

**Education South West**

**Board Meeting Minutes**

**Wednesday 27 January, 2021 – 19:30**

**Microsoft Teams**

<b>Attendees:</b> Peter Di Giuseppe (PDG), Matthew Shanks (MS), Jeremy Fothergill (JF), David Potter (DP), Barrie Taylor (BT), Stephen Tucker (ST), Lindsay Yelland (LY), Simon Gotch (SG), Kellie Knott (KK)
<b>In attendance:</b> Stuart White (SW), Tracy Hannon
<b>Apologies:</b> Jenny Sutton (JS)
<b>Notes:</b> Caroline Battong (CB)

Meeting started 18:45

ESW308. Apologies

Apologies received and noted from Jenny Sutton. DP will join the meeting late.

ESW309. Declarations of interest & Directors statement

No declarations were made.

ESW310. Minutes of the previous meeting, December 2020 – Part I and 2 attached

- i. The part I and part 2 minutes from 9 December 2020 were accepted as a true and accurate record.
- ii. SG asked about catering. There was a discussion which is noted in part 2.

ESW311. Matters arising from the previous meeting

- i. TH has amended her performance data, but it will go to the Performance & Standards Committee.
- ii. PDG has amended the ESW Terms of Reference and agreed the wording for the Members responsibility for ensuring diversity on the Board.
- iii. PDG and MS have concluded there was no directive around having two safeguarding governors on each board. KK agreed.



- iv. The Pay Policy has been completed.
- v. SW has updated the board on the catering issue – noted in part 2.

**Action: Circulate the Terms of Reference and post on the website (PDG and CB)**

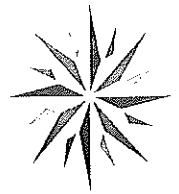
ESW312. Trust and education matters from CEO

- i. Lockdown update  
The impact of lockdown was covered in the AGM meeting directly before the board meeting on 27 January 2021.
- ii. UTC update
  - a. PDG updated the board on the land and building issues which are ongoing. MS talked about the issues around the covenants which have been challenging. The executive is hopeful that a transfer will still take place on 1 February 2021. MS talked about the information the Trust is waiting on from DCC.
  - b. MS talked about the Articles. Our Articles do not allow for our trust to admit church schools. There was a discussion about why this was important for the Trust.
  - c. JF noted the Trust looked at this before with SDMAT. The point of issue was the Directors and Members representation. The Articles that the Church wish us to adopt go against a number of our Trust Articles. MS said that he has had preliminary discussions with the CoE educational lead. The demands of the Church are not as onerous as first thought. He believes that a number of our existing Members and Directors will be acceptable as guardians of the Church ethos in church schools. There was a discussion around the importance of this change to allow growth.

19:55 DP arrived

- iii. Pupil Numbers  
There was a discussion around pupil numbers in specific schools. A record of the discussion was noted in part 2.
- iv. Admissions
  - a. MS talked about the admissions and the small changes specifically for Kingsbridge and Teign.
  - b. The admissions policy deadline is the end of February and is not aligned with the next round of board meetings. Permission was sought for LGB's and from the board for admissions policies to be approved by email. The board agreed.

**Action: Circulate admissions policies to board for approval (MS/CB)**

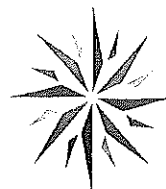


### ESW313. Report from Director of School Improvement

- i. Performance and Standards Committee (PSC)
  - a. TH confirmed KK was appointed the Chair of PSC.
  - b. KK talked about the first meeting on 7 January where the committee looked at the Terms of Reference, discussed the role of the committee and what the committee would focus on.
  - c. Kim Dorian-Kemp has joined the committee and that was very useful to have a voice not from the ESW executive. Kim is a National Leader of Education and long serving headteacher in Plymouth. She also co-leads a teaching school
  - d. The Board agreed the proposal from TH for the committee to take over the monitoring of some policies.

**Action: CB to circulate the Terms of Reference for ratification to the board by email.**

- ii. ESW Priorities summary
  - a. Remote learning
    - i. TH talked about remote learning which is taking the lion's share of the current workload and the need to put on hold a great deal of the curriculum work that was planned.
    - ii. BT noted there was some fantastic work going on, but what steps are you putting in place for monitoring? TH talked about weekly teacher training and the importance of building confidence in teacher remote learning.
  - b. Interviews for the role of Associate Director of Primary
    - i. These will take place on Friday 29 January.
    - ii. PDG and KK are on the panel.
    - iii. The role will support the development of an enriched and common curriculum at primary, giving capacity to achieve this key goal.
  - c. Rights Respecting Schools
    - i. East Allington and Teign have both achieved the silver award.
  - d. Incremental coaching
    - i. Staff are now more comfortable with inviting leaders onto virtual lessons.
  - e. Report from governor training
    - i. TH confirmed governor training is very positive. Adrian Hines is very responsive to the training needs for governors. Training has been well received. AH was been keeping excellent records on attendance and asked for feedback after every session. We are encouraging leaders from across the trust to be a part of each training session.
    - ii. The concern about staff welfare and workload was repeated. MS suggested the way to get a feel for what was happening was to join secondary team briefings on Monday mornings. Governors at primary could request a meeting with staff.



#### ESW314. Update from Finance Director and COO

i. Financial Update

- a. SW updated the board. The discussion was noted in part 2.

#### ESW315 Teaching School Hub update

This is now a standing item. There has not been a meeting since the last board so there is nothing to report.

#### ESW316. Governance

i. Feedback from Chairs meeting

- a. PDG updated on the work around putting a Chairs forum together.  
b. PDG confirmed by 1 September 2021 we will have formalised the Chairs meeting as a formal subcommittee of the board. The Chairs meeting will be scheduled before each board meeting.

ii. Matters arising from LGB's

- a. KK said SEND was a priority across the trust and there is a huge wait for diagnosis of SEN. MS confirmed he had met with Karen Hays who leads Early Help for the area of Devon where our schools are. One of the issues he addressed with her was Ed Psych referrals. We have looked into the cost of recruiting an Ed Psych previously, but the cost was prohibitive. However, this remains a topic of discussion at Head level.  
b. ST asked if we need to actively recruit directors now with Chairs of LGB's stepping down from the board? PDG confirmed that was correct and thought was already being put into succession planning.

iii. Members meeting update from Peter Di Giuseppe

The members have not met with PDG and there was no update at this time.

#### ESW317. Health and Safety Update from Steve Tucker

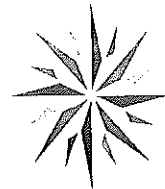
a. Health and Safety audits have taken place virtually

- |                             |   |          |      |
|-----------------------------|---|----------|------|
| • Blackawton Primary School | Whole school review                                     | Nov 2020 | 98%  |
| • Stoke Fleming School      | Whole school review                                     | Nov 2020 | 96%  |
| • Dartmouth Academy         | PE Department   | Dec 2020 | 100% |
| • Dartmouth Academy         | Science Department                                      | Dec2020  | 100% |
| • KCC                       | Facilities & Compliance and overall management due Feb. |          |      |

b. Statutory compliance tender exercise

The Facilities and Compliance Team have awarded contracts for fire intruder alarm security, legionella/water hygiene testing, and gas safety/heating/air handling

c. Covid risk assessment



Update to the risk assessment is continuing with an update following tier 2 announcements in December and then again, as a result of the national lockdown in January

- d. Covid testing centres  
Facilities and compliance Team have been instrumental in setting up Covid testing centres in secondary schools. This has included ensuring the correct venue was chosen, the layout and cleaning/PPE requirements were in place as well as the behind the scenes log ins required for testing centre volunteers.

ESW318. Safeguarding and SEN update from Kellie Knott

- i. This section was covered under the lockdown update.
- j. PDG noted 440 laptops have been distributed. MS talked about the difficulty of identifying those that need a laptop and how that can change on a daily basis. SW confirmed that all requests from Heads for laptops have been fulfilled.

LY and DP left the meeting at 9pm.

ESW319 Information, Security and Data Protection from Barrie Taylor

- i. BT noted that only 5 incidents have been reported which was good.
- ii. BT noted the trust need to keep on top of breaches on email. However, the number reported was very small number compared to the size of the Trust.

ESW320. Policies – for review and approval

- i. Code of Conduct MS/LY – due February 2021
  - a. BT noted the DPA act needed to be updated. CB agreed to email BT for the correct information

**Action: CB agreed to email BT for the correct information on the DPA act and update the policy**

LY had emailed his recommendation of the policy before the board meeting. Subject to the one change recommended by BT, the board approved the policy.

- ii. Leave of absence MS/DP - due February 2021

DP had emailed his recommendation of the policy before the board. The board approved the policy.

The following policies will go to March board



- i. DBS ZW/KK - due February 2021
- ii. Health and Safety ZW(SW)/ST - due January 2021
- iii. Information Security Policy SW/DP - due February 2021

ESW321. Items signed on behalf of the Trust and significant matters to be brought to the Board

- a. SG resignation
  - i. SG announced he was resigning from the board as a director. SG noted how much he had enjoyed contributing to the board and the team and how much has been achieved in the last 5 years with a leadership team who have been fantastic.
  - ii. PDG thanked SG for his enormous contribution to the creation of ESW.

**Action: CB to remove SG from GIAS and Companies House.**

- b. Transfer of UTC to ESW
  - i. Matthew Shanks has signed documentation to enable the transfer of UTC to ESW.
  - ii. We are awaiting a document from Devon CC to be signed and then the final document will be signed by Stuart White, because of proximity to solicitors in Plymouth.

Meeting concluded 9.20pm

**Next meeting**

**Board – Thursday 11 March 6.30pm**