school and trust			
Project	Decision	Key Discussion Points	Conflicts of interest
Yoxford Primary School (Suffolk) – Consortium MAT	Approve	<ul style="list-style-type: none"> • Background to school • Background to trust 	
Action required: Issue Academy Order			
Project	Decision	Key Discussion Points	Conflicts of interest
Debden CE VC Primary School (Essex) – Great Chesterford CoE VA Primary School	Approve	<ul style="list-style-type: none"> • Background to school • Background to trust • Trust governance • Leadership 	
Action required: Issue Academy Order			
Project	Decision	Key Discussion Points	Conflicts of interest
The Deanes School (Essex) – The Challenger Trust	Approve	<ul style="list-style-type: none"> • Background to school • Background to trust • Trust governance • Finances 	
Action required: Issue Academy Order			

Project	Decision	Key Discussion Points	Conflicts of interest
Hamstel Schools (Southend-on-Sea) – Portico Trust	Approve	<ul style="list-style-type: none"> • Background to school • Background to trust • Leadership 	
Action required: Issue Academy Order			

Sponsor Applications

Project	Decision	Key Discussion Points	Conflicts of interest
Hobart High School (Norfolk)	Approve	<ul style="list-style-type: none"> • Background to school 	
Action required: RSC to write approving the application.			
Project	Decision	Key Discussion Points	Conflicts of interest
Cresco MAT (Great Berry Primary School) (Essex)	Approve	<ul style="list-style-type: none"> • Background to school 	
Action required: RSC to write approving the application.			
Project	Decision	Key Discussion Points	Conflicts of interest
The Consortium MAT (St Edmunds, Mendham and Glebeland Primary Schools) (Norfolk)	Approve	<ul style="list-style-type: none"> • Background to schools • Governance of trust • Finances 	
Action required: RSC to write approving the application.			
Project	Decision	Key Discussion Points	Conflicts of interest
Great Wakering Primary School (Essex)	Approve	<ul style="list-style-type: none"> • Background to school 	
Action required: RSC to write approving the application.			
Project	Decision	Key Discussion Points	Conflicts of interest
Parkside Federation of Academies (Cambridgeshire)	Approve	<ul style="list-style-type: none"> • Background to schools • Background to trust 	
Action required: RSC to write approving the application.			

Significant Change

Project	Decision	Key Discussion Points	Conflicts of interest
Kelvedon St Mary's Church of England Primary Academy (Essex)	Approve	<ul style="list-style-type: none"> Background to school Essex Autism Provision 	
Action required: School to be informed			

Free School Presumptions

Project	Decision	Key Discussion Points	Conflicts of interest
SEMH School, Carlton Colville (Suffolk) – Catch22	Approve	<ul style="list-style-type: none"> Background Background to trusts Trust capacity 	
Action required: LA, trust and MP to be informed			
Primary School, Newhall, Harlow (Essex) – Reach2	Approve	<ul style="list-style-type: none"> Background Background to trusts Trust capacity 	Roy Blatchford and Steve Lancashire did not receive papers for this item
Action required: LA, trust and MP to be informed			

RECORD OF MEETING

East England North East London Headteacher Board

4th August 2016

Members of Board, RSC, and guests in attendance

Tim Coulson (RSC, chair)

Mark Jeffries (HTB)

Stephen Munday (HTB)

Caroline Haynes (HTB)

Margaret Wilson (HTB)

Apologies

Rachel de Souza (HTB)

Steve Lancashire (HTB)

Debbie Rogan (HTB)

Roy Blatchford (HTB)

Rachel MacFarlane (Isaac Newton Academy)

Lesley Birch (Eastern Region Teaching Schools)

Cross-cutting discussion points

Free Schools Wave 11:

The board discussed progress with wave 11 free school applications and interviews. Steve Lancashire did not receive papers and was not present for this discussion.

Discussion of projects, including decisions made by RSC with advice from HTB:

All decisions are made in reference to relevant legislation and the published criteria. The table below sets out some key discussion points only

Academy Order

Project	Decision	Key Discussion Points	Conflicts of interest
Linton Heights Junior School (Cambridgeshire) – Chilford Hundred Education Trust	Approve	<ul style="list-style-type: none"> • Background to school • Background to trust • Leadership of trust • Trust governance • Finances • KS2 results 	Stephen Munday left the room and did not receive papers for this item
Action required: Issue Academy Order			
Project	Decision	Key Discussion Points	Conflicts of interest
St Christopher's PRU and Montgomery Road (Suffolk) – Raedwald Trust	Approve	<ul style="list-style-type: none"> • Background to school • Background to trust 	
Action required: Issue Academy Order			
Project	Decision	Key Discussion Points	Conflicts of interest
Barling Magna Community Primary School (Essex) – Great Wakering	Approve	<ul style="list-style-type: none"> • Background to school • Background to trust • KS2 results • Ofsted 	
Action required: Issue Academy Order			
Project	Decision	Key Discussion Points	Conflicts of interest
The Weatheralls Primary School (Cambridgeshire) – Staploe Education Trust	Defer	<ul style="list-style-type: none"> • Background to school • Background to trust • Leadership of trust • Trust governance • KS2 & KS4 results 	
Action required: Inform school and trust			

Significant Change

Project	Decision	Key Discussion Points	Conflicts of interest
The Albany School (Havering) to join Partnership Learning Academy Trust (SAT to MAT)	Defer	<ul style="list-style-type: none"> • Background to school • Background to trusts • Results 	
Action required: School and trust to be informed			
Woodham Ley Primary School (Essex) (change of age range)	Approve	<ul style="list-style-type: none"> • Background to school 	
Action required: School to be informed			
Caister Academy (Norfolk) - closure of the Specialist Resource Base (reserved SEN provision)	Approve	<ul style="list-style-type: none"> • Background to school 	
Action required: School to be informed			
Hatton Park Primary School (Cambridgeshire) (temporary relocation to Pathfinder School site)	Approve	<ul style="list-style-type: none"> • Background to school 	Lesley Birch
Action required: School to be informed			
Sir John Leman High School (Suffolk) (SAT to MAT)	Approve	<ul style="list-style-type: none"> • Background to school 	
Action required: School to be informed			
Tottenham UTC (Haringey) (to be renamed LAE Tottenham)	Approve	<ul style="list-style-type: none"> • Background to school • Teaching provision • Performance 	
Action required: School to be informed			

New Provision

Project	Decision	Key Discussion Points	Conflicts of interest
Ermine Street Church Academy (Cambridgeshire)	Approve	<ul style="list-style-type: none"> Background 	
Action required: School to be informed			
Godmanchester Bridge Academy (Cambridgeshire)	Approve	<ul style="list-style-type: none"> Background 	
Action required: School to be informed			

RECORD OF MEETING

East England North East London Headteacher Board

25th August 2016

Members of Board, RSC, and guests in attendance

Tim Coulson (RSC, chair)

Mark Jeffries (HTB)

Stephen Munday (HTB)

Caroline Haynes (HTB)

Margaret Wilson (HTB)

Debbie Rogan (HTB)

Apologies

Rachel de Souza (HTB)

Steve Lancashire (HTB)

Roy Blatchford (HTB)

Rachel MacFarlane (Isaac Newton Academy)

Lesley Birch (Eastern Region Teaching Schools)

Discussion of projects, including decisions made by RSC with advice from HTB:

All decisions are made in reference to relevant legislation and the published criteria. The table below sets out some key discussion points only

Academy Order

Project	Decision	Key Discussion Points	Conflicts of interest
The Royal Liberty School (Havering) – Redden Court	Approve	<ul style="list-style-type: none"> Finances Results 	
Action required: Issue Academy Order			
Project	Decision	Key Discussion Points	Conflicts of interest
Mellis CE VC Primary (Suffolk) – St Edmundsbury and Ipswich Diocesan Trust	Approve	<ul style="list-style-type: none"> Background to trust Trust results 	
Action required: Issue Academy Order			
Project	Decision	Key Discussion Points	Conflicts of interest
GlebelandsPrimary School (Cambridgeshire) – The Diamond Learning Partnership Trust	Approve	<ul style="list-style-type: none"> Background to trust Trust plans Area context Forecast PAN 	
Action required: Issue Academy Order			
Project	Decision	Key Discussion Points	Conflicts of interest
Winston Way Primary School (Redbridge) – Silver Birch Academy Trust	Approve	<ul style="list-style-type: none"> Background to trust Background to school Results 	
Action required: Issue Academy Order			

Sponsor Applications

Project	Decision	Key Discussion Points	Conflicts of interest
Ipswich Primary Academy Trust (Suffolk)	Defer	<ul style="list-style-type: none"> Governance KS2 results progress awaited 	
Action required: Trust to be informed			

Felmore Primary School (Essex)	Defer	<ul style="list-style-type: none"> Governance School results 	
Action required: School to be informed			
Ian Mikardo High School (Tower Hamlets)	Approve	<ul style="list-style-type: none"> Background to school Governance 	
Action required: School to be informed			
Moulsham High School (Essex)	Defer	<ul style="list-style-type: none"> Awaiting KS4 progress data Finances 	
Action required: School to be informed			

Significant Change

Project	Decision	Key Discussion Points	Conflicts of interest
Wymondham High Academy Trust (Norfolk) SAT to MAT	Approve	<ul style="list-style-type: none"> Background to school Background to trusts Results 	
Action required: Trust to be informed			

Funding Agreement

Project	Decision	Key Discussion Points	Conflicts of interest
Ermine Street Church Academy (Cambridgeshire) – Diocese of Ely	Approve	<ul style="list-style-type: none"> Opening 1st September 	
Action required: No action required.			
Godmanchester Bridge Academy (Cambridgeshire) – Godmanchester Community Education Trust	Approve	<ul style="list-style-type: none"> Opening 1st September 	
Action required: No action required.			
Highfield Special School (Cambridgeshire) – ALT	Approve	<ul style="list-style-type: none"> Opening 1st September 	
Action required: No action required.			

Bardfield Primary & Nursery School (Essex) - SEAT	Approve	• Opening 1 st September	
Action required: No action required.			
Camulos Academy (Essex) – Reach2	Approve	• Opening 1 st September	
Action required: No action required.			
Frobisher Primary and Nursery School (Essex) – Reach2	Approve	• Opening 1 st September	
Action required: No action required			
Larkrise Primary School (Essex) - The Eveleigh Link Academy Trust	Approve	• Opening 1 st September	
Action required: No action required			
Northlands Primary School and Nursery (Essex) - Lee Chapel Academy Trust	Approve	• Opening 1 st September	
Action required: No action required			
Richard de Clare Community Primary School (Essex) - North Essex Multi-Academy Trust	Approve	• Opening 1 st September	
Action required: No action required			
Ryedene Community Primary School (Essex) - Lee Chapel Academy Trust	Approve	• Opening 1 st September	
Action required: No action required			
The Phoenix Primary School (Essex) - Lee Chapel Academy Trust	Approve	• Opening 1 st September	
Action required: No action requiredD			
Brookside Infant School (Havering) - Drapers	Approve	• Opening 1 st September	
Action required: No action required			
Manor Green College (Havering) - Olive Academies	Approve	• Opening 1 st September	
Action required: No action required			
Forest Gate Community School (Newham) - Community Schools Trust	Approve	• Opening 1 st September	
Action required: No action required			

Cawston Voluntary Controlled Primary School (Norfolk) - The Diocese of Norwich Education and Academies Trust	Approve	<ul style="list-style-type: none"> Opening 1st September 	
Action required: No action required			
Dussindale Primary School (Norfolk) - Yare Education Trust	Approve	<ul style="list-style-type: none"> Opening 1st September 	
Action required: No action required			
Firside Junior School (Norfolk) - The Wensum Trust	Approve	<ul style="list-style-type: none"> Opening 1st September 	
Action required: No action required			
Hillside Avenue Primary and Nursery School, Thorpe (Norfolk) - Yare Education Trust	Approve	<ul style="list-style-type: none"> Opening 1st September 	
Action required: No action required			
Old Buckenham Community Primary School (Norfolk) - Sapientia Education Trust	Approve	<ul style="list-style-type: none"> Opening 1st September 	
Action required: No action required			
Thorpe St Andrew School and Sixth Form (Norfolk) - Yare Education Trust	Approve	<ul style="list-style-type: none"> Opening 1st September 	
Action required: No action required			
Blenheim Primary School and Children's Centre (Southend-on-Sea) - Learning in Harmony Multi Academy Trust	Approve	<ul style="list-style-type: none"> Opening 1st September 	
Action required: No action required			
Bournes Green Infant School (Southend-on-Sea) - Southend East Community Partnership	Approve	<ul style="list-style-type: none"> Opening 1st September 	
Action required: No action required			
Friars Primary School and Nursery (Southend-on-Sea) - Portico Academy Trust	Approve	<ul style="list-style-type: none"> Opening 1st September 	
Action required: No action required			

Hamstel Infant School and Nursery (Southend-on-Sea) - Portico Academy Trust	Approve	• Opening 1 st September	
Action required: No action required			
Hamstel Junior School (Southend-on-Sea) - Portico Academy Trust	Approve	• Opening 1 st September	
Action required: No action required			
Hinguar Community Primary School (Southend-on-Sea) - Southend East Community Partnership	Approve	• Opening 1 st September	
Action required: No action required			
Seabrook College (Southend-on-Sea) - Parallel Learning Trust	Approve	• Opening 1 st September	
Action required: No action required			
Seabrook College (Southend-on-Sea) - Parallel Learning Trust	Approve	• Opening 1 st September	
Action required: No action required			
Thorpedene Primary School College (Southend-on-Sea) - Southend East Community Partnership	Approve	• Opening 1 st September	
Action required: No action required			
Bacton Community Primary School (Suffolk) - Mid Suffolk Academy Trust	Approve	• Opening 1 st September	
Action required: No action required			
Cedars Park Community Primary School (Suffolk) - Mid Suffolk Academy Trust	Approve	• Opening 1 st September	
Action required: No action required			
Long Melford Church of England Voluntary Controlled Primary School (Suffolk) - St Edmundsbury and Ipswich Diocesan Multi-Academy Trust	Approve	• Opening 1 st September	
Action required: No action required			

Mendlesham Community Primary School (Suffolk) - Mid Suffolk Academy Trust	Approve	• Opening 1 st September	
Action required: No action required			
St Christopher's CEVCP School (Suffolk) - Diocese of Ely Multi-academy Trust	Approve	• Opening 1 st September	
Action required: No action required			
Stowupland High School (Suffolk) - Mid Suffolk Academy Trust	Approve	• Opening 1 st September	
Action required: No action required			
Arthur Bugler Primary School (Thurrock) - St Clere's Co-operative Academy Trust	Approve	• Opening 1 st September	
Action required: No action required			
Chadwell St Mary Primary School (Thurrock) - South West Essex Community Education Trust Limited	Approve	• Opening 1 st September	
Action required: No action required			
St Paul's Way Trust School (Tower Hamlets) - University Schools Trust (UMAT)	Approve	• Opening 1 st September	
Action required: No action required			
Davies Lane Primary School (Waltham Forest) - ARBOR Academy Trust	Approve	• Opening 1 st September	
Action required: No action required			
Norlington School and 6th Form (Waltham Forest) - Exceptional Education Trust	Approve	• Opening 1 st September	
Action required: No action required			
Selwyn Primary School (Waltham Forest) - ARBOR Academy Trust	Approve	• Opening 1 st September	

RECORD OF MEETING

East England North East London Headteacher Board

8th September 2016

Members of Board, RSC, and guests in attendance

Tim Coulson (RSC, chair)

Mark Jeffries (HTB)

Stephen Munday (HTB)

Caroline Haynes (HTB)

Margaret Wilson (HTB)

Debbie Rogan (HTB)

Steve Lancashire (HTB)

Lesley Birch (Eastern Region Teaching Schools)

Jonathan Lewis (DfE)

Claire Mycock (DfE)

Apologies

Rachel de Souza (HTB)

Rachel MacFarlane (Isaac Newton Academy)

Roy Blatchford has been appointed Education Adviser to the Government of Bahrain and is therefore stepping down after two years of membership of the Headteacher Board.

Cross-cutting discussion points

The Board met and discussed:

Sponsor Capacity Fund applications:

The Board discussed the allocation of funding from the Sponsor Capacity Fund. Debbie Rogan, Caroline Haynes and Lesley Birch did not attend this discussion.

Discussion of projects, including decisions made by RSC with advice from HTB:

All decisions are made in reference to relevant legislation and the published criteria. The table below sets out some key discussion points only

Academy Order

Project	Decision	Key Discussion Points	Conflicts of interest
Ramsey Spinning Infant School (Cambridgeshire) – Elliot Trust	Approve	<ul style="list-style-type: none"> • Background to school • Background to trust • Capacity of trust 	
Action required: Issue Academy Order			
Project	Decision	Key Discussion Points	Conflicts of interest
Ramsey Junior School (Cambridgeshire) – Elliot Trust	Approve	<ul style="list-style-type: none"> • Background to school • Background to trust • KS2 results • Capacity of trust 	
Action required: Issue Academy Order			
Project	Decision	Key Discussion Points	Conflicts of interest
Houldsworth Valley Primary School (Suffolk) – Samuel Ward Academy Trust	Approve	<ul style="list-style-type: none"> • Background to school • Background to trust • KS2 results • Finances • Capacity of trust • Leadership of trust 	
Action required: Issue Academy Order			
Project	Decision	Key Discussion Points	Conflicts of interest
Thurlton Primary School (Norfolk) – East Anglia Schools Trust	Defer	<ul style="list-style-type: none"> • Background to school • Background to trust • KS2 results • Trust capacity 	
Action required: School to be informed			
Project	Decision	Key Discussion Points	Conflicts of interest
The Weatheralls Primary School (Cambridgeshire) – Staploe Education Trust	Approve	<ul style="list-style-type: none"> • Background to trust • Background to school • KS2 results • KS4 results 	
Action required: Issue Academy Order			

Sponsor Applications

Project	Decision	Key Discussion Points	Conflicts of interest
Cottenham Academy Trust	Approve	<ul style="list-style-type: none"> • Background to trust • Trust plans 	Stephen Munday, Steve Lancashire, Lesley Birch, and Jonathan Lewis left the room for this item and did not receive papers for it.
Action required: Trust to be informed			

RECORD OF MEETING

East England North East London Headteacher Board

22nd September 2016

Members of Board, RSC, and guests in attendance

Tim Coulson (RSC, chair)

Mark Jeffries (HTB)

Stephen Munday (HTB)

Margaret Wilson (HTB)

Debbie Rogan (HTB)

Lesley Birch (Eastern Region Teaching Schools)

Jonathan Lewis (DfE)

Claire Mycock (DfE)

Apologies

Rachel de Souza (HTB)

Steve Lancashire (HTB)

Caroline Haynes (HTB)

Rachel MacFarlane (Isaac Newton Academy)

Cross-cutting discussion points

The board discussed:

Education Policy:

The board discussed developments in education policy and how best to consult with regional stakeholders.

Free Schools:

The board received a presentation from Siobhan Horisk (Hackney New School) on her experience of setting up a free school.

Discussion of projects, including decisions made by RSC with advice from HTB:

All decisions are made in reference to relevant legislation and the published criteria. The table below sets out some key discussion points only

Academy Order

Project	Decision	Key Discussion Points	Conflicts of interest
Cavalry Primary School (Cambridgeshire) – The Elliot Foundation	Approve	<ul style="list-style-type: none"> Background to region / school Background to trust 	
Action required: Issue Academy Order			
Project	Decision	Key Discussion Points	Conflicts of interest
Hartford Infant and Hartford Junior School (Cambridgeshire) – The Cam Academy Trust	Approve	<ul style="list-style-type: none"> Junior School results Finances Converter Grant 	Stephen Munday left the room for this item and did not receive papers for it
Action required: Issue Academy Order			
Project	Decision	Key Discussion Points	Conflicts of interest
Lodge Lane Infants School (Norfolk) – Wensum Trust	Approve	<ul style="list-style-type: none"> Background to school Location of school 	
Action required: Issue Academy Order			
Project	Decision	Key Discussion Points	Conflicts of interest
St John's CE Primary School (Cambridgeshire), Milton CE Primary School (Suffolk), Elm CE Primary School (Cambridgeshire) - DEMAT	Approve with conditions	<ul style="list-style-type: none"> Background to trust Finances for small schools Future Diocesan strategy Governance 	
Action required: Issue Academy Order. Review governance structures			
Project	Decision	Key Discussion Points	Conflicts of interest
Orchards CE Primary School (Cambridgeshire) and Guyhirm CE Primary School (Cambridgeshire) - DEMAT	Approve with conditions	<ul style="list-style-type: none"> Background to trust Finances for small schools Future Diocesan strategy Governance 	
Action required: Issue Academy Order. Review governance structures			

Project	Decision	Key Discussion Points	Conflicts of interest
Aslacton Primary School (Norfolk) and Manor Field Infant and Nursery School (Norfolk)	Approve	<ul style="list-style-type: none"> Background to schools 	
Action required: Issue Academy Order			
Project	Decision	Key Discussion Points	Conflicts of interest
Drew Primary School (Newham) – Learning in Harmony	Approve	<ul style="list-style-type: none"> Background to Trust Trust results 	
Action required: Issue Academy Order			
Project	Decision	Key Discussion Points	Conflicts of interest
Marshall's Park School (Havering) – West Essex Community Education Trust	Approve	<ul style="list-style-type: none"> Background to school Trust results Finance 	
Action required: Issue Academy Order			
Project	Decision	Key Discussion Points	Conflicts of interest
Middleton Community School (Suffolk) – The Consortium MAT	Approve	<ul style="list-style-type: none"> Background to MAT Governance Financial implications for MAT of small schools 	
Action required: Issue Academy Order			
Project	Decision	Key Discussion Points	Conflicts of interest
Bignold Primary School (Norfolk)	Defer	<ul style="list-style-type: none"> Background to school 	
Action required: Discuss with school			
Project	Decision	Key Discussion Points	Conflicts of interest
Dereham Neatherd High School (Norfolk)	Defer	<ul style="list-style-type: none"> Background to school Governance 	
Action required: Discuss with school			

Project	Decision	Key Discussion Points	Conflicts of interest
Thomas Eaton Community Primary School (Cambridgeshire) – Diamond Learning Partnership	Approve	<ul style="list-style-type: none"> Background to area Background to trust Finances 	
Action required: Issue Academy Order			
Project	Decision	Key Discussion Points	Conflicts of interest
Beck Row Primary School (Suffolk) - ATT	Approve	<ul style="list-style-type: none"> Background to Trust Trust results 	Carl Eade left the room for this item and did not receive papers for it
Action required: Issue Academy Order			
Project	Decision	Key Discussion Points	Conflicts of interest
Upwell Community Primary School (Norfolk) – College of West Anglia	Approve with conditions	<ul style="list-style-type: none"> Background to school Background to trust Leadership 	
Action required: Issue Academy Order. Review capacity and succession planning with trust			
Project	Decision	Key Discussion Points	Conflicts of interest
Unity MAT (Norfolk) – Project update	Approve with conditions	<ul style="list-style-type: none"> Results Governance 	
Action required: Trust to be informed. RSC to discuss strengthening trust board			
Project	Decision	Key Discussion Points	Conflicts of interest
Cherry Tree Primary School (Essex) – Project update	Defer	<ul style="list-style-type: none"> Background to school Finances Results 	
Action required: Discuss with school			
Project	Decision	Key Discussion Points	Conflicts of interest
The Deanes School (Essex) – Challenger MAT – Project update	Approve	<ul style="list-style-type: none"> Background to school 	
Action required: None			

Sponsor Applications

Project	Decision	Key Discussion Points	Conflicts of interest
The Sigma Trust (Norfolk)	Approve	<ul style="list-style-type: none"> Background to trust 	
Action required: Trust to be informed			

Project	Decision	Key Discussion Points	Conflicts of interest
Meadowgate School (Cambridgeshire)	Approve	<ul style="list-style-type: none"> • Background to school • Trust plans 	
Action required: Trust to be informed			
Project	Decision	Key Discussion Points	Conflicts of interest
Diversa MAT (Norfolk)	Defer	<ul style="list-style-type: none"> • Background to school • Governance • Leadership • Results 	
Action required: Trust to be informed			
Project	Decision	Key Discussion Points	Conflicts of interest
Ipswich Primaries Academy Trust (Suffolk)	Approve	<ul style="list-style-type: none"> • Leadership • Governance • Finances 	
Action required: Trust to be informed			
Project	Decision	Key Discussion Points	Conflicts of interest
Helena Romanes School (Essex)	Defer	<ul style="list-style-type: none"> • Background to school 	
Action required: Trust to be informed			
Project	Decision	Key Discussion Points	Conflicts of interest
Moulsham High School (Essex)	Approve	<ul style="list-style-type: none"> • Background to school • Background to area • Governance 	
Action required: Trust to be informed			
Project	Decision	Key Discussion Points	Conflicts of interest
Impington Village College (Cambridgeshire)	Approve	<ul style="list-style-type: none"> • Background to school • Results 	
Action required: Trust to be informed			
Project	Decision	Key Discussion Points	Conflicts of interest
St Edmunds Community Primary (Norfolk)	Approve	<ul style="list-style-type: none"> • Background to school • Leadership • Capacity 	
Action required: Trust to be informed			

Significant Change

Project	Decision	Key Discussion Points	Conflicts of interest
The Albany School (Havering) – SAT to MAT	Approve	<ul style="list-style-type: none"> Background to school Leadership 	
Action required: School to be informed			

Funding Agreement

Project	Decision	Key Discussion Points	Conflicts of interest
Whitmore Primary School and Nursery (Essex) - Berlesduna Academy Trust	Approve	<ul style="list-style-type: none"> Proposed opening date of 1 October 	
Action required: No action required			
Shalford Primary School (Essex) - CHANGE Schools Partnership	Approve	<ul style="list-style-type: none"> Proposed opening date of 1 October 	
Action required: No action required			
Lubbins Park Community Primary School (Essex) - The Star Multi-Academy Trust (Star-MAT)	Approve	<ul style="list-style-type: none"> Proposed opening date of 1 October 	
Action required: No action required			
St James' Church of England Voluntary Aided Primary School (Essex) - The Diocese of Chelmsford Vine Schools Trust	Approve	<ul style="list-style-type: none"> Proposed opening date of 1 October 	
Action required: No action required			
St Margaret's Church of England Voluntary Aided Primary School, Bowers Gifford (Essex) - The Diocese of Chelmsford Vine Schools Trust	Approve	<ul style="list-style-type: none"> Proposed opening date of 1 October 	
Action required: No action required			
The Willows Primary School (Essex) - Berlesduna Academy Trust	Approve	<ul style="list-style-type: none"> Proposed opening date of 1 October 	
Action required: No action required			
Merrylands Primary School (Essex) - Berlesduna Academy Trust	Approve	<ul style="list-style-type: none"> Proposed opening date of 1 October 	
Action required: No action required			

Benhurst Primary School (Havering) - Life Education Trust	Approve	<ul style="list-style-type: none"> Proposed opening date of 1 October 	
Action required: No action required			
Gainsborough Primary School (Newham) - The Eko Trust	Approve	<ul style="list-style-type: none"> Proposed opening date of 1 October 	
Action required: No action required			
Forest Gate Community School (Newham) - Community Schools Trust	Approve	<ul style="list-style-type: none"> Proposed opening date of 1 October 	
Action required: No action required			
Eleanor Smith School (Newham) - The Eko Trust	Approve	<ul style="list-style-type: none"> Proposed opening date of 1 October 	
Action required: No action required			
Kaizen Primary School (Newham) - The Eko Trust	Approve	<ul style="list-style-type: none"> Proposed opening date of 1 October 	
Action required: No action required			
Banham Community Primary School (Norfolk) - Co-operative Schools East Academy Trust (CSEAT)	Approve	<ul style="list-style-type: none"> Proposed opening date of 1 October 	
Action required: No action required			
Bunwell Primary School (Norfolk) - Co-operative Schools East Academy Trust (CSEAT)	Approve	<ul style="list-style-type: none"> Proposed opening date of 1 October 	
Action required: No action required			
Heacham Infant and Nursery School (Norfolk) - West Norfolk Academies Trust	Approve	<ul style="list-style-type: none"> Proposed opening date of 1 October 	
Action required: No action required			
St Edmund's Community Foundation School (Norfolk) - Ad Meliora Trust	Approve	<ul style="list-style-type: none"> Proposed opening date of 1 October 	
Action required: No action required			
Wroughton Junior School (Norfolk) - Creative Education Trust	Approve	<ul style="list-style-type: none"> Proposed opening date of 1 October 	
Action required: No action required			

Wroughton Infant School, Gorleston (Norfolk) - Creative Education Trust	Approve	<ul style="list-style-type: none"> Proposed opening date of 1 October 	
Action required: No action required			
Garrick Green Infant School (Norfolk) - Wensum Trust	Approve	<ul style="list-style-type: none"> Proposed opening date of 1 October 	
Action required: No action required			
Thorpe Greenways Junior School (Southend-on- Sea) - Learning in Harmony	Approve	<ul style="list-style-type: none"> Proposed opening date of 1 October 	
Action required: No action required			
Thorpe Greenways Infant School (Southend-on- Sea) - Learning in Harmony	Approve	<ul style="list-style-type: none"> Proposed opening date of 1 October 	
Action required: No action required			
Futures Community College (Southend-on- Sea) - Partnership Learning	Approve	<ul style="list-style-type: none"> Proposed opening date of 1 October 	
Action required: No action required			
The Albert Pye Community Primary School (Suffolk) - Active Learning Trust (ALT)	Approve	<ul style="list-style-type: none"> Proposed opening date of 1 October 	
Action required: No action required			
Ravensmere Infant School (Suffolk) - Active Learning Trust (ALT)	Approve	<ul style="list-style-type: none"> Proposed opening date of 1 October 	
Action required: No action required			
Mendlesham Community Primary School (Suffolk) - Mid Suffolk Academy Trust	Approve	<ul style="list-style-type: none"> Proposed opening date of 1 October 	
Action required: No action required			
St Christopher's CEVCP School (Suffolk) - Diocese of Ely Multi-academy Trust	Approve	<ul style="list-style-type: none"> Proposed opening date of 1 October 	
Action required: No action required			
Kingsfield Centre (Suffolk) – Olive Education	Approve	<ul style="list-style-type: none"> Proposed opening date of 1 October 	
Action required: No action required			

RECORD OF MEETING

East of England & North East London Headteacher Board

17 October 2016

Members of Board, RSC, and guests in attendance

Tim Coulson (RSC, Chair)

Mark Jeffries (HTB)

Stephen Munday (HTB)

Margaret Wilson (HTB)

Steve Lancashire (HTB)

Caroline Haynes (HTB)

Rachel MacFarlane (Isaac Newton Academy)

Lesley Birch (Eastern Region Teaching Schools)

Apologies

Rachel de Souza (HTB)

Debbie Rogan (HTB)

Cross-cutting discussion points

The Board met and discussed:

- **Features of Effective Governance:**

Discussion on how best to recruit, train and develop governors. There was discussion about aligning the document 'Features of Effective Government' with the quality assurance framework.

Discussion of projects, including decisions made by RSC with advice from HTB:

All decisions are made in reference to relevant legislation and the published criteria. The table below sets out some key discussion points only

Academy Order

Project	Decision	Key Discussion Points	Conflicts of interest
Bournemouth Park Primary (Southend-on-Sea) – Eastwood Academy Trust	Approve	<ul style="list-style-type: none"> Background to school Leadership School improvement plan SEN provision 	
Action required: Issue Academy Order.			
Project	Decision	Key Discussion Points	Conflicts of interest
Rayne Primary and Nursery (Essex) – NEMAT	Approve with FA conditions	<ul style="list-style-type: none"> Background to trust Governance 	
Action required: Issue Academy Order dependent on merger of NEMAT and Change Partnership.			
Project	Decision	Key Discussion Points	Conflicts of interest
Bygrove Primary (Tower Hamlets)	Approve	<ul style="list-style-type: none"> Background to schools Background to area 	
Action required: Issue Academy Order.			
Project	Decision	Key Discussion Points	Conflicts of interest
Stebon Primary (Tower Hamlets)	Approve	<ul style="list-style-type: none"> Background to schools Background to area 	
Action required: Issue Academy Order.			
Project	Decision	Key Discussion Points	Conflicts of interest
Bawdeswell Primary School (Norfolk) – Synergy Trust	Approve	<ul style="list-style-type: none"> Background to trust Background to school Governance Finances 	
Action required: Issue Academy Order.			
Project	Decision	Key Discussion Points	Conflicts of interest
Watton Westfield Infant and Nursery (Norfolk) – Sigma Academy Trust	Approve	<ul style="list-style-type: none"> Background to application Background to trust Trust capacity 	
Action required: Issue Academy Order.			

Project	Decision	Key Discussion Points	Conflicts of interest
Shalford Primary (Essex) – Change Partnership	Approve	<ul style="list-style-type: none"> • Background to trust • Governance 	
Action required: Issue Academy Order.			
Project	Decision	Key Discussion Points	Conflicts of interest
Blenheim Park Primary (Norfolk) – Ad Meloria Trust	Approve	<ul style="list-style-type: none"> • Background to trust • Leadership • Results • Capacity 	
Action required: Issue Academy Order.			

Sponsor Application

Project	Decision	Key Discussion Points	Conflicts of interest
Stratford School (Newham)	Approve	<ul style="list-style-type: none"> • Background to school • Trust vision 	
Action required: Trust to be informed.			
Project	Decision	Key Discussion Points	Conflicts of interest
Abelle Academy Trust (Essex)	Approve	<ul style="list-style-type: none"> • Leadership • Succession planning 	
Action required: Trust to be informed.			
Project	Decision	Key Discussion Points	Conflicts of interest
St Neots Learning Partnership (Cambs)	Approve	<ul style="list-style-type: none"> • School improvement plan • Leadership 	
Action required: Trust to be informed.			

Significant Change Proposals

Project	Decision	Key Discussion Points	Conflicts of interest
Eastwood Academy (Southend) – SAT to MAT	Approve	<ul style="list-style-type: none"> • Background to school • Leadership • School improvement plan • SEN provision 	
Action required: School to be informed.			

Funding Agreement

Project	Decision	Key Discussion Points	Conflicts of interest
Banham Community Primary School (Norfolk) – Co-operative Education East	Approve	<ul style="list-style-type: none"> Opening 1 November 2016 	
Action required: No action required.			
Bunwell Primary School (Norfolk) – Co-operative Education East	Approve	<ul style="list-style-type: none"> Opening 1 November 2016 	
Action required: No action required.			
Eleanor Smith School (Newham) – The EKO Trust	Approve	<ul style="list-style-type: none"> Opening 1 November 2016 	
Action required: No action required.			
Eyke Church of England Voluntary Controlled Primary School (Suffolk) - St Edmundsbury and Ipswich Diocesan Multi-Academy Trust	Approve	<ul style="list-style-type: none"> Opening 1 November 2016 	
Action required: No action required.			
Gainsborough Primary School (Newham) – The EKO Trust	Approve	<ul style="list-style-type: none"> Opening 1 November 2016 	
Action required: No action required.			
Guilden Morden CofE Primary School (Cambridgeshire) - Diocese of Ely Multi-Academy Trust	Approve	<ul style="list-style-type: none"> Opening 1 November 2016 	
Action required: No action required.			

Heacham Infant and Nursery School (Norfolk) - West Norfolk Academies Trust	Approve	<ul style="list-style-type: none"> Opening 1 November 2016 	
Action required: No action required.			
John Ray Junior School (Essex) - North Essex Multi-Academy Trust	Approve	<ul style="list-style-type: none"> Opening 1 November 2016 	
Action required: No action required.			
Kaizen Primary School (Newham) – The EKO Trust	Approve	<ul style="list-style-type: none"> Opening 1 November 2016 	
Action required: No action required.			
Kingsfield Centre (Suffolk) – Olive Academies	Approve	<ul style="list-style-type: none"> Opening 1 November 2016 	
Action required: No action required.			
Linton Heights Junior School (Cambridgeshire) - Chilford Hundred Education Trust	Approve	<ul style="list-style-type: none"> Opening 1 November 2016 	
Action required: No action required.			
Maldon Primary School (Essex) – Fennwood Academy Trust	Approve	<ul style="list-style-type: none"> Opening 1 November 2016 	
Action required: No action required.			
Market Field School (Essex) - Market Field Special School Trust	Approve	<ul style="list-style-type: none"> Opening 1 November 2016 	
Action required: No action required.			
Mulberry School for Girls (Tower Hamlets) – Mulberry Schools Trust	Approve	<ul style="list-style-type: none"> Opening 1 November 2016 	
Action required: No action required.			

Sawtry Junior School (Cambridgeshire) – Cambridgeshire Meridian Academies Trust	Approve	<ul style="list-style-type: none"> Opening 1 November 2016 	
Action required: No action required.			
Shalford Primary School (Essex) – Change Schools Partnership	Approve	<ul style="list-style-type: none"> Opening 1 November 2016 	
Action required: No action required.			
St Christopher's (Suffolk)	Approve	<ul style="list-style-type: none"> Opening 1 November 2016 	
Action required: No action required.			
St Christopher's CEVCP School (Suffolk) - Diocese of Ely Multi-Academy Trust	Approve	<ul style="list-style-type: none"> Opening 1 November 2016 	
Action required: No action required.			
St Felix Roman Catholic Primary School, Haverhill (Suffolk) - Our Lady of Walsingham Catholic Multi Academy Trust	Approve	<ul style="list-style-type: none"> Opening 1 November 2016 	
Action required: No action required.			
The Bishops Church of England Voluntary Aided Primary School (Norfolk) - The Diocese of Norwich Education and Academies Trust	Approve	<ul style="list-style-type: none"> Opening 1 November 2016 	
Action required: No action required.			

RECORD OF MEETING

East of England and North East London Headteacher Board

10 November 2016

Members of Board, RSC, and guests in attendance

Tim Coulson (RSC, Chair)

Mark Jeffries (HTB)

Margaret Wilson (HTB)

Stephen Munday (HTB)

Debbie Rogan (HTB)

Caroline Haynes (HTB)

Rachel MacFarlane (Isaac Newton Academy)

Apologies

Steve Lancashire (HTB)

Rachel de Souza (HTB)

Lesley Birch (Eastern Region Teaching Schools)

Discussion of projects, including decisions made by RSC with advice from HTB

All decisions are made in reference to relevant legislation and the published criteria. The table below sets out some key discussion points only

Academy Order

Project	Decision	Key Discussion Points	Conflicts of interest
St Margaret's CE Primary School (Barking and Dagenham) – St Mary's and St Saviours	Approve	<ul style="list-style-type: none"> Background to school Background to trust 	
Action required: Issue Academy Order			
Writtle Infant School, Writtle Junior School and Highwood Primary School (Essex)	Defer	<ul style="list-style-type: none"> Background to schools Check position of Infant school 	
Action required: No action required.			
Heather Avenue Infant School (Norfolk) - The Wensum Trust	Approve	<ul style="list-style-type: none"> Background to school Background to trust 	
Action required: Issue Academy Order			
Lawford Mead and Kings Road Primary School (Essex)	Defer pending further information	<ul style="list-style-type: none"> Background to school Finances Governance School performance 	
Action required: No action required.			
Dereham Neatherd High School (Norfolk)	Approve	<ul style="list-style-type: none"> Background to school Background to trust Leadership Governance Sponsor plans 	
Action required: Issue Academy Order			

Tivetshall Primary School and Burston Community Primary School – Sapientia Education Trust (Norfolk)	Approve	<ul style="list-style-type: none"> • Background to schools • Background to trust 	
Action required: Issue Academy Orders			
North Wootton Community School (Norfolk) – CoWA	Approve	<ul style="list-style-type: none"> • Background to school • Background to trust • School improvement plan • Leadership capacity 	
Action required: Issue Academy Order			
Emneth Primary School (Norfolk) – CoWA	Approve	<ul style="list-style-type: none"> • Background to school • Background to trust • School improvement plan • Leadership capacity 	
Action required: Issue Academy Order			
Long Stratton High School (Norfolk) – ieTrust (Wymondham High School)	Approve	<ul style="list-style-type: none"> • Background to school • Background to trust • School performance • Ofsted 	
Action required: Issue Academy Order			
Seething and Mundham Primary School (Norfolk) – Sapientia Education Trust	Approve	<ul style="list-style-type: none"> • Background to school • Background to trust 	
Action required: Issue Academy Order			
Pipers Vale Community School (Suffolk) – Paradigm Trust	Approve	<ul style="list-style-type: none"> • Background to school • Background to trust • School improvement 	
Action required: Issue Academy Order			

Significant Change Proposals

Project	Decision	Key Discussion Points	Conflicts of interest
Hall Mead School (Havering) – change to the SEN resourced provision.	Approve	<ul style="list-style-type: none"> Background to school 	
Action required: School to be informed			
Abbs Cross Academy and Arts College (Havering) – withdrawing application to add sixth form provision. Original decision approved 12 May 2016.	Approve withdrawal	<ul style="list-style-type: none"> Background to school Background to trust 	
Action required: Trust to be informed			

RECORD OF MEETING

East of England and North East London Headteacher Board

24 November 2016

Members of Board, RSC, and guests in attendance

Tim Coulson (RSC, Chair)

Rachel de Souza (HTB)

Caroline Haynes (HTB)

Mark Jeffries (HTB)

Steve Lancashire (HTB)

Stephen Munday (HTB)

Debbie Rogan (HTB)

Margaret Wilson (HTB)

Rachel MacFarlane (Isaac Newton Academy)

Lesley Birch (Eastern Region Teaching Schools)

Apologies

None

Cross-cutting discussion points

The Board met and discussed:

- **Headteacher Board elections.**
The Board were briefed about upcoming HTB elections.
- **LA-commissioned special free schools.**
The Board discussed expressions of interest submitted by local authorities wishing to advertise new special free school plans.
- **Free Schools wave 12 applications.**
The Board discussed progress with wave 12 free school applications. Stephen Munday, Caroline Haynes and Lesley Birch did not receive papers and were not present for this discussion.

Discussion of projects, including decisions made by RSC with advice from HTB:

All decisions are made in reference to relevant legislation and the published criteria. The table below sets out some key discussion points only

Project	Decision	Key Discussion Points	Conflicts of interest
Curwen Primary School (Newham) – The Tapscott Learning Trust	Approve	<ul style="list-style-type: none"> • Background to school • Results • Ofsted 	
Action required: Issue Academy Order			
Kensington Primary School (Newham) – The Tapscott Learning Trust	Approve	<ul style="list-style-type: none"> • Background to school • Results • Ofsted 	
Action required: Issue Academy Order			
Ranelagh Primary School (Newham) – The Tapscott Learning Trust	Approve	<ul style="list-style-type: none"> • Background to school • Results • Ofsted 	
Action required: Issue Academy Order			
Lawford Mead Primary School (Essex)	Approve	<ul style="list-style-type: none"> • Background to school • MAT plans 	
Action required: Issue Academy Order			
Kings Road Primary School (Essex)	Approve	<ul style="list-style-type: none"> • Background to school • MAT plans 	
Action required: Issue Academy Order.			
Noak Bridge Primary School (Essex) – Cresco MAT	Approve	<ul style="list-style-type: none"> • Background to schools • Background to trust 	
Action required: Issue Academy Order			
Bungay Primary School (Suffolk) – Ipswich Primary Academies Trust	Approve	<ul style="list-style-type: none"> • Background to school • Background to trust • Governance • Leadership of trust 	
Action required: Issue Academy Order			

Ilketshall St Lawrence Primary School (Suffolk) – Ipswich Primary Academies Trust	Approve	<ul style="list-style-type: none"> • Background to school • Background to trust • Governance • Leadership of trust 	
Action required: Issue Academy Order			
Holton St Peter Primary School (Suffolk) – Ipswich Primary Academies Trust	Approve	<ul style="list-style-type: none"> • Background to school • Background to trust • Governance • Leadership of trust 	
Action required: Issue Academy Order			
Edgar Sewter Primary School (Suffolk) – Ipswich Primary Academies Trust	Approve	<ul style="list-style-type: none"> • Background to school • Background to trust • Governance • Leadership of trust • Warning notice 	
Action required: Issue Academy Order			
Wenhaston Primary School (Suffolk) – Ipswich Primary Academies Trust	Approve	<ul style="list-style-type: none"> • Background to school • Background to trust • Governance • Leadership of trust 	
Action required: Issue Academy Order			
The Willows Primary School (Suffolk) – Orwell MAT	Approve	<ul style="list-style-type: none"> • Background to school • Background to trust 	
Action required: Issue Academy Order			
Handford Hall Primary School (Suffolk) – Orwell MAT	Approve	<ul style="list-style-type: none"> • Background to school • Background to trust 	
Action required: Issue Academy Order			
Halifax Primary School (Suffolk) – Orwell MAT	Approve	<ul style="list-style-type: none"> • Background to school • Background to trust 	
Action required: Issue Academy Order			
Springfield Infant School (Suffolk) – Orwell MAT	Approve	<ul style="list-style-type: none"> • Background to school • Background to trust 	
Action required: Issue Academy Order			

Aldeburgh Primary School (Suffolk) – Avocet MAT	Approve	<ul style="list-style-type: none"> • Background to school • Background to trust • School leadership 	
Action required: Issue Academy Order			
Janet Duke Primary School (Essex) – Cresco MAT	Approve	<ul style="list-style-type: none"> • Background to schools • Background to trust 	
Action required: Issue Academy Order			
Clare Community Primary School (Suffolk) – Stour Valley Educational Trust	Approve	<ul style="list-style-type: none"> • Background to school • School leadership • Background to trust • Governance • Trust capacity • Finances 	
Action required: Issue Academy Order			
Clements Community Primary School (Suffolk) – Samuel Ward Academy Trust	Approve	<ul style="list-style-type: none"> • Background to school • Background to trust 	
Action required: Issue Academy Order			
Bulphan CE VC Primary School (Thurrock) – Diocese of Chelmsford Vine Trust	Approve	<ul style="list-style-type: none"> • Background to school • Background to trust • Background to areas 	Caroline Haynes did not receive papers and left the room for this item.
Action required: Issue Academy Order			

Sponsor Applications

Project	Decision	Key Discussion Points	Conflicts of interest
The Tapscott Learning Trust (Newham)	Approve	<ul style="list-style-type: none"> • Background to trust • Results • Ofsted 	
Action required: Trust to be informed			
Eastwood Academy (Southend-on-Sea)	Approve	<ul style="list-style-type: none"> • Background to school 	
Action required: Trust to be informed			

Stour Valley Educational Trust (Suffolk)	Approve	<ul style="list-style-type: none"> • Background to trust • Governance • Trust capacity • Finances 	
Action required: Trust to be informed			

Significant Change

Project	Decision	Key Discussion Points	Conflicts of interest
Castle Manor Academy (Suffolk) – closure of sixth form	Approve	<ul style="list-style-type: none"> • Background to school • Leadership • School improvement plan • SEN provision 	
Action required: School to be informed			
Ray Trust (Yardley Primary School and Roger Ascham Primary School, Waltham Forest) – two SATs forming a MAT	Approve	<ul style="list-style-type: none"> • Background to school • Leadership • School improvement plan • SEN provision 	
Action required: Schools to be informed			

Academy, Free School, UTC and Studio School Performance

Project	Decision	Key Discussion Points	Conflicts of interest
Admirals Academy, Diamond Academy, Norwich Road Academy (Norfolk) – to be sponsored by Abelle Academy Trust	Approve with conditions	<ul style="list-style-type: none"> • Background to schools • Background to trusts • Collaboration with other trusts • Finances 	
Action required: Further discussion around governance and resolution of the transfer of the schools from ATT.			

Funding Agreement

Project	Decision	Key Discussion Points	Conflicts of interest
Market Field School (Essex)	Approve	<ul style="list-style-type: none"> • Opening 1 December 2016 	
Action required: No action required			

Middleton Community Primary School (Suffolk)	Approve	<ul style="list-style-type: none"> Opening 1 December 2016 	
Action required: No action required			
Perryfields Junior School (Essex)	Approve	<ul style="list-style-type: none"> Opening 1 December 2016 	
Action required: No action required			
Shalford Primary School (Essex)	Approve	<ul style="list-style-type: none"> Opening 1 December 2016 	
Action required: No action required			
Wroughton Infant School, Gorleston (Norfolk)	Approve	<ul style="list-style-type: none"> Opening 1 December 2016 	
Action required: No action required			
Wroughton Junior School (Norfolk)	Approve	<ul style="list-style-type: none"> Opening 1 December 2016 	
Action required: No action required			
Yoxford Primary School (Suffolk)	Approve	<ul style="list-style-type: none"> Opening 1 December 2016 	
Action required: No action required			

RECORD OF MEETING

East of England and North-East London Headteacher Board

15 December 2016

Members of Board, RSC, and guests in attendance

Tim Coulson (RSC, Chair)

Debbie Rogan (HTB)

Mark Jeffries (HTB)

Stephen Munday (HTB)

Caroline Haynes (HTB)

Rachel MacFarlane (Isaac Newton Academy)

Lesley Birch (Eastern Region Teaching Schools)

Jonathan Lewis (DfE)

Claire Mycock (DfE)

Apologies

Steve Lancashire (HTB)

Margaret Wilson (HTB)

Rachel de Souza (HTB)

These members were consulted on all decisions prior to the meeting.

Cross-cutting discussion points

The Board met and discussed:

- **Performance and Intervention**

The Board discussed the work of the performance and intervention team over the last term and reviewed proposed activity for the spring term.

- **Coasting Schools**

The Board received a presentation, and were consulted on, proposals for identifying and monitoring schools meeting the definition of a 'coasting school'.

Discussion of projects, including decisions made by RSC with advice from HTB:

All decisions are made in reference to relevant legislation and the published criteria. The table below sets out some key discussion points only

Academy Order

Project	Decision	Key Discussion Points	Conflicts of interest
Britannia Village Primary School (Newham)	Approve	<ul style="list-style-type: none"> Background to school Data 	
Action required: Issue Academy Order.			
Foulsham Primary School (Norfolk) – to join Synergy Trust	Defer	<ul style="list-style-type: none"> Background to school Finances 	
Action required: School and trust to be informed.			
Mattishall Primary School (Norfolk) – to join Synergy Trust	Defer	<ul style="list-style-type: none"> Background to school Background to trust Results Finances Leadership 	
Action required: School and trust to be informed.			
Spooner Row Primary School (Norfolk) – to join ieTrust	Approve	<ul style="list-style-type: none"> Background to school 	
Action required: Issue Academy Order.			
Somers Heath Primary School (Thurrock) – to join Catalyst Trust	Approve	<ul style="list-style-type: none"> Background to school Background to trust Trust leadership 	
Action required: Issue Academy Order.			
Great Dunham Primary School, St Mary's Community Primary School and Litcham School (Norfolk) – forming the Breckland Education Academies Trust	Defer	<ul style="list-style-type: none"> Background to schools Background to trust Primary performance 2017 primary predictions 	
Action required: Review application following discussion with trust.			
Thompson Primary School (Norfolk) – forming the Co-op Education East	Defer	<ul style="list-style-type: none"> Background to school Leadership School improvement 	

Academy Trust		<ul style="list-style-type: none"> strategy Finances Recruitment Attainment 	
Action required: School and trust to be informed.			
Coldfair Green Community Primary School (Suffolk) – forming the Co-op East Academy Trust	Defer	<ul style="list-style-type: none"> Leadership School improvement strategy Results Location 	
Action required: School and trust to be informed.			
Project	Decision	Key Discussion Points	Conflicts of interest
Leigh Beck Junior School (Essex) – to be sponsored by Lion Academy Trust	Approve	<ul style="list-style-type: none"> Background to school Background to trust School improvement strategy Leadership 	
Action required: Issue Academy Order.			
Abbotsmeade Primary School, Parnwell Primary School and Watgall Primary School (Peterborough) – to be sponsored by Lime Academy Trust	Approve	<ul style="list-style-type: none"> Background to school Background to trust Finances Leadership 	
Action required: Issue Academy Order.			
Project	Decision	Key Discussion Points	Conflicts of interest
Hadleigh Junior School (Essex) – to be sponsored by The Challenger Trust	Approve	<ul style="list-style-type: none"> Background to school Background to trust School improvement strategy Finances Leadership 	
Action required: Academy and trust to be informed.			

Sponsor Application

Project	Decision	Key Discussion Points	Conflicts of interest
Breckland Education Academies Trust	Defer	<ul style="list-style-type: none"> • Background to schools • Background to trust • Primary performance • 2017 primary predictions 	
Action required: Trust to be informed.			

Significant Change

Project	Decision	Key Discussion Points	Conflicts of interest
Eden Girls Leadership Academy (Tauheedul Education Trust) (Waltham Forest) – increase to Published Admission Number	Approve	<ul style="list-style-type: none"> • Background to school 	
Action required: Academy to be informed.			
Wymondham High Academy (ieTrust) (Norfolk) – increase the capacity of the academy by 60 places	Approve	<ul style="list-style-type: none"> • Background to school 	
Action required: Academy to be informed.			
Witchford Village College (Cambridgeshire) – Single Academy Trust to Multi Academy Trust – Morris Education Trust	Approve	<ul style="list-style-type: none"> • Background to application 	
Action required: Academy to be informed.			

Academy, Free School, UTC and Studio School Performance

Project	Decision	Key Discussion Points	Conflicts of interest
John Ray Junior School and Rayne Primary School (Essex) – to be sponsored by NEMAT	Decline	<ul style="list-style-type: none"> • Background to school • Background to trust • Discussed potential to remove from NEMAT • Original offer to NEMAT has unravelled 	
Action required: Trusts to be informed.			

Funding Agreement

Project	Decision	Key Discussion Points	Conflicts of interest
Cleves Primary School (Newham)	Approve	<ul style="list-style-type: none"> Opening 1 January 2016 	
Action required: No action required.			
Debden Church of England Primary School (Essex)	Approve	<ul style="list-style-type: none"> Opening 1 January 2016 	
Action required: No action required.			
Drew Primary School (Newham)	Approve	<ul style="list-style-type: none"> Opening 1 January 2016 	
Action required: No action required.			
Edward Worlledge Community Junior School (Norfolk)	Approve	<ul style="list-style-type: none"> Opening 1 January 2016 	
Action required: No action required.			
Gladstone Primary School (Peterborough)	Approve	<ul style="list-style-type: none"> Opening 1 January 2016 	
Action required: No action required.			
Hartford Community Junior School (Cambridgeshire)	Approve	<ul style="list-style-type: none"> Opening 1 January 2016 	
Action required: No action required.			
Houldsworth Valley Primary School (Suffolk)	Approve	<ul style="list-style-type: none"> Opening 1 January 2016 	
Action required: No action required.			
Murrayfield Community Primary School (Suffolk)	Approve	<ul style="list-style-type: none"> Opening 1 January 2016 	
Action required: No action required.			
Tollgate Primary School (Newham)	Approve	<ul style="list-style-type: none"> Opening 1 January 2016 	
Action required: No action required.			
Winston Way Primary	Approve	<ul style="list-style-type: none"> Opening 1 January 	

School (Redbridge)		2016	
Action required: No action required.			
Smithdon High School (Norfolk)	Approve	<ul style="list-style-type: none"> Opening 1 January 2016 	
Action required: No action required.			
The Royal Liberty School (Havering)	Approve	<ul style="list-style-type: none"> Opening 1 January 2016 	
Action required: No action required.			