

Education South West

Board Meeting Minutes

Thursday 14 May, 3pm

Microsoft Teams virtual meeting

Attendees: Peter Di Giuseppe (PDG), Roger Pope (RP), David Potter (DP), Barrie Taylor (BT), Stephen Tucker (ST), Lindsay Yelland (LY), Simon Gotch (SG), Matthew Shanks (MS), Jeremy Fothergill (JF)
In attendance: Stuart White (SW),
Apologies: Kellie Knott, James Clark
Notes: Caroline Battong (CB)

ESW233. Apologies

Apologies received and noted from Kellie Knott and James Clark due to work commitments. James Clark has tendered his notice as a director as of 14 May 2020, but will remain as Chair of Christow LGB.

ESW234. Declarations of interest & Directors statement

None declared.

ESW235. Minutes of the previous meeting, March – Part I

Part I accepted as a true and accurate record.

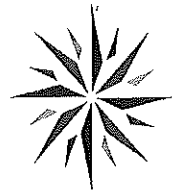
ESW236. Matters arising from the previous meeting

ESW225 Update on Sixth Form proposition (MS) – to be addressed under ESW237ii.

ESW 226 Update dates on page 1 and 2 on the Risk Register. (RP) - complete

ESW227 CB to ask clerks and directors for all skills audits – in progress

ESW230 MS will check the column on the SCR to ensure the additional pre-employment checks are listed. SCR (Single Central Record) column - this action was about DBS checking. MS confirmed the action had been completed in consultation with Kellie Knott.



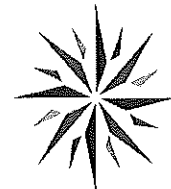
ESW237. Trust matters from CEO

i. COVID19

- a. RP circulated a new update this morning re: phased reopening from 1st June. The schools and the staff have coped exceptionally well with more than enough willing volunteers to cover the Easter break. Lots of staff have upskilled to be able to post work online and the speed with which staff and students have adapted has been exceptional.
- b. All of the support staff have been working at home over the last 7 weeks. Everyone has been paid and IT support has continued in a supportive and effective manner.
- c. We are now moving towards partial opening. RP recommended a resolution on phased reopening. The Trust is steering a difficult path between its duties to parents and children, its obligations to staff, and the advice from government and unions. ESW are opening its schools because we have a government instruction to do so and we have a moral obligation to our students and parents. We will do all in our power to promote social distancing and safeguard our staff and students. Ultimately, we can reduce risk as much as possible but not eliminate it.

DP left the meeting at 15:15.

- d. There was a discussion around the use of PPE in schools for staff and students and giving the teachers and students choice. MS said staff had been amazing and every teacher had been in school at some point in time. They have been in school with key worker children who are a higher risk group and staff have not been wearing masks. The speed with which our Heads have moved forward was impressive.
- e. There was a discussion around the health and safety risks associated with COVID19. RP said the government was not guaranteeing anything for schools and they couldn't across thousands of schools. The government position is masks and gloves are not required. However, as an organisation we are required to risk assess. The government has set a maximum of 15 in a room so students will return on a part time rota. Enhanced cleaning will be required.
- f. PDG What is our position if staff refuse to return? RP stated we may not be able to open schools. Staff may not be able to return because of shielding themselves or other family members. If we have staff who refuse to come in because they have anxiety the Heads will meet with those staff to reassure them, and if necessary assign duties outside of school. MS said Devon County Council was seeking advice on what is the appropriate position.
- g. BT asked what transport would be in place for students? RP said they were liaising with Heads and transport providers. It was agreed it was important to note everything was subject to change because of the fluidity of the national situation. RP asked if the directors want ESW schools to open on 1st June?
- h. LY asked what measures will be in place for tracing and isolation? Do we have a policy for tracking? MS said staff and students will operate in bubbles so one



teacher will only have contact with the group of 15 including during breaks and lunchtimes. There may be an issue with achieving bubbles with Year 12.

- i. All directors agreed that they do want to see schools open.

15:40 DP re-joined the meeting.

Resolution:

The Board notes and supports the actions being taken to re-open ESW schools in accordance with government guidance and the following principle:

To maximise the effectiveness of teaching and care for our students, whilst safeguarding the health and well-being of everyone on site.

- ii. SDUTC

There was a discussion which is noted in part 2.

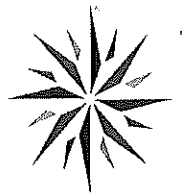
ESW238. Education matters from Deputy CEO

- i. Exams and awarding grades
MS confirmed individual secondary schools have been briefed, and in turn have briefed their governing bodies. MS talked through the rank ordering and approaches to grading.
- ii. Home learning and impact on student progress

MS reported in detail on the educational provision in place whilst schools are closed. He said the engagement rates had increased, and alongside a continued focus on home learning there was also now a focus on reopening. Directors noted there would be no Ofsted inspections until October 2020 at the earliest. Any data from this summer series and potentially from next summer would not be useful.

ESW239. Financial update from Trust Business Manager

- i. SW talked about the Covid19 effect. Caution was still required as the situation is fluid and several possible scenarios had been modelled but the current financial forecasts showed a potentially positive position. If ESW are financially better off we may not be recompensed for furloughed staff in Catering. We have furloughed the catering staff, but we have ringfenced that money in case we have to return it. We should also be aware that we may start incurring additional costs for support of disadvantaged students.
- ii. Budgets for 2020/21 are well progressed.
 - a. KW – roll continues downwards, but it does have healthy reserves and the Executive is likely to recommend that we allow KW to run a deficit budget.



- b. DA continue to struggle because of the budget set at a roll of 300. The roll is now at 260. Primary entry numbers remain volatile.
 - c. CHD and TN are now in a good position.
 - d. CR does have a falling roll but remains in a good financial position. It could carry a deficit for 2 to 3 years.
- iii. ST asked if there was any strategy re: KW? SW said an aggressive marketing strategy has been created. MS said there would be no support from the LA for closing. We are putting Sarah Simnet in as Head of School. The school is unique and its small and unique nature does appeal to a certain group. We can cater for students with specific issues under Sarah's leadership.

LY left at 16:37

ESW240. Review of ESW Risk Register

PDG requested that actions dated November 2020 should be corrected to November 2019.

Action: CB to update Risk Register

ESW241. Governance

- i. Matters arising from LGB's

LGB	Governor	Appointed / resigned
<u>Teign School</u>	Sean Chakraborty	End of term 16 March 2020 - not renewed.
<u>KCC</u>	Peter Burner	Renewed 28 April 2020
	Helen Johnson	Renewed 28 April 2020
	Juliette Jackson	Renewed 28 April 2020
	Chris Wotton	Renewed 28 April 2020

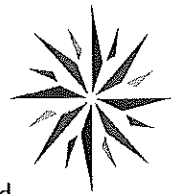
- ii. Members meeting update from Peter Di Giuseppe
No Members meetings have taken place because of the COVID19 crisis.

ESW242. Health and Safety Update from Steve Tucker

The dashboard was not currently showing any areas of concern.

The key points to highlight relate to ESW being in lockdown: -

- Due to lockdown and not allowing contractors on to site some of the compliance visits have not taken place and have been booked in for the summer holidays
- Due to lockdown the reviewing of the risk assessments, overarching arrangements and procedures has progressed more quickly



- The Health and Safety Audits for the summer term were obviously cancelled and will be re-booked in for the Autumn Term

SW informed the board that statutory compliance visits were now taking place in time for the phased reopening of schools.

ESW243. Safeguarding and SEN update

MS said there was nothing of note for the Board.

ESW244. Policies – for review and approval

- i. Maternity, Paternity, Adoption, Parental & Shared Parental Leave policy
The directors approved the policy.
- ii. Staff Grievance policy
The directors approved the policy.
- iii. Safeguarding COVID19 addendum (updated at LGB level for each school)
MS confirmed this had been actioned.

ESW245 Information, Security and Data Protection

SW said there had been some breaches because of homeworking, but there are none that are reportable to ICO. All breaches are noted in the paper on the portal.

ESW246. Items signed on behalf of the trust and significant matters to be brought to the Board

Action: PDG will write to Headteachers and managers of Shared Services to thank them for their impressive work over this challenging period of time.

Next meeting

Board Thursday 9th July 2020

Microsoft Teams at 6.30pm

