



Education Trust

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

Draft Minutes of the Board of Trustees FGB meeting on Thursday 21st October 2021

Present: Stewart Biddles (CEO), Jamie Parffrey (C), Will Foulds (VC), Matthew Redwood, Josie Medforth, Paul Garside, Suzannah Teagle, Pippa Bennett

In attendance: Faye Steele (Clerk), Debbie Weible (Director of Finance), Danny Brown (Head of School at RPS), Jodie Chubb (PP Champion & Middle School Team Leader at SLA)

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

Autumn 01	Welcome & introductions <ul style="list-style-type: none"> Welcome to newly appointed Trustee Suzannah Teagle Welcome to newly appointed Trustee Pippa Bennett TW resignation from 20/10/21 was accepted, Trustees would like to send thanks to TW for his expertise and commitment. WF to complete an exit interview. ACTION 	ST appointed PB appointed TW resignation
Autumn 02	To receive and sanction any apologies for absence No apologies received.	A1 WF exit interview
Autumn 03	To declare and discuss any business interests that may be applicable in accordance with the Governance Handbook March 2019 <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> 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. MR ‘MR Consultancy’ – education consultancy	JM declared WF declared SB declared MR declared PG declared

	PG – HR Manager for BET, BET provide HR services to RET. Governor at Combe Pafford & Sacred Heart.	
Autumn 04	To receive and sanction any apologies for absence No apologies received.	
Autumn 05	<p>Jodie Chubb</p> <p>Disadvantage Strategy/Pupil Premium Champion</p> <ul style="list-style-type: none"> • Previous strategy was reviewed in light of the difference it was making. What followed was reflection, analysing and unpicking the data. • Guided towards Education Endowment Foundation (EEF) toolkit. • Impactful strategies are now the focus, low cost feedback and metacognition are most impactful. • It is a 3 to 5-year strategy, currently in the ‘evidenced informed’ stage now. • Diagnostic assessment is more widely used and how each disadvantage is impacting each individual learner. Recognition that disadvantage is complex and different for each learner. <p>How:</p> <ul style="list-style-type: none"> • Challenge each other on unconscious bias, believing each learner can attain. • Teaching and learning is supported by academic intervention. • Reading instruction, feedback (to enable participation), self-regulation and oral language. • Collective responsibility is promoted and a consistency in every interaction. • Autumn term – participation and oral language is the focus. Staff will be encouraging participation, engagement in practices and involvement in dialogue. Participation and oral languages principles were listed. • JP questioned the data that will be used to report back to Trustee, will it have a measurable impact? JC explained how soft data - teachers keeping tally charts will be used for participation to enable them to be clearly who is and isn’t participating. Hard data on attainment will be used to measure improvement. • DWeible explained participation beyond the classroom as well - encouraging disadvantaged & PP learners to become Class Reps at Roselands and Ambassadors at Oldway. Discussion followed on noticing and supporting disadvantaged & PP learners in participating in these roles. • SB reiterated the importance of equity versus equality. • MR asked JC what the Trustees can do to help and support? Awareness! Research shows that low cost strategies are the most impactful but these take the most teacher time. • WF questioned the practical steps needed to ensure consistency across schools? JC explained how monitoring walks are essential. • ST questioned difference in PP numbers between schools: SLA - 110 PP, RPS – 79 and OPS – 140. Percentages are similar across the schools - 25/30% are PP learners. 	<p>Question</p> <p>Question</p>
Autumn 06	Danny Brown - Talk4writing update	

	<ul style="list-style-type: none"> Historically, each classes and phases were using different approaches and strategies. Working closely with Zoe Milligan to gather information with staff to embark on a whole school strategy. Staff were trained by Maria Richards, and Talk4writing units were started in March. The text for each year was mapped out as were the curriculum links in the writing for each year. A new consistent handwriting approach has been adopted this year. Penpals is an investment. All staff model it and are consistent across the classes and phases. Work continues around spelling, working parties are being arranged to get staff on board and involved. 3 intervention points during the day, 15 minutes each, has been created. Teachers working with children for interventions, pre teaching and things not got in the lesson. The focus is on writing. There isn't available data currently, but during learning walks there seems to be a higher number of children on track and involved in the lesson. SEESAW – communication tool between teachers and parents. Every parent connected with teacher offers informal chat. Interaction with what is going on in the school. Children orally re telling stories and using seesaw to communicate what they are doing. Learning environment – learning walls consistently. Building on consistently each year the children move up through the school and embedding the skills. Handwriting approach – use of lines for ascenders and descenders, showed progress from beginning to now. R 1-4 really good progress, 5&6 got into bad habits and harder to make a difference. Plan – put in a consistent spelling programme, move children to handwriting books to standard writing books. Catch up training for all new staff, support staff with planning. Review in June and take stock. Maria coming in to help with planning and all teachers are really excited about it. ST questioned how Years 5& 6 are adapting to the change, specifically oral rehearsal? DB explained how lockdown has helped with the idea of doing something as a team seems quite fun. Embraced it very well. Teachers show the passion and TAs trained around it so can support and promote it. MR questioned the strategic outcomes? DB – keeping the strategy at the forefront of what we are doing and continual focus on writing and a consistent approach will result in an improvement in the data. SB – DB's monitoring review evidences that it is revisited regularly. DW - lots to do and had to think about prioritising and addressing writing and then spelling. 	
Autumn 07	<p>Debbie Weible</p> <ul style="list-style-type: none"> Leadership Development Teaching & Learning Masterclass Curriculum Development <p>Postponed to next meeting to time constraints – all agreed. ACTION.</p>	<p>Question</p> <p>Question</p> <p>A2 DW postpone</p>
Autumn 08	To receive, agree and sanction Minutes of the 14 th July 2021 meeting	

Autumn 09	<p>The minutes of the 14th July 2021 meeting were agreed as an accurate record and electronically signed.</p> <p>To discuss any Matters Arising/Actions from the Minutes of the 14th July 2021 Meeting:</p> <p>Actions:</p> <p>A1, Academies Handbook requirements - all Committees have a majority of Trustees, need to recruit 2 x Trustees to Standards Committee. Trustees agreed to PB and ST joining the Standards Committee. WF is the Chair for this year. ACTION.</p> <p>A2 Acceptable Behaviour title – add ‘Workforce’, to distinguish staff policy. Completed.</p> <p>A3 Attendance Policy to be reviewed in light of COVID procedures. Completed.</p> <p>A4 FS to check dates with CFO. Completed.</p>	<p>Mins agreed & signed</p> <p>A3 ST and PB join Standards Committee WF Chair</p>
Autumn 10	<p>To agree to adhere to:</p> <ul style="list-style-type: none"> • Terms of reference – agreed. • Code of Conduct – agreed. 	<p>Terms of reference, Code of conduct agreed to adhere to</p>
Autumn 11	<p>CEO Report</p> <p>*****PART 2 CONFIDENTIAL MINUTES*****</p> <ul style="list-style-type: none"> • Restructure took place at Shipway 3 years ago. CEO has identified additional capacity is required. CEO will review and bring proposal & costs to Trustees. ACTION. • Windmill School is not going ahead, this may impact positively on Roselands and the 2 form intake. • JP and SB met the Trust Council – fantastic! Each school council has been asked to create project plan to improve their school. £5K funding has been offered to the best plan. 	<p>A4 CEO review & propose for next FGB</p>
Autumn 12	<p>Compliance</p> <p>BFR2021 was submitted 21st July 2021.</p>	<p>BFR2021</p>
Autumn 13	<p>Finance update</p> <ul style="list-style-type: none"> • Budgets have been set within allocation. • £400K healthy reserves figure. • JW planned handover to LV – newly appointed CFO. • Chair is receiving the management accounts monthly to sign off. Trustees will receive the management accounts at least 6 times per year. • Thanks to JW, temporary CFO. Trust to write a letter of thanks. ACTION. • Finance have developed a ‘working budget’ in recognition of as soon as the budget is set it is out of date. 	<p>A5 Letter of thanks to JW</p>
Autumn 14	<p>To update the Trustees on Matters discussed at the Meeting of the Local Standards Boards</p> <p>SLA</p> <ul style="list-style-type: none"> • Minutes didn’t clarify if Chair and Vice Chair left the room during voting. ACTION. • Fire safety review was positive and no concerns to report. 	<p>A6 S LSB minutes</p>

Autumn 15	<ul style="list-style-type: none"> • Positive news that Shiphay is oversubscribed this year. • Trustees acknowledge that if the Shiphay bid is successful, it would require a £100K input from the Trust. • Minutes are not evidencing questions are being asked. ACTION. • Good number of responses to the parent/carer survey. <p>OPS</p> <ul style="list-style-type: none"> • Parent/carer survey question 20 - school welcomes parental views and questions - seems an outlier. • The Amount of 'strongly disagree' numbers was discussed. • Concern over low response to parent survey. • Parent survey results available to governors, no evidence in the minutes. ACTION. <p>RPS</p> <ul style="list-style-type: none"> • Bullying question in the parent/carer survey was re worded to ensure all understand the question. • WF highlighted Trust benefits in the parent/carer survey - 50% didn't know. Discussion on Trust presence. • Safeguarding issue at RPS is being dealt with correctly and following guidance and policy. 	A7 S LSB minutes Q
	<p>Safeguarding update</p> <ul style="list-style-type: none"> • LSB minutes evidence relevant staff and volunteer training is up to date. Part one KCSiE must be read, Level 2 Child Protection training required by all every 2 years, training video and refresher link circulated. ACTION. • Standards boards reported back on staff training in each school. • Trustees should be satisfied and confident that we are complaint in the Trust. • Key update form KCSiE - Low Levels Concerns policy. • Safeguarding issue at OPS was escalated and managed. • SB updated Trustees on a recent Safeguarding incident at SLA. A parent had made a complaint to the Head of School, who informed the CEO of the issue. External parties were contacted but did not think it was necessary to act upon the complaint, but CEO received a phone call from LA who had been contacted by Ofsted. The Safeguarding incident had already been immediately investigated prior to this and it was due to human error. CEO had called upon the advice of HR and is confident the staff member and all staff members have the necessary support and training to ensure the error does not occur again. The parent has received a letter from CEO, Head of School and LA to rest assured that it was taken seriously, it is categorised as a near miss. 	A8 O LSB minutes
	Autumn 16	
	Autumn 17	
Autumn 18	<p>Racists incidents reported to the LA? 1 x racist incident reported to LA from Oldway.</p> <p>Parent Survey results from 3 x Academies</p> <ul style="list-style-type: none"> • discussed in agenda item 15 <p>LSB Appointments/resignations</p>	A9 Trustees to complete mandatory training

<p>Autumn 19</p>	<p>Oldway Primary School Robyn Dale – resigned Rupert Davies – resigned - <i>updated</i> Katy Melsome – co-opted by Trustees email Nathan Burden – co-opted by Trustees email Alex Smith – co-opted by Trustees email</p> <p>Roselands Primary School David Reid - resigned</p> <p>Shiphay Learning Academy C Holloway - resigned Charlotte Carruthers - co-opted by Trustees email Daniel Isemde - co-opted by Trustees email</p> <p>Policies for Approval: Cared for Children Child Protection Safeguarding Induction for ECT's SEND Code of Conduct – see discussion on reference to Low Level Concerns Policy below. Equalities Returning to Work after COVID Whistleblowing Sexual Violence & Sexual Harassment Management Pooling – <i>Discussion on 'option to appeal' section.</i> Mini Bus Health & Safety Data Protection Online Safety Freedom of Information Remote Learning Assessment Complaints Finance Community Use & Lettings Pay Policy Managing Allegations Against Staff – see Low level concerns policy discussion. Gifts & Hospitality Policy Low Level Concerns – this is a duplication of Part 2 Managing Allegations Against Staff. Trustees agreed to keep separate policy and remove part 2 from Managing Allegations Policy. Also reference made in Code of Conduct.</p> <p>ACTION.</p>	
<p>Autumn 20</p>	<p>Any other business</p> <p>WF Chair of Audit & Risk Committee – acknowledged.</p> <p>Date of next meeting: Pay Committee – 3rd November 2021 F&A - 12th November 2021 CEO Pay Committee – 15th November 2021 SB to arrange</p>	

	Standards Committee - 25 th November 2021 FGB sign off accounts – 9 th December 2021	
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Actions:

- A1**, WF to complete exit interview with TW
- A2**, DW postponed until next meeting
- A3**, ST & PB appointed on Standards Committee
- A4**, CEO review additional support in SLA structure and proposal for next FGB
- A5**, Trustees to prepare a letter of thanks to JW
- A6**, FS clarify if C and VC left room for voting during S LSB meeting
- A7**, FS feedback that Questioning is not highlighted in the minutes for S LSB
- A8**, FS O LSB minutes ensure reference to Parent Survey included.
- A9**, Trustees to complete KCSiE reading, google link and mandatory Child Protection training.



Signed:

Date: 9th December 2021

