



Education Trust

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

Minutes of the Board of Trustees FGB meeting on 27th May 2022

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

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

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

Summer 01 01	Welcome	
Summer 01 02	To receive and sanction any apologies for absence Apologies received and sanctioned for ST.	ST apols
Summer 01 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’, employed by Torbay council post 16 FE role from 1/11/21 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. PG – HR Manager for BET, BET provide HR services to RET. Governor at Combe Pafford & Sacred Heart.	MR declared JM declared WF declared SB declared PG declared
Summer 01 04		Minutes agreed

Summer 01 05	<p>To receive, agree and sanction Minutes of the 17th February 2022 and Strategic Planning on 25th March 2022 meeting Minutes were agreed and electronically signed.</p> <p>To discuss any Matters Arising/Actions from the Minutes of the previous meeting: Actions: A1 invite DW to next meeting – <i>see agenda item 5</i> A2 SB to contact CF re options for reinstating catchment – <i>Oct 22</i> A3 circulate Standards Committee – <i>on Governor Hub</i> A4 appoint Standards Committee Chair – JP proposed PB and MR seconded. <i>PB is the new Standards Committee Chair for 2022/2023 academic year.</i> A5 review policy cycle – <i>See list of statutory & non-statutory polices, recommendation to defer non statutory to 5-year review cycle, unless changes come into effect. Trustees AGREED.</i></p>	<p>and signed</p> <p>PB Standards Committee Chair</p> <p>Agreed all non-statutory polices change to 5 year review cycle.</p>
Summer 01 06	<p>Debbie Weible</p> <ul style="list-style-type: none"> DW outlined the main focus of her Director of Education role with in the trust, centring around Math Hub involvement, Leadership & Development, Teaching & Learning Masterclass and Curriculum Development. Some time is spent reading to keep up to date and current with the latest research and attending online briefings from key figures (usually held in London). DW has been working closely with Subject Leaders to work on curriculum 'intent'. Subject Leaders are now working closely across the trust. Exploration into how intent is translated in the schools, how the subject is taught and mapped follows. RPS - intensive work has been completed and they are ready to go with a 2 year rolling programme, evidencing key threads and strands working through. OPS - disciplinary knowledge is clear across all subjects. Progression is evident to help children know more and remember more. It has been challenging to help teachers understand that key knowledge is not coverage. Work has started and progressing well on Knowledge Organiser development. Feeding back, it has really helped teachers to ensure that children know key theme and 'I know that'. Next steps are ensuring the planned curriculum is what is being taught in the classrooms. Participation – linked to Pupil Premium and active participation. Masterclasses – e.g modelling and what it looks like in different subjects. Questioning – using current EEF research. Key questions to ask in lessons to understand if all children understand to be able to move on or take longer. Working with teachers and Subject Leaders to plan for lessons. Retrieval practice, all schools are working on this. There is a piece of work being completed to build up the Riviera Citizenship and what that looks like, personal development of pupils – working party is required. National assessment has changed, discussion followed. Explanation of developing & coaching teachers, Heads of School to implement school development plans and ensure focus. Lots of sharing of best practice and new ideas, innovation from other teachers. Leadership development work. Supporting Early Career Teachers (ECTs) to ensure they get the best experience. 	<p>Question</p>

<p>Summer 01 07</p>	<ul style="list-style-type: none"> PG questioned how the curriculum is being adapted for SEND and more able children too? Involvement from Heads of School and SENDCOs ensures that the curriculum can be adapted as required. DW highlighted a national shift towards adapting the curriculum, particularly for SEND pupils. Part of the role is monitoring and discouraging labelling the most and least able. Strategies such as pre-teaching and assigning competence were discussed. JP questioned if some teachers need training to be able to adapt the curriculum and recognise these adaptations? The need for support has been identified for some teachers, Subject Leaders have already begun thinking about the barriers that may slide across subject areas e.g. literacy issues. SB explained the new management information system for SEN - EDUKEY. JP questioned if everyone can access programme and how it is facilitated? DW explained stages are identified in the appraisals and some stages are open to all. JP highlighted the need to support Early Career Teachers (ECTs), new teachers and future SLT and Heads, and questioned if they get the support? DW explained that ECTs are being released from class to have weekly meetings with their mentor and induction tutor. Released for weekly mentor meetings. Have 1 day and half out of class. DW explained how the Early Career Framework is run and the training available. Discussion followed on working across the schools and in schools external to the trust. Currently planning external visits for Maths and Phonics. <p>CEO Report</p> <p>*****Part II Confidential Minutes *****</p> <ul style="list-style-type: none"> Emma Bamber (New Head at Oldway) will be attending Oldway every Monday afternoon as a transitional activity and ensuring there is continuity for September start. Feedback from parents is there are lots of positive changes happening. Discussion followed on Executive Head Role at OPS. DB finding the role challenging. DB will be 4 days per week at OPS after half term. Pippa Bastock will move to Acting Head at RPS. SB will be based at SLA to support KL. Also staff at OPS will not feel extra pressure of perceived CEO monitoring. Discussion on staff forum, good response, OPS different from other schools so action is required. OPS has had to make 2 years' worth of changes in 5 weeks so staff are very tired. The swimming pool will open at set time for staff to use and teaching staff have been given a report writing day. Discussion followed on the different challenges required of teachers, the needs of the children and families are greater. WF questioned the workload and stress they are under, is it the previous Head of School leaving the school with 1 less person? SB is reflecting on the current position. Staff have felt unsupported; things are being put in place to offer support. Discussion followed on the knowledge organisers piece of work. Work has already been completed on a new behaviour policy for consistency and aggressive behaviour (in children and parents) is being dealt with effectively. JM commented the 2 issues could be circumstantial and due to the 	<p>Question</p> <p>Question</p> <p>Question</p> <p>Question</p>
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	<p>pandemic. MR commented it looks like OPS has been blown off course, relating specifically to high levels of absence. SB explained that families with EHCP's are more nervous and got into bad habits, holidays in term time are being questioned again, lots of families have been arriving late at OPS. This has changed now. Focus will be disadvantaged and targeting those families. MR is content that if Ofsted did walk in they can see a plan. Discussion followed on how families are out of good school habits and routines.</p> <ul style="list-style-type: none"> • Discussion on cost of living and inflation and may pose a different set of challenges, a different set of challenges may arise. • Positives at OPS is the new Head of School, stable finances, premises team working really well and site staff making OPS better. Forums are positive at SLA and RPS, not so positive at OPS but plans are in place. • Admissions are full so school reputations are good. • Positive feedback from the parent forums at SLA, not many turned up. Parents are assured that whatever needs to be improved is being so and are happy and confident things are in place. WF questioned how KL is? JP has met with her and she is well. The team at SLA are all on board and everyone stepped up to the identified areas. Little bit of splitting of jobs for deputy head. SB updated trustees that Finance Audit and Risk Committee agree to a SENDCO for 4 days per week at SLA. PB feedback on staff forum, staff are loyal to SLA, KL feels assured now parent and staff forum was positive and is pleased the trust has been supportive of her. • JP explained how the CIF bid was lost. JP would like to request replacing the smart centre? SB will be put into the plan. JM highlighted the need to look at online fundraising and other capital generation options. PG highlighted that bigger trusts are not so reliant on CIF. • Discussion and SB reflection of Trust Inclusion Lead, need more capacity before we grow and do not want to become bloated in leadership. Trust SEN post is an important one. • PB questioned the highlighted capacity issue from the staff forum and not having a mechanism in place to protect their time. JP asked for this to be specifically monitored, if staff are losing their time it must be recorded and built in. 	Question
Summer 01 08	<p>GROWTH</p> <p>*****Part II Confidential Minutes *****</p> <ul style="list-style-type: none"> • Discussion on options for trust growth. 	Question
Summer 01 09	<p>Compliance</p> <ul style="list-style-type: none"> • School Resource Management Self Assessment checklist – complete and return by 15th March LV completed. MR questioned if anything was raised? No! 	Question
Summer 01 10	<p>Update from Finance, Audit & Risk Committee</p> <ul style="list-style-type: none"> • Budget is good and was set within GAG allocation. Changes have been requested - agreed a package of £90K to appoint additional SENDCO at SLA, Head of Inclusion across the trust and buying SEN Management Information System. Trustees will not agree to set a deficit budget so 	

Summer 01 11	<p>reserves will be used to fund this extra draw for 1 year, this will then need to be built into the base budget for year 2 and will not set a deficit budget so need to trim or increase income. Shows investing in area highlighted from Ofsted and there is a need.</p> <ul style="list-style-type: none"> • Census figures are very healthy at 3 schools. Funding will be secure the change in numbers will take a year to feel the impact due to lag funding. • Recent Census figures approved by trustees. APPROVED. • Audit has gone well, well done to the finance team. Agreed package strategic cyber review and reach cyber essentials at FAR Committee. • PG questioned higher energy costs impact? Trust has a fixed contract until 23/24. Finance are starting to look around now and the solar panels which should help. • Unknown costs added to the Risk Register. • Discussion on smaller meals feedback from parents. <p>To update the Trustees on Matters discussed at the Meeting of the Local Standards Boards – next meeting is June, update at next FGB</p> <p>Update on boards movement and appointment etc. LSB are meeting in the second week of June.</p> <p>Safeguarding update – as above</p> <p>Both RPS and SLA in recent have found safeguarding effective.</p> <p>Racists incidents reported to the LA?</p> <ul style="list-style-type: none"> • Roselands – 6 incidents reported (same child), 2 incidents were out of school time. Referred to MASH. <p>SEND Green Paper</p> <ul style="list-style-type: none"> • Discussion followed on the consultation exercise. • PB early help is required, frustrated by the lack of earlier provision. SB Ofsted failed Torbay on SEND provision. Written statement of action was approved. Much more joined up levelled playing field and tackled inconsistencies. Health is now playing part of the discussion with EHCPs'. Discussion on Early Intervention needed to avoid EHCPs. • PB started a discussion on inclusivity in the classroom, can we adapt and have non-verbal provision. <p>Policies Approval: Code of Conduct Disciplinary Due Diligence Flexible working hours Grievance Maternity Paternity Redundancy Recruitment & Selection Shared parental leave Capitalisation of Assets & Depreciation Policy Charges & Remissions School Uniform RSHE</p>	<p>APPROVED May census</p> <p>Policies Agreed</p>
Summer 01 12		
Summer 01 13		
Summer 01 14		
Summer 01 15		

<p>Summer 01 16</p>	<p>Trustees approved.</p> <p>Attendance - TBC Collective Worship - TBC Job Applicant - TBC Supporting Pupils at School with Medical Conditions - TBC</p> <p>Any other business</p> <ul style="list-style-type: none"> • Proposal to continue with virtual meetings if required? YES, all trustees agreed. <p>Date of next meeting: Standards Committee – 15th July 2022 F, A&R Committee – 28th June 2022 FGB – 20th July 2022</p>	<p>Trustees AGREED to continue with virtual meetings if required</p>
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Chair Signature:

Date: 20th July 2022