



Education Trust

‘Inspiring the individuals of today, for a better society tomorrow’

**Minutes of the Board of Trustees meeting on Wednesday 20th July 2022
meeting held online via Zoom at 8.00am**

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

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

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

Summer 2 01	<p>Welcome</p> <p>Special thanks to WF, term of office ending in August. WF has offered professional expertise and measured challenge during his trusteeship. Delighted that he will be staying with the trust in a Member capacity.</p>	<p><i>Apols:</i> WF JM PB</p>
Summer 2 02	<p>To receive and sanction any apologies for absence</p> <p>Apologies were received and sanctioned for JM, WF, PB.</p>	
Summer 2 03	<p>To declare and discuss any business interests that may be applicable in accordance with the Governance Handbook</p> <p><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></p> <p>MR - ‘MR Consultancy’, employed by Torbay council post 16 FE role from 1/11/21 JM - owner of Panoramic Business Operation Services Ltd, working with PHP Law, working with Dartmoor MAT, Supporting Governance at TGGS WF - spouse is RET HR Manager SB - LSSW, Trustee at Dartmoor MAT, Trustee at TGGS. PG – HR Manager for BET, BET provide HR services to RET. Governor at Combe Pafford & Sacred Heart.</p>	


Summer 2 04	<p>To receive, agree and sanction Minutes of the 27th May 2022 meeting Minutes of 27th May 2022 agreed by all trustees and electronically signed as an accurate.</p>	Minutes agreed
Summer 2 05	<p>To discuss any Matters Arising/Actions from the Minutes of the Meeting: Actions: <i>None</i></p>	
Summer 2 06	<p>CEO Report <u>Results:</u></p> <ul style="list-style-type: none"> • Congratulated schools on results, SLA results are more reflective of their hard work – Above national at KS2 in all areas. RPS received best results since the assessment framework changed. • OPS results are slightly below national, but broadly in line. • MR questioned the GLD and phonics national targets? SB - the national statistics for GLD and phonics are not out yet. Normally 81 for phonics. OPS not pleased with results but are clear with changes required, staffing movements will support efforts. This is a Priority for Emma in September. Year 2 lead completely understands the position and has provided assurance that the Year 2 phonics will be where it should be, expecting 90's. • SB detailed staff movements, moving people to where their best fit is, Monitoring and staff training focus. • ST questioned if the phonics scheme has changed? It was stripped back 18 months ago, it wasn't reflective of the scheme, all staff have been trained. SLA Pearson are coming to deliver whole school training for Phonics Bug at Shiphay. Engaged with the English Hub too. • MR - if extra money is going into Early Years then there is an expectation that in subsequent years we need to see Pupil Premium / Disadvantaged outperforming all the way along school. The SEN team will become the inclusion team with Family Support Worker (FSW) to provide a tailored proactive approach using coaching rather than relying on interventions. • KS1 GD is an issue in writing. KS1 have missed so much school since they have started. SB assured trustees that all efforts are in place to use the next 4 years will be to get them up to standard. • MR recognised the outlier is OPS KS1 Maths. Similar picture for Reading at RPS due to Reading Leadership. OPS have an expert Mathematician working with Year 2. DW and DJ worked on specific maths curriculum and changed the focus from autumn, the outcomes are clear and is a measured success. DW has plans for mastering number progression from reception to Year 2 rolling out across all 3 schools. MR questioned the comparison between doing so well at KS1 and the difference at KS2? SB – illustrates the focus and drive for each school, SLA needs to work on KS1 across the board, RPS focus on Maths and OPS focus on Reading and Writing now. SB - it shows the really effective input has been successful and shows what our children are capable of. • MR summarised the general message – results are lower than previous years but positive outlook and close correlation between staff putting in hard work in targeted areas and effective outcomes. • Leadership will be around OPS in September to ensure expectations are being met and raised. <p><u>Summary:</u></p> <ul style="list-style-type: none"> • OPS achieved 5* rating in the kitchen – well done! 	<p>Question</p> <p>Question</p> <p>Question</p>

<p>Summer 2 07</p>	<ul style="list-style-type: none"> Revised curriculum is in place in all schools, including disciplinary knowledge progression and knowledge organisers. INSET on retrieval practice delivered by Director of Education in all schools. Successfully appointed SEND Trust Lead who is excited to start in September - Kate Squire. Meetings have taken place with all SENDCOs and booked a residential to visit a permanent exclusion and alternative provider. This will be followed up with a strategy day to bond as a team and plans to improve the provision across our Trust. OPS is only the second school in the South West to be awarded Artsmark Platinum for the second time, thank you Lou Darvid for all her hard work leading this accreditation. UPDATE – RPS awarded ArtsMark Gold First children’s parliament. Thanks to Kevin Foster MP for jumping out of a meeting to join. Climate change was the focus. The trust funded a shield and medals for 1st 3 places, also funding trip to parliament for winners. RTSA (Riviera Training School Alliance) is not far off break even and in excess of 250 Early Career Teachers (ECTS) have been inducted. We have received excellent feedback on this phenomenal job. <p><u>Emerging Priorities:</u></p> <ul style="list-style-type: none"> Attendance is improving but EHCP attendance is concerning. PG acknowledged the context of attendance issues, he questioned how it can change? SB - more engagement with parents, ensuring pupils voice is heard and ensuring the curriculum reflects their needs. If school is fun enough they will make sure they come in e.g. no one misses a school trip. Plans to link Family Support Worker (FSW) more closely within inclusion team. ST questioned the correlation between pupils with an EHCP and medical needs? SB – pupils with EHCPs and have some medical needs but not that many when analysing percentages, absence is running at an average of 1 day per week for pupils with an EHCP, pupils do not attend medical appoints for 1 day per week (in general). OPS improvement plan - bought iAbacus for improvement planning, to plan and report in a simpler way. This uses Ofsted criteria to view what good and outstanding practice looks like? Good start to improvement planning. SB assured trustees that by February everything on the Ofsted plan will be addressed. Cyber security –financial investment will be needed in equipment to meet cyber essentials standard. Staff morale improved and mindful of workload in all schools. HR team is in place and working effectively with CF departure. JP questioned RPS LSB minutes – record of concern from their admin over Central Team. SB – work in progress, explaining the movement of staff, changes in roles and a refocus of work. HR are meeting staff to discuss views and make any changes needed for September. Important that staff know they are being listened to. Trust review meeting letter stored in Governor Hub. Positive meeting with the RSC. <p>Compliance</p> <ul style="list-style-type: none"> BFR3Y (3 year budget forecast) released 21st June, to be completed by 26th July 2022. Updated LV submitted 21/07/22, completed. 	<p>Question</p> <p>Question</p> <p>Question</p> <p>BFR3Y complete</p>
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Summer 2 08	<p>Update from the Finance, Audit & Risk Committee</p> <p>Final budget approval</p> <ul style="list-style-type: none"> • LV highlighted a £17K surplus. • Financially the trust is in a healthy position with challenges on the horizon. • Teaching staff salaries were predicted at 3% increase but now agreed at 5%, so extra 51K will be additional to the budget. • MR - next year budget setting has met all Head of School and CEO requests. Extra SEN requests were made to a total of £100k for those requirements, reserves will be used for this and built into base budget for 23/24. Extra 51k for teacher pay rise and probably need similar for non-teaching staff, not ridiculous to predict £100k of reserves being used. MR confirmed reserves total and this is affordable and still in a financially healthy position, and will need to be built into the following year's base budget. LV confirmed 2% built into budget for on teaching staff, so not expecting a £50K difference to budget. MR confirmed use of reserves for teacher pay rises above budget. • Savings – spent lots on casual staff to cover absences which we don't believe will be an ongoing situation. 	Budget approved
Summer 2 09	<p>Budget approved by trustees.</p> <ul style="list-style-type: none"> • WF stepping down, committee member vacancy. <p>To update the Trustees on Matters discussed at the Meeting of the Local Standards Boards</p> <p>New Governor recruitment:</p> <p><u>SLA</u> Clare Foulds Savita Harrison Shelly Heseem</p> <p><u>OPS</u> Simon Wallace</p> <p><u>RPS</u> Nathan Riley</p> <ul style="list-style-type: none"> • Minutes review from all 3 LSB's, really interesting visits, evidence that governors are engaged and enthused about school, nice narrative about what they are seeing. JP discussion on number of governors and looking at recruit. Trustees agree to co-opt. 	New governors co-opted
Summer 2 10	<p>Update from the Standards Committee – re scheduled</p> <ul style="list-style-type: none"> • Re arranged to 13th September, this is before monitoring visits are due so focus can be circulated and planned in. 	
Summer 2 11	<p>Update from the Pay Committee 13th July 2022</p> <ul style="list-style-type: none"> • PG – all teachers eligible for progression, having been through performance management process, have been granted that. Many teachers at the top of pay grade. • One rectification to Upper Pay Scale. • Nothing contentious, nobody that was eligible has been refused progression. Thanks given to the Pay Committee. • Update to process, Heads brief CEO and message is brought to Pay Committee. Heads will be asked to attend if any challenging issues are presented in future. 	

Summer 2 12	Safeguarding update <ul style="list-style-type: none"> • New Keeping Children Safe in Education due for September 22 (KCSiE). • Recruitment & Selection policy amended to reflect KCSiE Sept 22 changes in encouraging school's to perform online checks for shortlisted applicants. Advise to process with caution and refer to KCSiE directly and intend to do high level online checks. • No major changes but adding more detail and background information. • PG reads LSB minutes and monitoring visit notes, PG is satisfied that the LSBs are actively keeping an eye on Safeguarding in each school. • Each Safeguarding Link Governor has checked their Single Central Record (SCR) with HR. • PG keeps an eye on policies, and is reassured Safeguarding is effective and processes and checks in place that are at or above required standard of Safeguarding. • SB Safeguarding audit completed by all schools for LA. Will be feedback on results. 	
Summer 2 13	Racist Incidents Reported to the LA? None.	
Summer 2 14	Polices to approve: <ul style="list-style-type: none"> • Recruitment & Selection amended with changes to online searches for shortlisted candidates, standard line to go into the application form. • Trustees approve. • JP started discussion linking this into online safety lessons and curriculum. SB – it is big part of the primary curriculum but understanding is questionable. Children listen and learn but not necessarily apply in own use of ICT. 	Policy approved
Summer 2 15	Committee memberships/Terms of Reference <ul style="list-style-type: none"> • Trustees plus Code of Conduct • Finance, Audit & Risk Committee • Disciplinary Committee • Pay Committee • Nominations Committee • LSB's plus Code of Conduct • Executive Remuneration Committee • Scheme of Delegation Trustees approve.	ToR approved
Summer 2 16	RET Annual Plan of Work 2022/2023 Trustees agree. DfE planner for 22/23 not yet released.	
Summer 2 17	RET Meeting dates 2022/2023 Trustees agree.	
Summer 2 18	Any other business *****Part II Confidential Minutes*****	

	<p>JP want to thank all trustees for all their efforts during another tricky year of new Head of School appointments, one Ofsted visit and another one imminent. Trustee effort and support is appreciated and we look forward to exciting new possibilities.</p>	
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. Chair Signature:

Date: 7th October 2022