

RECORD OF MEETING

East of England and North East London Headteacher Board

12 January 2017

Members of Board, RSC, and guests in attendance

Tim Coulson (RSC, Chair)

Mark Jeffries (HTB)

Margaret Wilson (HTB)

Stephen Munday (HTB)

Debbie Rogan (HTB)

Steve Lancashire (HTB)

Rachel de Souza (HTB)

Lesley Birch (Eastern Region Teaching Schools)

Apologies

Rachel MacFarlane (Isaac Newton Academy) – This member was consulted on all decisions prior to the meeting.

Cross-cutting discussion points

The Board met and discussed:

- **Schools national funding formula consultation.**

The Board talked about the results of the consultation and the impact on different areas within the region.

- **Schools that work for everyone consultation.**

The Board discussed the proposals to create more good school places and the role of the Board in possible future decision-making.

- **New opportunity areas across England.**

The new opportunity areas programme was discussed, with particular focus on Norwich and possible future opportunity areas within the area.

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

Converter Academy Order

Project	Decision	Key Discussion Points	Conflicts of interest
Ravenscroft Primary School, Newham – to join The Boleyn Trust	Approve	<ul style="list-style-type: none"> • Background to school • Background to trust • Leadership of trust 	
Action required: Issue Academy Order.			
St Christopher's School, Lancaster School, St Nicholas School and Kingsdown School, Southend-on-Sea – to form SEN Trust Southend	Approve	<ul style="list-style-type: none"> • Background to schools • Background to trust <ul style="list-style-type: none"> • Governance 	
Action required: Issue Academy Orders.			

Sponsored Route

Project	Decision	Key Discussion Points	Conflicts of interest
James Cambell Primary School, Barking and Dagenham – to join Partnership Learning Trust	Approve	<ul style="list-style-type: none"> • Background to school • Trust capacity 	
Action required: Issue Academy Order.			
John Ray Junior School, Essex – to join Change School Partnership	Approve	<ul style="list-style-type: none"> • Background to school • Background to trust 	
Action required: School and trust to be informed.			

Sponsor Application

Project	Decision	Key Discussion Points	Conflicts of interest
Genesis Education Trust	Approve	<ul style="list-style-type: none"> • Background to schools • Trust governance 	
Action required: Trust to be informed.			
Bygrove Primary School, Tower Hamlets	Approve	<ul style="list-style-type: none"> • Background to school 	
Action required: Trust to be informed.			

Decisions on Academy, Free School, UTC and Studio School Performance

Project	Decision	Key Discussion Points	Conflicts of interest
Harwich and Dovercourt High School, Essex – to be sponsored by The Sigma Trust	Approve with conditions	<ul style="list-style-type: none"> • Background to school • Ofsted • Results • Background to trust • Trust improvement plan • School finances 	
Action required: Education Advisor to visit school.			

Significant Change

Project	Decision	Key Discussion Points	Conflicts of interest
The Norman CE Primary School, Norfolk – integration of on-site nursery provision	Approve with conditions	<ul style="list-style-type: none"> • Background to school 	
Action required: Discussion with trust.			

Funding Agreement in Principle

Project	Decision	Key Discussion Points	Conflicts of interest
Aslacton Primary School, Norfolk	Approve	<ul style="list-style-type: none"> • Opening date 1 February 2017 	
Action required: No action required.			
Barling Magna Community Primary School, Essex	Approve	<ul style="list-style-type: none"> • Opening date 1 February 2017 	
Action required: No action required.			

Bawdeswell Community Primary School, Norfolk	Approve	• Opening date 1 February 2017	
Action required: No action required.			
Bournemouth Park Primary School, Southend-on-Sea	Approve	• Opening date 1 February 2017	
Action required: No action required.			
Edward Worlledge Community Primary School, Norfolk	Approve	• Opening date 1 February 2017	
Action required: No action required.			
Elm CofE Primary School, Cambridgeshire	Approve	• Opening date 1 February 2017	
Action required: No action required.			
Gladstone Primary School, Peterborough	Approve	• Opening date 1 February 2017	
Action required: No action required.			
Glebelands Primary School, Cambridgeshire	Approve	• Opening date 1 February 2017	
Action required: No action required.			
Great Wakering Primary School, Essex	Approve	• Opening date 1 February 2017	
Action required: No action required.			
Great Yarmouth (VA) High School, Norfolk	Approve	• Opening date 1 February 2017	
Action required: No action required.			
Lodge Lane Infant School, Norfolk	Approve	• Opening date 1 February 2017	
Action required: No action required.			
Manor Field Infant and Nursery School, Norfolk	Approve	• Opening date 1 February 2017	

Action required: No action required.			
Mellis Church of England Voluntary Controlled	Approve	• Opening date 1 February 2017	
Primary School, Suffolk			
Action required: No action required.			
Milton CofE VC Primary School, Cambridgeshire	Approve	• Opening date 1 February 2017	
Action required: No action required.			
St Christopher's, Suffolk	Approve	• Opening date 1 February 2017	
Action required: No action required.			
The Royal Liberty School, Havering	Approve	• Opening date 1 February 2017	
Action required: No action required.			
The Weatheralls Primary School, Cambridgeshire	Approve	• Opening date 1 February 2017	
Action required: No action required.			
Thomas Eaton Community Primary School, Cambridgeshire	Approve	• Opening date 1 February 2017	
Action required: No action required.			
Watton Westfield Infant and Nursery School, Norfolk	Approve	• Opening date 1 February 2017	
Action required: No action required.			

RECORD OF MEETING

East of England and North-East London Headteacher Board

02 February 2017

Members of Board, RSC, and guests in attendance

Tim Coulson (RSC, Chair)

Mark Jeffries (HTB)

Margaret Wilson (HTB) Stephen

Munday (HTB)

Steve Lancashire (HTB)

Lesley Birch (Eastern Region Teaching Schools)

Rachel MacFarlane (Isaac Newton Academy)

Apologies

Debbie Rogan (HTB)

Rachel de Souza (HTB)

Cross-cutting discussion points

The Board met and discussed:

- **Governance Handbook and Competency Framework**

The Board received an update on the latest version of the Governance Handbook and Competency Framework and discussed the main changes might mean for governing boards in this region.

- **Strategic School Improvement Fund**

The Board received an update from NCTL regarding the introduction of a £140m Strategic School Improvement Fund. The Board discussed: funding eligibility and prioritisation; funding and infrastructure; and accountability and impact.

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

Converter Academy Order

Project	Decision	Key Discussion Points	Conflicts of interest
Foulsham Primary School, Astley Primary School (Norfolk) – to join Synergy Academy Trust	Approve	<ul style="list-style-type: none"> • Background to school • Background to trust • Governance • School improvement • Finances • Primary improvement capacity • Leadership capacity 	
Action required: Issue Academy Order			
Thompson Primary School (Norfolk) – to join Co-operative Education East Academy Trust	Approve	<ul style="list-style-type: none"> • Background to schools • Background to trust • Trust capacity • Location • School improvement 	
Action required: Issue Academy Order			
Stoke-by-Nayland CE VC Primary School (Suffolk) – to join Diocese of St Edmundsbury and Ipswich	Defer	<ul style="list-style-type: none"> • Background to school • Background to trust • Leadership • Trust growth plans • Trust capacity • School improvement • Finances 	
Action required: School and trust to be informed			
Gaywood Community Primary School (Norfolk) – to join West Norfolk Academies Trust	Approve	<ul style="list-style-type: none"> • Background to school • Background to trust • Primary expertise • Trust capacity • Leadership 	
Action required: Issue Academy Order			

Sponsored Route

Milwards Primary and Nursery School (Essex) – to be sponsored by Harlow Inspirational Learning Trust	Approve	<ul style="list-style-type: none"> • Background to school • Background to trust • Leadership • Results • Finances 	
Action required: Issue Academy Order			
Hartest CE VC Primary School (Suffolk) – to be sponsored by Diocese of St Edmundsbury and Ipswich	Defer	<ul style="list-style-type: none"> • Background to school • Background to trust • Leadership • Trust growth plans • Trust capacity • School improvement • Finances 	
Action required: School and trust to be informed			
Mattishall Primary School (Norfolk) – to be sponsored by Synergy Academy Trust	Approve	<ul style="list-style-type: none"> • Background to school • Background to trust • Governance • School improvement • Finances • Primary improvement capacity • Leadership capacity 	
Action required: School and trust to be informed			

Sponsor Application

Project	Decision	Key Discussion Points	Conflicts of interest
Kelvedon St Mary's CE Primary School (Essex)	Approve	<ul style="list-style-type: none"> • Background to school • Trust governance • Trust growth plans 	
Action required: Trust to be informed			

Trust Change

Project	Decision	Key Discussion Points	Conflicts of interest
Fulbridge Academy (Peterborough) – SAT to MAT joining Arthur Mellows (Four Cs Trust)	Approve	<ul style="list-style-type: none"> • Background to school • Background to trust 	
Action required: School and trust to be informed			

RECORD OF MEETING

East of England and North-East London Headteacher Board

23 February 2017

Members of Board, RSC, and guests in attendance

Tim Coulson (RSC, Chair)

Mark Jeffries (HTB)

Margaret Wilson (HTB) Stephen

Munday (HTB)

Debbie Rogan (HTB)

Steve Lancashire (HTB)

Rachel MacFarlane (Isaac Newton Academy)

Lesley Birch (Eastern Region Teaching Schools)

Claire Mycock (DfE)

Apologies

Rachel de Souza (HTB)

Cross-cutting discussion points

The Board met and discussed:

- **Regional Academy Growth Fund.**

The proposed allocation of funding from the Regional Academy Growth Fund was discussed. Steve Lancashire, Debbie Rogan, Rachel de Souza, Stephen Munday and Lesley Birch did not receive papers and were not present for this discussion.

- **Wave 12 Free Schools.**

The Board discussed progress of wave 12 free school applications. Stephen Munday and Lesley Birch did not receive papers and were not present for this discussion.

- **Coasting schools.**

The Board received an update on the schools meeting coasting criteria in the region and the actions being taken by the RSC.

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

Converter Academy Order

Project	Decision	Key Discussion Points	Conflicts of interest
Wells Hall Community Primary School and Ditton Lodge Community Primary School (Suffolk) – to join the Samuel Ward Academy Trust	Approve	<ul style="list-style-type: none"> • Background to school • Background to trust • Finances • Trust succession plans • Trust growth plans 	
Action required: Issue Academy Orders.			
Stoke-by-Nayland CE VC Primary School (Suffolk) – to join the Diocese of St Edmundsbury and Ipswich	Approve	<ul style="list-style-type: none"> • Background to school • Background to trust • School improvement plan • School performance • Trust growth plans • Pupil forecasts • Finances 	
Action required: Issue Academy Order.			
Jeavons Wood Primary School (Cambridgeshire) – to join the CAM Academy Trust	Approve	<ul style="list-style-type: none"> • Background to school • Background to trust 	Stephen Munday were not present for this item and did not receive papers.
Action required: Issue Academy Order.			
Claydon High School (Suffolk) – to join the South Suffolk Learning Trust	Approve	<ul style="list-style-type: none"> • Background to school • Background to trust • Trust model • Finances 	

Action required: Issue Academy Order.

Orsett Primary School (Thurrock) – to join the Diocese of Chelmsford Vine Trust	Approve	<ul style="list-style-type: none"> • Background to school • Background to trust 	
Action required: Issue Academy Order.			
Stepney Green School (Tower Hamlets)	Approve	<ul style="list-style-type: none"> • Background to school • School leadership • Finances • Trust growth plans 	
Action required: Issue Academy Order.			
The Clara Grant Primary School (Tower Hamlets)	Approve	<ul style="list-style-type: none"> • Background to school • School leadership • Finances • Trust growth plans 	
Action required: Issue Academy Order.			
Hemblington Primary School (Norfolk) – to join Yare Education Trust	Approve	<ul style="list-style-type: none"> • Background to school • Background to trust 	
Action required: Issue Academy Order.			
Scargill Infant School, Scargill Junior School, Whybridge Junior School (Havering) – to join the Hornchurch Academy Trust	Approve	<ul style="list-style-type: none"> • Background to schools • Background to trust 	
Action required: Issue Academy Orders.			
Chelmondiston CE VC Primary School (Suffolk) – to join the Diocese of St Edmundsbury and Ipswich	Approve	<ul style="list-style-type: none"> • Background to school • Background to trust • School improvement plan • School performance • Trust growth plans • Pupil forecasts • Finances 	
Action required: Issue Academy Order.			

Northumberland Park (Haringey) – to join The Aldridge Education Trust	Approve with conditions	<ul style="list-style-type: none"> • Background to school • Background to trust • Trust governance • Trust growth plans • Finances 	
Action required: Approve if governance structure agreed by Trust's link region.			
Bignold Primary School (Norfolk)	Approve	<ul style="list-style-type: none"> • Background to school • Background to trust <ul style="list-style-type: none"> • Governance • School improvement 	
Action required: Approve subject to further talks with the school and additional support.			
Hartest CE VC Primary School (Suffolk) – to join Diocese of St Edmundsbury and Ipswich	Approve	<ul style="list-style-type: none"> • Background to school • Background to trust • School improvement plan • School performance • Trust growth plans • Pupil forecasts • Finances 	
Action required: Issue Academy Order.			

Sponsor Applications

Project	Decision	Key Discussion Points	Conflicts of interest
Sweyne Park School (Essex)	Approve	<ul style="list-style-type: none"> • Background to school 	
Action required: Trust to be informed by letter			
Yare Education Trust (Norfolk)	Approve	<ul style="list-style-type: none"> • Background to schools • Background to trust <ul style="list-style-type: none"> • Finances 	
Action required: Trust to be informed.			
Heartlands Community Trust (Haringey)	Approve	<ul style="list-style-type: none"> • Background to school • Background to trust 	
Action required: Trust to be informed by letter			
Bignold Primary School (Norfolk)	Approve with conditions	<ul style="list-style-type: none"> • Background to school • Background to trust <ul style="list-style-type: none"> • Governance • School improvement 	
Action required: School and Trust to be informed by letter			

Trust Change

Project	Decision	Key Discussion Points	Conflicts of interest
East Bergholt (SAT) and Hadleigh High School (SAT) (Suffolk) – to form the South Suffolk Learning Trust	Approve	<ul style="list-style-type: none"> • Background to school • Background to trust • Trust model • Finances 	
Action required: Trust to be informed by letter			
UTC Cambridge (Cambridgeshire) to join the Parkside Federation Academies Trust	Approve	<ul style="list-style-type: none"> • Background to school • Background to trust • UTC policy • PAN of school • Capacity of school • Ofsted • Finances 	
Action required: School and Trust to be informed by letter			
Redden Court School (Havering)	Approve	<ul style="list-style-type: none"> • Background to school 	
Action required: School to be informed by letter			

Funding Agreement in Principle

Project	Decision	Key Discussion Points	Conflicts of interest
Cavalry Primary School (Cambridgeshire)	Approve	<ul style="list-style-type: none"> • Opening date 1 March 2016 	
Action required: No action required.			
Kings Road Primary School (Essex)	Approve	<ul style="list-style-type: none"> • Opening date 1 March 2016 	
Action required: No action required.			
Lawford Mead Primary & Nursery (Essex)	Approve	<ul style="list-style-type: none"> • Opening date 1 March 2016 	
Action required: No action required.			
Edward Worlledge Community Primary School (Norfolk)	Approve	<ul style="list-style-type: none"> • Opening date 1 March 2016 	
Action required: No action required.			

Aslacton Primary School (Norfolk)	Approve	• Opening date 1 March 2016	
Action required: No action required.			
Garvestone Community Primary School (Norfolk)	Approve	• Opening date 1 March 2016	
Action required: No action required.			
Grove House Nursery and Infant Community School (Norfolk)	Approve	• Opening date 1 March 2016	
Action required: No action required.			
Dereham Neatherd High School (Norfolk)	Approve	• Opening date 1 March 2016	
Action required: No action required.			
Beeston Primary School (Norfolk)	Approve	• Opening date 1 March 2016	
Action required: No action required.			
Blenheim Park Primary School (Norfolk)	Approve	• Opening date 1 March 2016	
Action required: No action required.			
Manor Field Infant and Nursery School (Norfolk)	Approve	• Opening date 1 March 2016	
Action required: No action required.			
North Wootton Community School (Norfolk)	Approve	• Opening date 1 March 2016	
Action required: No action required.			
The James Cambell Primary School (Barking & Dagenham)	Approve	• Opening date 1 March 2016	
Action required: No action required.			
Watton Westfield Infant and Nursery School (Norfolk)	Approve	• Opening date 1 March 2016	
Action required: No action required.			

King's Park Infant School, Dereham (Norfolk)	Approve	• Opening date 1 March 2016	
Action required: No action required.			
Upwell Community Primary School (Norfolk)	Approve	• Opening date 1 March 2016	
Action required: No action required.			

RECORD OF MEETING

East of England and North-East London Headteacher Board

9 March 2017

Members of Board, RSC, and guests in attendance

Tim Coulson (RSC, Chair)

Rachel MacFarlane (Isaac Newton Academy)

Mark Jeffries (HTB)

Margaret Wilson (HTB) Stephen

Munday (HTB)

Debbie Rogan (HTB)

Steve Lancashire (HTB)

Claire Mycock (DfE)

Apologies

Rachel de Souza (HTB) - This member was consulted on all decisions prior to the meeting.

Cross-Cutting Discussion Points

None

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

Converter Academy Order

Project	Decision	Key Discussion Points	Conflicts of interest
Fawbert and Barnard's Primary School, Harlowbury Primary School and Tany's Dell (Essex) to join the Old Harlow Learning Trust	Approve	<ul style="list-style-type: none"> • Background to school • Background to trust • Leadership of trust • Trust growth plans 	
Action required: Issue Academy Order.			

Sponsored Route

Project	Decision	Key Discussion Points	Conflicts of interest
Thurlton Primary School (Norfolk) - to be sponsored by The Clarion Trust (Hobart High School)	Approve	<ul style="list-style-type: none"> • Background to school • Background to trust • School leadership • Trust leadership • School governance • Trust governance • School improvement support • Pupil numbers • Finances 	
Action required: Issue Academy Order.			
Ridgewell CE VA Primary School (Essex) - to be sponsored by Diocese of Chelmsford Vine Trust	Approve	<ul style="list-style-type: none"> • Background to school • Background to trust <ul style="list-style-type: none"> • Finances 	
Action required: Issue Academy Order.			
Katherines Primary School (Essex) - to be sponsored by NETAT	Approve	<ul style="list-style-type: none"> • Background to school • Background to trust • School governance 	
Action required: Issue Academy Order.			

Significant Change

Project	Decision	Key Discussion Points	Conflicts of interest
Southend High School for Girls (Southend) – physical expansion of premises	Defer	<ul style="list-style-type: none"> • Background to school • Consultation 	
Action required: Trust to be informed. Review consultation.			

Trust Change

Project	Decision	Key Discussion Points	Conflicts of interest
Cottenham Academy Trust (Cambridgeshire) – joining REAch4 Academy Trust	Approve	<ul style="list-style-type: none"> • Background to trusts • Capacity of trusts • Finances 	Steve Lancashire was not present and did not receive papers for this item.
Action required: School and trust to be informed.			

RECORD OF MEETING

East of England and North-East London Headteacher Board

29 March 2017

Members of Board, RSC, and guests in attendance

Tim Coulson (RSC, Chair)

Mark Jeffries (HTB)

Stephen Munday (HTB)

Rachel de Souza (HTB)

Rachel MacFarlane (Isaac Newton Academy) Claire

Mycock (DfE)

Jonathan Lewis (DfE)

Apologies

Steve Lancashire (HTB) - This member was consulted on all decisions prior to the meeting, with the exception of decisions where the member had a conflict of interest.

Margaret Wilson (HTB) - This member was consulted on all decisions prior to the meeting.

Debbie Rogan (HTB) - This member was consulted on all decisions prior to the meeting.

Cross-cutting Discussion Points

None

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

Converter Academy Order

Project	Decision	Key Discussion Points	Conflicts of interest
Newbridge School (Redbridge)	Defer	<ul style="list-style-type: none"> • Background to School • Trust Governance 	
Action required: Inform Trust. Review Governance.			
St Andrew's CE VA Primary School (Essex)	Approve	<ul style="list-style-type: none"> • Background to Schools • Finances 	
Action required: Issue Academy Order			
Kingswode Hoe School (Essex) to join SEAX Trust	Approve	<ul style="list-style-type: none"> • Background to Trust • Leadership 	
Action required: Issue Academy Order			
Northumberland Park Community School (Haringey) to join Aldridge Education Trust	Approve	<ul style="list-style-type: none"> • Trust Governance 	
Action required: Issue Academy Order			
Henley Primary School (Cambs) – to join The Consortium MAT.	Approve	<ul style="list-style-type: none"> • Background to Trust • Finances • Leadership • Regional context • Governance 	
Action required: Issue Academy Order			
Richmond Avenue Primary School (Southend-on-Sea) – SECAT	Approve	<ul style="list-style-type: none"> • Background to Trust • Background to school <ul style="list-style-type: none"> • MAT capacity 	
Action required: Issue Academy Order			
Bournes Green Junior School (Southend-on-Sea) – SECAT	Approve	<ul style="list-style-type: none"> • Background to Trust • Background to school <ul style="list-style-type: none"> • MAT capacity 	

Action required: Issue Academy Order. Review trust results in Summer term.			
Brisley CE VA Primary School (Norfolk) to join DNEAT.	Defer	<ul style="list-style-type: none"> • Background to Trust • Trust performance • Trust structure • Finances 	
Action required: Trust and school to be informed. Review trust results in Summer term.			
Gayton CE VC Primary School (Norfolk) to join DNEAT	Defer	<ul style="list-style-type: none"> • Background to Trust • Trust performance • Trust structure • Finances 	
Action required: Trust and school to be informed. Review trust results in Summer.			
Little Snoring Primary School (Norfolk) to join DNEAT	Defer	<ul style="list-style-type: none"> • Background to Trust • Trust performance • Trust structure • Finances 	
Action required: Trust and school to be informed. Review trust results in Summer.			
Sandringham and West Newton CE Primary School (Norfolk) to join DNEAT	Defer	<ul style="list-style-type: none"> • Background to Trust • Trust performance • Trust structure • Finances 	
Action required: Trust and school to be informed. Review trust results in Summer.			
Alderman Peel High School (Norfolk) to join The Wensum Trust.	Approve	<ul style="list-style-type: none"> • Background to Trust • Trust structure • MAT capacity 	
Action required: Issue Academy Orders			
Gresham Village School (Norfolk) to join North Norfolk Academy Trust	Approve	<ul style="list-style-type: none"> • Background to Trust • Trust vision • Trust governance • Trust leadership 	
Action required: Issue Academy Order			
Ringsfield CE VC Primary School (Suffolk) to join Diocese of St Edmundsbury and Ipswich	Approve	<ul style="list-style-type: none"> • Background to Trust • School improvement plans 	
Action required: Issue Academy Order			

Sponsored Route

Project	Decision	Key Discussion Points	Conflicts of Interest
Hopton CE Primary School (Norfolk) to be sponsored by DNEAT	Defer	<ul style="list-style-type: none"> • Background to Trust • Trust performance • Trust structure • Finances 	
Action required: Trust and school to be informed. Review trust results in Summer.			
Rockland St Mary Primary School and Surlingham Community Primary School (Norfolk) to be sponsored by Sapientia Trust	Approve	<ul style="list-style-type: none"> • Background to Trust • Primary capacity 	
Action required: Issue Academy Order			
Thurlton Primary School (Norfolk) to be sponsored by The Clarion Trust (Hobart High School)	Defer	<ul style="list-style-type: none"> • Background to Trust • School improvement plan • Leadership 	
Action required: Trust and school to be informed. Review School improvement plan.			
Feering CE VC Primary School (Essex) to be sponsored by St Andrew's CE VA Primary School (Essex)	Approve	<ul style="list-style-type: none"> • Background to School • Governance • Finances 	
Action required: Trust and schools to be informed.			
Southwold Primary and Barnby and North Cove Community Primary (Cambs) to be sponsored by the Consortium MAT	Approve	<ul style="list-style-type: none"> • Background to Trust • Finances • Leadership • Regional context • Governance 	
Action required: Trust and schools to be informed.			
Wells next the Sea Primary and Burham Market Primary to be sponsored by the Wensum Trust	Approve	<ul style="list-style-type: none"> • Background to schools • Background to Trust • Trust leadership • Regional context 	
Action required: Trust and schools to be informed.			

Sponsor Application

Project	Decision	Key Discussion Points	Conflicts of interest
St Andrew's CE VA Primary School (Essex) to be a sponsor in the East of England and North East London	Approve	<ul style="list-style-type: none"> Background to School Governance Finances 	
Action required: Trust to be informed.			

Significant Change

Project	Decision	Key Discussion Points	Conflicts of interest
Woodside Primary (Waltham Forest) – Age-range change from 3-11 years to 2-11 years	Approve	<ul style="list-style-type: none"> Background to school 	Steve Lancashire was not present and did not receive papers for this item.
Action required: School to be informed			
Marketfield Learning Community (Essex) – addition of sixth form	Approve	<ul style="list-style-type: none"> LA support for project 	
Action required: School to be informed			

Trust Change

Project	Decision	Key Discussion Points	Conflicts of interest
Martham Primary and Nursery School Stand-Alone Academy Trust (Norfolk) – to join Right for Success	Approve	<ul style="list-style-type: none"> Background to school Background to trust 	
Action required: School and Trust to be informed			

Decision on Academy, Free School, UTC and Studio School Performance

Project	Decision	Key Discussion Points	Conflicts of interest
UTC Norfolk to be sponsored by Norfolk Academies Trust	Approve with conditions	<ul style="list-style-type: none"> Finance Background to trust 	
Action required: EFA to confirm financial situation. Trust to be informed			

Funding Agreement in Principle

Project	Decision	Key Discussion Points	Conflicts of interest
Clare Community Primary (Suffolk) – Stour Valley	Approve	To open 1 st April 2017	
Action required: No action required			

Emneth Primary (Norfolk) – CWA Academy Trust	Approve	• To open 1 st April 2017	
Action required: No action required			
George White Junior School (Norfolk) – Inclusive Schools Trust	Approve	• To open 1 st April 2017	
Action required: No action required			
Halifax Primary School (Suffolk) – Orwell MAT	Approve •	To open 1 st April 2017	
Action required: No action required			
Handford Hall Primary School (Suffolk) – Orwell MAT	Approve	• To open 1 st April 2017	
Action required: No action required			
Heather Avenue Infant School (Norfolk) – The Wensum Trust	Approve	• To open 1 st April 2017	
Action required: No action required			
John Ray Junior School (Essex) – Change Schools Partnership	Approve	• To open 1 st April 2017	
Action required: No action required			
Lionwood Infant and Nursery School (Norfolk) – Inclusive Schools Trust	Approve	• To open 1 st April 2017	
Action required: No action required			
Lionwood Junior School (Norfolk) – Inclusive Schools Trust	Approve	• To open 1 st April 2017	
Action required: No action required			
Marshalls Park School (Havering) – South West Essex Community Education Trust	Approve	• To open 1 st April 2017	
Action required: No action required			

Mattishall Primary School (Norfolk) – Synsergy Multi Academy Trust	Approve	• To open 1 st April 2017	
Action required: No action required			
Meadowgate School (Cambs) – Affinity MAT	Approve	• To open 1 st April 2017	
Action required: No action required			
Ramsey Community Junior School (Cambs) – The Elliot Foundation Academy Trust	Approve	• To open 1 st April 2017	
Action required: No action required			
Ravenscroft Primary (Newham) – Boleyn Trust	Approve	• To open 1 st April 2017	
Action required: No action required			
Seeting and Mundham Primary School (Norfolk) – Sapientia Education Trust	Approve	• To open 1 st April 2017	
Action required: No action required			
Springfield Infant School and Nursery (Suffolk) – Orwell MAT	Approve	• To open 1 st April 2017	
Action required: No action required			
St Margaret's CofE Primary School (Barking and Dagenham) – Genesis Education Trust	Approve	• To open 1 st April 2017	
Action required: No action required			
St Mary's Walthamstow CofE Primary Voluntary Aided Primary School (Waltham Forest) – Genesis Education Trust	Approve	• To open 1 st April 2017	
Action required: No action required			

St Saviour's CofE Primary School (Waltham Forest) – Genesis Education Trust	Approve	• To open 1 st April 2017	
Action required: No action required			
The James Campbell Primary School (Barking and Dagenham) – Partnership Learning	Approve	• To open 1 st April 2017	
Action required: No action required			
The Willows Primary School (Suffolk) – Orwell MAT	Approve	• To open 1 st April 2017	
Action required: No action required			
Treetops School (Thurrock) – Treetops Learning Community	Approve	• To open 1 st April 2017	
Action required: No action required			

RECORD OF MEETING

East of England and North-East London Headteacher Board

20 April 2017

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 (Teaching Schools Council) Claire

Mycock (DfE)

Jonathan Lewis (DfE)

Apologies

Steve Lancashire (HTB) - This member was consulted on all decisions prior to the meeting.

Rachel de Souza (HTB) - This member was consulted on all decisions prior to the meeting, with the exception of decisions where the member had a conflict of interest.

Cross-cutting discussion points

The Board met and discussed:

- **Arrangements surrounding the General Election.**
- **Tim Coulson's resignation as the Regional Schools Commissioner for the East of England and North East London and his appointment as CEO of the Samuel Ward Academy Trust**

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

Converter Academy Order

Project	Decision	Key Discussion Points	Conflicts of interest
Newbridge School (Redbridge)	Approve	<ul style="list-style-type: none"> Background to school Results 	
Action required: Issue Academy Order			
St Stephen's Primary (Newham) - TKAT	Approve	<ul style="list-style-type: none"> Progress Background to school Future plans 	
Action required: Issue Academy Order			
Wells Hall Community Primary (Suffolk) and Ditton Lodge Community Primary (Cambs) – Samuel Ward	Approve	<ul style="list-style-type: none"> Background to trust Trust future plan Results Finances Consider sponsor for Wells Hall 	RSC Tim Coulson was not present and did not receive papers for this item. RSC Dominic Herrington made this decision outside of the meeting.
Action required: Issue Academy Orders			
Silver End Primary (Essex) – Connected Learning	Approve	<ul style="list-style-type: none"> Background to school Background to trust School results School improvement plan 	
Action required: Issue Academy Order			
Maldon Primary (Essex) – TKAT	Approve with conditions	<ul style="list-style-type: none"> Background to school Background to trust Trust governance 	
Action required: Issue Academy Order. Trust to review governance			
Stapleford Abbotts Primary (Essex) - TKAT	Approve with conditions	<ul style="list-style-type: none"> Background to school Background to trust Trust governance 	

Action required: Issue Academy Order. Trust to review governance			
Downham Feoffees Primary (Cambs) - CMAT	Approve	<ul style="list-style-type: none"> • Background to school • Background to trust • Primary capacity • Trust leadership 	Lesley Birch was not present and did not receive papers for this item.
Action required: Issue Academy Order			
Stoke-by-Nayland CEVC Primary (Suffolk)	Approve	<ul style="list-style-type: none"> • Background to school • Progress scores 	
Action required: Inform trust.			
Thurlton Primary (Norfolk) – Clarion Trust	Approve	<ul style="list-style-type: none"> • Background to Trust • School improvement strategy 	
Action required: Issue Academy Order			
Glebe Primary (Essex) – Rayleigh Schools Trust	Approve	<ul style="list-style-type: none"> • Background to trust • Finance • School improvement 	
Action required: Issue Academy Order			
Rosetta Primary (Newham) – Boleyn Trust	Approve	<ul style="list-style-type: none"> • Background to trust • Progress • Governance 	
Action required: Issue Academy Order			
Belchamp St Paul's CEVA Primary (Essex) – Diocese of Chelmsford Vine Trust	Approve	<ul style="list-style-type: none"> • Finance • Background to trust • School improvement 	
Action required: Issue Academy Orders			
Angel Road Junior and Angel Road Infant (Norfolk) – Diversa MAT	Approve	<ul style="list-style-type: none"> • Background to trust • School results 	
Action required: Issue Academy Orders			
Reffley Community School (Norfolk) – Ad Meliora Academy Trust	Approve	<ul style="list-style-type: none"> • Background to trust • School results • Background to trust • Trust leadership 	

Action required: Issue Academy Order

Hilltop Junior and Infant (Essex) – HEARTS Academy Trust	Approve	<ul style="list-style-type: none"> • Background to schools • Background to trust • Finance • Hilltop Junior to be sponsored by HEARTS trust. 	Debbie Rogan was not present and did not receive papers for this item.
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Action required: Issue Academy Order to Hilltop Infant School. Inform schools and trust.

Alderwood PRU (Suffolk) – Raedwald Trust	Approve	<ul style="list-style-type: none"> • Background to school • Leadership 	
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Action required: Issue Academy Order

Significant Change

Project	Decision	Key Discussion Points	Conflicts of interest
Chelmsford High School for Girls to increase the size of Year 7 entry by 30 places in each year from September 2015-19	Approve	<ul style="list-style-type: none"> • Finances • Background to school • Consultation • Admission policy 	
Action required: School to be informed			
The Gateway Academy closure of sixth form	Approve	<ul style="list-style-type: none"> • Retrospective closure of sixth form 	
Action required: School to be informed			
Murrow Academy (Cambs) and Leverington Primary (Cambs) to join Diamond Learning Trust	Approve	<ul style="list-style-type: none"> • Leadership • Background to trusts 	
Action required: Trusts to be informed by letter			
The Westborough Academy to join Challenger Multi Academy Trust	Approve	<ul style="list-style-type: none"> • Background to school • Background to trust • Trust primary capacity 	
Action required: School and Trust to be informed by letter			
Stamford Welland Academy (Lincs) – expand Nene Park sixth form by 120 places	Approve	<ul style="list-style-type: none"> • Background to school • Background to application • Finances 	Lesley Birch was not present and did not receive papers for this item.
Action required: School and Trust to be informed by letter			

Joyce Frankland Academy – to increase capacity from 1030 to 1200	Approve	<ul style="list-style-type: none"> • Finances • Background to school • Current capacity • Need 	
Action required: School and Trust to be informed			
Gamlingay First School to become Gamlingay Primary School and extend age range from 39 years to 3-11 years	Approve	<ul style="list-style-type: none"> • Background to project • Rationale • Finances 	Stephen Munday was not present and did not receive papers for this item.
Action required: School and Trust to be informed by letter			

Trust Change

Project	Decision	Key Discussion Points	Conflicts of interest
Admirals, Diamond and Norwich Road academies (Thetford) to join the Eastern Academies Trust	Approve	<ul style="list-style-type: none"> • Background to schools • Background to trust • Governance 	
Action required: Schools and trust to be informed by letter			
Keddington Primary to join Samuel Ward Trust	Approve	<ul style="list-style-type: none"> • Background to trust • Trust future plan • Results • Finances 	RSC Tim Coulson was not present and did not receive papers for this item. RSC Dominic Herrington made this decision outside of the meeting.
Action required: School to be informed by letter			
RA Butler Junior and Infants to join Saffron MAT	Approve	<ul style="list-style-type: none"> • Background to schools • Background to trust 	
Action required: School and Trust to be informed			

Funding Agreement in Principle

Project	Decision	Key Discussion Points	Conflicts of interest
Aldeburgh Primary (Suffolk) to join Avocet Academy Trust	Approve	Opening 01 May 2017	
Action required: No action required			
Beck Row Primary School (Suffolk) to join Academies Transformation Trust	Approve	Opening 01 May 2017	
Action required: No action required			
Bungay Primary (Suffolk) to join Ipswich Primary Academies Trust	Approve	Opening 01 May 2017	
Action required: No action required			
Burston Community Primary (Norfolk) to join Sapientia Education Trust	Approve	Opening 01 May 2017	
Action required: No action required			
Bygrove Primary School (Tower Hamlets) to join The LETTA trust	Approve	Opening 01 May 2017	
Action required: No action required			
Clements Community Primary (Suffolk) Samuel Ward Academy Trust	Approve	Opening 01 May 2017	RSC Tim Coulson was not present and did not receive papers for this item. RSC Dominic Herrington made this decision outside of the meeting.
Action required: No action required			
Edgar Sewter Community Primary (Suffolk) to join Ipswich Primary Academies Trust	Approve	Opening 01 May 2017	
Action required: No action required			

Foulsham Primary School (Norfolk) to join Synergy Multi Academy Trust	Approve	Opening 01 May 2017	
Action required: No action required			
Great Yarmouth High School (Norfolk) to join Inspiration Trust	Approve	Opening 01 May 2017	Rachel de Sousa was not present and did not receive papers for this item.
Action required: No action required			
Guyhirn CofE VC Primary (Cambs) to join The Diocese of Ely Multi Academy Trust	Approve	Opening 01 May 2017	
Action required: No action required			
Holton St Peter Community Primary (Suffolk) to join Ipswich Primary Academies Trust	Approve	Opening 01 May 2017	
Action required: No action required			
Ilketshall St Lawrence School (Suffolk) to join Ipswich Primary Academies Trust	Approve	Opening 01 May 2017	
Action required: No action required			
Long Stratton High School (Norfolk) to join ie Trust Ltd	Approve	Opening 01 May 2017	
Action required: No action required			
Maple Grove Primary School (Essex) to join Lion Academy Trust	Approve	Opening 01 May 2017	
Action required: No action required			
Mulberry School for Girls (Tower Hamlets) to join Mulberry Schools Trust	Approve	Opening 01 May 2017	
Action required: No action required			

Spooner Row Primary (Norfolk) to join ie Trust Ltd	Approve	Opening 01 May 2017	
Action required: No action required			
Stebon Primary (Tower Hamlets) to join The LETTA Trust	Approve	Opening 01 May 2017	
Action required: No action required			
The James Cambell Primary (Barking and Dagenham) to join Partnership Learning	Approve	Opening 01 May 2017	
Action required: No action required			
Tivetshall Primary School (Norfolk) to join Sapientia Education Trust	Approve	Opening 01 May 2017	
Action required: No action required			
Wenhaston Primary (Suffolk) to join Ipswich Primary Academies Trust	Approve	Opening 01 May 2017	
Action required: No action required			

RECORD OF MEETING

East of England and North-East London Headteacher Board

20 April 2017

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 (Teaching Schools Council) Claire

Mycock (DfE)

Jonathan Lewis (DfE)

Apologies

Steve Lancashire (HTB) - This member was consulted on all decisions prior to the meeting.

Rachel de Souza (HTB) - This member was consulted on all decisions prior to the meeting, with the exception of decisions where the member had a conflict of interest.

Cross-cutting discussion points

The Board met and discussed:

- **Arrangements surrounding the General Election.**
- **Tim Coulson's resignation as the Regional Schools Commissioner for the East of England and North East London and his appointment as CEO of the Samuel Ward Academy Trust**

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

Converter Academy Order

Project	Decision	Key Discussion Points	Conflicts of interest
Newbridge School (Redbridge)	Approve	<ul style="list-style-type: none"> • Background to school • Results 	
Action required: Issue Academy Order			
St Stephen's Primary (Newham) - TKAT	Approve	<ul style="list-style-type: none"> • Progress • Background to school • Future plans 	
Action required: Issue Academy Order			
Wells Hall Community Primary (Suffolk) and Ditton Lodge Community Primary (Cambs) – Samuel Ward	Approve	<ul style="list-style-type: none"> • Background to trust • Trust future plan • Results • Finances • Consider sponsor for Wells Hall 	RSC Tim Coulson was not present and did not receive papers for this item. RSC Dominic Herrington made this decision outside of the meeting.
Action required: Issue Academy Orders			
Silver End Primary (Essex) – Connected Learning	Approve	<ul style="list-style-type: none"> • Background to school • Background to trust • School results • School improvement plan 	
Action required: Issue Academy Order			
Maldon Primary (Essex) – TKAT	Approve with conditions	<ul style="list-style-type: none"> • Background to school • Background to trust • Trust governance 	
Action required: Issue Academy Order. Trust to review governance			
Stapleford Abbots Primary (Essex) - TKAT	Approve with conditions	<ul style="list-style-type: none"> • Background to school • Background to trust • Trust governance 	
Action required: Issue Academy Order. Trust to review governance			

Downham Feoffees Primary (Cambs) - CMAT	Approve	<ul style="list-style-type: none"> • Background to school • Background to trust • Primary capacity • Trust leadership 	Lesley Birch was not present and did not receive papers for this item.
Action required: Issue Academy Order			
Stoke-by-Nayland CEVC Primary (Suffolk)	Approve	<ul style="list-style-type: none"> • Background to school • Progress scores 	
Action required: Inform trust.			
Thurlton Primary (Norfolk) – Clarion Trust	Approve	<ul style="list-style-type: none"> • Background to Trust • School improvement strategy 	
Action required: Issue Academy Order			
Glebe Primary (Essex) – Rayleigh Schools Trust	Approve	<ul style="list-style-type: none"> • Background to trust • Finance • School improvement 	
Action required: Issue Academy Order			
Rosetta Primary (Newham) – Boleyn Trust	Approve	<ul style="list-style-type: none"> • Background to trust • Progress • Governance 	
Action required: Issue Academy Order			
Belchamp St Paul's CEVA Primary (Essex) – Diocese of Chelmsford Vine Trust	Approve	<ul style="list-style-type: none"> • Finance • Background to trust • School improvement 	
Action required: Issue Academy Orders			
Angel Road Junior and Angel Road Infant (Norfolk) – Diversa MAT	Approve	<ul style="list-style-type: none"> • Background to trust • School results 	
Action required: Issue Academy Orders			
Reffley Community School (Norfolk) – Ad Meliora Academy Trust	Approve	<ul style="list-style-type: none"> • Background to trust • School results • Background to trust • Trust leadership 	
Action required: Issue Academy Order			

Hilltop Junior and Infant (Essex) – HEARTS Academy Trust	Approve	<ul style="list-style-type: none"> • Background to schools • Background to trust • Finance • Hilltop Junior to be sponsored by HEARTS trust. 	Debbie Rogan was not present and did not receive papers for this item.
Action required: Issue Academy Order to Hilltop Infant School. Inform schools and trust.			
Alderwood PRU (Suffolk) – Raedwald Trust	Approve	<ul style="list-style-type: none"> • Background to school • Leadership 	
Action required: Issue Academy Order			

Significant Change

Project	Decision	Key Discussion Points	Conflicts of interest
Chelmsford High School for Girls to increase the size of Year 7 entry by 30 places in each year from September 2015-19	Approve	<ul style="list-style-type: none"> • Finances • Background to school • Consultation • Admission policy 	
Action required: School to be informed			
The Gateway Academy closure of sixth form	Approve	<ul style="list-style-type: none"> • Retrospective closure of sixth form 	
Action required: School to be informed			
Murrow Academy (Cambs) and Leverington Primary (Cambs) to join Diamond Learning Trust	Approve	<ul style="list-style-type: none"> • Leadership • Background to trusts 	
Action required: Trusts to be informed by letter			
The Westborough Academy to join Challenger Multi Academy Trust	Approve	<ul style="list-style-type: none"> • Background to school • Background to trust • Trust primary capacity 	
Action required: School and Trust to be informed by letter			
Stamford Welland Academy (Lincs) – expand Nene Park sixth form by 120 places	Approve	<ul style="list-style-type: none"> • Background to school • Background to application • Finances 	Lesley Birch was not present and did not receive papers for this item.
Action required: School and Trust to be informed by letter			

Joyce Frankland Academy – to increase capacity from 1030 to 1200	Approve	<ul style="list-style-type: none"> • Finances • Background to school • Current capacity • Need 	
Action required: School and Trust to be informed			
Gamlingay First School to become Gamlingay Primary School and extend age range from 39 years to 3-11 years	Approve	<ul style="list-style-type: none"> • Background to project • Rationale • Finances 	Stephen Munday was not present and did not receive papers for this item.
Action required: School and Trust to be informed by letter			

Trust Change

Project	Decision	Key Discussion Points	Conflicts of interest
Admirals, Diamond and Norwich Road academies (Thetford) to join the Eastern Academies Trust	Approve	<ul style="list-style-type: none"> • Background to schools • Background to trust • Governance 	
Action required: Schools and trust to be informed by letter			
Keddington Primary to join Samuel Ward Trust	Approve	<ul style="list-style-type: none"> • Background to trust • Trust future plan • Results • Finances 	RSC Tim Coulson was not present and did not receive papers for this item. RSC Dominic Herrington made this decision outside of the meeting.
Action required: School to be informed by letter			
RA Butler Junior and Infants to join Saffron MAT	Approve	<ul style="list-style-type: none"> • Background to schools • Background to trust 	
Action required: School and Trust to be informed			

Funding Agreement in Principle

Project	Decision	Key Discussion Points	Conflicts of interest
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Aldeburgh Primary (Suffolk) to join Avocet Academy Trust	Approve	Opening 01 May 2017	
Action required: No action required			
Beck Row Primary School (Suffolk) to join Academies Transformation Trust	Approve	Opening 01 May 2017	
Action required: No action required			
Bungay Primary (Suffolk) to join Ipswich Primary Academies Trust	Approve	Opening 01 May 2017	
Action required: No action required			
Burston Community Primary (Norfolk) to join Sapientia Education Trust	Approve	Opening 01 May 2017	
Action required: No action required			
Bygrove Primary School (Tower Hamlets) to join The LETTA trust	Approve	Opening 01 May 2017	
Action required: No action required			
Clements Community Primary (Suffolk) Samuel Ward Academy Trust	Approve	Opening 01 May 2017	RSC Tim Coulson was not present and did not receive papers for this item. RSC Dominic Herrington made this decision outside of the meeting.
Action required: No action required			
Edgar Sewter Community Primary (Suffolk) to join Ipswich Primary Academies Trust	Approve	Opening 01 May 2017	
Action required: No action required			
Foulsham Primary School (Norfolk) to join Synergy Multi Academy Trust	Approve	Opening 01 May 2017	

Action required: No action required			
Great Yarmouth High School (Norfolk) to join Inspiration Trust	Approve	Opening 01 May 2017	Rachel de Sousa was not present and did not receive papers for this item.
Action required: No action required			
Guyhirn CofE VC Primary (Cambs) to join The Diocese of Ely Multi Academy Trust	Approve	Opening 01 May 2017	
Action required: No action required			
Holton St Peter Community Primary (Suffolk) to join Ipswich Primary Academies Trust	Approve	Opening 01 May 2017	
Action required: No action required			
Ilketshall St Lawrence School (Suffolk) to join Ipswich Primary Academies Trust	Approve	Opening 01 May 2017	
Action required: No action required			
Long Stratton High School (Norfolk) to join ie Trust Ltd	Approve	Opening 01 May 2017	
Action required: No action required			
Maple Grove Primary School (Essex) to join Lion Academy Trust	Approve	Opening 01 May 2017	
Action required: No action required			
Mulberry School for Girls (Tower Hamlets) to join Mulberry Schools Trust	Approve	Opening 01 May 2017	
Action required: No action required			
Spooner Row Primary (Norfolk) to join ie Trust Ltd	Approve	Opening 01 May 2017	
Action required: No action required			

Stebon Primary (Tower Hamlets) to join The LETTA Trust	Approve	Opening 01 May 2017	
Action required: No action required			
The James Cambell Primary (Barking and Dagenham) to join Partnership Learning	Approve	Opening 01 May 2017	
Action required: No action required			
Tivetshall Primary School (Norfolk) to join Sapientia Education Trust	Approve	Opening 01 May 2017	
Action required: No action required			
Wenhaston Primary (Suffolk) to join Ipswich Primary Academies Trust	Approve	Opening 01 May 2017	
Action required: No action required			

RECORD OF MEETING

East of England and North East London Headteacher Board

06 July 2017

Members of Board, RSC, and guests in attendance

Tim Coulson (RSC, Chair)

Stephen Munday (HTB)

Margaret Wilson (HTB)

Rachel Macfarlane (Isaac Newton Academy) Leslie
Birch (Teaching Schools Council)

Sue Baldwin (DfE) Jonathan

Lewis (DfE)

Claire Mycock (DfE)

Apologies

Rachel de Souza (HTB) - This member was consulted on all decisions prior to the meeting.

Steve Lancashire (HTB) - This member was consulted on all decisions prior to the meeting.

Mark Jeffries (HTB) - This member was consulted on all decisions prior to the meeting.

Debbie Rogan (HTB) - This member was consulted on all decisions prior to the meeting.

Cross-cutting discussion points The

Board met and discussed:

- The Board received a presentation on the progress of disadvantaged pupils and discussed mechanisms for identifying and sharing best practice.
- **The board reflected on their time on the HTB.** The board reviewed HTB activity, impact, processes and lessons learned to be shared with the new HTB in the autumn.

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

Sponsored Route

Project	Decision	Key Discussion Points	Conflicts of interest
Southview SEN School (Essex) to be sponsored by Market Field Special Trust	Approve	<ul style="list-style-type: none"> • Background to school • Background trust 	
Action required: Issue Academy Order			
Earith Primary (Cambs) to be sponsored by ALT	Approve	<ul style="list-style-type: none"> • Governance • Leadership 	
Action required: Issue Academy Order			
Kenninghall Primary (Norfolk) to be sponsored by ieTrust • Primary capacity	Defer <ul style="list-style-type: none"> • Leadership 		
Action required: School and trust to be informed by letter			
Ixworth CEVC Primary and Rougham CEVC Primary (Suffolk) to be sponsored by Tillian Partnership	Approve with conditions	<ul style="list-style-type: none"> • Background to schools • Trust Capacity • Trust Structure • Leadership 	
Action required: RSC to discuss the appointment of a school improvement role and look for support from a local trust.			
Drayton Community Infants (Norfolk) to be sponsored by Inclusive Schools Trust	Approve	<ul style="list-style-type: none"> • Background to school • Leadership 	
Action required: Issue Academy Order			
Pipers Vale Community School (Suffolk) to be sponsored by Paradigm Trust	Approve	<ul style="list-style-type: none"> • Background to trust • Trust capacity • School improvement plan 	
Action required: Issue Academy Order			
West Row Community Primary (Suffolk) to be sponsored by Eastern Multi Academy Trust	Approve	<ul style="list-style-type: none"> • Background to school • Background to trust <ul style="list-style-type: none"> • Trust structure 	

Action required: Issue Academy Order			
Queensway Infant School and Nursery (Norfolk) to be sponsored by Eastern Multi Academy Trust	Approve	<ul style="list-style-type: none"> • Background to school • Background to trust • Trust structure 	
Action required: Issue Academy Order			
Brittannia School and Nursery and Rose Hill Primary (Suffolk) to be sponsored by Gippeswyk Community Educational MAT	Approve	<ul style="list-style-type: none"> • Background to schools • Governance 	
Action required: Issue Academy Orders			
Monega Primary (Newham) to be sponsored by Boleyn Trust	Approve	<ul style="list-style-type: none"> • Background to school • Background to Trust • Leadership 	
Action required: Issue Academy Order			
Converter Academy Order			
Great Hockham (Norfolk) to join Sapientia Trust	Approve	<ul style="list-style-type: none"> • Background to school 	
Action required: Issue Academy Order			
Jack Hunt, Thorpe Primary, Middleton Primary, Longthorpe Primary, Ravensthorpe Primary (Peterborough) to form Jack Hunt Group	Approve	<ul style="list-style-type: none"> • Background to schools • Regional context 	
Action required: Issue Academy Order			
Ian Mikardo High (Tower Hamlets) to join Attwood Academies Trust	Approve	<ul style="list-style-type: none"> • Background to school • Trust governance 	
Action required: Issue Academy Order			
Phoenix School (Tower Hamlets) to join the Phoenix Multi Academy Trust	Approve	<ul style="list-style-type: none"> • Background to school • Background to application 	
Action required: Issue Academy Order			
Barnack CEVC Primary (Peterborough) to join Peterborough Diocese Education Trust	Defer	<ul style="list-style-type: none"> • Background to school • Background to trust • Results 	

Action required: School to be informed by letter			
Trumpington Community College (Cambs) to join Parkside Federation	Approve	<ul style="list-style-type: none"> • Background to school 	
Action required: Issue Academy Order			

Sponsor Applications

Project	Decision	Key Discussion Points	Conflicts of interest
Market Field Special Trust (Essex)	Approve	<ul style="list-style-type: none"> • Background to school • Background to application 	
Action required: Trust to be informed by letter			
King John MAT (Essex)	Approve	<ul style="list-style-type: none"> • Background to schools • Trust structure • School improvement 	Margaret Wilson was not present and did not receive papers for this item.
Action required: Trust to be informed by letter			
The Jack Hunt Group (Peterborough)	Approve	<ul style="list-style-type: none"> • Governance • Finance 	
Action required: Trust to be informed by letter			
Gippeswyk Community Educational MAT (Suffolk)	Approve	<ul style="list-style-type: none"> • Background to school • Regional context • Trust plans 	
Action required: Trust to be informed by letter			

Significant Change

Project	Decision	Key Discussion Points	Conflicts of interest
Alexandra Park (Haringey) to increase capacity to 1660	Approve	<ul style="list-style-type: none"> • Background to school • Consultation 	
Action required: School to be informed by letter			
Shoeburyness High School (Southend) to increase capacity to 1854	Approve	<ul style="list-style-type: none"> • Consultation • Regional context 	
Action required: School to be informed by letter			
Southend High School for Girls to increase capacity to 1200	Approve	<ul style="list-style-type: none"> • Consultation • Regional context 	

Action required: School to be informed by letter			
London Design and Engineering UTC Trust to extend age range from 14 to 19 years to 13 to 19 years	Defer	<ul style="list-style-type: none"> • Consultation • Performance • Identified need for places 	
Action required: School to be informed by letter			

Trust Change

Project	Decision	Key Discussion Points	Conflicts of interest
Downham Market Academy to join Cambridge Education Trust	Approve	<ul style="list-style-type: none"> • Background to sponsor • Sponsor capacity • School improvement plan 	
Action required: School and trust to be informed by letter			
Cromwell Community College (Cambs) to join ALT	Approve	<ul style="list-style-type: none"> • Background to school • Regional context 	
Action required: School to be informed by letter			
The King John School and The James Hornsby School to form the Zenith Multi Academy Trust	Approve	<ul style="list-style-type: none"> • Background to schools 	Margaret Wilson was not present and did not receive papers for this item.
Action required: School to be informed by letter			

Free School Presumption – Sponsor Approval

Project	Decision	Key Discussion Points	Conflicts of interest
Red Lodge Primary (Suffolk). Chilford Hundred Education Trust approved as sponsor	Approve	Background to project Background to sponsor	
Action required: Local Authority and Sponsor to be informed by letter			
Littleport Secondary (Cambridgeshire) Active Learning Trust approved as sponsor	Approve	Pre-funding agreement health check	
Action required: Agree funding agreement to be sent by letter			

Littleport Special school (Cambridgeshire) Active Learning Trust approved as sponsor	Approve	Pre-funding agreement health check	
Action required: Agree funding agreement to be sent by letter			

RECORD OF MEETING

East of England and North East London Headteacher Board

20 July 2017

Members of Board, RSC, and guests in attendance

Tim Coulson (RSC, Chair)

Stephen Munday (HTB) Margaret

Wilson (HTB)

Steve Lancashire (HTB)

Rachel de Souza (HTB)

Mark Jeffries (HTB)

Jonathan Lewis (DfE)

Claire Mycock (DfE)

Apologies

Debbie Rogan (HTB) - This member was consulted on all decisions prior to the meeting.

Cross-cutting Discussion Points

None

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

Sponsored Route

Project	Decision	Key Discussion Points	Conflicts of interest
Two Village (Essex) to be sponsored by Vine Trust	Approve	<ul style="list-style-type: none"> Background to school Background trust 	
Action required: Issue Academy Order			
St Phillip's CoE Aided Primary (Cambs), Farcet CoE Primary (Cambs), Thriplow CoE Primary Cambs to be sponsored by DEMAT	Approve with conditions	<ul style="list-style-type: none"> Governance Trust capacity 	
Action required: Issue Academy Order. Discuss with trust its executive and governance structure			
Corpusty Primary (Norfolk) to be sponsored by Synergy Trust	Approve	<ul style="list-style-type: none"> Finance 	
Action required: Issue Academy Order			
Hampton Hargate Primary (Peterborough) to be sponsored by Excellence Together AT	Approve	<ul style="list-style-type: none"> Background to school Trust Capacity Regional context 	
Action required: Issue Academy Order			
Kenninghall Primary (Norfolk) to be sponsored by ieTrust	Approve	<ul style="list-style-type: none"> Trust capacity Finance 	
Action required: Issue Academy Order			
Wykeham Primary School (Havering) to be sponsored by Partnership Learning Trust	Approve	<ul style="list-style-type: none"> Background to trust Finances 	
Action required: Issue Academy Orders			

Converter Academy Order

Catton Grove Primary, Colman Infant, Colman Junior, Lakenham Primary, Magdalen Gates, The Bawburgh School (Norfolk) to join Norwich Infinity MAT	Defer	<ul style="list-style-type: none"> • Background to trust • Trust capacity • School improvement plan 	
Action required: RSC office to discuss with proposed trust its school improvement strategy and the benefits to the schools of forming a MAT			
First Base (Suffolk) to join Raedwald Trust	Approve	<ul style="list-style-type: none"> • Background to trust • Trust structure 	
Action required: Issue Academy Order			
George Mitchell (Waltham Forest) to join Partnership Learning Trust	Approve	<ul style="list-style-type: none"> • Background to trust • Finances 	
Action required: Issue Academy Order			
St Mary's Roman Catholic Primary (Suffolk) to join Our Lady of Walsingham • Catholic MAT • Leadership	Approve	<ul style="list-style-type: none"> • Background to school • Background to Trust 	
Action required: Issue Academy Order			

Sponsor Applications

Project	Decision	Key Discussion Points	Conflicts of interest
Hampton Hargate Primary (Peterborough) to form Excellence Together AT	Approve	<ul style="list-style-type: none"> • Capacity at the school • School Improvement 	
Action required: Trust to be informed by letter			
Exceptional Education Trust (Waltham Forest)	Approve	<ul style="list-style-type: none"> • Finance 	
Action required: Trust to be informed by letter			

Significant Change

Project	Decision	Key Discussion Points	Conflicts of interest
St Edmunds Academy (Norfolk) – To relocate to new build premises.	Approve	<ul style="list-style-type: none"> Background to project 	
Action required: School to be informed by letter 			
Mistley Primary (Essex) – extension to age range (Pre-School)	Approve	<ul style="list-style-type: none"> Background to school Performance Regional context 	
Action required: School to be informed by letter. 			
Runwell Primary (Essex) requesting extension to age range from 4 – 11 to 2 -11 and increase capacity from 210 to 420	Approve	<ul style="list-style-type: none"> Background to schools 	
Action required: School to be informed by letter 			
St James' Primary (Essex) – extension to age range (Pre-school)	Approve	<ul style="list-style-type: none"> Background to schools 	
Action required: School to be informed by letter 			
London Design and Engineering UTC Trust to extend age range from 14–19 to 13-19	Approve	<ul style="list-style-type: none"> Identified need for places 	
Action required: School to be informed by letter 			
City of Peterborough Academy (Peterborough) proposal to close sixth form	Approve	<ul style="list-style-type: none"> Background to sponsor school 	
Action required: School to be informed by letter. 			
Cambourne Village College (Cambs) request to expand with three forms of entry at second campus	Approve	<ul style="list-style-type: none"> Background to sponsor Regional context 	Stephen Munday was not present for the discussion and did not receive papers
Action required: School and trust to be informed by letter			

Elutec – age range change	Defer	<ul style="list-style-type: none"> • Background to sponsor • Sponsor capacity 	
Action required: Escalate decision to mini ;ters			

Trust Change

Flegg High (Norfolk) SAT to join Ormiston Academies Trust (OAT)	Approve with conditions	<ul style="list-style-type: none"> • Performance • Background to school • School improvement plan 	
Action required: School and trust to be informed by letter.			
Ongar Academy (Essex) SAT to join Bridge Academy Trust (MAT)	Approve	<ul style="list-style-type: none"> • Background to school • Performance • Regional context 	
Action required: School to be informed by letter.			
Thomas Wolsey Academy (Suffolk) SAT to join OAT	Approve	<ul style="list-style-type: none"> • Background to school 	
Action required: School and trust to be informed by letter			
Stradbroke High School (Suffolk) to join Sapientia MAT	Approve	<ul style="list-style-type: none"> • Background to sponsor • Sponsor capacity 	
Action required: School and trust to be informed by letter			
Lubavitch Junior Boys School (Hackney) to join Lubavitch based MAT	Approve with conditions	<ul style="list-style-type: none"> • Background to sponsor • Sponsor capacity 	
Action required: School and trust to be informed by letter			

RECORD OF MEETING

East of England and North East London Headteacher Board (HTB)

14 September 2017

Members of Board, RSC, and guests in attendance

Sue Baldwin (RSC, Chair)

Stephen Munday (HTB)

Margaret Wilson (HTB) Steve

Lancashire (HTB)

Rachel de Souza (HTB)

Debbie Rogan (HTB)

Rachel Macfarlane (HTB)

Leslie Birch (HTB)

Martin Lavelle (HTB)

Jonathan Lewis (DfE)

Claire Mycock (DfE)

Apologies

Mark Jeffries (HTB) - This member was consulted on all decisions prior to the meeting.

Cross-cutting discussion points

The board met and discussed:

- **The board discussed the future shape of HTB meetings:**
The Board discussed timings and future format for HTB meetings to enhance performance and effectiveness of the Board's work.

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 of the key discussion points only

Sponsored Route

Project	Decision	Key Discussion Points	Conflicts of interest
Glade Primary (Essex) to be sponsored by Eastern Multi-academy Trust	Approve	<ul style="list-style-type: none"> • Background to school • Background to sponsor • Trust Governance • Finance 	
Action required: Issue Academy Order			

Converter Academy Order

Churchill Complex Needs School, Highgate Infant, Howard Infant, St Germans, Wimbotsham and Stowe Community School, Magdalen Village Primary and Greyfriars Primary (Norfolk) - to join the King's Lynn and West Norfolk Education Synergy Trust	Defer	<ul style="list-style-type: none"> • Background to schools • Results • School improvement capacity • Governance 	
Action required: Trust to be informed by letter			
Somerleyton Primary and Woods Loke Primary (Suffolk) to join Hartismere	Approve with conditions	<ul style="list-style-type: none"> • Background to Trust • Results • Governance • Leadership • Finance 	
Action required: Issue Academy Order. RSC to review finance and governance with trust			
Shaftesbury Primary (Newham) to join The Boleyn Trust	Approve	<ul style="list-style-type: none"> • Background to school • Background to trust 	
Action required: Issue Academy Order			

Elmhurst Primary, Nelson Primary, Vicarage Primary and Gallions Primary (Newham) to join New Vision Trust	Approve	<ul style="list-style-type: none"> • Background to schools • Results 	
Action required: Issue Academy Order			
North Walsham Infant and North Walsham Junior (Norfolk) to join Yare Education	Approve with conditions	<ul style="list-style-type: none"> • School improvement capacity • Background to schools • Leadership 	
Action required: Issue Academy Order. RSC to discuss external support and succession planning with trust			
Fen Ditton Primary, Bottisham Primary and Stapleford Primary (Cambs) to join Anglian Learning	Approve	<ul style="list-style-type: none"> • Background to schools • Results • Leadership • School improvement 	
Action required: Issue Academy Order			

Sponsor Applications

Project	Decision	Key Discussion Points	Conflicts of interest
Mid Norfolk Academy Trust (Norfolk)	Approve	<ul style="list-style-type: none"> • Background to school • Governance • Results • Primary capacity 	
Action required: Trust to be informed by letter			
Kings Lynn and West Norfolk Education Synergy Trust (Norfolk)	Decline	<ul style="list-style-type: none"> • Background to schools • Results • School improvement capacity • Governance 	
Action required: Trust to be informed by letter			

Significant Change

Project	Decision	Key Discussion Points	Conflicts of interest
Rise Park Academy (Havering) application to extend age range for nursery provision	Approve	<ul style="list-style-type: none"> • Background to school • Consultation 	
Action required: School to be informed by letter.			

Free School Presumption – Sponsor Approval

Greater Beaulieu Park (Essex) - Boswells Academy Trust approved as sponsor	Approve	<ul style="list-style-type: none"> • Background to sponsor • Time scale • Finance 	
Action required: LA and trust to be informed by letter			

Trust Changes

East Norfolk Sixth Form College (Norfolk) to form East Norfolk MAT	Defer	<ul style="list-style-type: none"> • Background to college • Finance • Primary Capacity • School improvement capacity 	
Action required: College to be informed by letter.			
Aspire AP Academy (Essex) to join TBAP MAT	Approve	<ul style="list-style-type: none"> • Background to school • Background to application • Governance 	
Action required: School and trust to be informed by letter.			
Norwich Diocesan to form All Saint MAT	Approve with conditions	<ul style="list-style-type: none"> • Background to trust • Results and performance • Trust structure • Leadership • Governance 	
Action required: Trust to be informed by letter. RSC to review leadership with Trust. RSC to monitor local school governing body decisions			

Decisions made between 22 July 2017 and this HTB meeting

Significant Change	Approved		
Millfield Primary (Cambridgeshire) application to extend age range for nursery provision			
Action required: School to be informed.			

RECORD OF MEETING

East of England and North East London Headteacher Board (HTB)

28 September 2017

Members of Board, RSC, and guests in attendance

Sue Baldwin (RSC, Chair)

Margaret Wilson (HTB)

Mark Jeffries (HTB)

Rachel Macfarlane (HTB)

Jonathan Lewis (DfE)

Claire Mycock (DfE)

Apologies

Debbie Rogan (HTB) - This member was consulted on all decisions prior to the meeting.

Stephen Munday (HTB) - This member was consulted on all decisions prior to the meeting.

Steve Lancashire (HTB) - This member was consulted on all decisions prior to the meeting.

Rachel de Souza (HTB) - This member was consulted on all decisions prior to the meeting.

Cross-cutting discussion points

The board met and discussed:

- **Arrangements for the transition to the new HTB.** It was agreed that the majority of HTB members would remain until the new board is in place.
- **Dame Rachel de Souza's resignation from the board.** Dame Rachel has stepped down from the board with effect from 29/09/2017. She will no longer have any involvement in the EENEL HTB and will not receive information or papers regarding any future projects. The board wished to record their thanks for Rachel's significant contribution.

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 of the key discussion points only

Sponsored Route

Project	Decision	Key Discussion Points	Conflicts of interest
Roman Hill Community Primary (Suffolk) to be sponsored by Waveney Valley	Approve	<ul style="list-style-type: none"> Performance Sponsor grant funding School improvement plan 	
Action required: Issue academy order.			
Lubavitch Boys Junior School (Hackney) to be sponsored by Lubavitch MAT	Approve with conditions	<ul style="list-style-type: none"> Governance and leadership Finances Capacity of sponsor 	
Action required: School to be informed. School to work with the ESFA to clarify their financial position upon conversion and to work alongside an education advisor to support and monitor progress.			

Converter Academy Order

Lubavitch Ruth Lunzer girls and Lubavitch House (Hackney) to join Lubavitch MAT	Approve with conditions	<ul style="list-style-type: none"> Governance and leadership Ofsted rating Capacity Finances 	
Action required: Issue academy orders. External review of the Trust following opening.			
Gayton CoEVC, Hopton CofE Primary, Little Snoring Primary, Brisley CoEVA, Sandringham and West Newton CoE Primary (Norfolk) to join Diocese of Norwich Education and Academies Trust	Approve with conditions	<ul style="list-style-type: none"> School improvement model Diocese growth plans Background to trust Capacity of trust Finances Results 	
Action required: <ul style="list-style-type: none"> Obtain letters of support from Local Governing Bodies. 			

<ul style="list-style-type: none"> • DfE to write to the trust summarising our views and to set up a meeting to review future plans. • Delay issuing Academy Orders until application for second Diocese of Norwich Trust is accepted by HTB. 			
Fressingland CEVC Primary, All Saints CEVC Primary, St Peter and St Paul CEVA, Stradbroke CEVA, Wortham Primary (Suffolk) to join All Saints Schools Trust	Approve	<ul style="list-style-type: none"> • Growth plans • School improvement resources • Governance • Finances • Ofsted ratings 	
Action required: Issue academy orders.			
Ghost Hill Nursery and Primary (Norfolk) to join Sapientia Trust	Approve	<ul style="list-style-type: none"> • Growth Plans • Governance 	
Action required: Issue academy orders.			
Gosfield Community Primary (Essex) to join Connected Learning	Approve	<ul style="list-style-type: none"> • Ofsted rating • Recruitment • School improvement • Finances 	
Action required: Issue academy orders.			
Pathfinder Community Primary (Cambs) to join DEMAT	Approve	<ul style="list-style-type: none"> • New provision status • Finances • Governance and leadership 	
Action required: Issue academy orders.			
Poplars Community Primary (Suffolk) to join Evolution Trust	Defer	<ul style="list-style-type: none"> • School improvement • Governance and leadership • Background to schools • Capacity • Recruitment 	
Action required: School to be informed.			

Sponsor Applications

Project	Decision	Key Discussion Points	Conflicts of interest
Kesgrave High (Suffolk)	Defer	<ul style="list-style-type: none"> • Creation of MAT • Performance • School to school support 	
Action required: School to be informed.			
Spring Common Academy Trust (Cambridgeshire)	Approve	<ul style="list-style-type: none"> • Local context • School-to-school support • Pupil numbers 	
Action required: School to be informed.			
Lubavitch MAT (Hackney)	Approve with conditions	<ul style="list-style-type: none"> • Governance and leadership • Ofsted rating • Capacity • Finances 	
Action required: School to be informed. External review of the Trust following opening.			

Significant Change

Project	Decision	Key Discussion Points	Conflicts of interest
Brampton Manor (Newham) application to expand from 10 to 14 form entry	Defer	<ul style="list-style-type: none"> • Consultation process • School improvement • Local context • LA pupil forecast data 	
Action required: School to be informed. <ul style="list-style-type: none"> • School to provide assurance that organisational change will not adversely affect performance. • Evidence to be provided demonstrating that the impact on post-16 provision has been considered. • School to provide evidence of school improvement at sponsored academy. 			
Forest Gate Community School (Newham) application to expand from 7 to 9 form entry	Defer	<ul style="list-style-type: none"> • Consultation process • Local context • LA pupil forecast data 	
Action required: School to be informed. <ul style="list-style-type: none"> • For Forest Gate to demonstrate that it has adequately responded to an outstanding complaint from the consultation process 			

RECORD OF MEETING

East of England and North East London Headteacher Board

12 October 2017

Members of Board, RSC, and guests in attendance

Sue Baldwin (RSC, Chair)

Margaret Wilson (HTB) Steve

Lancashire (HTB)

Debbie Rogan (HTB)

Mark Jeffries (HTB)

Leslie Birch (HTB)

Martin Lavelle (HTB)

Jonathan Lewis (DfE) Claire

Mycock (DfE)

Apologies

Stephen Munday (HTB) - This member was consulted on all decisions prior to the meeting.

Rachel Macfarlane (HTB) - This member was consulted on all decisions prior to the meeting.

Cross-cutting discussion points

The board met and discussed:

- **The board discussed the induction process for the incoming HTB :** Board members were asked for their assistance in the induction process for the new board.

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

Sponsor Application

Project	Decision	Key Discussion Points	Conflicts of interest
The Alpha Academy Trust (Essex)	Approve	<ul style="list-style-type: none"> • Growth plans • Primary expertise • School improvement plans • Local context 	
Action required: Trust to be informed by letter.			

Converters Academy Order

Project	Decision	Key Discussion Points	Conflicts of interest
Carpenters Primary School (Newham) to join the Leading Learning Trust.	Defer	<ul style="list-style-type: none"> • Further discussion with the school with regard to performance 	
Action required: School to be informed by letter.			
Temple Sutton Primary School (Southend) to join the Learning in Harmony Trust.	Approve	<ul style="list-style-type: none"> • Governance and leadership • Performance data 	
Action required: School to be informed by letter.			
William Read Primary School (Essex) to join the Robus Trust.	Defer	<ul style="list-style-type: none"> • Governance and leadership • School Improvement • Local context 	
Action required: School to be informed. Trust asked to review Trust governance.			

Churchill Park Complex Needs School, Highgate Infant School, Howard Infant School, St Germans, Wimbotsham and Stow Community School, Magdalen Village Primary School and Greyfriars Primary School (Norfolk) to form the Kings Lynn and West Norfolk Education Synergy Trust	Approve with conditions	<ul style="list-style-type: none"> School Improvement plans Recruitment Local context School improvement capacity 	
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Action required: Academy Orders to be sent. Trust to commission external report evaluating Trust school improvement plans. The RSC office to review the trust within eight months of opening.

First Base PRU (Suffolk) to join SENDAT (Special Educational Needs and Disabilities Academy Trust)	Approve	<ul style="list-style-type: none"> Governance 	
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Action required: Academy Order to be sent.

New City Primary School (Newham) – to join the Boleyn Trust.	Approve	<ul style="list-style-type: none"> Performance Growth plans 	
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Action required: Academy Order to be sent.

Sponsored Route

Project	Decision	Key Discussion Points	Conflicts of interest
Gorefield Primary School (Cambridge) to be sponsored by Godmanchester Community Education Trust	Approve	<ul style="list-style-type: none"> Trust leadership and management 	

Action required: Trust and school to be informed by letter.

Stilton CE Primary School (Cambridge) to be sponsored by Diocese of Ely Multi-academy Trust (DEMAT)	Defer	<ul style="list-style-type: none"> Decision deferred until DEMAT's proposed governance restructuring takes place Growth plans 	
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Action required: Trust and School to be informed by letter, DEMAT to complete its re-structuring.

Trust Change

Project	Decision	Key Discussion Points	Conflicts of interest
The Gilberd School (Essex) - to join the Alpha Academy Trust	Approve	<ul style="list-style-type: none"> Trust growth plans 	
Action required: School to be informed by letter.			
East Norfolk Sixth Form College (Norfolk) - to form East Norfolk Sixth Form College Multi-academy Trust	Approve	<ul style="list-style-type: none"> Local context Leadership Performance 	
Action required: College to be informed by letter.			

Decisions made between 28 September 2017 and this HTB meeting

Project	Decision	Key Discussion Points	Conflicts of interest
Significant Change Brampton Manor Academy (Newham) - increase from 10 to 14 form entry.	Approve	<ul style="list-style-type: none"> Assurance that all issues raised at previous HTBs had been satisfactorily resolved Local consultation Impact on post-16 Sponsor projects LA pupil forecast data Local context 	
Action required: School to be informed by letter.			
Significant Change Forest Gate Community School (Newham) - increase from 7 to 9 form entry.	Approve	<ul style="list-style-type: none"> Assurance that all issues raised at previous HTBs had been satisfactorily resolved Local consultation School response to outstanding complaint LA pupil forecast data Local context 	
Action required: School to be informed by letter.			

RECORD OF MEETING

East of England and North East London Headteacher Board

16 November 2017

Members of Board, RSC, and guests in attendance

Sue Baldwin (RSC, Chair)
Tom Canning (HTB)
Diane Rochford (HTB)
Rachel Macfarlane (HTB)
Andrew Aalders-Dunthorne (HTB)
Caroline Derbyshire (HTB)
Brian Conway (HTB)
Karen Kerridge (HTB)
Jonathan Lewis (DfE)
Claire Mycock (DfE)
Margaret Wilson (previous HTB member)
Debbie Rogan (previous HTB member)
Stephen Munday (previous HTB member)
Mark Jeffries (previous HTB member)

Apologies

Nardeep Sharma (HTB) - This member was consulted on all decisions prior to the meeting.

Cross-cutting discussion points

The board met and discussed:

• Headteacher Board induction

The Board discussed the composition of the board papers for future meetings and whether any further induction materials were needed to improve the effectiveness of their work.

Please note that the former HTB members in attendance were invited as guests and not in an advisory capacity.

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 Application

Project	Decision	Key Discussion Points	Conflicts of interest
EKO Trust (Newham)	Approve	<ul style="list-style-type: none"> Finances Growth plans 	
Action required: Trust to be informed by letter.			
Aspiration, Creativity and Excellence Trust (ACE, Cambridgeshire)	Approve	<ul style="list-style-type: none"> School improvement capacity Teaching School Alliance support Support of Cromwell Academy 	
Action required: Trust to be informed by letter.			

Converter Academy Order

Project	Decision	Key Discussion Points	Conflicts of interest
Framingham Earl High School (Norfolk) to join Sapientia Education Trust	Approve	<ul style="list-style-type: none"> Governance Trust Capacity Finances 	
Action required: Issue Academy Order. RSC office to set up a meeting with the Sapientia Education Trust to discuss governance and the potential appointment of a Director of School Improvement.			
Bar Hill Primary School (Cambridgeshire) to join Cambridge Meridian Academy Trust (CMAT)	Approve	<ul style="list-style-type: none"> School improvement Local context 	
Action required: Issue Academy Order.			

Hintlesham and Chattisham Church of England Voluntary Controlled Primary School (Suffolk) to join St Edmundsbury and Ipswich Diocese Multi Academy Trust	Approve	<ul style="list-style-type: none"> • 2017 results 	
Action required: Issue Academy Order.			
Mountnessing Primary School (Essex) to join Mid Essex Anglican Trust	Approve	<ul style="list-style-type: none"> • 2017 performance • Local context 	
Action required: Issue Academy Order.			
Poplars Primary School (Suffolk) to join the Evolution Academy Trust	Approve	<ul style="list-style-type: none"> • Distance between schools • Previous HTB discussions • Recruitment • Capacity 	
Action required: Issue Academy Order.			
Long Road Sixth Form College (Cambridgeshire) to convert and join Chilford Hundred Education Trust	Approve with conditions.	<ul style="list-style-type: none"> • 2017 performance data • Local context • School improvement • Demand for places • Growth plans 	
Action required: Project lead to provide supplementary evidence on discussion points. Feedback to be given to College.			
Colchester Sixth Form College (Essex) to join Colchester Sixth Form College Academy Trust.	Defer	<ul style="list-style-type: none"> • School improvement offer • Finances • Long-term viability 	
Action required: Feedback to be given to College.			

Significant Change

Project	Decision	Key Discussion Points	Conflicts of interest
Kesgrave High School (Suffolk) - physical expansion – enlargement of premises	Approve	<ul style="list-style-type: none"> • 2017 performance • Local context • Demand for places 	

Action required: School to be informed by letter.			
Sir Charles Kao UTC (Essex) - age range change	Not for decision discussion	<ul style="list-style-type: none"> Local context Accountability Business plan Financial risk Curriculum offer Performance 	
Action required: No action required.			
Priory School (Suffolk) - age range change, retrospective	Approve	<ul style="list-style-type: none"> Finances Consultation 	
Action required: School to be informed by letter.			
Fakenham Academy (Norfolk) - Physical change of premises	Approve	<ul style="list-style-type: none"> Condition of site Finances 	
Action required: School to be informed by letter.			

Trust Change

Project	Decision	Key Discussion Points	Conflicts of interest
Cromwell Academy (Cambridgeshire) - to join ACE Multi Academy Trust	Approve	<ul style="list-style-type: none"> Finances Governance 	
Action required: School to be informed by letter.			

Free School Presumption – Sponsor Approval

Project	Decision	Key Discussion Points	Conflicts of interest
Alconbury Weald Special School (Cambridgeshire) - Spring Common Academy Trust approved as sponsor	Approve	<ul style="list-style-type: none"> LA interview Trust capacity Local context 	
Action required: Project lead to inform LA, sponsor and MP by letter.			

Wintringham Park Primary School (Cambridgeshire) - Diamond Learning Partnership Trust approved as sponsor.	Approve	<ul style="list-style-type: none"> • Status of temporary accommodation • Trust capacity • LA interview 	
Action required: Project lead to inform LA, sponsor and MP by letter.			

RECORD OF MEETING

East of England and North East London Headteacher Board

14 December 2017

Members of Board, RSC, and guests in attendance

Sue Baldwin (RSC, Chair)

Nardeep Sharma (HTB)

Tom Canning (HTB)

Diane Rochford (HTB)

Rachel Macfarlane (HTB)

Andrew Aalders-Dunthorne (HTB)

Caroline Derbyshire (HTB)

Karen Kerridge (HTB)

Jonathan Lewis (DfE)

Claire Mycock (DfE)

Apologies

Brian Conway (HTB) - This member was consulted on all decisions prior to the meeting, with the exception of decisions where the member had a conflict of interest.

Cross-cutting discussion points

The board met and discussed:

- **Data sets for the East of England North East London Region.** The Board was presented with a data summary of the region and members discussed key data for the East of England North-East London 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 Application

Project	Decision	Key Discussion Points	Conflicts of interest
Cambridgeshire Innovation Trust (Cambridgeshire)	Approve with conditions	<ul style="list-style-type: none"> Capacity Finances Pupil numbers Planned expansion 	
Action required: Sponsor letter to be sent to trust. Decision subject to Cambridgeshire Innovation Trust appointing a Finance Director.			
Epping Forest Schools Partnership Trust (Essex)	Approve	<ul style="list-style-type: none"> Growth Plans Governance Leadership 	
Action required: Sponsor letter to be sent to Trust.			
Diocese of Ely Multiacademy Trust 2 (DEMAT2) (Cambridgeshire)	Defer	<ul style="list-style-type: none"> School improvement Governance Structure of MAT Relationship to existing Diocese of Ely Multiacademy Trust 	
Action required: Trust to prepare sponsor application for assessment.			

Converter Academy Order

Project	Decision	Key Discussion Points	Conflicts of interest
Spinney, Mayfield and Fulbourn Primary Schools (Cambridgeshire) to join Cambridgeshire Innovation Trust	Approve with conditions	<ul style="list-style-type: none"> Finance Capacity Pupil numbers 	
Action required: Issue Academy Orders. Subject to the trust appointing a Finance Director.			

Archbishop Sancroft High School, Harleston CofE VA Primary School and Dickleburgh VC Primary School (Norfolk) to join All Saints Multi-Academy Trust	Approve with conditions	<ul style="list-style-type: none"> • Growth • School improvement • Governance • Ofsted 	Brian Conway
Action required: Issue Academy Orders. Approvals subject to receipt of an application to convert from Dickleburgh. Any proposed merger of Archbishop Sancroft and Harleston to be brought to HTB with a full business case. Governance review of the trust to be carried out after six months.			
Gayton CoEVC, Hopton CofE Primary, Little Snoring Primary, Brisley CoEVA, Sandringham and West Newton CoE Primary (Norfolk) to join Diocese of Norwich Education and Academies Trust	Approve with conditions	<ul style="list-style-type: none"> • School improvement model • Diocese growth plans • Background to trust • Capacity of trust • Finances • Results 	
Action required: Issue academy orders. Approvals subject to receipt of an application to convert from Dickleburgh.			
Stilton CofE Primary School (Cambridgeshire) to join Diocese of Ely Multi-academy Trust	Approve with conditions	<ul style="list-style-type: none"> • Accountability framework • School improvement • Education Advisor support • Capacity 	
Action required: Trust to be informed by letter. School improvement plan to be amended and due diligence documents provided to the RSC office. Regular monitoring conversations to be arranged between RSC office and trust leadership.			
Swaffham Bulbeck CofE Primary School (Cambridgeshire) to join Diocese of Ely (DEMAT2)	Defer • Leadership	Multiacademy Trust 2	
Action required: School to be informed by letter. Decision subject to approval of Diocese of Ely Multiacademy Trust 2.			

Epping Upland CE Primary School, High Beech CE VC Primary School, Ivy Chimney Primary School, Lamborne Primary School, St John's CE VC Primary School, White Bridge Primary School (Essex) to join Epping Forest Schools Partnership Trust	Approve	<ul style="list-style-type: none"> • Growth Plans • Leadership • School Improvement model • Governance 	
Action required: Issue Academy Orders.			
Barnack CEVC Primary School (Peterborough) to join Peterborough Diocese Education Trust	Defer	<ul style="list-style-type: none"> • Distance from Trust • Trust capacity • School improvement strategy • Results 	
Action required: Defer decision subject to the receipt of final 2017 Performance data			
Brampton Primary School (Newham) to join Brampton Manor Trust	Approve with conditions	<ul style="list-style-type: none"> • Governance 	
Action required: Brampton Manor Trust to update its articles of association in-line with DfE model documents. Issue Academy Order.			
Long Road Sixth Form College (Cambridgeshire) to join Chilford Hundred Education Trust	Approve in principle	<ul style="list-style-type: none"> • Scheme of delegation • Governance 	
Action required: Project lead to inform ESFA.			
Avenue Primary School (Newham) to join the Eko Trust	Approve	<ul style="list-style-type: none"> • 2017 results • School Improvement 	
Action required: Issue Academy Order			

Sponsored Route

Project	Decision	Key Discussion Points	Conflicts of interest
Diss Junior School (Norfolk) to be sponsored by All Saints MAT	Approve	<ul style="list-style-type: none"> Governance Recruitment Local context Leadership 	
Action required: School and trust to be informed by letter.			
The Alderton Junior School (Essex) to be sponsored by Epping Forest Schools Partnership Trust.	Approve	<ul style="list-style-type: none"> Performance School Improvement Governance 	
Action required: Issue Academy Order.			
William Martin Junior School (Essex) to be sponsored by the Vine Trust	Approve	<ul style="list-style-type: none"> Governance Local context Performance 	
Action required: Issue Academy Order.			

Decisions made between 16 November 2017 and this HTB meeting

Project	Decision	Key Discussion Points	Conflicts of interest
Converter Academy Order Barnes Farm Infant School (Essex) to join Chelmsford Learning Partnership.	Approve	<ul style="list-style-type: none"> Agreed without comment 	
Action required: Issue Academy Order.			

Converter Academy Order Barnes Farm Junior School (Essex) to join Chelmsford Learning Partnership	Approve	<ul style="list-style-type: none"> Agreed without comment 	
Action required: Issue Academy Order.			
Converter Academy Order Rodings Valley High School (Essex) to join Chelmsford Learning Partnership	Approve	<ul style="list-style-type: none"> Agreed without comment 	
Action required: Issue Academy Order.			
Converter Academy Order Perryfields Infant School (Essex) to join Chelmsford Learning Partnership	Approve	<ul style="list-style-type: none"> Agreed without comment 	
Action required: Issue Academy Order.			
Converter Academy Order Broadland High School (Norfolk) to join Ormiston Academy Trust	Approve	<ul style="list-style-type: none"> Agreed without comment 	
Action required: Issue Academy Order			
Converter Academy Order The Lantern Community Primary School (Cambridgeshire) to join Cambridge Meridian Trust	Approve	<ul style="list-style-type: none"> Agreed without comment 	
Action required: Issue Academy Order.			

Converter Academy Order Greensted Infant School and Nursery (Essex) to join Lee Chapel MAT	Approve	<ul style="list-style-type: none"> Agreed without comment 	
Action required: Issue Academy Order.			
Converter Academy Order William Martin Infant School (Essex) to join the Vine Trust	Approve	<ul style="list-style-type: none"> Agreed without comment 	
Action required: Issue Academy Order.			
Converter Academy Order Rendlesham Primary School (Suffolk) to join Consortium MAT	Approve	<ul style="list-style-type: none"> Agreed without comment 	Andrew AaldersDunthorne was not present and did not receive papers for this item.
Action required: Issue Academy Order.			
Significant Change City of Peterborough Academy (Peterborough) age range change and removal of Sixth Form	Approve	<ul style="list-style-type: none"> Agreed without comment 	
Action required: Trust to be informed by letter.			
Trust Change Stone Lodge Academy (Suffolk) to join the Right for Success Trust	Approve	<ul style="list-style-type: none"> Agreed without comment 	
Action required: Trust to be informed by letter.			

Significant Change Thomas Eaton Primary School (Cambridgeshire) age range change	Approve	<ul style="list-style-type: none"> Agreed without comment 	
Action required: Trust to be informed by letter.			
Trust Change The Tyrells Primary School (Essex) to join Chelmsford Learning Partnership	Approve	<ul style="list-style-type: none"> Agreed without comment 	
Action required: Trust to be informed by letter.			
Significant Change Olive Alternative Provision Academy (Thurrock) retrospective removal of primary provision	Approve	<ul style="list-style-type: none"> Agreed without comment 	
Action required: Trust to be informed by letter.			
Significant Change R A Butler Infant School (Essex) retrospective physical expansion of premises	Approve	<ul style="list-style-type: none"> Agreed without comment 	
Action required: Trust to be informed by letter.			
Significant Change R A Butler Junior School (Essex) retrospective increase in capacity	Approve	<ul style="list-style-type: none"> Agreed without comment 	
Action required: Trust to be informed by letter.			