



Education Trust

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

Minutes Board of Trustees FGB meeting on Friday 9th December 2022
Meeting held at Oldway Primary School at 8.00am

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

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

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

Autumn 2 01	Welcome	
Autumn 2 02	To receive and sanction any apologies for absence Apologies received and sanctioned for JM.	JM apols
Autumn 2 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> Ensure annual declarations are completed : Business Declaration 2022 2023 SB – stepped down from TGGs Trustee as of 06/12/22 LV – Chair of TGGs as of 01/01/23 Discussion on safeguarding training.	
Autumn 2 04	To receive, agree and sanction Minutes of the 7th October 2022 meeting PB was not listed as an attendee. ACTION.	A1 FS add PB to list
Autumn 2 05	To discuss any Matters Arising/Actions from the Minutes of the Meeting:	

<p>Autumn 2 06</p>	<p>Actions: A1 ST Share UPS expectation breakdown – completed. A2 SB to report back on HR system contract details – <i>SB has requested a refund for what has been paid this year, it does not deliver what it promised, LV to chase. JP gave some advice on small claims court proceedings if required. Scholar pack is in use. Discussion on Arbour.</i> A3 SB catchment consideration documents – <i>waiting on Devon to reply.</i> A4 FS to amend – <i>map on SLA admissions was Roselands, completed.</i> A5 Skills Audit : RET Assurance Framework for Governance</p> <p>CEO Verbal Report</p> <p>Standards</p> <ul style="list-style-type: none"> • Positive support from ESW will continue for a further 10 days. OPS has completed their review, Ofsted Inspectors came into school and completed the review with SLT. The results did not identify anything that SLT was not aware of. SLA booked their review for January 23. RPS booked in for the Spring term. • NFER tests have taken place over the last few weeks. • SB discussed the feedback on target setting Greater Depth of disadvantaged via governance. • Curriculum is in place and being delivered at each school. Focus is now on delivery and ensuring it is where it should be. SB highlighted a focus for Year 6 in OPS. <p>Staff</p> <ul style="list-style-type: none"> • There has been Central Team re structure. • WV moving to Communications role and will continue as SB PA. <p>Operations</p> <ul style="list-style-type: none"> • Seesaw in place and all staff/parents are getting used to it. Discussion followed on GDPR challenges and the practicalities of use. • SB discussed a data breach at SLA – reported to I-west and it has been managed well. ST questioned any parent feedback? SB all has been managed well. Training has been put in place and the staff member has received management guidance. Staff meetings will be used to provide practical examples to support the training and development. <p>Finance</p> <ul style="list-style-type: none"> • Finance is currently stable. Good news from the Government, extra funding of £140 per pupil. • Additional £60K capital. • Discussion followed on saving energy ideas and a changing culture. <p>Premises</p> <ul style="list-style-type: none"> • All working hard! OPS having a minor decorative refurbishment in KS1, lots of decoration are quite dated. • Good standard at RPS. SLA premises are still work in progress but improving. • Energy certificate was received and it has moved from orange to greens, so the trust is in a good place with energy. Moved to 23% renewable energy – solar panels. <p>HR</p> <ul style="list-style-type: none"> • Absence figures have increased, but in line with national figures. <p>RPS</p> <ul style="list-style-type: none"> • Extra land update, the field at RPS is of considerable size. 	<p>Question</p>
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	<ul style="list-style-type: none"> • ESFA have concerns with the lease, it is open to the public and concerns relate to waste management and removal. Legal advice was sought, PHP response - <i>it is not relevant to ESFA</i>. • Waiting on one last fence. <p>OPS</p> <ul style="list-style-type: none"> • Lots of plans in place for change and improvement, but it cannot all happen at once. Read Write Inc will start in January 23. <p>SLA</p> <ul style="list-style-type: none"> • Plans have been implemented and the school is moving forwards as expected. Behaviour has improved, focus is now on attitude behaviour, e.g. consistency of behaviour and attitudes during lunchtime as in class. • PG questioned what is happening re SEND? The SENDCo resigned, so a replacement has been appointed from January 23. Discussion followed on the impact from KD as deputy, KD has had to step back into SENDCo role until January 23. • Edukey is being used across all schools, this enables staff to tap into SEND pupils, view their targets and progression against their targets. All staff are able to work together to ensure targets are met, the curriculum can be adapted (by Subject Leaders) for SEND pupils. This is still work in progress but teachers are much more aware of individuals needs of their children. <p>Trauma informed</p> <ul style="list-style-type: none"> • SB explained how each school within the trust are becoming Trauma Informed Schools. • Currently have 2 x play therapists being trained, considering animal therapy provision. • Target to become a zero exclusions and suspensions trust was discussed. Staff are being educated on ACEs (Adverse Childhood Experiences) and knowledge will be shared with all staff. • There will be an in house, cross trust FSW (Family Support Worker). • Discussion followed on consideration of employing a trust Educational Psychologist, instead of buying in the resource. • LA feedback discussed - children excluded from mainstream school do not return. Our trust can evidence 4 pupils that were moved to Chestnut and returned back into RPS mainstream. <p>Governance</p> <ul style="list-style-type: none"> • Chair met with Chair of Governors last week. There has been a new Chair appointed at OPS. • Chair at SLA has seen a positive change. Discussion followed on level of urgency. • Stability at RPS. SB raised early concerns of a difference in opinion, underlying issues between staff and the trust. RPS raised issues with recent trust monitoring and criticism. Discussion followed on how trust monitoring takes place, SB to feedback to DB. RPS Chair fed back on an awareness of staff sensitivity during monitoring. • DB was very good at raising the trust profile within RPS. • Chair summarised the trust rollercoaster with Ofsted, questioning 'what we actually want for our children'. Discussion followed on the journey with other potential trusts and disappointment at the result. 	
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<p>Autumn 2 07</p>	<ul style="list-style-type: none"> • Chair requested trustees give some strategic thought to the 5 year plan. Please consider: how do we close the gap, how do we increase attainment, how do we bring the 3 schools closer. Re-energising will be the away day focus on 3rd February 2023. • Chair asked how we are giving our children a better time at school, Riviera principles, Riviera 70, forest schools, trips etc. • SB explained the rescinded schools bill, providing more room for growth and the 5 year plan to increase to 6 schools. Growth cannot be achieved in the short term. SB explained focus on citizenship and schools' responsibility to produce better citizens, more prepared for society. How - Torbay Children Partnership, Civic Award, providing excellent attainment for SEND pupils and disadvantaged. Community partnerships and links for a broader education beyond academic study. SB is preparing a plan for citizenship and active participation from children outside of school. • Discussion followed of the journey over the past 5 years, the culture within the schools and fall out from covid. • PB couldn't agree more. The trust schools are well placed, forging ahead with the newly developed curriculum in place. PB commented that in general teachers are down and depressed, in 3 years' time we need to ensure we have the happiest teachers in the country - we will then have the happiest children! <p>Request for an additional INSET day</p> <ul style="list-style-type: none"> • SB explained how staff have researched and visited Trauma Informed schools in action and have witness the impact to staff and pupils. Behaviour and staff wellbeing is better and trust decision to make our schools Trauma Informed. • All staff will need to be trained over 2 days. An excellent trainer has been sourced and can deliver on 19th May and 5th June. SB explained the importance of the gap between training to reflect and try the strategies. • The Regional Directors office explained an Academy can request up to 5 additional INSET days, PHP lawyers have been contacted and are satisfied there are not any issues. SB would like trustee approval, there may be some parental complaints, SB is confident that the significant benefits to pupils and staff, of becoming Trauma Informed Schools, will out way the short term disruption. • MR questioned how this will be communicated to parents and carers. JP wanted to ensure the benefits are explained explicitly to all. • JP questioned the measurement of impact? Who will decide it is working, who will be monitoring it? SB will use the number of suspensions as a measurement. KS will be monitoring and ensuring it is implemented. • ST questioned if the number of suspensions is high? SB - relatively no, but more than ever before and behaviour logs show a pattern of behaviour emerging. Teaching staff are relying on SLT or 1 to 1 TAs and not seeing their role in it. This training will upskill teaching staff. PB explained how low level behaviour is dealt with, teachers see and understand why and how to manage where it is coming from. • Staff are worried about their workload and ability to deal with difficult pupils – training will provide the confidence to deal with the child whilst looking after the rest of the class. <p>Trustees AGREED.</p>	<p>Question</p> <p>Question</p> <p>Question</p> <p>Additional INSET day agreed.</p>
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Autumn 2 08	<p>Update from the Finance, Audit & Risk Committee meeting draft accounts presentation</p> <ul style="list-style-type: none"> • Trust is performing better against the budget, additional £140 per pupil. • Pension primary contribution increasing to 19%, equating to an extra £20K. • MR summarised a manageable year, trust is spending more than anticipated this year, there will be an increase in funding next year and reserves will be used. MR referred to GAG policy figure of 5% GAG. Next year will be a difficult year. Thanks to LV and finance team. • Sign off Final Accounts to August 31st 2021. Final accounts presented at FAR 25/11/22. MR highlighted the completely clean management letter – the trust is financially robust! 	
Autumn 2 09	<p>Compliance</p> <ul style="list-style-type: none"> • Internal scrutiny and audit focus agreement required, MAT Assurance Framework presented by SB. Start with vision values and ethos – how it is embedded in schools across the trust. Work through the framework over the audit cycle. TRUSTEES AGREED. • Management accounts shared with Chair monthly & trustees 6 times per year- completed. 	Internal scrutiny/audit focus agreed
Autumn 2 10	<p>Update from the Standards Committee meeting</p> <ul style="list-style-type: none"> • PB fed back on a positive meeting, the current data from SLA is better than expected, positive at RPS and reflected concerns at OPS. • Committee ensure teacher targets are ambitious enough, especially for PP. • Shared wider Riviera 70, Citizenship and Children’s Parliament. • Shared alternative provision and trauma informed. • Diversity days, looking at diversity in the curriculum and books that reflect British History. • 2 x apprentices help out across schools. • Very positive from SLA, Chair felt a deepening partnership, with an honesty of what needs to be done. • OPS fed back on phonics, introduction of Read and Write Inc, ensuring spelling shed embedded. Whole class reading re introduced. Greater Depth focus for PP. Greater Depth for the more able children – explanation of this, not just going onto the next year scheme of work but a greater understanding and diving deeper into concepts, skilled requirement from teacher and may need support. • RPS focus on fidelity to phonics scheme and Early Years to see the impact on the spelling strategies. New SL in Maths. Greater Depth in PP. Working through finding trust monitoring stressful. • JP questioned concern about meeting length? PB fed back the meeting was full of information and provided a real insight into 3 schools, the Chairs are very knowledgeable. 	Question
Autumn 2 11	<p>To update the Trustees on Matters discussed at the Meeting of the Local Standards Boards</p>	A2 add Head report data into minutes

Autumn 2 12	<ul style="list-style-type: none"> Trustees received minutes from each LSB meeting. Chair – in OPS minutes, add Head report data into the minutes ACTION. <p>Safeguarding update</p> <ul style="list-style-type: none"> Trustees discussed the Safeguarding training link circulated. <p>*****PART II Confidential Minutes*****</p>	
Autumn 2 13	<p>Racists incidents reported to the LA?</p> <ul style="list-style-type: none"> Discussion on what is reported and who decides what to report, including 4-year-old curiosity? The information goes to the Head, it is logged, monitored and reported to the LA. Parents are contacted once reported to the LA. PG questioned if the duty limited to racist incidents, how about primary level disability, inappropriate language? SB suggested a report to the Local Standards Boards on protected characteristics, and then feed up to trustees ACTION. Priority to raise profile of diversity day, don't want it to be tokenistic but we need to start somewhere. Discussion on feedback form parents and impact of anti-gender groups, church and faith groups. 	<p>Question</p> <p>A4 Heads to report to LSB on protected Characteristics – feed up to FGB</p>
Autumn 2 14	<p>Policies Approval:</p> <ul style="list-style-type: none"> Freedom of Information <p>Trustees approved.</p>	<p>Policy approved</p>
Autumn 2 15	<p>Any other business</p> <ul style="list-style-type: none"> MR started a discussion on the consistent approach of EY transition. The census highlighted SLA operate a part time transition for a couple of weeks. SB explained the SLA staggered approach at Nursery, and will look into to make it consistent. JP questioned the concertina wall at SLA, is it the best wall that can be there? SB confirmed it is on the Asset Management Plan to replace, it would be better for teaching if it was a solid wall. Need a quote for building as the classes are connected and have to walk through each one to go to the toilet, are aware of it but not a priority, but on the plan. <p>Date of next meeting: AGM 16th January 2023 at 5.30pm FGB 3rd February 2023 Strategic Planning Day at 9.15am</p>	

Actions:

A1 FS add PB to list

A2 add Head report data into minutes

A3 Part II Confidential Minutes action

A4 Heads to report to LSB on protected Characteristics – feed up to FGB



Signed:
Chair of Trustees

Date: 24th March 2023

