



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 23rd February 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), Josie Medforth, Paul Garside, Susannah Teagle, Pippa Bennett, Alice Bessell

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

Apologies: None

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

Spring 01	Welcome	
Spring 02	To receive and sanction any apologies for absence No apologies received.	No apols
Spring 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>	
Spring 04	To receive, agree and sanction minutes of 7th December 2023 meeting The minutes were agreed and electronically signed as an accurate record.	Mins agreed

Spring 05	<p>To discuss any Matters Arising/Actions from the Minutes of the 7th December 2023 Meeting:</p> <p>Actions:</p> <p><i>A1 buildings compliance update to FAR - completed</i></p> <p><i>A2 Academic plan update to FGB - completed</i></p> <p><i>A3 Laurel Trust report in Jan 25 - completed</i></p> <p><i>A4 FS to circulate staff surveys - completed</i></p> <p><i>A5 Cyber essentials update FGB – completed (roll over to FAR)</i></p> <p><i>A6 invite KS to summer FGB</i></p> <p><i>A7 FS to update values to Trust paperwork - completed</i></p>	
Spring 06	<p>CEO Report</p> <ul style="list-style-type: none"> • SB updated Trustees on the external reviews through Education South West. • Parental preferences are a big challenge, impacting OPS and SLA negatively. Head at RPS requested to take the extra 15 children, SB contacted RW at LA to discuss exceeding the PAN at RPS in September. SB highlighted concern about impact on wider schools' community. It would generate an additional £60K income. Admissions were contacted and it was possible as an exception, not a permanent change. LV looked at the numbers and the financial viability. Next year is positive due to final year of the Year 6 bulge year and the Reception bulge year, two large groups works well. Consideration was given to repeating the bulge year for the following year only as no more capacity thereafter or a change to the school would be required to make this permanent. • Discussion on balance of risk has taken place, DB will have to develop the staffing structure in the following years if the bulge year cannot be repeated, DB agreed. SB confirmed that 1 bulge year can be managed in the budget. PB questioned if there is space? SB confirmed there is. MR aired concerns about the finances, and wanted clarity that this was not a step towards 2 class entry because that will not happen. MR highlighted that a bulge year is expensive every year after next. • Figures were discussed - an extra teacher and TA costs £75K, concern was raised that 15 extra pupils, does not generate £75K. It was acknowledged that the Trust had taken a 6-year commitment to subsidising RPS staffing for the bulge year. SB agreed if the current structure is maintained. Suggestion was given to look at a different structure to group pupils through the school, this is more manageable. A discussion followed on comparing the extra class to mixing groups and cross key stages. • MR commented that it is not ideal, but the alternative is vertical grouping and changing the structure within RPS. • Discussion followed on where those extra 15 pupils could go, to a Trust school? There is a responsibility to the community of schools and the importance of not being viewed as selfish was discussed, consideration must be given to the community. Discussion followed on other schools affected by this decision. R Williams contacted other schools and SB received feedback from 2 schools. White Rock was not in favour of this decision, LAP were not in favour of the decision but were very interested in what RPS is doing that every other school is not. • JM questioned how the decision was made and was it done correctly? What is right for RET and was is right for those children and our 	

	<p>school? JM is concerned that time has been spent in meetings discussing the negative impact of the bulge year responsibilities and the financial impact, so why are we taking another?</p> <ul style="list-style-type: none"> • <i>It was agreed that on this occasion, due to unfortunate time pressures around the decision needed by the LA, the trustees were not given the correct opportunity to discuss and challenge the thoughts behind the bulge year at Roselands. This is not how we as a trust make these decisions and we aim to not allow it to happen again. We felt that on this occasion we had not followed our scheme of delegation.</i> • JM highlighted that a significant decision that will affect the Trust, must be made by the Trustees who are accountable. • MR shared an understanding for the decision and how positive it is that 59 parents want their children to attend RPS. • PB highlighted the educational benefit to those children going into a class of 22, rather than 30. SB highlighted the funding of RPS for the last 6 years from OPS, however, this could not continue so a change in structure and vertical grouping would have been needed. It is a risk to take the extra 15 this year and to try again next year, but the alternative is vertical grouping. • SB recognised an extraordinary meeting should have been called and consideration given to the Scheme of Delegation. Work has taken place to update and include detail to the Scheme of Delegation for clarity, suggestion to amend the Terms of Reference to ensure Chair, Vice Chair and 1 Trustee can be contacted to make these emergency decisions. ACTION for summer term 24. • Discussion followed on the opportunity to respond to the LA with an overturned decision. • Discussion followed on mixed age classes. • Discussion followed on the reputational lag at OPS. • Discussion followed on the birth rate forecast • Discussion followed on marketing and advertising. • Attendance has fallen in all schools, but is below the national average. Discussion on suspensions at SLA due to emerging higher needs pupil's aggression towards staff. PG commented on post covid behaviour and core challenges. • MR highlighted KPI's are very good and reflective of our hard work. SB confirmed all green and amber. • PB questioned OPS position in an Ofsted Inspection? Current external reviews are pointing towards Good. Discussion followed on SEND and adaptations, reading is good, writing has been revamped and good, maths is good. SB highlighted some foundation elements that could affect the Good rating. • SB confirmed the work SLA are undertaking because there are some elements that are not quite right. 	<p>A1 TofR changes July 24</p>
Spring 07	<p>Scheme of delegation work.</p> <ul style="list-style-type: none"> • Trustees reviewed the Scheme of Delegation and AGREED. • This was initially reviewed by consultation with 2 Trustees and representation from a Head of School. 	<p>Question</p>
Spring 08	<p>Business Plan</p> <ul style="list-style-type: none"> • Updated and circulated. 	<p>Scheme of Delegation agreed</p>

Spring 09	IT update – Jill Christian & Marcus Stone <ul style="list-style-type: none"> • Cyber Essentials update • Current online filtering and monitoring • Proposal for enhanced & improved filtering • Trustees approved Senso solution. Trustees respected the technical expertise provided. Whilst conscious of budgets, all agreed Safeguarding is a priority and the current solution does not provide the instant reaction of alerts that is required, the Senso will provide that monitoring, filtering, reporting and the instant alert function. ACTION invite JC & MS to FAR. 	
Spring 10	Surveys <ul style="list-style-type: none"> • SB wants to put a health check into schools. KPI given to schools and cannot change to green until 75% response rate is achieved. • FS to update trustees with any school surveys as they come in. ACTION. 	A2 invite JC to FAR
Spring 11	Compliance <ul style="list-style-type: none"> • Management Accounts shared with Chair monthly, Trustees at the FGB meetings. 	A3 FS circulate surveys
Spring 12	Update from Finance, Audit & Risk Committee CFO update <ul style="list-style-type: none"> • SLA lost a few pupils throughout the term. COVID funding is ending and PP number are going down, • Without the agreed pay increases (unknown) currently predicting a £230K deficit. MR reminded Trustees this will come into effect in 2025 2026 due to the funding lag. • LV explained the low pupil numbers and the knock affect, realistically this is a 2/ 3-year concern. • Balance budget - SB and LV will bring proposals to the next FAR Committee and to be discussed at the Strategy day. Staffing discussions have been had with Riviera People about possible actions and time scales. • Discussion followed on Reception pupils being offered swimming again, consideration of offering a wider provision and how attractive that offer is. • JP questioned if the Trust is sustainable going forward? LV explained that the correct cut backs will have to be made and complete review of the structures and how things are done, is required. <p>***** Part II Confidential Minutes *****</p>	
Spring 13	Update from the Standards Committee <ul style="list-style-type: none"> • All trustees received the minutes. • Academically, things are going in the right direction. • The governors are going into schools and there is evidence of probing and challenge. 	Question Part II confidential Minutes
Spring 14	To update the Trustees on Matters discussed at the Meeting of the Local Standards Boards <ul style="list-style-type: none"> • MS has resigned as Chair of R LSB from August 2024. • Chair would like to thank Shiphay Clerk – LS – for the excellent start to the minutes, highlighting the 4 things SLA is focussing on! 	

	<ul style="list-style-type: none"> • JP met with the caretakers and visited every room in every school. On the whole RPS has all the essentials and anything else is a luxury. SLA need someone in there to love the place a bit more rather than complete the essentials, there are a few things needed. The caretakers at OPS love the school and really look after the whole site, which is immense. • LV explained Active Devon Funding for the pool, enabling the pool to open on a Saturday afternoon to SEND and disadvantaged children. This will help fund some lighting too. • JP explained the issue regarding caretakers going in at the weekends to fill up the chemical tank, the chemical tank lasts 5 days (rolling) and the pump last for 7 days. • JP confirmed that all the kit on OPS is in excellent condition, JC does an excellent job! 	
Spring 15	<p>Safeguarding update – PG.</p> <ul style="list-style-type: none"> • PG met with Safeguarding Link Governors, they talked about monitoring and the types of questions to ask. • It was very positive, information was shared and made a commitment to get together termly. • PG fed back on the positive joined up approach to monitoring Safeguarding. • The reports were fed back and discussed re online monitoring and filtering. • PG confirmed some new Link Governors so clarity was provided on the responsibility the level of challenge was discussed. • JP noticed a question about having access to 'The Key'. All Governors have access to 'Knowledge for Governors' under Governor Hub (was the Key). SB stressed it has become a helpful resource to have the Leadership and Management element, so that has been purchased this year. 	
Spring 16	<p>SEND update - PB</p> <ul style="list-style-type: none"> • PB fed back on her visits to the schools recently. • RPS had a challenging Reception going into Year 1, the inner area is not usable at the moment, but it could be used to have more space. • PB found meeting the staff reassuring and exciting. HD at RPS was really good and there is lots of evidence of high needs children being looked after really well and they are doing some great stuff. SLA is driving forward and great to see the improvements made at SLA. PB did not meet the new SENDCO at OPS but met with the Inclusion Lead - KS. Everything looks to be heading in the right direction at OPS. 	
Spring 17	<p>Racists incidents reported to the LA?</p> <p>OPS – 8, mainly one high needs year 6 pupil, at risk of permanent exclusion. Access to alternative provision.</p> <p>RPS – 2.</p> <p>SLA – 0.</p>	
Spring 18	<p>Policies Approval:</p> <p>Admissions – Oldway, Roselands, Shipway 2025 – 2026 confirmation</p> <p>Anti-Bullying</p>	

<p>Spring 19</p>	<p>Attendance policy Collection Policy Freedom of Information policy Suspension & Permanent Exclusions Policy Policies approved by the Trustees.</p> <p>Any other business</p> <ul style="list-style-type: none"> • Kreston Academies Benchmark Report action form the FAR committee. • SB has been accepted onto school trust CEO programme, Dfe funded. <p>Date of next meeting: FAR Friday 15th March 09.00 FGB Strategic Planning Friday 22nd March 09.15</p>	<p>Polices approved</p>
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Actions:

A1 ToFR changes July 24

A2 invite JC to FAR

A3 FS circulate surveys



Chair Signature:

Date: 24th May 2024