

Education South West

Board Meeting minutes

9th July 2020 – 18:30

Microsoft Teams

Attendees: Peter Di Giuseppe (PDG), Roger Pope (RP), Matthew Shanks (MS), Jeremy Fothergill (JF), David Potter (DP), Barrie Taylor (BT), Steve Tucker (ST), Lindsay Yelland (LY), Kellie Knott (KK), Simon Gotch (SG)
In attendance: Stuart White (SW),
Apologies: None
Notes: Caroline Battong (CB)

Meeting started 18:37

ESW250. Apologies

All directors were present.

ESW251. Declarations of interest & Directors statement

No declarations made.

ESW252. Minutes of the previous meeting

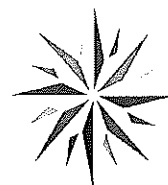
Part 1 and 2 minutes from May 2020 were accepted as a true and accurate record.

COVID minutes from 31 May 2020 were accepted as a true and accurate record.

Extraordinary board minutes from 23 June 2020. It was agreed these minutes would be kept as part 2. Minutes accepted as a true and accurate record.

ESW253. Matters arising from the previous meeting

All matters arising from the May 2020 board meeting have been actioned.



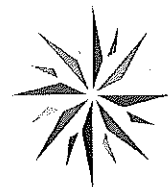
ESW254. Trust matters from CEO

- i. SDUTC
 - a. RP updated the board on SDUTC. We submitted the requested detail to DfE officers preparatory to consideration by the Headteacher Board on 13th July. We have received no requests for amendments so we assume that the case submitted is compliant with the information expected.
 - b. The financial case will then have to be signed off by the Minister, so we may hear by the end of July. We will inform you of any news, and inform stakeholders more widely in September.

- ii. Covid-19
 - a. RP drew attention to a report by the Education Endowment Foundation which suggested that all the work to close the disadvantaged gap over the last few years by schools has been lost during this time.
 - b. RP said how impressed he had been by the professionalism and hard work of ESW staff and noted the huge leap in collegial working across the ESW teaching and support staff.
 - c. We have made huge progress in understanding what works well in terms of teaching delivery and the quality of future teaching will be better as a result. One of the unexpected benefits has been the rapid uptake in online learning and access to teaching resources through the Teaching Research School. All face to face training had to be cancelled in March. We moved delivery of training online and this had a significant impact on how many teachers we could impact. 350 teachers signed up for the training, and 2000 downloaded it as a saved training topic.
 - d. RP thanked MS and SW for their extraordinary work supporting staff and students during this time.

- iii. Shared Services
 - a. RP thanked SW and his team for their fantastic work during this period. Particular thanks to ZW and her team for the work put into Health and Safety during this hugely challenging time.
 - b. RP noted the praise from the Heads who rated Shared Service work highly and the team was seen as consistently effective, supportive and value-for-money.
 - c. Letters from Head of ESFA
The CEO drew the Board's attention to the letters which had been received from the ESFA highlighting expected and good practice, and which were circulated to Directors. In his capacity as Accounting Officer, the CEO confirmed that the Trust complied with expectations

Action: SW to share thanks with ZW and her team for their work on Health and Safety.



ESW255. Education matters from Deputy CEO

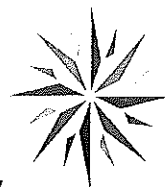
- i. Teaching and Learning during lockdown
 - a. MS said all LGB's have received detailed breakdowns of teaching and engagement during the lockdown period. Overall engagement has been high in primary schools, but was dependent on teacher input. Since primaries have opened attendance has run at around 80%- 90%. In secondaries the pictures has been more mixed with highest engagement in year 10 and year 12.
 - b. MS noted one of the advantages has been the rapid engagement of staff and students with delivering and sharing content online. Live lessons have been delivered via Microsoft Teams. We want to capitalise on this change in working practises as this has propelled this area of work forward many years.

- ii. Catch-up funding
 - a. MS confirmed the government had announced a package of £1 billion for catch-up funding, but there is no clarity yet on how to access this catch up fund.
 - b. MS said Heads were working on plans to support those who need it, and will ensure that SW is kept up to date on any financial implications.
 - c. JF asked what catch up measures were being delivered by schools this summer? MS said that the government have made it clear that schools were not expected to provide care for key worker and vulnerable children over the summer because it would have to be voluntary, the right children and staff would not necessarily volunteer and we need to have time to recharge and prepare for the Autumn term and what that might bring.

- iii. Director of School Improvement
 - a. MS confirmed Tracy Hannon (TH) had been appointed to the role of Director of School Improvement.
 - b. Further discussion was noted in part 2.
 - c. MS talked about TH's background and her experience. Most recently she has led on Ofsted Policy Development for the support of Stuck Schools, focussed inspections for SEND and led a group of HMI nationally on retrieval to report to HMCI on the implementation of the new Education Inspection Framework.
 - d. MS talked of the possibility of CHD or TN being one of the pilot schools for Ofsted to visit in autumn 2020 to evaluation the impact of online learning.
 - e. MS said curriculum, coaching and development of staff continued to be a key focus along with focusing on the use of technology to support on-line and blended learning; something which we have had to accelerate in light of COVID19.

ESW256. Report from Trust Business Manager

- i. To update financial position 19-20
 - a. SW talked through the consolidated financial planner and the impact of Covid-19 across the trust. The outcome currently left the trust with £178,000 positive impact on the budget. The benefit mainly resided in the secondary schools who benefited from reduced transport costs and no exam costs. With the exception of KWW, primaries were negatively impacted financially.



- b. -£400,000 was made up of movement between general and capital reserves. SW talked through reserves for BW and RYD. We project £1.67million in reserves.
- c. SW talked through the reasons why some schools were running positive budgets e.g. CHD had positive budgets to offset the current deficit. TN have now moved out of deficit.
- d. KCC made no cuts to budgets, but it's in the interest of KCC to run a surplus budget because projected forecasts show KCC moving into deficit.
- e. DA position remains on the cusp of financial viability, but currently remains in a good position to ride the storm. DA's roll continued to fall in primary, and in secondary we remain short of 40 students which equates to £200,000.
- f. KW roll remained challenging and we have therefore forecast a deficit budget allowing it to retain its 3 staff in order to help the school remain viable and attract more students. We have moved the major marketing campaign to 2020/21 as it had to be postponed because of Covid-19. There was a discussion around the viability of KW. MS said putting Sarah Simnet into the school was having a positive impact with the roll moving to 36 with 9 additional pupils which had a significant impact on the KW budget. SW confirmed that, as with every school, budget and position would be reviewed on an ongoing basis.
- g. We are proposing a deficit budget of £120,000 for Shared Services to use up brought forward reserves and apply those to a new fund which MS will be able to access. Shared Services are ahead of budget because of additional unforeseen earned income, and deferring recruitment for departing staff. Overall, ESW had projected reserves of £2million in 3 years.

- ii. To approve budget 2020/21 as recommended by the Finance Committee

The directors unanimously supported the approval of the budget for 2020/21.

- iii. Update on Shared Services 19-20 action plan

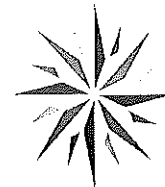
The report was noted and MS thanked SW and Shared Services for their outstanding work.

ESW257. Review of ESW Risk Register

- i. No changes or amendments were noted on the risk register at this time.
- ii. PDG and JF agreed to review the Risk Register and will email a final version to the Board for email approval before the end of August 2020.
- iii. RP said the risk register would need to be revisited and updated at the next board meeting.

Action: PDG/JF to review Risk Register and email to board for approval in August 2020

Action: MS to update the risk register for the September 2020 board meeting.



ESW258. Governance

i. Matters arising from LGB's

LGB	Governor	Appointed / resigned
<u>Christow Primary School:</u>	Alexia Hollingsworth	resigned 15.06.2020
<u>Coombeshead Academy</u>	Andrew Seaman	Reappointed 07/05/2020 for 4 years
	Rebecca Hewitt	Reappointed 07/05/2020 for 4 years
<u>Dartmouth Academy</u>	No changes reported	
<u>Rydon Primary School</u>	No changes reported	
<u>South Hub Primaries</u>	Sarah Simnet	Associate Governor has changed her name to Sarah Lord
<u>Teign School</u>	David Potter	Will resign on 31 August 2020
	Andy Linscott	Will resign on 31 August 2020
<u>KCC</u>	No changes reported	
<u>Directors</u>	James Clark	Resigned 14 May 2020
<u>Finance Committee</u>	Adrian Hines and Nikki Bustin	Appointed to FC at board on 23 June 2020
<u>Members</u>	No changes reported	

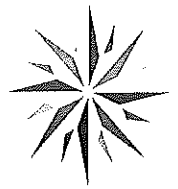
- ii. Members meeting update from Peter Di Giuseppe
Proposal to recommend to the Members the appointment of Jenny Sutton (JS) as a director. PDG talked through the experience of Jenny Sutton and her extensive and impressive CV.

All directors present supported the recommendation of Jenny Sutton as a director.

Action: PDG to share JS's CV with Members and recommend her appointment as a director to the board.

ESW259. Health and Safety Update from Steve Tucker

- i. ST talked through the Health and Safety report.
- ii. ST said he had spoken to every Head or Deputy Head at each school and without exception all praised the support of SW and the Shared Services team with no job or concern being too small. All risk assessments are being finalised at school level and will then be submitted to SW and ZW for review, decisions and feedback.



ESW260. Safeguarding and SEN update

- i. MS stated that safeguarding teams had been very busy in schools with a significant increase in areas such as domestic violence. All safeguarding matters had been dealt with at a local school level.
- ii. KK requested that a more detailed update come to board which was in a similar vein as the Health and Safety report. KK offered to support this work.

Action: MS to create a Safeguarding and SEN report for board supported by KK.

ESW261. Policies – for review and approval

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|------|---|--------|
| i. | Charging and Remissions | SW/JF |
| ii. | Financial Admin | SW/JF |
| iii. | Pay | RP/PDG |
| iv. | Disciplinary Procedure | RP/PDG |
| v. | Teacher Appraisal | MS/PDG |
| vi. | Supporting people with medical conditions | MS/BT |
| vii. | Intimate Care | MS/BT |

All policies were approved by the board.

Action: The Pay policy will need to be resubmitted to board in September / October 2020 with the 2020/21 teaching pay scales and TLR elements.

ESW262 Information, Security and Data Protection

SW stated that there was nothing significant to note and no declarations had to be made to the ICO. Breaches were related to human error and were linked to Covid-19 and a change in working practices.

ESW263. Items signed on behalf of the trust and significant matters to be brought to the Board

The directors formally noted the resignation of RP as CEO with effect from 31st August 2020. PDG thanked RP for all his work as CEO and on behalf of the directors recognised his contribution with a memento. The Board formally noted the appointment of MS as CEO and Accounting Officer from 1st September 2020.

Meeting ended 20:00

Next meeting

17 September at 6.30pm – Microsoft Teams