

Education South West

Board Meeting Minutes

Thursday 12 March, 2020 – 6.30pm

Headteacher's office, Dartmouth Academy

Attendees:

Peter Di Giuseppe (PDG), Roger Pope (RP), David Potter (DP), Barrie Taylor (BT), Stephen Tucker (ST), Lindsay Yelland (LY), Kellie Knott (KK), Simon Gotch (SG), Matthew Shanks (MS)

In attendance:

Stuart White (SW), Adrian Hines (observer)

Apologies:

Jeremy Fothergill (JF), James Clark (JC),

Notes:

Caroline Battong (CB)

Meeting start at 18:24

PDG welcomed everyone to the meeting. Adrian Hines joined the meeting as an observer.

ESW219. Apologies

Apologies received and noted from Jeremy Fothergill and James Clark.

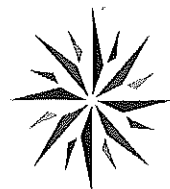
ESW220. Declarations of interest & Directors statement

ESW221. Minutes of the previous meeting, January 2020

Part I accepted as a true and accurate record.

ESW222. Matters arising from the previous meeting

All matters arising were actioned.



ESW223. Trust matters from CEO

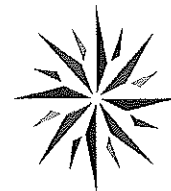
- i. South Hams Federation update
ESW represented by PDG, RP, MS, Nick Banwell and Elise Redman gave a presentation to SHF governors on 4th February. This was the second presentation; the first had been on 5th November as previously reported. The governors met immediately afterwards to make their decision and decided to take no action. RP talked the board through events. RP subsequently wrote the chair of SHF to say that we were very disappointed, but the door remained open. RP continues to be the NLE. Further discussion was recorded in part 2.

- ii. St Christopher's MAT appointment
The Board noted that MS was appointed as a trustee of St Christopher's MAT for the next 4 years.

- iii. South Devon UTC update
There was no formal update at this time. RP agreed to update the board if there were any more developments in the coming weeks.

- iv. Kingswear
 - a. RP confirmed the strategy had not changed and we will continue to invest, but with only 29 on roll there were real risks. About one third of intake comes from within the catchment and there are no new housing developments planned for that area. It has large reserves and remains viable.
 - b. BT asked if the decision were to close, how would it work? MS confirmed there was no willingness at Devon County Council to sanction closing the school so there would be no support for such action.
 - c. PDG asked what the financial numbers were? SW confirmed the budget was in deficit of £27,000, but they have brought forward reserves of £140,000. The school currently has its own reserves and can continue to run deficit budgets for the next 3 years.

- v. COVID 19
 - a. RP confirmed all procedures were in place if we have to close or if we have confirmed cases.
 - b. Contingency plans are in place to ensure the back office continues to operate including payroll.
 - c. In terms of lesson planning, IT have set up a skype portal that enable students to be able to be taught as normal. MS talked all through the different levels of teaching and expectations of staff and students during a school closure. There was a discussion around some students not having access to IT.
 - d. We have also taken advice on what staff need to do if they have the virus or their family do.
 - e. We have also looked at and enhanced the cleaning regime.
 - f. PDG said that the peak may be in 3 months' time in the middle of exam season. RP said that this is beyond our control and will be a national issue.



ESW224. Education matters from Deputy CEO

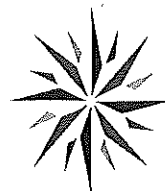
- i. Dartmouth Head of School recruitment
MS updated the board. A recruitment process took place last week with 12 applications for Head of School. We interviewed 6 and appointed Emily Simpson Horne.
- ii. Safeguarding at KCC
KK carried out a safeguarding audit at KCC. A follow up audit has been rescheduled. A similar process will take place next week at CH. Moving forward, we will be using KK to carry out more audits within the trust.
- iii. ESW Dashboard
 - a. MS drew the director's attention to the new ESW Dashboard and talked through the predictions.
 - b. Wave MAT students can no longer be registered with the MAT. They have to remain registered with their school.
 - c. KCC remains a cause for concern in terms of outcomes. Curriculums are strong.

ESW225. Financial update from Trust Business Manager

- i. SW talked through the financial update. SW drew the board's attention to KCC and the need to find an additional £120,000. It will be difficult because of the current issues and the demographics are causing a drop in sixth form role.
- ii. The board discussed Sixth Form. SG talked about the competition from Exeter College. ESW have a narrower offering than Exeter College. Students are now willing to travel from Totnes to Exeter to access the broader options. SW confirmed subsidised transport from Dartmouth remains in place. MS talked about the work taking place at TN and CH and making it more of a single offer.
- iii. Dartmouth remains a challenge. The secondary roll has stagnated and has fallen in the primary. TG had structured a curriculum based on a roll of 300. Projected numbers are around 250. Part of fall is demographic, and part because Torbay schools have improved and we are therefore attracting less students to Dartmouth.

Action: Update on Sixth Form proposition (MS)

- iv. TN will move out of deficit at the end of the year.
- v. CH will move out of deficit in around 2/3 years. CH has attracted more to the roll. CH and TN have run open evenings for new year 7 parents. CH's evening attracted 300.
- vi. CR is on the watchlist because of a falling roll. We are increasing marketing for CR. Small primaries are attractive because they are small.
- vii. There was a discussion on per pupil funding.



ESW226. Review of ESW Risk Register

Action: Update dates on page 1 and 2 on the Risk Register.

ESW227. Governance

i. Matters arising from LGB's

| LGB | Governor | Appointed / resigned |
|---------------------------------|---------------|------------------------------------|
| <u>Christow Primary School:</u> | | |
| <u>Coombeshead Academy</u> | Jackie Druiff | Staff governor appointed 10.03.20 |
| <u>Dartmouth Academy</u> | | |
| <u>Rydon Primary School</u> | | |
| <u>South Hub Primaries</u> | Lucy Rowdon | Parent governor appointed 26.02.20 |
| <u>Teign School</u> | | |
| <u>KCC</u> | | |
| <u>Directors</u> | Simon Gotch | Appointed by directors 29.01.20 |
| <u>Members</u> | | |

ii. Members meeting update from Peter Di Giuseppe
The next meeting will be on 19 March 2020. The board had a discussion with regards to refreshing the board around composition, gender, skills audits and recruitment.

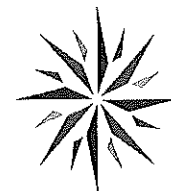
David Potter left at 19:45

Action: CB to ask clerks and directors for all skills audits.

ESW228. Health and Safety Update from Steve Tucker

ST updated the board on H&S. There have been two health and safety audits since the January board meeting.

- The PE and Science departments at TN were reviewed on the 27 February with both scoring 100% compliance. This is an excellent result, but due to the timing this is not recorded on the dashboard circulated to the board.
- The fire risk assessments were completed for CH and RY in February. There were actions to complete with regards to signage at both schools. This work has now been completed.
- Paediatric first aid courses for primary schools have been planned, booked and organised and will take place in March 2020.
- We have commenced updates for the swimming pool risk assessments at CH and BW in readiness for the summer term. The annual electronic safety test of the



swimming pool plant at CH has been scheduled. The swimming pool plant room at BW has been newly installed.

- Compliance visits have continued and we have acted upon any recommendations immediately to ensure the safe running of all sites. For example, this has included commissioning replacement flues for boilers and improvements to lift shafts.

ESW229. Safeguarding and SEN update

Refer to ESW224 ii.

ESW230. Policies – for review and approval

- i. Capability of Staff policy (RP/PDG)
- ii. Sex Education policy (MS/JC) – with LGB's for approval Feb/March 2020
- iii. Complaints policy (RP/LY)
- iv. Equality information and objectives (SW/KK)
- v. Data protection policy (SW/BT)
- vi. Flexible working policy (SW/ST)
- vii. Mat Pat adoption policy (RP/DP) - postponed to May 2020 to seek legal advice.
- viii. Recruitment and Selection policy (RP/PDG)
- ix. Support staff probation policy (SW/ST)
- x. Volunteers in school's policy (SW/BT)

All policies approved.

Action: MS will check the column on the SCR to ensure the additional pre-employment checks are listed.

ESW231 Information, Security and Data Protection

- i. There was a discussion around one of the disclosures listed.

ESW232. Items signed on behalf of the trust and significant matters to be brought to the Board

None

Next meeting

Board Thursday 14 May – Coombeshead at 6.30pm

