



Education Trust

Riviera Education Trust

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

**Minutes for the Board of Trustees FGB meeting on Wednesday 19th July 2023
held at 9.00am in the Conference Room at Oldway Primary School**

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

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

Summer 01	Welcome	
Summer 02	To receive and sanction any apologies for absence	
Summer 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> MR - ‘MR Consultancy’ 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, SB - LSSW, Trustee at Dartmoor MAT,	MR declared JM declared SB declared
Summer 04	To receive, agree and sanction Minutes of the 16th June meeting Draft minutes were agreed as an accurate record and electronically signed.	

Summer 05	<p>To discuss any Matters Arising/Actions from the Minutes of the 16th June 022 Meeting:</p> <p>Actions:</p> <p>A1 staff member check in on holiday club during the summer holiday –SB will complete during the summer break - roll over to Autumn term 23</p> <p>A2 SB look at School Improvement Strategy –SB to look at Improvement Strategy next academic year.</p>	A1 roll over to Aut
Summer 06	<p><u>Agree Terms of Reference:</u></p> <ul style="list-style-type: none"> • Board of Directors • LSB ACTION align. • Finance, Audit & Risk Committee • Standards Committee • Pay Committee • Nominations Committee • Disciplinary Committee • Executive Remuneration Committee <p><u>Code of Conduct</u></p> <ul style="list-style-type: none"> • Board of Directors Code of Conduct • LSB Code of Conduct <p>All Terms of Reference and Codes of Conduct were approved by Trustees.</p>	<p>A2 LSB ToR align</p> <p>Approved</p>
Summer 07	<p>CEO Report</p> <p>22/23 data reporting</p> <ul style="list-style-type: none"> • PB agreed to SEND link Trustee responsibility. • OPS have the lowest scores, with the new team and improvements in place, SB is confident the data will improve next year. • SLA achieve 95% in Phonics in year 1, excellent! MR questioned if it was forecast? The forecast was above 90 for SLA Phonics. • RPS achieved 91%, really good. <p>EYFS</p> <ul style="list-style-type: none"> • MR commented that there is a big gap in PP in EYFS. MR suggests investing more money into PP and Early Years to reduce this gap. • There is a new EY lead in OPS. • RPS were graded 'outstanding' in EYFS. • SB to provide a bigger breakdown, with cohort numbers next year (when available). <p>Phonics</p> <ul style="list-style-type: none"> • 100% achievement for Year 1 PP in SLA and RPS. • JM highlighted the OPS figures, 30 pupils did not pass the screening. JM questioned the plan? These pupils will have booster session to ensure that they pass in Year 2. Introduction of read, Write Inc will make a positive impact. JP questioned the new pupils starting in September? Read, Write Inc is solid, when applied correctly, so the new pupils will have this from September. <p>KS1</p> <ul style="list-style-type: none"> • RPS did much better than OPS and SLA at KS1. • GD outcomes were disappointing, it was expected, but still disappointing. A focus will be on the abler pupils and to unpick why the data is at it is. This ties into the monitoring visits. <p>KS2</p> <ul style="list-style-type: none"> • OPS combined scores are low (56%). This has been addressed with staff changes in Year 6 and will be in a better place in September, this 	<p>PB SEND link Trustee</p>

	<p>will be regularly monitored. ACTION overview of data summary from Standards Committee to FGB agenda.</p> <ul style="list-style-type: none"> • JP met with EB at OPS and very positive about the start in September. Governors fed back that the difference at OPS is amazing. • SLA are happy with their overall results. This provides a good picture of the work that has happened at SLA. MR commented on the impact of Ofsted on SEN. SB – ESW Ofsted Inspector in today offering coaching. • RPS was a bit disappointed, DB wanted to be in the 80% range. • HSS discussion of budget impact and concerns with Writing HSS. Coaching approach is starting in September. ST asked about PP numbers, it varies year on year. OPS 16/17, SLA and RPS have lower numbers. • SB highlighted that the Maths scores should be better with the influence of Maths Mastery in the Trust. Director of Education has been focused on curriculum, but returning to focus on maths Teacher Research Groups (TRG). • It may feel a bit doom and gloom, but our pupils go onto secondary schools with above national outcomes. • MR requested benchmark data against similar size schools. SB – IDSR will be available to share in November <p>Trust days</p> <ul style="list-style-type: none"> • HR proposal for pausing staff Trust day for 23/24. Heads are finding covering staffing a challenge. Discussion followed on the amount of time off made available to staff and the day to day impact. • SB clarified how supportive the Trust is of flexible working and how this translates to staff and the need to be equitable. Culture discussion followed. SB proposal to offer extra NPD in place of Individual Trust day, trustees agreed this was a good compromise. • Trustees agreed the letter was balanced and appropriate. <p>Trustees agreed on majority, one Trustees disagreed.</p>	<p>A3 add FGB agenda item</p>
Summer 08	<p>Compliance</p> <ul style="list-style-type: none"> • New Academies Handbook released • May Census approval by FAR. • BFR3Y released 21st June, to be completed by 26th July 2022 • Management accounts shared with Chair monthly & trustees 6 times per year. 	
Summer 09	<p>Update from Finance, Audit & Risk Committee</p> <p>Agree Budget 23/24</p> <ul style="list-style-type: none"> • A balanced budget has been set. • Discussions followed about the pay element increase. • JP questioned the top priorities: Repairs and maintenance is very tight, extra staff if any money is available, supply and overtime will be monitored. SB confirmed UQTs will be included in the coaching, so will be upskilled. • 2.7% uplift to funding formula. • Trustees agreed to set reserves at £350k. £6K for TAs to come out of reserves. • JM highlighted the importance of procurement when savings are being squeezed. Utilities are fixed! 	<p>23/24 budget was agreed</p>

<p>Summer 10</p>	<ul style="list-style-type: none"> Waiting on support staff pay award, LV – there are complications so it cannot be paid early (as happened last year). <p>Trustees agreed to 23/24 budget.</p> <p>3-year budget</p> <ul style="list-style-type: none"> 5 scenarios were provided and discussed. <p>Update from the Standards Committee</p> <p>Data trends for each school</p> <ul style="list-style-type: none"> As summary of recent data will be shared at every FGB meeting. Minutes were read and Trustees can see the positive work in schools and the knowledge governors have built. <p>Next MV focus</p> <ul style="list-style-type: none"> OPS – EY, PP, KS1 Phonics, KS2 (Greater Depth) GD. SLA – EY, PP, KS1 outcomes and KS2 outcomes. RPS – EY, PP, KS2 Greater Depth (GD). Discussions were had at the Standards Committee meeting, Chairs would like to revisit and review a previous focus at each monitoring visit, to update and track the changes. ACTION. 	<p><i>MV focus</i></p> <p><i>A4 revisit & review at MV</i></p>
<p>Summer 11</p>	<p>To update the Trustees on Matters discussed at the Meeting of the Local Standards Boards</p> <p>LSB minutes and link Governor monitoring reports</p> <p>OPS</p> <ul style="list-style-type: none"> Discussion took place on the incident that took place on the residential, parents have been given all the relevant risk assessments. Insurance was discussed. SB outlined all the procedure changes that are in place for educational visits. The pupil has a good prognosis and is back at school. Governors fed back that visits are not show cased, their visits feel very natural. <p>SLA</p> <ul style="list-style-type: none"> MW is resigning from Chair role, a new appointment will be required at the autumn meeting. Governors can see the changes taking place at SLA, they just need time to embed now. All feedback has been very positive. <p>RPS</p> <ul style="list-style-type: none"> Discussion followed on the last LSB meeting that SB and JP attended. SB confirmed the positive outcomes from the discussions and understanding and clarity from everyone. Governors raised a concern regarding what looked like a disparity in Assistant Head roles across the Trust. All understood that size of school has the biggest impact on this role. Safeguarding procedures were discussed. 	
<p>Summer 12</p>	<p>Safeguarding update</p> <ul style="list-style-type: none"> Incident at RPS discussed, updates provided. JP would like to thank HR for their extremely thorough processes. PG attended the hearing and gave JS, HR advice. <p>KCSiE updates</p> <ul style="list-style-type: none"> Focus on online safety. Must be satisfied the DSLs understand the filtering/monitoring in place to ensure online safety. JM questioned 	

	<p>the reporting capability. Wider staff must understand the filtering and monitoring. Discussion followed on reporting procedures. SB will discuss this with IT Leads and discuss how the Trust is meeting the new requirements. JC to give termly reports to Heads of school. ACTION.</p> <ul style="list-style-type: none"> • Suggestion to identify a link governor to be responsible for ensuring the filtering and monitoring standards are being met. ACTION. • Discussion followed on Safeguarding Link Governor feeding back to PG after their meetings/visits. FS to facilitate. • Online checks discussion. Intended to be a light touch approach. Question form Chair at RPS, can we extend tis search to new governor applications? All agreed on the light touch approach. • Discussion follow on allegations made whilst premises are being rented. Policy adaptation required. ACTION. 	<p><i>A5 JC to provide termly filtering & monitoring reports to Heads</i></p> <p><i>A6 Online Safety Link Governor</i></p> <p><i>A7 Community use policy adaptation</i></p>
Summer 13	<p>Racists incidents reported to the LA? None. There used to be regular incidents, this shows the impact of the diversity work in schools.</p>	
Summer 14	<p>Policies Approval: Click to view summary</p> <p>Assessment Acceptable Behaviour Anti-Fraud Capitalisation of Assets & Depreciation Charges & Remissions Data Breach Equalities Governor /Trustee Expenses Health & Safety Investments Job Applicant Low Levels Concerns Mini Bus Policy Online Safety Private Hirers Privacy Notice Pupils/Parents Privacy Notice Remote Learning Sexual Violence & Harassment Management School Uniform Policies approved.</p>	<p><i>Policies approved</i></p>
Summer 15	<p>Agreed:</p> <ul style="list-style-type: none"> • Scheme of Delegation Work currently underway to review. • Business cycle • Meeting dates 23/24 	
Summer 16	<p>New Governor Interest</p> <ul style="list-style-type: none"> • Mr J Summer for Oldway Primary School • Mr A Tailford for Oldway Primary School • Trustees agree to the above appointments on EB recommendation. 	<p><i>New Gavs approved</i></p>
Summer 17	<p>Any other business</p> <ul style="list-style-type: none"> • Laurel Trust £24k grant (via Lou Darvid, apprentice of the year) will be used for coaching within the Trust. 	

	<ul style="list-style-type: none"> • ACTION, FS to book Andrew Brent for FGB (FS to check his availability). • KCSiE update – extend google search to new Governors? Agreed as above. • Term of office renewal JP, MR, JM, PG. All proposed to extend their term of office for another 4 years, all Trustees agreed to the extensions. • Discussion on marketing for Admissions recruitment. 	<i>Term of office approved JP, MR, JM, PG</i>
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Actions:

A1 SB report on holiday club

A2 Align LSB Terms of Reference

A3 add FGB agenda item – overview of data summary

A4 LSBs to revisit & review a previous focus at MV

A5 JC to provide termly filtering & monitoring reports to Heads

A6 Online Safety Link Governor, Heads to report on filtering and monitoring

A7 Community use policy adaptation to align with KCSiE



Chair Signature:

Date: 6th October 2023