

Education South West

Board Meeting minutes

Wednesday 29th January, 2020 – 7.30pm

J5, Teign School

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

Start 7.25pm

PDG KK welcomed KK to the board. The Members signed the special resolution on December 19 appointing KK as a director.

ESW205. Apologies

None noted.

ESW206. Declarations of interest & Directors statement

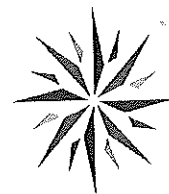
None declared.

ESW207. Minutes of the previous meeting, December – Part I attached

December part 1 minutes were accepted as a true and accurate record.

December part 2 minutes were circulated and approved. There was a verbal update which was recorded in part 2 January 2020 minutes.

Part 2 October revised minutes were circulated and approved.



ESW208. Matters arising from the previous meeting

Part 1 Actions:

Amend ESW185 to reflect director's approval to approach Kellie Knott with a view to inviting her to join the board as a director. - **completed**

ESW174 Add a flow chart to the front of the Complaints Policy (RP)
Action: Carry forward ESW174 action from October board meeting - Add a flow chart to the front of the Complaints Policy (RP) – **Complaints policy on the agenda**

ESW195

Action: Load Heads' reports for governors (CB) – **completed and available on the portal**

ESW199

Action: Use the Health and Safety audit style to create something similar for Safeguarding (Kellie Knott) – **Matthew and Kellie to meet and discuss action.**

Action: Use the Health and Safety audit style to create something similar for Safeguarding moved to March board (KK)

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

ESW201

Action: Align directors to policies (CB/SW) - **completed**

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

Part 2 – No actions.

Action: ESW201 MJS/SW to reassign some of PDG policies

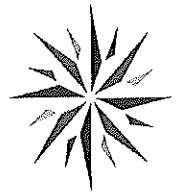
The board agreed that, as policies come up for review executives will rewrite the policy with tracked changes and send the draft policy to the assigned director for review. The director will then recommend the policy to the board.

ESW209. Trust matters from CEO

UTC

- i. ESW put together a business case for UTC and submitted it in October. ESW were yet to receive feedback. Purdah caused a delay, and we are informed it is still being reviewed by officials. We are continuing to chase and to use Anne Marie Morris to





press our case. We are fully aware of the potential risks and benefits, and will come back to the Board when there are developments.

SHF update

- i. RP updated those present on the SHF discussions. One of the schools is a church school and the diocese required SHF to invite bids from other trusts. We will present our case again on 4th February 2020 and SHF will make their final decision on that day.

ESW210. Education matters from Deputy CEO

- i. MS updated the board on Rights Respecting Schools. Every single school at ESW is now a Rights Respecting School to at least at bronze level.
- ii. ESW currently have an advert out for Director of English.
- iii. There was a discussion about Head of School for Dartmouth. Discussion is noted in part 2.

ESW211. Financial update from Trust Business Manager
No financial update

ESW212. Review of ESW Risk Register

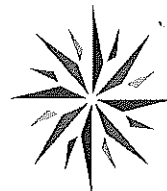
- i. The pupil numbers at KW has become more turbulent partly because the ferry company has introduced charging. ESW have agreed to work on a recruitment campaign. The board noted that KW had large reserves, but concerns remain. BT noted that there were positive signs of people being interested in selecting KW. MS confirmed that representation was made to the ferry company and the fare was now 50% less.
- ii. ST questioned the impact assessment of 5 in relation to the risk of not achieving the planned budget surplus. RP to update the risk register.

Action: RP to change the impact figure of 5 on the risk register

ESW213. Governance

- i. Matters arising from LGB's
 - a. Appointments and Resignations

LGB	Governor	Appointed / resigned
<u>Christow Primary School:</u>	No changes	
<u>Coombeshead Academy</u>	No changes	
<u>Dartmouth Academy</u>	No changes	



<u>Rydon Primary School</u>	No changes	
<u>South Hub Primaries</u>	Gemma Rogers	Resigned 12.12.19
	Mike Lemmings	Staff governor appointed 25.11.19
<u>Teign School</u>	No changes	
<u>KCC</u>	No changes	
<u>Directors</u>	Kellie Knott	Appointed by members 19.12.19
<u>Members</u>	No changes	

- b. BT updated the board about Stoke Fleming. They had received a strong application for a governor.
 - c. LY updated the board about CH advertising for a staff governor with a closing date of 10 February.
- ii. Members meeting update from Peter Di Giuseppe
- a. Co-opt Simon Gotch
PDG updated the board on the proposal to co-opt SG. The Members declined to appoint SG because they did not feel that the case to re-appoint him had included any recognition of the need to improve the gender balance of the Board. However, the Members would support a proposal for the directors to co-opt Simon Gotch. (see d below)
 - b. Appointment of Kellie Knott
PDG confirmed the Members supported the appointment of Kellie Knott at their meeting on 19 December 2019.

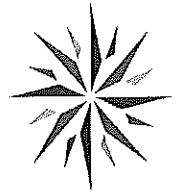
PDG left the meeting at 19.43pm

- c. To elect Chair and Vice Chair
 - i. JF proposed PDG as Chair and SG as Vice Chair. BT seconded the proposal.
 - ii. LY voiced concerned over SG's attendance. RP noted and agreed.

The board unanimously agreed to appoint PDG as Chair and SG as Vice Chair.

PDG returned 7.45pm

- d. Directors terms of office
 - i. 4 directors are due to step down on 31 December 2020. They are DP, LY, BT and PDG. The board have a collective responsibility to have a succession plan in place and agreed by September 2020. The succession plan must include an approach that actively encourages the recruitment of female directors.



- ii. The directors discussed gender balance. DP stated ESW should be actively seeking to change our diversity. DP said he would be happy to step down to make way for a strong female candidate.
- iii. The directors approved the co-option of Simon Gotch as a director with immediate effect.

Action: Succession plan discussion / update at March board (PDG)

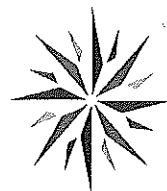
ESW214. Health and Safety Update from Steve Tucker

Due to the Christmas holidays in this period there has been little movement in the Dashboard. However, please find below my summary of key points: -

- There have been no health and safety audits in this time period since the last board update, the next one is in late February for Teign School Science and PE Departments
- There have been compliance visits with regards to external companies visiting some of our schools in January for gym equipment checks, theatre lighting checks, All Weather Pitch inspections but we have not received the inspection reports back as yet
- We have updated the Asbestos Management Plans for KCC and Stoke Fleming and this is part of a rolling programme of review.

ESW215. Safeguarding and SEN update

- i. Safeguarding audit at KCC has taken place. KK booked to come into CH in February.
- ii. PDG asked if there had been any safeguarding issues that the board should be aware of? MS confirmed there had been safeguarding issues, but the majority of those are dealt with at school level.
- iii. MS stated that plans were in place at local school level to build bigger non-teaching pastoral teams.
- iv. SW talked about the funding formula in 2020 – a minimum per pupil funding has been introduced of £5k at secondary and £3.75k at primary. The way the formula was calculated creates winners and losers. The simplicity of how the meeting the minimum funding threshold is calculated means that a school like CH which gets more money driven by deprivation factors, means as a result their funding per pupil exceeds the minimum, and so they do not benefit from additional funding. Therefore, the higher the deprivation the less additional funding you receive. KCC is getting quite a substantial amount more. Primary inequality is mainly as a result of the size of the school; each primary receives £114k lump sum regardless of the size and so pushes up significantly the per pupil funding for small schools, meaning for many they already exceed the new per pupil minimum. Rydon is the only ESW primary to benefit because they are a bigger primary.
- v. JF raised an issue on an IDSR document where the KCC figures are not correct.



Action: SW to explore IDSR

ESW216. Policies – for review and approval

- i. Health and Safety policy
 - a. 2i needs to be amended from academy to trust. Policy accepted.

Action: SW to amend 2i from academy to trust and send updated policy to CB.

- ii. Complaints policy
 - a. LY would like to revisit the Complaint Policy with RP.

Action: Complaints Policy to be revisited and come back to board in March 2020. (LY)

- iii. Curriculum policy
 - a. JC recommended the Curriculum policy to the board. All present approved the policy.
- iv. Information Security Policy – (a new policy connected with the IASME Cyber security protocols and which will be a provisional approval before circulation to unions) –
 - a. BT noted a typo error in 2i.
 - b. BT noted the legal framework does not refer to GDPR. SW agreed to refer to GDPR.
 - c. SW stated this was a new policy and will now be shared with the unions. SW worked with the cyber security expert from Francis Clark in the creation of the policy and had reviewed the draft policy before coming to board. DP voiced concern about the home and mobile working section.
 - d. SW subject to no changes from the union the board agreed and SW will incorporate amendments e.g. 2i.
 - e. LY asked if we should be looking at a trust wide approach to some of the mobile network providers who are providing training. MS agreed to investigate.

Action: SW ‘encapsulating GDPR’ to be added by SW to the policy.

Action: SW to revisit the clarification on whether its non-contractual rights.

Action: SW to revisit home and mobile working.

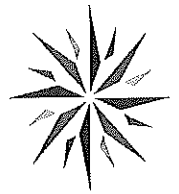
Action: MS to explore a trust wide approach to some of the mobile network providers who are providing training on cyber awareness.

ESW217 Information, Security and Data Protection

Action: SW to share with directors via the portal.

- i. LY asked how much do we pay the ICO a year? SW confirmed it was in the region of £30.





ESW218. Items signed on behalf of the trust and significant matters to be brought to the Board

There was an updated which has been noted in part 2.

Next meeting

Board Thursday 12th March – KCC at 6.30pm

M. Giuseppe
12.03.2020

