Excel Learning Trust

Extraordinary Trust Board

Minutes of the Meeting held on Friday 4th July 2025 at 9.15am held virtually

Present:	Ian Wiggins	Chair of Trustees
	Donna Smith	Trustee & Vice Chair
	Nat Wong	Trustee
In attendance:	Mark Hassack	CEO
	Michael Gidley	Chief Finance Officer
	Katie Dent	Chief Operating Officer
	Zoe French	Director of Trust Services
	Sophie Triffitt	Clerk to the Board of Trustees

1 WELCOME AND INTRODUCTIONS

1.1 The Chair welcomed everyone to the meeting and noted that the meeting was quorate.

1.2 The Chair noted that the last two board meetings had not been quorate, so the meeting was scheduled to ensure formal approval of decisions made.

1.3 Trustees confirmed that all items had been scrutinised and were being proposed for approval.

2 APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST AND CHANGES TO BUSINESS INTEREST FORMS *(PREVIOUSLY ISSUED)*

<u>Absence</u>

2.1 Apologies were received and accepted for Martyn Sibley.

2.2 No apologies were received from or accepted for Frankie Haynes.

<u>Declarations of Interest</u>

2.3 There were no declarations of interest in relation to matters of the meeting.

3 TRUST BOARD DECISIONS (previously issued)

3.1 Trustees approved the below items:

- Meeting minutes:
  - Trust Board meeting minutes on 7th February 2025
  - Trust Board meeting minutes on 19th May 2025
  - Confidential minutes from the Trust Board meeting on 19th May 2025

- Finance, Audit and Risk meeting minutes on 26th November 2024
  - Finance, Audit and Risk meeting meetings on 1st April 2025.
- 2025/26 budget and two year forward plan to be submitted to the DfE.
- York High School procurement of classroom smart boards.
- Appointment of Ian Wiggins to Chair and Donna Smith to Vice Chair, both to July 2026.
- Chair and Vice Chair Election Procedure.
- Job evaluation project.
- Catering contract award to Aspens.
- Scheme of Delegation.
- Governor appointment to Knavesmire Primary School (parent re-appointment).
- Change in LGB size to 11 at Knavesmire Primary School.
- Donna Smith to be allocated to Education Standards subcommittee for remainder of academic year.
- The following policies:
  - Reserves Policy
  - Inspire Careers Education Policy
  - Governance Volunteers Expenses Policy.

3.2 The COO confirmed that there would be regular updates to the board as the job evaluation project progresses.

3.3 The CFO noted that documents for signing in relation to the catering contract would be sent to the Chair of Finance, Audit and Risk Committee. Trustees authorised the Chair of Finance, Audit and Risk Committee to sign the documents.

3.4 Trustees recorded thanks to the CFO at his last board meeting for his significant contribution to the trust.

4 CONFIDENTIAL ITEMS

4.1 Recorded as a separate confidential minute.

5 ANY OTHER BUSINESS

5.1 There were no items for discussion under AOB.

The meeting closed at 9.30am.

Approved by Trustees at Trust Board on 13th October 2025

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Trust Board Approval

Excel Learning Trust, Company Number 10067116,

Registered Office: Woodthorpe Primary School, Summerfield Road, Woodthorpe, York, YO24 2RU