



## Education South West –Board Meeting minutes

9<sup>th</sup> October 2019 – 18:30

### KCC

**Attendees:**

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

**In attendance:**

Stuart White (SW), Simon Gotch (SG), Matthew Shanks (MS),

**Apologies:**

Hannah Smith (HS), James Clark (JC), David Potter

**Notes:**

Caroline Battong (CB)

ESW176. Apologies

Noted and accepted from Hannah Smith (HS), James Clark (JC), David Potter

ESW177. Declarations of interest & Directors statement

None were declared. All directors confirmed they had submitted their declarations of interest.

ESW178. Minutes of the previous meeting, July 2019

Accepted as a true and accurate record

Part 2 minutes were circulated and approved.

ESW179. Matters arising from the previous meeting

ESW 134 Google Analytics is on the agenda under ESW183.

ESW150 Unicef's Rights Respecting Schools on the agenda under ESW181

ESW167 RP confirmed discussions with Heads have taken place with regards to impact. Conversations have taken place with the Data Team to improve impact tracking. Further conversations will be required

ESW167 Report on Lead Practitioners tabled in papers under ESW181.

ESW167 SW confirmed all LGB Chairs received a list of what had been accomplished over the summer by Shared Services at each site. BT said it was very much appreciated by South Hub. LY thanked Shared Services and confirmed Coombeshead governors found it very informative.

ESW169 GCSE options tabled in papers under ESW181



- ESW174 SEN policies have been redrafted for CHR and RY and are now available on the school websites.
- ESW174 Redundancy and Support Staff Appraisal policies tabled in papers under ESW188
- ESW174 MJS has reviewed the Complaints Policy. The policy keeps the complaint at LGB level which is appropriate. The policy makes provision for trust wide issues to be held at trust level. LY felt there was a lack of clarity at the initial stages. LY suggested the addition of a flow chart at the start of the policy.

The board unanimously agreed to retain the present structure of the Complaints policy with the addition of a flow chart.

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

#### ESW180. Trust matters from CEO

##### SDMAT

- i. SW confirmed that SDMAT have not paid their outstanding amount. The settlement agreement has been agreed today with Michelmores. The final draft will be delivered October 10<sup>th</sup>, 2019 for signing.
- ii. The amount was agreed by the Directors at the Board in July 2019. SW confirmed the amount was £63,000 not £54,000. There was no budgetary impact because the budget did not include income of any amount from SDMAT.
- iii. PDG requested to see the final version before it is signed.

##### UTC

- i. ESW will revisit the option of UTC joining ESW at the end of 2019. Approaches will be made to the DfE regarding funding options.
- ii. RP confirmed options for UTC will come back to the Board for decision.

##### Teaching schools bid

- i. RP confirmed KCC went for interview 2 weeks ago. RP will be informed of the decision by end of November / December.

#### ESW181. Education matters from the Deputy CEO

- i. Report on ESW performance in 2019 examination series
  - a. MJS talked the Board through meetings, monitoring, LP reports, subjects on offer, examinations and Post16 data.
  - b. MJS talked the Board through changes to Progress 8 scores. The board was pleased with the direction of travel, but acknowledged there was more work to do.
  - c. Primary progress scores have not come in yet. Still concerns over writing and teaching at the lower end of the school, but there was much to be positive about.
  - d. The results for Dartmouth were discussed. Dartmouth had a higher transitional intake and will likely continue to impact on results.
  - e. The focus for 19/20 are coaching teachers, ensuring the culture in schools is right and building the right curriculum.



- ii. Priorities for ESW for 19/20
  - a. The board had a discussion around areas of greatest risk. SG said it was a very positive results day for ESW schools and it showed that the work with schools was working and was having an impact. The results have given schools an endorsement that the direction of travel is correct.
  - b. There was a discussion around greater depth and how to develop it. RP stated there was a much more detailed intensive review programme in schools in 19/20 and that will highlight strengths and weaknesses very quickly. There was discussion around the effectiveness and impact of lead practitioners.
  - c. MJS confirmed every child, teacher, department and school have individual targets. There was discussion around progress 8 score.
  - d. MJS confirmed that we use one examination board across the Trust with the exception of History and Food where we have teachers who act as leaders for other boards. As long as those subjects perform strongly we will not change the exam boards. SG asked if we were able to negotiate exam fees because of the amount we spend? There was agreement to explore asking for an exam fee reduction.

Action: Explore asking for an exam fee reduction.  
Action: Compile subject list for A Levels and exam boards (MJS)

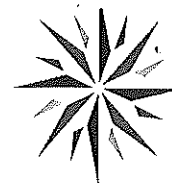
ESW182. Improvement plan

Covered in ESW181.

ESW183. Reports from the Trust Business Manager

- i. ESW Shared Services 19-20 Action Plan
  - a. SG noted this was a very good document. This was seconded by LY. Shared Services have implemented an internet-based phone system which, once all the schools are on it will be one system and all internal calls will be free.
  - b. SG asked what were the risks? SW said there were no additional concerns to those highlighted in the paper. Shared Services are taking a strategic look at the catering offer to ensure continued delivery of a quality service.
  - c. SG asked if the move to Newton Abbot had had an impact on the finance team? SW said the team have attracted two new members of staff from Exeter which means that the new base broadens where we can recruit from.
  - d. LY said the papers to the LGB's of what Shared Services have delivered over the summer were very positively received and governors could see the value of what the central team delivered.
  - e. There was a discussion around commercialising Shared Services.
  - f. In response to a question about buying power, SW confirmed we already tap into existing purchasing frameworks to get best value for money.
- ii. Website analytics
  - a. SW talked through the paper. Websites need to be simple and all updates need to be made before the summer as the highest number of hits are in September. SW met with secondary heads and they agree with SW's view on websites.

The board agreed to the recommendations made by SW.



- iii. ESW Benchmarking
  - a. SW talked through the benchmarking paper confirming all trust data was correlated into the benchmarking document. ESW broadly speaking are in line with other schools. The DfE are based on actual figures given to the ESFA.
- iv. ESFA Self-Assessment checklist
  - a. The document will go back to ESFA and will be completed annually.

The board approved the self-assessment document which SW will submit to the ESFA.

- v. ESFA Internal Scrutiny
  - a. Malcolm Wheatley (MW) carries out a series of agreed tests. Going forward from December 2019 ESW will have to send in a copy of MW's report. MW is not a chartered accountant. Our auditors have advised us that MW's reports are of an appropriate standard.
  - b. JF confirmed that MW's report will be presented to the Finance Committee.

JF proposed that MW continue to produce the internal scrutiny report. SG seconded it.

The board formally approved the continuance of MW to carry out internal scrutiny for ESW.

- c. SW requested the addition of a standing item on information, security and data protection with a focus on cyber-attacks and ransomware. The board would be informed if there was a major data breach and a report needed to be made to the ICO.

*Action: CB to add a standing item of 'Information, Security and Data Protection' to future board agendas.*

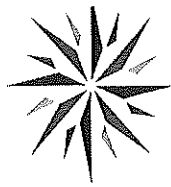
ESW184. Review of ESW Risk Register

- i. The directors confirmed they were content with the format of the register.

ESW185. Governance

- i. Matters arising from LGB's
  - a. Directors noted the appointment / resignations of LGB governors.

LGB	Governor	Appointed / resigned
<b><u>Christow Primary School:</u></b>		
	No changes noted	
<b><u>Coombeshead Academy</u></b>	Graham Austin	resigned 19.09.19



Adrian Dodd appointed 19.09.19  
Rosie Dove appointed 19.09.19  
Debbie Agnew appointed 19.09.19

**Dartmouth Academy**

Jenny Hutchings resigned 31.08.19  
Wendy Ohlson Co-opted on 30.04.19

**Rydon Primary School**

No changes noted

**South Hub Primaries**

Malcolm Wheatley term ended 01.09.19 but was re-elected 25.09.19  
Georgina Taylor elected 25.09.19  
Alison Shaw resignation 03.09.19  
Anne Owen resignation - 03.09.19  
Amy Yeo resignation - 09.09.19  
Barrie Taylor Co-Opt Governor on 16.05.19  
appointed as parent governor - 25.09.2019

Chloe Toorneini

**Teign School**

Mark Tipper resigned 31.08.19  
Appointed as co-opted governor 01.09.19  
Sam Tinkler  
David Brown resigned 31.08.19  
Parent governor appointed - 1 October 2019  
Nick Jones

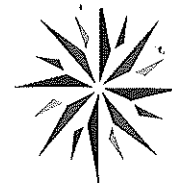
**KCC**

Resignation noted at June 2019 LGB meeting  
Freya Morrisey

*Action: CB to add Chris King and check date of appointment with Emma.*

CB left the meeting at 21:10

- ii. Members meeting update from Peter Di Giuseppe
  - a. The next Members meeting is scheduled for 16<sup>th</sup> October with PDG and RP where they will review exam results, ESW values statement, board composition, leadership and succession and Post16 destinations.



- iii. Possible amendments to Board terms of reference
- a. Directors discussed the paper. The outcome is summarised in the attached paper (Appendix 1).  
The key role of the Members is to appoint directors to the Board. Members remain concerned about the gender composition on the Board. A number of possible options were discussed by the Board. The directors discussed the appointment of Chairs of LGB's to the Board and how that impacts positively both on the level of contribution to the Board and how well briefed Chairs are. The board agreed that directors will consider board composition based on required expertise requirements.

*Action Adjust and annotate matters (RP)*

Simon Gotch – term of office

- iv There was a discussion around terms of office recorded in part 2 minutes.

Hannah Smith

- v. Hannah has been unable to attend a number of board meetings. PDG will follow up attendance with Hannah.

Kellie Knot

- vi. There was a discussion around appointments to the board recorded in part 2 minutes.

*Action: PDG to follow up with Hannah Smith re: attendance*

ESW186. Health and Safety Update from Steve Tucker

- **There has been 2 H+S Audits** since the last Board update : -
  - KCC Science and DT reviews took place on 3<sup>rd</sup> July 2019 – Science scoring 100% compliance, DT an impressive 93% – Actions for DT relate to clarification regarding gas safe tests on the brazing hearth which has now been clarified and actioned and an acknowledgement that some records for the checking of work equipment have been sporadic in the past which resulted in a lower score but that formal records of checks are now in place.
- **The health and safety audit timetable** are continuing with Christow whole school audit taking place on 16<sup>th</sup> Oct and Coombeshead Arts and DT review taking place on 7<sup>th</sup> Nov. Preparation and pre-audit visits are taking place to ensure these audits run smoothly.
- **Review of Risk Assessments** – This section is more orange at the moment as we are reviewing all schools risk assessments – this is part of an annual rolling review but also due to DCC updating their templates in Sept 2019 to reflect any changes in guidance/legislation – this means that we are having to update almost all risk assessments
- **Five Year Electrical Testing** – A rolling programme has been agreed with our contractors JN Electrical – At secondary schools this includes a block by block approach with testing taking place at Teign and Coombeshead over the summer holidays. Blackawton and East Allington are due in half term. Reports are reviewed and remedial actions implemented where necessary.
- **First aid** – We continue to ensure that all schools within the Trust are able to access training in order to be compliant with the numbers of first aiders on site. Three courses are currently being held that have been organised by us centrally in order to bring efficiencies and economies of scale.
- **Fire Risk Assessments** – the FRAs at Teign, Blackawton, Christow, East Allington have been updated during the summer holidays.



ESW187. Safeguarding and SEN update

Nothing to bring to attention

ESW188. Policies – for review and approval

- i. Redundancy policy (SW)
- ii. Support Staff Appraisal policy (SW)
- iii. Whistleblowing policy (SW)
- iv. Prevent policy (MS)
- v. E Safety policy (MS)
- vi. Safeguarding policy (RP)

Policies postponed:

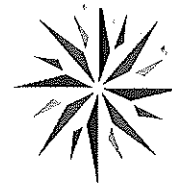
- a. Sex Education policy-This policy requires change because of changes to law. The policy will be taken to LGBs and then brought to board early 2020. (MS)
  
- b. Equality information and objectives (public sector equality duty) statement for publication. This policy will require a wholesale change in order to comply with legislation - deferred until December 2019(ZW)

*Action: 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.*

All policies listed i. to v. were approved by board.

ESW189. Items signed on behalf of the trust and significant matters to be brought to the Board

There will be a contract to sign for the new science building at Teign School.



## Appendix 1 (ESW185iii)

### Briefing Notes for Members

#### Board Terms of Reference

There was extensive discussion at the Board meeting about potential amendments to Board Terms of Reference. The purpose of the discussion was:

- To ensure that we can both retain and renew expertise
- To maximise opportunities for Directors and Governors to contribute their expertise
- To inform decision of Members when making appointments
- To ensure that the Board meets the criteria for its composition as outlined in the Terms of Reference, and in particular, to address gender imbalance.

There was considerable discussion around various options including:

1. Should all terms of office start from the formation of ESW?  
*The Board's view was that the current staggered terms of office were preferable, as this means that not all Directors end terms of office on the same date.*
2. Should there be a maximum to the number of times a Director can be re-appointed?  
*The Board's view was that this was not necessary. Good Directors are hard to come by, and that the important factor was for Members to be able not to renew a term of office rather than imposing an artificial limit.*
3. Should we make it a condition of appointment that the Director relinquishes any appointment as a Governor?  
*The Board's view was that there were considerable benefits to the two-way communication between Board and LGB that is possible when a person fulfils both functions. In their view, this out-ways the notional benefits that might come from moving away from a model which can be seen as representational. Views were influenced by the fact that there were no apparent issues that had arisen from the current arrangements that were working well.*

The Board felt that there should be these changes to the Terms of Reference which would help to move forward:

1. The Chair of the Board holds an annual meeting with each Director. The purposes are to discuss the impact of the Directors' service that year, and to discuss feedback on the effective work of the Board generally. These discussions inform decisions about appointments in order that Members have clear evidence on which to make decisions and in order to help ensure that the Board can meet its duties. This also gives a basis for conversations with Directors should it be felt that a term of office should be ended early.
2. A Director is assigned a policy when it is due for review. The Director engages with the policy earner on revision and then recommends it to the Board for adoption.





3. A Director or Directors has responsibility for the oversight of key functions, in particular SEND, Safeguarding, Health & Safety. (Finance is already covered through the Director who chairs the Finance Committee).
4. These proposals are also applied for the Terms of Reference for Local Governing Bodies.
5. In the short term, Members might consider co-opting additional Directors to the Board in order to address the gender imbalance more speedily than might be possible through natural regeneration.

**Next meeting – Thursday 5<sup>th</sup> December 2019, Coombeshead Academy**

**Finance Committee 6.30pm**

**Board 7.30pm**

*B. Giuseppe*  
*29.01.2020*

