



Education South West –Board Meeting minutes

6th December, 2018

18:30 – 20:30

Kingsbridge Community College

Attendees:

Peter Di Giuseppe (PDG), Roger Pope (RP), Jeremy Fothergill (JF), Barrie Taylor (BT), Stephen Tucker (ST) David Potter (DP),

In attendance:

Stuart White (SW), Nick Banwell (NB),

Apologies:

James Clark (JC), Hannah Smith (HS), Lindsay Yelland (LY), Simon Gotch (SG), Matthew Shanks (MS)

ESW119. Apologies

Noted and accepted from Simon Gotch (SG), Lindsay Yelland (LY), Hannah Smith (HS), Matthew Shanks (MS), James Clark (JC)

ESW120. Declarations of interest & Directors statement

None were declared

ESW121. Minutes of the previous meeting, Oct 2018 – Part I attached

Accepted as a true and accurate record.

BT drew the Board's attention to a new GDPR guidance document. The directors noted the advice.

Action: SW to share IT helpdesk number to provide directors with IT support because all directors are using ESW emails and ESW One Drive for document sharing for Board work.

ESW122. Matters arising from the previous meeting – Action below

PDG to update Board of Chairs meeting 09/10

Refer to ESW127 b



ESW123. Report from the Executive

- a. Educational Progress
 - i. RP outlined a summary of actions taken at Coombeshead, KCC and Teign based on summer 2018 results.
 - ii. Ofsted expected imminently at Coombeshead and Teign.
 - iii. Teign team very new; progress has been rapid, but there is more to do.
 - iv. Coombeshead did show positive results in 6th form and in Science.
 - v. KCC have implemented simpler systems with staff and pupils noticing a positive impact. BT asked what slipped at KCC that caused the dip in results? RP said there has been an increase in pupils with more complex needs and this created pressure on systems which have not be robust enough to respond to the increased need.
 - vi. JF said it was under resourcing at GCSE which impacted on results and particularly impacted on boy's results. There was a similar story in 6th form. Recruitment is an ongoing issue with reduced numbers of quality applicants across the MAT.

- b. SDMAT
 - i. RP reported SW took over as CFO of SDMAT 2 weeks ago. SW clarified SDMAT outsourced their shared services to ESW.
 - ii-vi Please note this section is in part 2.

- c. UTC
 - i. RP updated the Board on UTC. UTC now have a new chair, new vice chair and new principal.
 - ii. Please note this section is in part 2.

- d. Research School
 - i. RP ran several courses on Leadership targeting middle leaders. The research school are creating a really positive reputation and now had a big reach down through Cornwall.
 - ii. RP reported 14 ESW middle leaders on the apprenticeship levy facilitated by RP. ST asked if there was a financial gain? RP confirmed there was a financial gain.

- e. Dartmouth
 - i. BT asked about any comments on Dartmouth? RP said Dartmouth doesn't have the scale to share leadership. This was set against a challenging student body.
 - ii. RP said there was some outstanding teaching and learning which has been born out of the challenge. RP said results look more positive for summer 2019.



ESW124. Finance update from Finance Committee

- a. Financial Summary & 19-20 Planning challenge
 - i. JF said Statutory accounts have been issued and audited. The Finance Committee recommended these for signature to the Board.
 - ii. JF said the reports will be formally presented to the company at its AGM in January 2019.
 - iii. JF updated the Board on the 19-20 financial planning challenge.
 - iv. JF said if there was no government funding for the further increase on teaching pension (which costs ESW c.£775k) then this will have a dramatic impact on finances.
 - v. Please note this section is in part 2.
 - vi. The Board noted the uncertainty around future funding, and in particular the uncertainty over whether the employer pension increase will be funded by the Government.

The Board:

- i. Resolved that all schools set a budget for 2019-20 that is at least balanced, on the assumption that pension increases are funded.
- ii. Instructed the Executive to set individual deficit management plans for each school with the aim of eliminating deficits by 2022.

ESW125. Company Accounts

- a. Approval of the Statutory Annual Financial Report
- b. Letter of Representation
- c. External Audit Report

The Financial committee had recommended that the Board agree to sign the following documents:

Trustee's Annual Report (by PDG)
Governance Statement (PDG, RP)
Statement of Regularity, Priority and Compliance (RP)
Statement of Trustee's responsibilities (PDG)
Statement of Financial Activities for the year ending 31st August 2018 (PDG)

The directors unanimously agreed that PDG and RP should sign the documents on behalf of the Board.

The outcome of the External Audit had been excellent with no areas of concern or action required. The directors discussed the financial projections and, subject to the government funding the pension increase, agreed that ESW was a going concern.

ESW126. Review of ESW Risk Register

Risks have been covered in other agenda items.



ESW127. Governance

- a. Matters arising from LGB's
 - i. DP and Teign await the imminent arrival of Ofsted. Every day's delay was a benefit to enable the school to be better prepared.
 - ii. On learning walks everything DP saw was reflected in what he was told by the SLT. DP was pleased to report there was now a consistent way of scrutiny where two governors meet HOD's and ask questions covering 10 areas. Some of those conversations have enabled Teign LGB and Teign staff to see how ESW are positively impacting teaching and learning. DP thanked RP and SW for their support.
- b. Members meeting update from Peter Di Giuseppe
 - i. PDG reported that there were three Part 2 meetings involving PDG, JF, and SG as the Pay Committee to discuss pay awards for the Executive, Business Manager and senior Shared Services staff.
 - ii.-iv. Please note this section is in part 2.
 - v. PDG congratulated SW on his performance and asked that he convey the same message to his team.
- c. Finance Committee – It was agreed that Lindsay Yelland is to replace David Potter as the Board appointee. The Board noted that Sean Chakraborty had joined the Finance Committee.
- d. Local governance
 - i. PDG, RP, MJS attended a meeting of the Chairs Group. As a result, the paper on ESW Governance included with the Board papers has been produced.
 - ii. JF thought this was a good way of focusing LGB's creating inward and outward focus.

Action: Chairs to share ESW Governance document with LGB's

Action: CB to post ESW Governance document on website

ESW128. Health and Safety Update from Steve Tucker

- i. ST updated the Board on Health and Safety external audits with East Allington at 86% and Dartmouth 98%.
- ii. ST confirmed lockdown procedures have been completed at Coombeshead, Dartmouth and KCC.
- iii. ST said offsite evacuation and offsite education were being reviewed at Dartmouth.

Action: ST to upload RAG report to the Board portal



ESW129. Safeguarding and SEN update

Nothing to report.

ESW130. Policies – for review and approval

a. Health and Safety Policy

The Board unanimously approved the Health and Safety policy.

b Staff Acceptable Use of IT Agreement

The Board unanimously approved the Staff Acceptable Use of IT Agreement

JF asked if is this for all schools? SW confirmed that these were ESW policies that will be implemented in all ESW schools.

ESW131. There were no Items signed on behalf of the trust and significant matters to be brought to the attention of the Board

Any Other Business

BT drew the Board's attention to the quality and maintenance issues of the primary school websites.

Action: SW will clarify who is in charge of updating what on primary websites.

PDG reminded all Directors of the AGM on the 31st January and of the expectation of the Members that they would have the opportunity to meet them.

Next Board meeting – Thursday 28th February (TS)