

# Education

Inspiring the individuals of today, for a better society tomorrow, "Aspire, Belong, Collaborate"

Minutes for the Board of Trustees FGB meeting on Friday 14th February 2025 meeting to be held at 8.00am in the Conference Room at Oldway Primary School

Present: Stewart Biddles (CEO), Matt Redwood (VC), Pippa Bennett

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

**Apologies:** Alice Bessell, Jamie Parffrey, Paul Garside, Suzannah Teagle

Spring 01	Welcome	
Spring 02	To receive and sanction any apologies for absence Apologies received and sanctioned for JP, AB, ST, PG Terms of reference checked and meeting is quorate.	Apols AB, JP, PG, ST.
Spring 03	To declare and discuss any business interests that may be applicable in accordance with the Governance Handbook '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'	
Spring 04	<ul> <li>Update from the Finance, Audit &amp; Risk Committee</li> <li>£166k deficit. Discussion followed on low pupil numbers, proposed 2.8% teacher pay award without additional funding and union talks to for a £3k support staff pay award.</li> <li>SB looking at structure for next year to present to FAR committee. SB thanked MR and AB for focused input.</li> <li>Discussion followed on DfE standard structure for 3 form entry, 2 and single form entry.</li> <li>Brief from the FAR committee was to go back and look at leadership time and where any reductions can be made. LV and SB working plans are starting</li> </ul>	

from a base budget and building up from there, which resulted in a shortfall, but were being slightly generous. Question Central contribution costs from each school have been aligned. MR **questioned** the spend on supply at RPS. SB explained confusion over requirement to cover TA absence with supply if linked to an EHCP. Internal Audit report due shortly. Old creditor discussion - £83K to bring it into funds and ring fence for repairs and maintenance. Checked with solicitors and accountants who confirmed timescale of 6 years, it is now 7 years. Spring 05 Compliance Management Accounts shared with Chair monthly, Trustees at the FGB meetings. Competed – Spring 25 Census to be circulated to FAR. ESFA & AO Letters – none to share. The existing requirement for 'at least 1 trustee' to have **cyber security** training, now added to governance guidance. PG to be trained. Trustees agreed School Resource Management Self Assessment Tool Checklist - approval to submit? TRUSTEES AGREED. Spring 06 To receive, agree and sanction FGB Minutes, Confidential Part II Minutes of the 6th December 2024 and Part II Confidential Extraordinary Minutes 3rd February 2025. To discuss any Matters Arising/Actions from the Minutes of the 6<sup>th</sup> December 2024 Minutes were agreed, digitally signed as accurate records. **Actions: A1** SB to bring to next FGB – ongoing action. A1 SB to A2 Consider RPS PAN reduction FGB mtg 14/02/25. Trustees discussed and taking into circulate Ofsted account current admissions numbers and forecasts, Trustees agreed not to change parent survey. PAN. A3 Cyber Security training for PG – FS to assist with links. A2 Catering A4 Catering contract to be approved by FGB. Evaluation meeting due to finish contract - May 12/03/25 and presentation 24/03/25. Bring to May FGB. ACTION. **A5** Safeguarding Audit x 3 to PG – completed. Spring 07 **Regional Director Update** Very positive about Ofsted inspections. Particularly impressed with attendance, potential for School Improvement Support from Trust around attendance. Discussion about relationships and working with other smaller trusts. SB worked with Ivy. The Link Academy discussion. SB discussed Central Services share options and offering support to other Supportive of others joining our trust and praising how well we are doing. Positive shift as a view of trust. Spring 08 Admissions Consultation in process for OPS and SLA reduction in PAN. Trustees to 26/27 confirm proposed 26/27 admission policies. CONFIRMED. RPS 43, OPS 73, Admissions SLA 29. LA will work with us on and after the second round. confirmed. Nursery consultation. Discussion followed on the increased child care allowance, schools have been asked to take children. Half termly meeting

with the Nursery group to build relationships and potential sharing of

 Discuss RPS reduction to PAN. Numbers are positive and no immediate need to reduce the PAN.

# Spring 09

#### **CEO Report**

- RPS Ofsted and 'good improving', great! Positive so impressed by SEND provision and Pupil Premium. Trust support was highlighted.
- Visit to Bourneville to look at Hub provision. Discussion on the Hub Provision idea.
- Change of structure on CEO report possibility, still need a Deputy Head at RPS, ideally secondment for duration of PB role and come from SLA.
- Moved IMS system Arbour.
- H&S JC audits were 100%. Well done to JC and team for audits and huge thanks to JC for all her hard work.
- JC put the systems in place compliance trackers etc. She has a huge network of contacts. Careful monitoring to ensure nothing slips – SB added to Risk Register.
- Align pedagogical approach over the summer. Now Steplab is in place, September will be our driver. Curriculum is aligned now and then the way staff teach will be similar, making life easier for the teachers and making things better for the pupils.
- RPS shelter update. What started as a £7k shelter for wet play, developed to £25K and planning required. PSA were going to fund it. Put in planning permission and needed more detailed plans and put hold on planning and withdrew application without paying. Now looking at something on a smaller scale.
- PB **questioned** staggered pay. Pay in January and February is brought forward to help cover Christmas.
- Attendance MR can we have the national data. SB 94.5 national for primary.
- PB questioned suspensions and exclusions. OPS particularly, small numbers
  of the same children. OPS had a behaviour reset in January. SLA one child
  trying to get into Chestnut.
- Staff absence discussion.

### Estates

- All in good order.
- PBa will come in and meet with each central team rep to go through how things work.
- Let's go zero climate and sustainability team have been around. Ultimately in a really good place and a step ahead. They will write the sustainability plan.
- Discussion followed on the relevant KPI's.

# Spring 10

#### **Update from the Standards Committee**

In the absence of a meeting in January, SB circulated a report for the Committee.

### **Monitoring Visit focus:**

The main focus would be greater depth writing. What are the school doing to increase the number of pupils working at the higher standard and can they see these actions happening in class and when they speak to identified pupils.

Could they also look at the revised pupil premium strategy for the school so they are aware of this.

RPS had previously covered this focus, so DB focused on Pupil Premium and active participation on teaching and learning.

Clerk to introduce new link roles to Trustees ACTION.

Thank you Operations team!

Question

Question

A3 Clerk to introduce new Link Govs

# Spring 11 To update the Trustees on Matters discussed at the Meeting of the Local Standards Governor vacancies Meeting minutes Spring 12 **Safeguarding Trustee Link update** Safeguarding reports circulated to PG. Filtering and monitoring of online safety will be included in the safeguarding reports. **SEND Trustee Link update** Spring 13 A4 SB to update SEND reports circulated to PB? Only received contact from OPS. with SEND SB send update with staffing structure changes ACTION. staffing structure changes. Spring 16 Racists incidents reported to the LA Oldway - 0 Roselands - 3 Shiphay - 0 Spring 17 **Summary of Policies for Approval: SEND** OPS Admissions policy 26/27 RPS Admissions policy 26/27 SLA Admissions policy 26/27 Policies approved mid-term by CEO: Administration of Medicines Capabilities Collective Worship Outdoor Education Visits on and off site Any other business Spring 18 Additional INSET day request. SB request for 2025/2026. Request to give staff time to get to twilight staff meetings for additional SEND CPD. This will be aimed at TAs. MR challenged the additional day, discussion followed and TRUSTEES AGREED to the additional day. LSB OPS - currently have 4 governors and 5 vacancies. RPS - currently have 4 governors and 5 vacancies. SLA - currently have 6 governors and 3 vacancies A5 potential Date of next meeting: dates for

#### Actions:

A1 SB to circulate Ofsted parent survey.
A2 Catering contract – May
A3 Clerk to introduce new Link Govs

Standards Committee - 25/02/25

FGB – 21/03/25 – CANCEL – Clerk to circulate dates. **ACTION.** 

F, A&R Committee - 14/03/25

**Strategy Day** 

A4 SB to update with SEND staffing structure changes. A5 potential dates for Strategy Day

Chair Signature:

December 2024

Date: 23rd May 2025