



# Education Trust

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

## **Minutes of the Board of Trustees FGB meeting on 17<sup>th</sup> February 2022**

**Present:** Stewart Biddles (CEO), Jamie Parffrey (C), Matthew Redwood, Suzannah Teagle, Pippa Bennett

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

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

<b>Spring 01</b>	<b>Welcome</b> JP and ST joined the meeting via Zoom	
<b>Spring 02</b>	<b>To receive and sanction any apologies for absence</b> Apologies received and sanctioned for WF, PG and JM.	<i>WF apols</i> <i>PG apols</i> <i>JM apols</i>
<b>Spring 03</b>	<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> SB - LSSW, Trustee at Dartmoor MAT, Trustee at TGGs. MR ‘MR Consultancy’, employed by Torbay council post 16 FE role from 1/11/21	SB declared  MR declared
<b>Spring 04</b>	<b>Debbie Weible</b> <b>Roll over to the next meeting. ACTION.</b> <ul style="list-style-type: none"> <li>• Leadership Development</li> <li>• Teaching &amp; Learning Masterclass</li> <li>• Curriculum Development</li> </ul>	A1 invite DW to next meeting

Spring 05	<b>To receive, agree and sanction Minutes of the 9<sup>th</sup> December 2021 meeting</b> Minutes of the previous meeting were agreed as an accurate record and digitally signed.	Minutes agreed and signed
Spring 06	<b>To discuss any Matters Arising/Actions from the Minutes of the 9<sup>th</sup> December 2021 Meeting:</b> <b>Actions:</b> <b>A1</b> update on Riviera people, focus on well-being, flexible working commitment, workload discussions via CEO forums. PG suggested Staff wellbeing charter to show commitment to staff wellbeing. <ul style="list-style-type: none"> <li>MR - very important and workload is ever increasing. Discussion on the norm. HR to run forums about workload after half term.</li> </ul>	CF to run forums to discuss workload, after half term
Spring 07	<b>Proposed admissions Policies for 2023/2024</b> <ul style="list-style-type: none"> <li><b>Oldway Primary School</b></li> <li><b>Roselands Primary School</b></li> <li><b>Shiphay Learning Academy</b></li> <li><b>All agreed!</b></li> <li>Trustees discussion followed on catchment and distance. Examples of an area sitting within 4 priorities and other areas out of catchment.</li> <li>MR <b>challenged</b> fairness of purely distance. SB confirmed previous catchment discussions and Trustee agreement. Disadvantaged families have access to the schools not just the families in the bigger houses nearby. SB confirmed the LA requested to move the distance.</li> <li>Discussion on the effect of predicted low birth rate numbers.</li> <li>Discussion on oversubscribed criteria and how they are ranked.</li> <li>Discussion on fairness and considerations for serving the community fairly, that the Trust is based in.</li> <li>SB ask CT about reinstating catchment. Look at options for next October admissions policies that come from Devon. <b>ACTION.</b></li> </ul>	Admissions policies agreed  Challenge
Spring 08	<b>CEO Report</b> <ul style="list-style-type: none"> <li>OPS and SLA are fully subscribed for September 22. RPS have 43 out of 45 places. Reflection of the reputation of the schools.</li> <li>Staff absence is high and continues to be impacted by covid.</li> <li>Staff survey results – a number of staff didn't know what the wellbeing offer was, despite promotion, so forums will be offered with HR.</li> </ul> <b>Oldway Primary School</b> <ul style="list-style-type: none"> <li>Feedback on Head of School recruitment at OPS. Extension made to deadline to 28<sup>th</sup> March and interviews in 1st week of April.</li> <li>Governors challenged the pay scale point. Comparison with Cockington and recognition of their enhanced offer due to RI grade. SB confirmed pay and conditions document reasoning with scale and group size of school.</li> <li>OPS has curriculum set targets. Senior Leaders and Year Leaders are looking at the progression of disciplinary knowledge and long term plan. Confirmation that OPS has a coherent curriculum, next step to ensure being delivered in classes and embed threads from Reception to year 6. Staff are responsive.</li> <li>Feedback on recent learning walk at OPS where low level disruption and messy shared areas were noted. SLT acted and raised expectations and standards in a very short time.</li> </ul>	A2 SB to contact CF re options for reinstating catchment – Oct 22

	<ul style="list-style-type: none"> <li>Discussion on interim arrangements at OPS and reality of an Ofsted inspection.</li> </ul> <p>Roselands Primary School</p> <ul style="list-style-type: none"> <li>Feedback on review at RPS, really positive SLT, open to positive future and excited about improvement journey. Evidence of the impact of the changes DB has implemented. Evidence of the impact in books. Next challenge is spelling.</li> </ul> <p>Shiphay Learning Academy</p> <ul style="list-style-type: none"> <li>Feedback on learning walk at SLA. Head of School and Deputy very positive and engaged in activity, evidence of delegated responsibilities between SLT. Discussion on vision for SLA with Head of School.</li> </ul> <p>Attendance</p> <ul style="list-style-type: none"> <li>Attendance is improving, pupils with EHCP have lower attendance.</li> <li>Shift to living with the impact of the pandemic and 'check in' on staff who may find this challenging.</li> </ul> <p>Vulnerable Pupils</p> <ul style="list-style-type: none"> <li>1 x permanent exclusion at OPS.</li> </ul> <p>Growth</p> <ul style="list-style-type: none"> <li>Discussion on Trust growth, concern from RSC about joining with secondary, concern about capacity as a primary. Discussion about approaching further secondaries to enable a sharing of best practice and support.</li> </ul>	
Spring 09	<p><b>Compliance</b></p> <ul style="list-style-type: none"> <li>GDPR audit reports for 3 x schools</li> <li>Accounts were published on website by 31/01/22</li> <li>Executive Pay over £100k published on Trust website</li> </ul>	
Spring 10	<p><b>Update from Finance, Audit &amp; Risk Committee</b></p> <ul style="list-style-type: none"> <li>Internal audit - 4 green points. Taken to FAR Committee in March.</li> <li>Managements account are shared with the Chair monthly and at least 6 times per year with all Trustees (shared at FGB meetings).</li> <li>CIF positive update.</li> <li>Salix planned work has finished – resulting in a healthy position.</li> <li>MR <b>challenged</b> the NLE charge of £500 per day. NLE rates are set.</li> <li>PB thanked LV for very clear finance reports.</li> </ul>	Challenge
Spring 11	<p><b>Update from Standards Committee</b></p> <ul style="list-style-type: none"> <li>Standards Committee Chair (WF) provided an update.</li> <li>Clerk to circulate reports and draft minutes. <b>ACTION.</b></li> <li>WF term of office ending in August <b>ACTION</b> to appoint Standards Committee Chair.</li> </ul>	<p>A3 circulate Standards Committee</p> <p>A4 appoint Standards Committee Chair</p>
Spring 12	<p><b>To update the Trustees on Matters discussed at the Meeting of the Local Standards Boards</b></p> <ul style="list-style-type: none"> <li>Minutes of LSB's read and discussed.</li> </ul>	
Spring 13	<p><b>Safeguarding update</b></p> <ul style="list-style-type: none"> <li>Safeguarding Trustee update roll over to next meeting.</li> <li>CEO report update.</li> </ul>	
Spring 14	<p><b>Racists incidents reported to the LA?</b> None</p>	

Spring 15	<p><b>Policies Approval – Discussion on approval moving forward</b>  <b>See Spring 2022 Policy review summary</b>  Anti-Fraud  Appraisal Policy  Capabilities Policy  Competitive Tendering &amp; Procurement – <b>New Policy</b>  Data Protection Policy  Expenses  First Aid Policy  Information Security incorporating Technical Security Policy  Intimate Care Policy  CEO inclusion to Pay Policy  Private Hirers Privacy Notice  Records Management – <b>New Policy</b> (supersedes Data Retention)  Reserves  <b>Trustees Agreed to all policies.</b></p> <p>PB started a discussion on repetition and not defaulting to annual review unless statutory or increased possibility of annual changes. SB suggested consideration of the Policy review cycle, consider moving some policies to review every 5 years. <b>ACTION.</b></p>	<p>Policies agreed.</p> <p>A5 review policy cycle</p>
Spring 16	<p><b>Term Dates</b>  Trustees Approved by email by 28/01/22  2022/2023  2023/2024</p>	<p>22/23, 23/24 Term dates approved</p>
Spring 17	<p><b>Disciplinary Committee update 5<sup>th</sup> January 2022</b></p> <ul style="list-style-type: none"> <li>Update and actions of the Disciplinary Committee 5<sup>th</sup> January discussed.</li> <li>Agreement to buying in grief counselling if the need is identified.</li> </ul>	<p>Agreement to buy in grief counselling if needed</p>
Spring 18	<p><b>Any other business</b></p> <p><u>NJC support pay award</u></p> <ul style="list-style-type: none"> <li>Non-teaching staff pay award.</li> <li>LV – union has rejected suggested, on hold since April 2021.</li> <li>Discussed NI increase and impact on costs in April 22. Consideration of national living wage.</li> <li>Discussion followed, LV confirmed 1.75% was used in the budget, all Trustees <b>agreed</b> to 1.75% and action.</li> <li>Discussion followed on aligning SLA staff payment increases with the Trust. Currently, SLA receive increase in September, inherited an historical decision. Cost to align is additional £3.6K. Harmonise conditions of service. All Trustees <b>AGREED.</b></li> </ul> <p><b>Date of next meeting:</b>  Standards Committee – 4<sup>th</sup> March 2022  F, A&amp;R Committee – 9<sup>th</sup> March 2022  FGB Strategic Planning - 25<sup>th</sup> March 2022 – provisionally booked room at SDC</p>	<p>Agreed 1.75% increase</p> <p>Agreed to align SLA pay increase to April</p>

**Actions:**

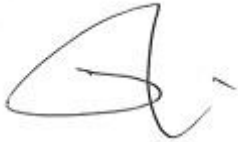
**A1** invite DW to next meeting

**A2** SB to contact CF re options for reinstating catchment – Oct 22

**A3** circulate Standards Committee

**A4** appoint Standards Committee Chair

**A5** review policy cycle

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

**Chair Signature:**

**Date:** 27<sup>th</sup> May 2022