



# Education Trust

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

**Minutes of the Board of Trustees meeting on Friday 7<sup>th</sup> October 2022  
meeting held in the Conference Room at Oldway Primary School at 8.00am**

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

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

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

Autumn 01	<b>Welcome</b> MR and ST joined via Zoom	
Autumn 02	<b>To receive and sanction any apologies for absence</b> No apologies were received.	
Autumn 03	<b>To declare and discuss any business interests that may be applicable in accordance with the Governance Handbook</b> <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> MR - ‘MR Consultancy’, employed by Torbay council post 16 FE role JM – 01/10/22 Partner of PHP Law, 01/09/22 asked to become an independent member of the BET Complaints Committee, working with Dartmoor MAT, Supporting Governance at TGGS 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.	JM updated

Autumn 04	<p><b>To receive, agree and sanction Minutes of the 20<sup>th</sup> July 2022 meeting</b> Minutes of 20<sup>th</sup> July 2022 meeting agreed by all trustees and electronically signed as an accurate record.</p>	20/7/22 Minutes agreed
Autumn 05	<p><b>To discuss any Matters Arising/Actions from the Minutes of the Meeting:</b> <b>No Actions</b></p>	No actions
Autumn 06	<p><b>Elect Chair and Vice Chair for FGB</b> MR proposed <b>JP for Chair</b>, ST seconded and all trustees agreed. JP proposed <b>MR for Vice Chair</b>, PB seconded and all trustees agreed.</p> <p><b>Elect Chair and Vice Chair for Committees</b> <u>Finance, Audit &amp; Risk Committee</u> Discussion took place on the Terms of Reference, all trustees agreed to amend the Terms of Reference. Confirmation that discussions at FAR committee have to come to FGB to be agreed. PG proposed <b>MR for Chair</b>, JP seconded and all trustees agreed. JP proposed <b>JM for Vice Chair</b>, PB seconded and all trustees agreed.</p> <p><u>Pay Committee</u> JP proposed <b>PG for Chair</b>, JM seconded and all trustees agreed. Update to ToR and MR cannot sit due to VC role and conflict if escalated to appeals.</p> <p><u>Standards Committee</u> JP proposed <b>PB for Chair</b>, PG seconded and all trustees agreed. JP proposed <b>ST for Vice Chair</b>, PG seconded and all trustees agreed.</p>	<p>JP appointed Chair MR appointed Vice Chair</p> <p>F,A&amp;R ToR updated</p>
Autumn 07	<p><b>Agree to Board of Director Code of Conduct – Governor Hub please sign.</b> <b>Agree to KCSiE – Governor Hub please sign</b></p> <ul style="list-style-type: none"> <li>• Discussion on all the changes to KCSiE 2022.</li> </ul>	
Autumn 08	<p><b>CEO Report</b> Summary</p> <ul style="list-style-type: none"> <li>• Monitoring of school progress against School Development Plan (SDP) has been increased across the Trust (lesson learned from SLA Ofsted - this would have helped the SLT during their Ofsted Inspection). Taking the form of twice per half term and one in depth review per term.</li> <li>• ESW are completing external reviews of schools – external validation.</li> <li>• SB registered to become an Ofsted Inspector.</li> <li>• All schools making progress towards School Development Plan (SDP) targets.</li> <li>• Update provided on newly appointed Trust SEND Lead, supporting SENDCos new to role. External best practice visits have been booked and whole staff training will roll out.</li> <li>• LV keeping CEO informed of finances with clear reports. Discussion on possibility of long term support from Government and sustainability.</li> <li>• Admissions drive for next year will take the form of marketing videos for each school.</li> </ul>	


Autumn 09	<ul style="list-style-type: none"> <li>• Morale is good at RPS and SLA, it has been a concern at OPS due to the period of change. Surveys will be conducted at half term to monitor staff morale.</li> <li>• ST <b>questioned</b> the movement of UPS teachers. Discussion followed on clarity of expectations, ST will share their supporting document. <b>ACTION.</b></li> <li>• Update on newly appointed Head at OPS. Excellent appointment, making rapid progress.</li> <li>• RPS staff happy to have DB back.</li> <li>• SLA new SENDCo appointment has created Leadership capacity. ST <b>questioned</b> phonics data. Discussion followed on school issue identified and action plan in place.</li> <li>• SEND concern discussed, new SENDCos support in place. Discussion on 'inclusive inclusion in class'.</li> <li>• Ofsted – SLA monitoring and will see the results of the hard work on improvement by February 23. OPS is expecting Ofsted any time. PG <b>questioned</b> the lessons learned from SLA Ofsted Inspection and reassurance that it will not be duplicated at OPS? SB explained the issues identified are not straight forward to fix, discussion followed on changing teaching practice and habits and how the Riviera Principles fits in with the improvement drive. SB explained the removal of the nurture provision at OPS and the plans and support in place to ensure those children are getting the support</li> <li>• Discussion took place on Parent Voice. JP <b>questioned</b> if parent Voice is heard at SLA? SB explained how Seesaw is being used and across all schools to improve communication and Parent Voice.</li> <li>• SB explained how the Trust used the THRIVE approach and the introduction of Trauma Informed schools. Training will be in September due to time commitment required (6 hours).</li> <li>• JM Questioned whether we could use an additional INSET day – ACTION: SB to find out (update – SB spoke with legal and with RD office: yes we can, with trustee approval)</li> </ul>	<p>Question A1 ST Share UPS expectation breakdown</p> <p>Question</p> <p>Question</p> <p>Question</p>
Autumn 10	<p><b>School Place Planning (Secondary &amp; Primary Position Statement 2022)</b></p> <ul style="list-style-type: none"> <li>• Discussion took place on the drop in birth rate and the impact as illustrated in the statement. MR suggested a high profile of the schools within the trust.</li> <li>• Discussion on the extra land at RPS.</li> </ul> <p><b>Finance, Audit &amp; Risk update</b> <u>Approve revised budget</u></p> <ul style="list-style-type: none"> <li>• Budget was set and agreed back in June. LV notified trustees of a pay award (not formally agreed) impact a £225K deficit. £30K will be saved due to NI changes. Proposed deficit will be £195K.</li> <li>• LV outlined where savings could be made, discussing the use of fixed term contracts where appropriate.</li> <li>• Trustees recognised a draw on the reserves of £300K, reflecting on good financial management and facing some difficult decision in September 2023.</li> <li>• SB confirmed early budget setting practices will start in January.</li> <li>• JP fed back on the meetings with MR and LV looking at future options. Various staffing structures were considered, discussion on forecasting and predictions took place.</li> <li>• Discussion on pay increment timings took place.</li> </ul>	<p>Revised budget approved</p>

	<p><b>Trustees approved the revised budget.</b></p> <p><u>Audit Plan 2022</u></p> <ul style="list-style-type: none"> <li>The audit plan was reviewed, discussions on moving away from a heavy focus on financial procedures for auditing this year, trustees felt this has been a main focus of previous years and important to have a full rounded approach to auditing. SB suggested the value of auditing against the MAT Assurance Framework.</li> <li>JP referred to comments that the HR system introduced is not performing as required. SB confirmed and will discuss the details of the contract with HR and report back to trustees. <b>ACTION.</b></li> </ul> <p><b>Compliance</b></p> <p><u>To do, October 22 Census to be approval by FAR</u></p> <ul style="list-style-type: none"> <li>Update on wording – there is a requirement for census data to be ‘scrutinised’ by FAR committee before submission, rather than approved.</li> </ul> <p><u>Management accounts shared with Chair monthly &amp; trustees 6 times per year</u></p> <ul style="list-style-type: none"> <li>Completed.</li> </ul> <p><u>Academies Handbook updated as of 1<sup>st</sup> September 2022</u> – see summary sheet</p> <ul style="list-style-type: none"> <li>Changes to 2022 version were discussed, the ‘Musts’ will be form the new AO Checklist 2022 and be submitted to FAR Committee termly.</li> </ul>	<p>A HR system contract details</p>
Autumn 11		
Autumn 12	<p><b>Update from the Standards Committee</b></p> <ul style="list-style-type: none"> <li>PB gave feedback, discussion started on the OPS data. PP at OPS is generally low. Discussion followed on the impact of Riviera Principles and the work that has taken place and the use of these principles day to day.</li> <li>Discussion followed on Send and Literacy with a focus on thoughtful and measured targets.</li> <li>SB outlined the external review offered by ESW, this will provide reassurance – to be fed back to trustees.</li> <li>JP asked if engagement was good at the Standards Committee? PB confirmed the Engagement is excellent and Chairs are all very informed. Trustees would like to thank the Standards Committee for the valuable data scrutiny and consistent monitoring and accountability.</li> </ul>	
Autumn 13	<p><b>Safeguarding update:</b></p> <ul style="list-style-type: none"> <li><b>KCSiE new version 2022</b></li> <li><b>Level 2 Child protection training roll out</b> – all staff completed</li> <li><b>Prevent training roll out</b> – all staff completed</li> </ul>	
Autumn 14	<p><b>Racists incidents reported to the LA?</b></p> <ul style="list-style-type: none"> <li>None.</li> <li>SB explained the commitment to diversity education and gave examples of all areas, in each of the schools.</li> </ul>	
Autumn 15	<p><b>Draft Admissions 2024 / 2025</b></p> <ul style="list-style-type: none"> <li>MR started a discussion on proximity and the challenges that arise by using proximity for admission criteria. MR requested a map to highlight where pupils are admitted. SB will create catchment consideration documents. <b>ACTION.</b></li> <li>MR noticed the catchment map for SLA admission policy shows Roselands catchment area. <b>ACTION.</b></li> </ul>	<p>A3 SB catchment consideration documents</p> <p>A4 FS to amend</p>

Autumn 16	<b>Policies Approval: Summary attached</b> Administration of Medicines Community Use & Lettings Competitive Tendering Finance Gifts & Hospitality H&S Pooling Supporting Pupils at School with Medical Conditions <b>Trustees approved all policies.</b>	<b>Polices approved</b>  <b>A5 Skills Audit</b>
Autumn 17	<b>Any other business</b> <u>Trustee vacancies</u> <ul style="list-style-type: none"> <li>Discussion on trustee recruitment took place. SB suggested a skills audit.</li> </ul> <b>ACTION.</b>  <u>Governor recruitment</u> – see part II Confidential Minutes.  <b>Date of next meeting:</b> Standards Committee – 29 <sup>th</sup> November 2022 F, A&R Committee – 21 <sup>st</sup> October 2022 FGB – 9 <sup>th</sup> December 2022	

**Actions:**

A1 ST Share UPS expectation breakdown  
A2 SB to report back on HR system contract details  
A3 SB catchment consideration documents  
A4 FS to amend  
A5 Skills Audit



Signed:  
Chair of Trustees

Date: 9<sup>th</sup> December 2022

