



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 3rd October 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 01	Welcome PB and ST term of office due to expire 04/10/25. The term of office was extended for a further 3 years for PB and ST.	PB & ST update Term of Office
Autumn 02	To receive and sanction any apologies for absence No apologies were received.	
Autumn 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 04	To receive, agree and sanction Minutes of the 15th July 2025 Meeting Minutes were agreed, electronically signed an accurate record.	Agreed mins
Autumn 05	To discuss any Matters Arising/Actions from the Minutes of the 15th July 2025 Meeting: Actions: A1 SB offer further absence context and comparison of data for a previous time period (absences table provided by HR) - completed in CEO report.	
Autumn 06	Elect Chair and Vice Chair for FGB Chair - JP was elected as Chair and all Trustees agreed. Vice Chair - MR was elected as Vice Chair and all Trustees agreed, Elect Chair and Vice Chair for Committees Finance, Audit & risk Committee - MR was elected as Chair and all trustees agreed. - AB was elected as Vice Chair and all trustees agreed. Standards Committee - PB was elected as Chair and all trustees agreed. - ST was elected as Vice Chair and all trustees agreed. Pay Committee - PG was elected as Chair and all trustees agreed. - It was recognised that another trustee is needed for the Pay Committee. Discussion followed on new Trustees recruitment. SB asked Trustees if they are happy for him to recruit further afield and approve a Trustee that would engage virtually? Trustees agreed.	JP Chair MR VC MR Chair AB VC PB Chair ST VC PG Chair
Autumn 07	Agree to Board of Director Code of Conduct Agree to KCSiE Update Business Declarations Director verification – by November 25. - FS to re circulate links. ACTION.	A1 FS resend links
Autumn 08	CEO report & Exec Summary - Sites are compliant and in good condition, with works taking place over the summer break. - Classroom excellence is in place, being used consistently and is part of school cpd. PB asked how the teachers got on board? SB – teachers do not have to use their own strategies and much talk was had about a consistent approach from year to year. It started with a Peps McCray video, shared by EB. An action plan until Christmas, has been introduced, then there will be one for the end of the year. This approach removes the cognitive load from each teacher so they can easily decide if the children have understood, it can then be adapted to ensure all children understand.	

	- There has been excellent collaboration across the trust and fortnightly Head meetings, inviting Leads as appropriate. It is clear there is a good support network across the trust, with Leads arranging to meet between themselves. Discussion followed on the previous de-railed meetings, with Trustees highlighting this a priority. PG highlighted the discussions and issues raised at network meetings, asking if Trustees can attend (Safeguarding Leads' meeting for example)? SB agreed Trustees can attend. An agenda is set and attendees are invited to add items. Let WV know which meetings invitations are required. ACTION. - Monthly Finance meetings are planned. MR requested an invite. ACTION. - SEND development of staff will be through twilight meetings, attended by both teachers and Tas. Operations - The trust is compliant. - The savings made on broadband, energy, printing leasing and building work were discussed. - Changes enacted over the summer break are grant funded changes to KS1 cognition and learning delay (developmental delay) provision at RPS. Sarah Ryder had a look around and reported that it is excellent! - Grant funded changes to SLA to create an autism provision in KS1. This is an outdoor area and classroom and a small sensory space. This is working well, with an entry and exit criteria for the provision. SB confirmed that this is a school offering not a provision. - Grant funded changes to create a KS2 SEMH provision at OPS. This is for 15 children, 1 teacher and 2 x TAs and will be used in 12 week blocks. Initial feedback is that parents are delighted and good feedback has been received from the children. Their SEND needs are being addressed with a proactive approach, rather than a reactive approach. This was funded through an LA grant, but staff are funded through regular SEND funding. - Funding has been agreed to further develop the nursery provision at OPS. - The Local Education Board's Locality Model was discussed. Highlighting family hubs and a focus on speech, language and communication needs. - Discussion on the provision at SLA and OPS meeting the need to stay in mainstream, with RPS offering a specific provision. SB started a discussion about directing provision at another location e.g a child is on roll at RPS but is offered a 12 week block at OPS to access the provision available. It was agreed it would have to be regularly monitored and reviewed. MR questioned if transport will be available? SB agreed it would be available if required. JP confirmed he has visited the provision, talked to the staff and everyone is really pleased with the provision, the teachers were self-selected. - Brunel (PRU) group of pupils that don't meet the entry criteria and need a space, are using the previous IT class at OPS, with the resources area being transformed into a toilet and shower block. SB reported it has been a mixed start, highlighting that it needs to be a lease arrangement and therefore requires Dfe approval. SB confirmed the maximum number of pupils will be 8, there are currently 4 of mixed ages.	A2 send WV meeting request A3 invite MR to monthly Finance meetings Question
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Autumn 09	Independent Review Panel - Trustees discussed the learning points from the independent review Panel meeting held last academic year. SB has confirmed Suspensions and Exclusions training for trustees and Heads of School asap. Data - JP started a discussion on the surprise data from RPS last year. SB will share committee report. - Discussion followed on the new SLT roles at RPS, new Head of School and new Deputy Head. SB confirmed that all Heads of School have had their appraisal meetings and all enjoy working in the Trust. - MR questioned the attendance figures. SB explained the data, confirming that severe absence is worse than persistence absence and 1 school day is 2 sessions. - SB confirmed the attendance teams are doing everything they can. The DSLs will visit homes if they cannot contact an adult to check on absence. Children with EHCPs are the most challenging, because there could be many reasons why these children are not in school. - MR recollected that the trust refused the Breakfast Club funding initiative because it didn't work, asking if we offer free before and after school club if needed? SB confirmed that some parents ask and some are approached with the offer. - AB thanked Riviera People for the amendments to the format of the people report. Finance update Going Concern 2025 - Going Concern was AGREED by Trustees. CFO Report - LV confirmed the audit will be taking place next week. - LV reported a current £98K deficit. JP questioned the supply element? LV confirmed the figure for 24/25 budget was £115K, the spend was £177K, so £150K is the budget figure for the current year. Summary of changes and spend - Additional spend was made on boilers and pipes. - Received an unexpected NI grant for £300K. - Additional unexpected SEN income. - An increase in OPS nursery children. - PTA donations – Heads asked for ipads and the canopy at RPS. - SLA overspent on staffing, so LV is monitoring this. LV is also investigating an income drop in income. - Further discussion on zero hours contract took place. LV updated Trustees on the piece of work considering the wrap around care and summer holiday club making a slight loss but maybe attracting children to SLA. - Discussion followed on bamboo removal quotes from the OPS nursery outdoor area. - SB ask FS to circulate the CST update. ACTION.	Training agreed Question Question A4 FS circulate CST update
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Autumn 10	Compliance • Management Accounts shared with Chair monthly, Trustees at the FGB meetings. • To do, October Census approval by FAR. • Academy Trust Handbook updated September 2025 • Audit Plan • ESFA & AO Letters – none to share.	
Autumn 11	Safeguarding Trustee Link update • KCSiE New version 2025 • Safeguarding Updated training – all staff completed • Prevent training roll out every 2 years – all staff completed. • Safeguarding training for Trustees and Governors – twilight session for all, dates to be confirmed	
Autumn 12	SEND Trustee Link update – roll over	
Autumn 13	Racists incidents reported to the LA OPS – 0 RPS - 0 SLA - 0	
Autumn 14	Draft Admissions 2027 / 2028 Trustees considered and discussed the changes.	
Autumn 15	Summary of Policies for Approval: Intimate Care policy Amendment to admissions 25/26 and 26/27 Approved by CEO mid term Code of Conduct	
Autumn 16	LSB position LSB structure and recruitment • Discussion followed on challenges with Governor recruitment. Questionnaires could be used for insight into challenges.	
Autumn 17	Any other business Complaints Stage 3 Complaints update. Date of next meeting: Standards Committee – 14/01/26 F, A&R Committee – 17/10/25 FGB – 5/12/2025	

Actions:

A1 FS resend links

A2 send WV meeting request

A3 invite MR to monthly Finance meetings

A4 FS circulate CST update

A handwritten signature in black ink, consisting of a large, stylized capital letter 'A' followed by a smaller, cursive-like flourish.

Chair Signature:

Date: 5th December 2025