

**Education South West**  
**Board Meeting Minutes**  
**Thursday 5<sup>th</sup> December, 2019 – 6.30pm**  
**Teign School**

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

Meeting started at 18:35

PDG welcomed everyone to the meeting and asked directors to note that Kellie Knott, Chair of DT LGB was attending the board as an observer.

ESWI90. Apologies

Apologies received and noted from Simon Gotch.

ESWI91. Declarations of interest & Directors statement

There were no declarations of interest.

ESWI92. Minutes of the previous meeting, October 2019 – Part I attached

- i. PDG requested an amendment to ESWI85 part I of the ESW board for directors approval to approach Kellie Knott with a view to inviting her to join the board as a director.

Action: Amend ESWI85 to reflect directors approval to approach Kellie Knott with a view to inviting her to join the board as a director.

Part 2 accepted and signed as a true record.

David Potter joined by conference call at 18:37

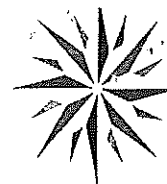
ESWI93. Matters arising from the previous meeting

Part I Actions

ESWI74 Add a flow chart to the front of the Complaints Policy (RP)

Action: Carry forward ESWI74 action from October board meeting - Add a flow chart to the front of the Complaints Policy (RP)

ESWI81 Explore asking for an exam fee reduction (RP/SW)



SW, MS and RP discussed the appropriateness of this because exam boards are chosen for the best choice for the students. To change an exam board would require a 3 year process. MS has discussed the idea of exam free reductions at a Devon level as ESW would not have enough leverage in secure a reduction with only 4 schools. He has also raised with contacts at a national level. Any decision on exam boards will always be made with best interests of education for children in mind rather than cheapest provider

ESW181 Compile subject list for A Levels and exam boards (MJS)  
Paper attached.

ESW183 Add a standing item of 'Information, Security and Data Protection' to future board agendas (CB)  
Standing item added and will be picked up under ESW202

ESW185 Add Chris King and check date of appointment with Emma (CB)  
Chris King appointment date was checked and GIAS was updated.

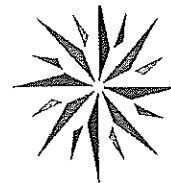
ESW185 PDG to put to Members the reappointment of Simon Gotch.  
PDG will conclude the discussion of the reappointment of SG with the members on 18<sup>th</sup> December. As noted at the October board there has been a delay from when SG's term finished on 21<sup>st</sup> September 2019 and the formal approval of the members being received. SG will continue to act as a director and attend board in the interim period while we await formal approval from the Members.

ESW188 Update policy review document to show Sex Education policy to be reviewed by January / February 2020 and Equality Information and objectives statement reviewed in December 2019 (SW)

The policy review document has been updated  
Part 2 No Actions

ESW194. Trust matters from CEO

- i. to discuss reviews carried out at ESW schools this term
  - a. RP stated that a team consisting of MS, RP and a senior member of staff from another ESW goes into each school for one day. This review focused on the three key areas the school had identified as part of its improvement planning, one of which was the curriculum. The next review will focus school improvement planning; the third review will look at plans for the next academic year. RP talked through the remainder of the review programme for 1920.
  - b. PDG asked how the Heads have found the process. RP said the Heads found it supportive, but robust. MS said that in one school this has led to 2 reviews and a support plan being put in place. RN's review was very positive, but there were still areas for focus and improvement.
  - c. JC said that CR had found it a positive and useful process.
  - d. RP confirmed the review team spent time with middle leaders and holding that middle leadership to account.
  - e. RP confirmed the follow up to the review day is MS meeting with the Heads and addressing areas. MS continues to hold regular meetings with the Heads. Where the response has not been positive we are revisiting straight away.



Where the feedback is being acted on those Heads and schools are being supported in that work.

- ii. A summary of the action points has been included in the CEO's report under this item. We will explain the process that has been followed and what the Board would like reported to it in future.
- iii. UTC  
There was a discussion about UTC. Further discussion is noted in part 2.
- iv. South Hams Federation  
There was a discussion about the South Hams Federation. Further discussion is noted in part 2.
- v. Teaching Hub
  - a. KCC were one of the first teaching hubs to be created. The DFE decided they wanted to do 9 pilots. ESW put in a bid headed up by KCC as KCC met the criteria. The DFE only awarded 6 one of which is KCC. The KCC pilot area will cover Plymouth, Torbay, Teignbridge and up to Okehampton and round again and will include around 315 schools.
  - b. There was further discussion around infrastructure and delivery. Further discussion is noted in part 2.
  - c. Two key benefits are it gives our staff great training opportunities and makes us an attractive option for potential new staff.

#### ESWI195. Education matters from Deputy CEO

- i. Deputy CEO report
  - a. The Heads produce a report for governors. MS suggested that moving forward we share the reports on the portal. BT felt that the summary that MS provided is also helpful. DP felt that pulling out themes or concerns as currently done is very useful.

*Action: Load Heads' reports for governors (CB)*

- b. BT raised a concern around staffing and funding challenges.
- c. PDG asked about incremental coaching. MS talked about incremental coaching.
- d. MS stated he was pleased with Rights Respecting Schools and the conversations it is generating. MS was hopeful that ESW will be the first Rights Respecting Schools Trust in by 2020. This was an example of what can be achieved when resourced appropriately.
- e. PDG asked if there were any questions on the dashboard. ST asked if we are being more negative on our reporting of progress. MS said that we are being more accurate in our predictions so he felt comfortable with the performance.

#### ESWI196. Business and Operational matters from Trust Business Manager

- a. Financial Report to Board  
The Finance committee recommend that the board approve and sign the accounts. There are no matters for concern. The Finance Committee request that PDG and



RP sign the accounts on behalf of the board. RP on behalf of the board, thanked SW for the ninth consecutive clean audit. RP requested that PDG write to the team and thank them for another excellent piece of work.

i. ESW Financial Summary

SW drew the Boards attention to positive brought forward reserves, forecast to grow to £2.1mm by the end of the year, including the planned in year budget surplus and current projected positive variance. SW noted that the projections for the following years remain per July 2019, and revised financial planning for 20-21 is underway.

ii. Approval of the Statutory Annual Financial Report

The board approved the Statutory Annual Financial Report

iii. Letter of Representation

The board granted PDG and RP the authority to sign the Letter of Representation

iv. External audit report

There were no matters arising from the audit.

vi. Shared Services Summary Progress Report

SW invited questions.

SW confirmed Stoke Fleming are partially preparing food for Kingswear.

The report was noted.

DP left the conference call at 19:27 after agreeing to speak to PDG tomorrow.

ESW197. Review of ESW Risk Register

Noted.

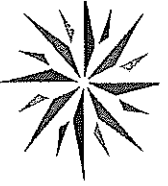
ESW198. Governance

i. Matters arising from LGB's

- a. JC raised concerns around curriculum at primary level. There was a discussion about curriculum.
- b. LY raised an issue around Disciplinary Hearing and limited numbers of governors. RP confirmed that schools can use governors from other LGB's and approach directors.
- c. RP confirmed that we were not invited to bid for the contract for Glendinning.

Part 2

- d. JF raised an issue around the development of a piece of land. Further discussion is noted in part 2.



e. Appointments and resignations from LGB's

<b>LGB</b>	<b>Governor</b>	<b>Appointed / resigned</b>
<b><u>Christow Primary School:</u></b>	Alexia Hollingsworth	is now a Staff Governor rather than co-opt
<b><u>Coombeshead Academy</u></b>	Anna Brooking	term of office for Coombeshead ended on the 4/10 but she is being re-elected as a Co-opted Parent Governor at the next governors meeting on the 3/12/19. Lindsay informed board on 5.12.10 that Anna had resigned from the LGB on 4.12.119, but it will backdate to 4.10.19
	Mike Morley	Resigned from staff governor role 28.11.19
<b><u>Dartmouth Academy</u></b>	No changes	
<b><u>Rydon Primary School</u></b>	Lisa Cudlipp	Appointed 02.10.19
	Jackie Booth	Appointed 02.10.19
<b><u>South Hub Primaries</u></b>		
<b><u>Teign School</u></b>	Jake Woodbridge	Co-opted Governor - resigned with effect from 13 November 2019
	Nick Jones	Parent Governor, elected by parents, term of office from 1 October 2019 to 31 September 2023
<b><u>KCC</u></b>	Chris King	Appointed 12.11.19
	Natalie Ryrie	Appointed 12.11.19

- ii. Members meeting update from Peter Di Giuseppe
  - a. Sue Clark resigned from ESW Members on 6<sup>th</sup> November 2019.
  - b. The members are in support of Kellie Knott joining the board. This will be discussed at 18<sup>th</sup> December 2019.
  - c. The members will be asked to support the reappointment of SG. This will be discussed at 18<sup>th</sup> December 2019 meeting.

ESW199. Health and Safety Update from Steve Tucker

- **There has been 3 H+S Audits** since the last Board update : -
  - Christow Community Primary – Whole School – October 2019 – 86% -



- Coombeshead Academy – Performing Arts – November 2019 – 99% compliance -
- Coombeshead Academy – Design and Technology (inc Food Tech) – November 2019 – 87% compliance – vast improvement on the last H&S audit which was very pleasing.
- **The health and safety audit timetable** has been planned right up until December 2020 to ensure our 3 yearly audits remain on target – the next audits happening in November are at Teign for Science and PE
- **First Aid Provision** – Facilities & Compliance Team continue to first aid courses are provided to ensure the first aid provision at each site is compliant
- **Thorough Examinations (TE)** – We are currently in the process of ensuring that Allianz, our insurers contractor for TE's, have the correct inventory of plant and that inspections are taking place
- **Termly play equipment checks** have been completed by the Facilities and Compliance Team and any issues highlighted sent to the relevant Site Supervisor
- **Fire door checks** have also been completed to feed in to the Fire Risk Assessments.

There are no significant issues to report. SW confirmed that there were no significant concerns on DT. It was requested that Zoe (ZW) sends to the Chairs by exception any causes for concern; SW agreed to follow this up with ZW

Action: Use the Health and Safety audit style to create something similar for Safeguarding (Kellie Knott)

Action: SW will ask Zoe to action Chairs by exception any causes for concern.

ESW200. Safeguarding and SEN update

Clare Bamford will be based full time at CH from January 2020.

ESW201. Policies – for review and approval

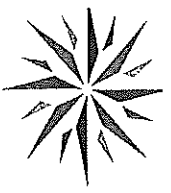
There was an additional policy amendment to the Financial Administration. Policy to be reversioned and re-ratified and published on the website. The Finance Committee were unanimous in recommending the changes outlined in appendix I of ESW Internal Review Programme of Works. The board unanimously agreed to ratify a revised Financial Administration Policy.

Action: Align directors to policies (CB/SW)

Action: Update the Financial Administration Policy on the policy review schedule and upload the new version to the ESW policies website section (CB)

ESW202 Information, Security and Data Protection

Noted. There were no questions.



ESW203. Items signed on behalf of the trust and significant matters to be brought to the Board

MS, RP, SW and CB left the meeting at 8pm at the direction of PDG.

ESW204 There was a discussion noted in part 2.

**Next meeting**  
**AGM Wednesday 29<sup>th</sup> January 2020 – Teign School**  
**Board Thursday 12<sup>th</sup> March - KCC**

*PD Giuseppe*  
*29.01.2020*

