



Education Trust

**Inspiring the individuals of today, for a better society tomorrow,
“Aspire, Belong, Collaborate”**

**Minutes for the Board of Trustees FGB meeting on Friday 5th December 2025
meeting to be held at 8.00am in the Conference Room at Oldway Primary School**

Present: Stewart Biddles (CEO), Jamie Parffrey (C), Matt Redwood (VC), Paul Garside, Susannah Teagle, Pippa Bennett, Alice Bessell

In attendance: Faye Steele (Clerk), Lee Vallance (CFO)

Apologies:

OPS – Oldway Primary School
RPS – Roselands Primary School
SLA – Shiphay Learning Academy

Autumn 02 01	Welcome	
Autumn 02 02	To receive and sanction any apologies for absence	
Autumn 02 03	To declare and discuss any business interests that may be applicable in accordance with the Governance Handbook <i>‘conflicts of interests do not just relate to financial benefits but can arise where an individual’s personal or family interests and/or loyalties conflict with those of the governing body’</i>	
Autumn 02 04	To receive, agree and sanction FGB Minutes of the 3rd October 2025	

Autumn 02 05	To discuss any Matters Arising/Actions from the Minutes of the Meeting 3rd October 2025 Actions: A1 FS resend links to Business declarations, KCSiE, Code of Conduct, Director Verification - completed A2 Trustees to send email to WV to request an invite to the Lead network meetings – Safeguarding/ SEND. A3 LV to send MR and invite MR to monthly Finance meetings - completed A4 FS circulate CST update – completed.	
Autumn 02 06	CEO Report • SBB explained the different strategies in action. MR questioned how do you know, what is the measurement? SB explained through learning walks, fortnightly coaching and feedback to Heads, SLT and to CEO. • JP questioned the staff that complete the learning walks. Discussion followed on best practitioners. • Tas are receiving the same training as teachers in neurodiversity – PINS and ed psych delivered training. • Generally staff morale is positive. • Discussion followed on morale at SLA. • The results of the surveys was discussed, the results have been backed up Governors when they were asked to look at staff well being and relationships. Cutbacks was a major point of negativity. • Support staff feedback on the Monitoring Visit was negative at SLA. There are some behaviour concerns too. PG questioned this in relation to the recent complaint and PEx. SB explained how things are put in place and then changed, not consistent approach. The Head is soaking up all the responsibility. Communication and staff bulletin is being overhauled, SB highlighted changes. • JP started a discussion on repeat behaviours and lack of learning and not understanding the TIS approach, this starts with communication. • Complaints discussion followed. PG raised some learning points about perception of a FOI request. Ensuring an explanation is given rather than a closed shop response. • JP questioned the move from SLA to Assistant Head at RPS? SB confirmed decisions are coming from the right place, now can concentrate on consistency. • SB provided highlights of the parent survey. MR suggested a focus group approach. PG confirmed parent view does form part of the Ofsted framework. • SB started a discussion on bullying across the trust, school perception of what bullying is. High needs children and Heads say they are not bullying, but they could be considered the class bully, by the other children so this needs some more thought. Discussion on how children can feel like they are being bullied because they have additional needs. • Finance is on track, all teams going above and beyond, to stick to the budget that has been circulated. • SEND provisions are a real highlight, Sarah Ryder recommending this approach to other schools and ed psych team want to come and see the provision in place. Feedback form parents, is delightful.	

	• SEND hubs - requests form LA for a place in the Hub but the Trust is saying no. The places are for our schools and our children that we assess to see if they meet our criteria. The provision has been costed out, so it is clear what it costs per place. MR confirmed clarity that the Hubs were set up to meet the need for the children in our schools, careful of model that will import from other schools. • MR started a discussion on the funding needed to continue. SB confirmed it meets children's needs really effectively, children in Hubs are flourishing. Discussion on criteria and meeting the needs within the class compared to the Hub. Agreement that the criteria or threshold for referral needs to be watertight. • PB visited the Hubs and the children are having the best time, flourishing they are! • SB reflected on Hull visit with KS to see this provision in practice. KS worked with SENDCos and created the criteria for the Hubs. PB highlighted the difference with younger ones. There are different needs at different Hubs in different schools. • Discussion followed on change to Combe Pafford intake and criteria. • Update on Brunel provision at OPS. • SB started a discussion on the good attendance.	
Autumn 02 07	Compliance • Management Accounts shared with Chair monthly, Trustees at the FGB meetings. • Completed - October 25 Census, OPS waiting to be uploaded. No questions. • ESFA & AO Letters – none to share. • The existing requirement for 'at least 1 trustee' to have cyber security training, PG has been trained.	
Autumn 02 08	Update from the Finance, Audit & risk Committee • Broadly on track, with a few risks areas. Supply is a risk area that can peak over winter so its being tracked. • Repairs broadly on track for time of year but winter months can create extra pressures. • OPS bamboo removal discussion. • Nursery income is a risk, not enough children! It is expected to increase as the age has dropped, SLA is considering 2 year old intake as they have the space with reducing numbers. • AB questioned how long does Nursery continue before initiating change? Nursery is not making a loss, but the forecast was higher. LV will be looking at the break even point. • Discussion followed as the Nursery as a marketing tool see AOB. • All schools have got new promotional videos • Positive budget news –pension rates are dropping, positive for 2 years on the budget. TPS review is next April 27 so may reduce next year. • Next year is tricky, reduction of pupils and funding impact, lost 18 children in year 4 across the Trust. JP questioned the loss? There were a few disgruntled ones and a few moved out of the area. LV to look at structures next year, will lose teachers as dropping in PAN.	

	- JP questioned if it was the right decision to change PAN? SB yes, we would be more concerned to have a higher PAN and have numbers of children on roll over what we can afford. All agreed. - Discussion followed on other schools in the area and their PAN movements. - Investment Proposal and new policy, came to FAR last month. Policy needs to change to £125K. LV has received lots of recommendations and the advantage is making more money, the risk will be sending money out. But down to us where we put the money. 120k lots they will be covered by the AFC. ALL AGREED.	AGREED
Autumn 02 09	Trustees received the Final accounts pack recommended by the Finance, Audit & Risk Committee for approval and Chair signature - Well done to all the team. - JP to provide digital signature. All Agreed.	
Autumn 02 10	Safeguarding Trustee Link update - Trustees note their Safeguarding commitment. - PG ongoing commitment to reach out to Governors.	
Autumn 02 11	SEND Trustee Link update PB is keeping in touch with KS (Trust Inclusion Lead) assurance provided.	
Autumn 02 12	Parent, pupil and staff surveys – as circulated in CEO report.	
Autumn 02 13	Racist incidents reported to the LA Oldway - 1 Roselands - 0 Shiphay - 0 Discussion followed on EDI teaching and how the the children take this learning back to their parents.	
Autumn 02 16	Summary of Policies for Approval: ECT – discussion on ECT provision and Mentor support and training. SB spoken to the ECTs, and has feedback. Investment Alternative Provision Information Security incorporating Technical Security Policy Policies approved mid-term by CEO: Assessment Complaints Low Level Concerns School Uniform Sexual Violence & Sexual Harassment Management Whistleblowing Data Protection Pupil/Parents Privacy Notice	

Autumn 02 17	Data Breach Minibus Records Management Freedom of Information Private Hirers Privacy Notice Statement for Recruiting Individuals with Criminal Records Workforce Privacy Notice Job Applicant Privacy Notice ALL agreed Any other business LSB • Nursery priority for admissions, could put in criteria – challenge to previous conditions of not being able to add to criteria as a marketing tool. Discussion on catchment area and looking at the importance of this as a piece of work to do. • Discussion followed on LSB feedback - the link role contact & report in between meetings is a challenge, can we just stick to statutory link roles and the rest is updated during the MVs? ALL AGREED. • PG pay and conditions discussion. M scale 6a and 6b, the top scale is split into 2, consideration is needed about when to remove 6a and b and the implications. LV confirmed 3 staff are affected. Impact on capability and on the UPS threshold. Date of next meeting: Standards Committee – 14th January at 09.00 F, A&R Committee – 23rd January at 09.00am FGB – 27th February at 08.00am	Policies agreed Agreed Link Gov change
----------------------------	--	--



Chair Signature:

Date: 27th February 2026