



Education Trust

**Inspiring the individuals of today, for a better society tomorrow,
“Aspire, Belong, Collaborate”**

**Minutes for the Board of Trustees FGB meeting on Friday 6th December 2024
meeting to be held at 8.00am in the Conference Room at Oldway Primary School**

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

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

Apologies: Pippa Bennett, Alice Bessell

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

Autumn 02 01	Welcome	
Autumn 02 02	To receive and sanction any apologies for absence	
Autumn 02 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>	
Autumn 02 04	To receive, agree and sanction FGB Minutes of the 4th October 2024 meeting and the Part II Confidential Minutes . Minutes were agreed and digitally signed as an accurate record.	Mins agreed

Autumn 02 05	<p>To discuss any Matters Arising/Actions from the Minutes of the 4th October 2024 Meeting:</p> <p>Actions:</p> <p>A1 KPI 1 and 4 to change</p> <p>A2 consider recognition reward – considering.</p> <p>A3 Part II Confidential Minutes - completed.</p> <p>A4 FS to look into consultation process – completed.</p> <p>A5 discuss RPS PAN reduction – item Autumn 02 06 below.</p>	
Autumn 02 06	<p>CEO Report</p> <ul style="list-style-type: none"> • SLA had a good Ofsted Inspection, well done to all involved! Parental engagement in Ofsted survey. ACTION. • RPS will be inspected before July 2025. RPS have fantastic outcomes so there isn't a concern about the inspection. SB outlined the radical changes to Ofsted Inspections. Discussion followed on push for outstanding grade – all agreed there will not be a difference to pupil outcomes, the difference will be to the pressure felt by staff and staff morale to be inspection twice within 18 months. • 3 pupils are at risk of permanent exclusion, in 2 of the schools. There is a plan of a few some more strategies to use with these pupils. • KS2 outcomes at OPS are a focus and must be better. • SEND and Finance continue to be a huge challenge in schools. There will be a SLT meeting on 20th January 2025 to reset the SEND approach. ST questioned the Specialist Provision in the area? There are 2 Special Schools and provision linked to school. This academic year, 26 pupils should have had a place in a Special School but there weren't any places available so those pupils went into mainstream school, but there aren't enough skills and funding to support all the needs of these pupils. Discussion followed on SEND hubs in each school and the challenges. • SB fed back on the increasing trend of Speech and Language difficulties in Nursery and Reception pupils. • Racheal Williams has moved on from Children Services and replaced by Graham Pert. • Consultation in process for OPS and SLA reduction in PAN, this has been actioned in the admissions policy and is currently out for consultation. • Discuss RPS reduction to PAN, SB suggestion – wait until February 2025 and see the figures. ACTION. 	<p>A1 SB to circulate to FGB once received.</p> <p>Question</p> <p>A2 Consider RPS PAN reduction FGB mtg 14/02/25</p>
Autumn 02 07	<p>Compliance</p> <ul style="list-style-type: none"> • Management Accounts shared with Chair monthly, Trustees at the FGB meetings. Thank you, LV, all received! • Competed - October 24 Census approval by 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. Discussion followed and PG volunteered to be the Cyber Security training Trustee. ACTION. 	<p>A3 Cyber Security training for PG</p>
Autumn 02 08	<p>Update from the Finance, Audit & Risk Committee</p> <p>CFO report</p>	

	<ul style="list-style-type: none"> • £100K deficit. • Risk areas are SNED, repairs and supply. These risk areas are being monitored very closely and decision are being made on a risk basis. • Reserves are £250K. A significant amount will be required for the following year due to falling rolls. • MR summarised a good meeting with the Heads of School, about school allocation. Discussion around spend per school, the impact of a larger school and economies of scale and well established, experienced staff cost more. • LV confirmed there are a few members of staff that are on fixed term contracts. • Discussion on unknown pay awards, staff pay and NI increase. • Catering contract is due for renewal, currently joint tender with St Christopher's MAT. JM will support the process (now no longer on the Board of Directors) which is due to be completed by Easter 2025. The contract will come to the FGB for approval. ACTION. • Meal quality feedback – always negative from RPS. No allergen incidents in over 12 months. The meals are very nutritious. Family dining is requested – individual plates, bowls and cutlery. Current catering staff assist with DT salads education, seeds and planting for free. • MR started a discussion on the breakfast club pilot. LV confirmed the expression of interest has been submitted. LV confirmed the wrap around care funding is £5K for each school, January to March. Discussion followed on the impact of the Government wanting a free breakfast club for each pupil. <p>Final Accounts:</p> <ul style="list-style-type: none"> • Final accounts pack recommended by the Finance, Audit & Risk Committee for approval and Chair signature. Completed. • KIDD and management letter, acknowledged. • Letter of representation – Signatures required completed. • Accounts – signatures required completed. • Trustees wanted to thank LV and the finance team for a fantastic audit, well done! 	<p>A4 Catering contract to be approved by FGB</p>
Autumn 02 09	<p>Safeguarding Trustee Link update</p> <ul style="list-style-type: none"> • Safeguarding Audit completed by all schools. ACTION circulate the audits to PG. Trustees acknowledge the Safeguarding Audit has been completed in each school and the action plan has been actioned accordingly. • SB offered Trustees assurance that Ofsted provided two completely clear Safeguarding Ofsted Inspections. 	<p>A5 Safeguarding Audit x 3 to PG</p> <p>Safeguarding Audits completed</p>
Autumn 02 10	<p>SEND Trustee Link update – apologies received.</p>	
Autumn 02 11	<p>Parent, and pupil surveys (staff at next meeting).</p> <ul style="list-style-type: none"> • Parent engagement in a challenge – illustrating by the low response to the surveys. SLA did not come out favourably and this is not reflective of what JP saw on his recent visit. SB confirmed only 50 responses were received, there will be a push for positive marketing, parents of a high needs' child have been very vocal on social media. KL held a parent forum and 3 parents attended. Discussion followed on a general culture shift in parents. 	

<p>Autumn 02 12</p>	<ul style="list-style-type: none"> Schools will complete the pupil survey at school (Jan /Feb 25) to increase engagement with the survey. <p>Racists incidents reported to the LA – Trustees acknowledged these incident reports. Oldway - 1 Roselands - 0 Shiphay - 0</p>	
<p>Autumn 02 13</p>	<p><u>Summary of Policies for Approval:</u> ECT Policy Attendance</p> <p>Trustees approved the policies.</p> <p>Policies approved mid-term by CEO: Data Protection Data Breach Recruitment and Selection Pupils/Parents Privacy Policy Sexual Harassment and prevention in the Workplace Private Hirers Freedom of Information Records Management Information Security incorp Technical Security Minibus Online Safety</p>	<p>Policies agreed</p>
<p>Autumn 02 16</p>	<p>Any other business</p> <p>New Governor appointments TL – Shiphay Learning Academy DW – Shiphay Learning Academy. KF – Shiphay Learning Academy. Trustees approved the governors to be co-opted, officially at the next LSB meeting.</p> <p>OPS - currently have 5 governors and 4 vacancies. 1 Governor not responding to contact. RPS - currently have 7 governors and 1 to leave Dec 24, leaving 3 vacancies SLA - currently have 6 governors (incl 1 new) and 3 vacancies</p> <ul style="list-style-type: none"> Discussion followed on LSB numbers and time and commitment challenges. <p>***** Confidential Part II Minutes *****</p> <p>Date of next meeting: Standards Committee – 25/02/25 F, A&R Committee – 14/03/25 FGB – 14/02/25</p>	<p>Governors appointed</p>

Actions:

A1 A1 SB to circulate to FGB once received.

A2 Consider RPS PAN reduction FGB mtg 14/02/25

A3 Cyber Security training for PG

A4 Catering contract to be approved by FGB

A5 Safeguarding Audit x 3 to PG



Chair Signature:
December 2024

Date: 14th February 2025