

Education South West

Board Meeting Minutes

Thursday 11th March, 2021 – 6.30pm

Microsoft Teams

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

Meeting started at 6.30pm

ESW322. Apologies

No apologies for absence received. All directors present.

ESW323. Declarations of interest & Directors statement

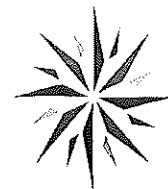
No declarations were made.

ESW324. Minutes of the previous meeting, January 2021 – Part 1 and 2 attached

- i. ESW Board minutes from January 2021 Part 1 were accepted as a true and accurate record.
- ii. ESW Board minutes from January 2021 Part 2 minutes. A request to change the last sentence in ESW312 c. Trust and education matters from CEO was requested by LY. Details of the change are noted in part 2.

ESW325. Matters arising from the previous meeting

All actions have been completed from the board in January 2021, with the exception of the Terms of Reference for the Performance and Standards Committee (PSC). These are being incorporated into the same format and document as all of the other Terms of Reference.

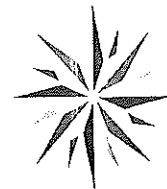


They will be shared in due course by CB.

Action CB to share updated Terms of Reference for PSC once complete

ESW326. Trust and education matters from CEO

- i. Lockdown update
 - a. KK asked about risk assessments for clinically extremely vulnerable (CEV) staff. MS confirmed risk assessments were in place. Some CEV staff wished to still be onsite and these have been dealt with on a case by case basis. Some have not been allowed onsite because of the level of risk.
 - b. JF asked how the testing process has gone? MS said the process was superb and we have had no positive tests. MS confirmed we have not used a single teacher for testing which has been key to protect learning. The support we have received from other staff has been fantastic. Staff are testing themselves at home.
 - c. LY asked if tests are positive do they do another test? SW confirmed the testing of students in school was considered to be 'official' because the staff in schools are trained. If those students test positive in school, they will not do a PCR. They have to self-isolate. Once students start testing at home, if they test positive with a lateral flow test, they will have to get a PCR test to check that result. MS confirmed all ESW staff and students are following the guidance.
 - d. ST asked if all volunteers involved in testing are DBS and KCSIE checked? SW confirmed all bar one was DBS checked. The one exception was always with members of staff when onsite.
 - e. PDG asked if any threatening letters had been received? MS confirmed ESW have had threatening letters and they were dealt with appropriately and promptly. MS gave some examples. JS said ESW's experience was reflected in other schools.
- ii. Research School
 - a. ST asked about the working relationship between Research Schools and ESW. MS stated that ESW are going to work more closely with Research Schools and will set in place a series of meetings. ESW schools are also providing case studies.
 - b. MS talked about Teaching School governance and how ESW are ultimately responsible. MS talked through the new model of line management.
 - c. JF said Teaching School was now called SWIFT – South West Institute For Teaching.
 - d. JS asked about the growth of ESW and will SWIFT be brought into the ESW plan? MS confirmed that it would and said that ESW is already supporting quite a lot of schools outside of the Trust. Discussions are taking place with the RSC about how we could grow.
 - e. BT asked if an updated draft of the Scheme of Delegation (SoD) will be shared with Chairs in the near future? MS explained that when we changed our Articles for UTC to join we were required to include the SoD which meant that the Members had to sign off the new articles and also revisit the SoD. He will brief Chairs on what the changes in the SoD are, although they are not significant.



- f. JF asked if we should have terms of reference for the subcommittee for Chairs and for Teaching Schools if ESW are responsible for them as well. PDG agreed to discuss terms of reference with JF and JF agreed to look at the Teaching School terms of reference.
 - g. LY asked if ESW are considering altering the size of the board? MS said no, the view was the current size of the board was correct and would not need to grow when the trust grew.
 - h. There was further discussion around the size and makeup of the board which are noted in part 2.
- iii. UTC
- a. The content of the report was noted
 - b. PDG said that in future there will not be a separate report for UTC; it will be included in the CEO's report for all schools.
 - c. LY said it was great to see the joint Chairs of the UTC at the Chairs meeting last night.
- iv. Attendance
- a. Most schools in ESW have attendance between 80% - 90%. UTC attendance was of greatest concern at 37% which was being managed.
 - b. Responding to a question about staff attendance, MS said that there are 18 members of staff across ESW who are shielding.

Action: PDG to discuss Terms of Reference for the Teaching School sub committee with JF.

Action: JF to look at the Teaching School terms of reference

Action: MS to circulate updated CEO Report to Board

ESW327. Report from Director of School Improvement

- i. ESW Priorities summary
- a. LY asked if we had another period of lockdown what would we do differently? TH said, that based on our secondary experience, we would use Teams more with primaries. Staff are already looking at how we can continue to use remote learning with schools now open.
- b. LY asked if remote learning could be used to enable school refusers to access learning? TH said remote learning could not be used by school refusers offsite because that would be off rolling, but schools could engage them onsite using remote learning.
- c. DP asked if more elements of the report could be measurable; e 'we said, we did, now we are going to do'. ST supported this approach.
- d. TH talked about safeguarding and closely working with KK.
- e. TH agreed that the Performance and Standards Committees will look at curriculum alignment in Maths.
- f. LY asked in terms of assessments, are we expecting that Year 10's going into Year 11 will just go back to normal? MS said we are still waiting for clarity on this Year



11's and it would be difficult to speculate what action the government would take with current year 10's. Assessment plans in place for this year and will be updated once we know what government plans are.

Action: TH to work with MS on how to make the DOSI report more measurable.

- ii. Report from governor training
 - a. BT said the governor training had been fantastic this academic year and thanked Adrian Hines for his excellent work on this area. The training has been accessible, good quality and very much valued. PDG said attendance at training has been improving.

ESW328. Update from Finance Director and COO

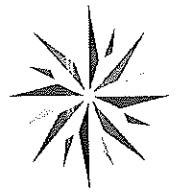
- i. Financial Update
 - a. SW talked about the accounts and the impact of Covid and lockdown. Budgeting was well under way for next year
 - b. JF asked about the Dartmouth Pre-School activity. CB to note this issue will be raised at the next Finance Committee meeting.
 - c. LY asked when we can expect to see UTC with its own line on the accounts. SW confirmed UTC will appear in papers at the next Finance meeting.

ESW329 Teaching School Hub update

- a. JF said no meeting had taken place since the last board meeting.
- b. MS confirmed that the Teaching School will produce a report for future board meetings. JS said it was important to have reports coming to board.

ESW330. Governance

- i. Feedback from Chairs meeting
 - a. LY asked if governance meetings will remain remote until September? MS confirmed governance meetings will be remote until May 2021, but with hope that we may be able to meet face to face in June and July.
 - b. There was a discussion around using external spaces to enable governors to meet.
- ii. Matters arising from LGB's
 - a. ST asked if there was requirement to hold parent governor elections? MS would always support holding parent governor elections so that the process of governor recruitment was open and transparent. All LGB's have the opportunity to co-opt unsuccessful candidates who have skills identified in the skills audit.
- iii. Members meeting update from Peter Di Giuseppe
There is nothing to report at this time.



ESW331. Health and Safety Update from Steve Tucker

- a. ST there has been such a massive effort from Shared Services to get student testing in place. It was a great effort.
- b. Health and Safety audits have been taking place virtually.
- c. KCC Facilities and Compliance and overall management took place in late February – the online audit went well. We have yet to receive results.
- d. Statutory compliance tender exercise – The Facilities and Compliance Team have awarded the lift maintenance contract to Euro Lifts based in Plymouth, a pest control contract has been awarded for kitchen and food technology areas in line with recommendation.
- e. Covid risk assessments were updated on the 8th March 2021.
- f. Facilities and Compliance Team have been instrumental in setting up COVID test centres at each secondary school for the return of all students on March 8th.
- g. Home testing procedures for staff in primary and secondary schools are in place, as well as for secondary students.
- h. LY questioned the adverse rating for Design & Technology at Coombeshead. ST confirmed if the last external audit result was less than 90% the box remains amber until the next audit. All actions from the audit were completed but the amber keeps it an area of focus until the next audit. Audits take place every three years. In design and technology, we also do an annual machinery check and implement any recommendations promptly. The next external audit for Coombeshead will be November 22 so it will remain amber until then.

ESW332. Safeguarding and SEN update from Kellie Knott

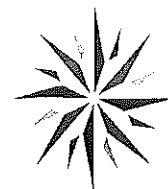
- a. KK talked about safeguarding audits in school. There are multiple audits which KK would like to combine into a single consistent safeguarding audit. We have given schools until June to complete audits. KK will then deep dive in certain parts of those audits to check they stand up to scrutiny.
- b. TH and KK are in regular contact to ensure KK is up to date on safeguarding developments.

ESW333. Information, Security and Data Protection from Barrie Taylor

There are no concerns to report at this time.

ESW334. Policies – for review and approval

- i. KK recommended the **DBS policy** to board and the policy was approved.
- ii. ST recommended the **Health and Safety policy** to board and the policy was approved.
- iii. DP recommended the **Information Security policy** to board and the policy was approved.
- iv. BT requested that numbering issues are dealt with and subject to those changes he recommended the **Data Protection policy** to the board and policy was approved



- v. BT asked SW to note the importance of volunteers developing new or improving existing skills. BT recommended the **Volunteers in School policy** to the board and the policy was approved.
- vi. Managing Absence policy – this policy will go to the May board.

Equality Information and Objectives statement. There will be an annual report, to be given in July, on how ESW have done against the equality objectives.

Action: CB to add Equality Information and Objectives annual report to the July board agenda.

ESW335. Items signed on behalf of the trust and significant matters to be brought to the Board

- a. BT said some Heads had raised issues around resources. MS said there were ongoing conversations taking place around budgets, EHCPs and supporting students. MS are seeing a higher prevalence of students with EHCPs joining ESW schools.
- b. There was a discussion around reserve levels across the Trust. It was agreed that further discussion would take place towards the end of this year's budget process.
- c. PDG talked about appointing the Vice Chair role vacancy and succession planning. He invited directors to feedback to PDG on the Vice Chair vacancy.
- d. There was a discussion on UTC which was recorded in part 2.
- e. There was a discussion around long term sickness which was noted in part 2.

Action: Directors to think about the Vice Chair role vacancy and contact PDG with thoughts.

Meeting ended 20.05pm

Next meeting Board – Thursday 20th May 6.30pm on Microsoft Teams