



Education South West

Board Meeting Minutes

Thursday 20 May, 2021 – 6.30pm

Microsoft Teams

Attendees:

Peter Di Giuseppe (PDG), Matthew Shanks (MS), Jeremy Fothergill (JF), Barrie Taylor (BT), Stephen Tucker (ST), Lindsay Yelland (LY), Kellie Knott (KK), Jenny Sutton (JS)

In attendance:

Stuart White (SW), Tracy Hannon

Apologies:

David Potter

Notes:

Caroline Battong (CB)

Meeting started 18:33

ESW336. Apologies

Apologies received and noted from David Potter.

ESW337. Declarations of interest & Directors statement

PDG invited directors to make any declarations of interest as the meeting progressed.

ESW338. Minutes

- i. Minutes of previous Board meeting, March 2021
ESW Board minutes from 11 March, 2021 Part 1 and Part 2 were accepted as a true and accurate record.
- ii. Minutes of previous Board meeting, 7 May 2021
ESW Board minutes from 7 May 2021 were accepted as a true and accurate record.
- iii. Minutes from Performance and Standards Committee (PSC) meeting
The minutes from PSC were noted.



- iv. Minutes from Finance Committee meeting
 - a. The minutes from the Finance Committee meeting were noted from December 2020.
 - b. ST asked about the possibility of recruiting a new member to the Finance Committee. PDG agreed and said there would be further discussion on new appointments.

ESW339. Matters arising from the previous meeting

- i. Confirmation of appointment of Vice Chair
PDG confirmed the appointment of KK as Vice Chair.

ESW340 Education South West strategic planning document 2020-2026

- i. PDG noted MS had circulated the strategic planning document and had received comments from directors. There was a discussion around the development of the document, vision and values.
- ii. PDG asked how MS expected it to be monitored and against what? MS talked about the success criteria, how it would feed into LGB's and the impact on schools.
- iii. ST asked where the section was that would address how we get to be a great employer? MS highlighted strategic objectives 3 and 4 and the success criteria within.
- iv. KK asked if we as a trust want to be more explicit about diversity and equality within strategic objective 3 and 4? MS agreed that was a good idea and would revisit those objectives.
- v. There was a discussion on growth which is noted in part 2.

Decision: The directors all agreed to support the strategic planning document to move forward.

Action: MS agreed to look at being more explicit about diversity and equality within strategic objectives 3 and 4

ESW341. Report from CEO

- i. PDG asked if Covid was still impacting schools? MS confirmed it was still with positive cases being recorded. There was also an impact on workload both inside and outside the classroom and within Shared Services.
- ii. LY asked what action the Trust would take after half term when children who should be isolating still coming into school? MS confirmed there was no action the Trust could take, but it had been made it clear to staff they were not to travel.
- iii. JS talked about a building schools for the future project and the importance of reducing the extended lunchbreak time. JS wanted to acknowledge the additional strain staff have been experiencing and the board to acknowledge the impact.



There was a discussion and agreement to personally thank staff who have gone the extra mile.

- iv. TH talked about early help referrals increasing four-fold. Specific examples were given at CBD and KCC.
- v. PDG talked about the attendance register and the flatness of the pattern. There was concern around schools being below the national average. MS confirmed ESW school were processing a high number of fines for attendance and Heads were taking robust action.
- vi. KK asked about the weekly attendance figures at UTC and what the strategy was to increase numbers? MS talked about the specific issues with UTC attendance and liaison with external agencies.
- vii. ST talked about the Sixth Form attendance level. There was a discussion around attendance, student needs and recording.
- viii. PDG asked what the board should be doing with the information from CST regarding teacher assessed grades. MS confirmed it was being dealt with at LGB level. TH added that all of the records have been completed for Centre Assessed Grades and Teacher Assessed Grades with moderations on judgements with a deadline of this Friday. There are a number of quality assurance techniques at department and school level. PDG requested that the Performance and Standards Committee receive a report on this at their next meeting.
- ix. MS talked through feedback from the Ambition Institute and next steps.
- x. There was a discussion on growth noted in part 2.
- xi. There was a discussion on Church Articles noted in part 2.

Action: CB to add a report on grading judgements and moderation to the next PSC agenda.

Action: PDG to revisit Church Articles report, take advice and bring back the proposal to board at a later date.

Action: PDG to discuss with MS to arrange for thank you cards to staff who have gone the extra mile

ESW342. Report from Director of School Improvement

- i. TH talked about the audits, key areas for development and training. BT thanked TH for her work and noted how useful it was.
- ii. PDG noted Ofsted were doing a review of safeguarding and was there anything else we needed to be doing as a trust? TH felt the trust was in a strong position with the two trust DSL's working very well together.
- iii. KK asked board to note the feedback from the PSC about the amount of work around improvement and the board need to be conscious of timelines for delivery and staff wellbeing. TH said that staff surveys will be used to map staff wellbeing.
- iv. We have appointed knowledgeable Curriculum Design Leads CDL and they will work with a team of people. LY asked if the board had been told about those appointments? TH advised the board on the CDL appointments:

English	Freya Morrissey, TGN
Geography	Evie Diamond TGN
Science	Fiona Peters CBD



PE
History
MFL

Jamie Tripcony CBD
Becky Bailey CBD
Peter Rose and Maddy Wayment, TGN

- v. Referring to the Capacity and Risk Register, PDG asked about if the up arrows in the red areas indicated some improvement? TH confirmed that was correct.
- vi. TH noted the improved governor participation in training. BT thought the governor training had been fantastic. Thanks to Adrian Hines for all his work on governor training.

Action: PDG to write and thank Adrian Hines for all his hard work on governor training.

ESW343. Report from Finance Director and COO

- i. PDG asked if we are still receiving grants for pay and pension awards? SW confirmed the Trust was still received grants. PDG asked if the grant was covering the cost? SW confirmed it was covering the cost.
- ii. KK said she couldn't find the most recent gender gap reporting on the ESW website. SW will resolve this. SW will share the gender report paper that went to the board before KK became a director. There was discussion about the gender pay gap.
- iii. JF asked if there was an update on the recruitment of students on UTC? SW confirmed uptake numbers and original target.
- iv. MS asked the board to note the breadth of work at a Shared Service level.

Action: SW to share the gender report that went to board before KK joined with KK.

Action: SW to post the latest gender pay gap information on the ESW website.

ESW344 Report on Teaching School Hub (SWiFT)

- i. JF said the first trust board meeting on 29 April was a very positive meeting.
- ii. JF said the delivery plans were the key area and they were the link between SWiFT and DfE.
- iii. JF confirmed the key delivery date was 4 June 2021.

ESW345. Governance

- i. Feedback from Chairs meeting
 - a. Those who attended were very positive and engaged with their own schools and with each other.
 - b. PDG will circulate to the LGB Chairs the proposed terms of reference for the Chairs' Forum before it comes to board.
 - c. LY asked when we do cease to be Chairs how will we address communication. PDG said it would be through Chairs Forum and through action points in the minutes. LY thought it would be better if there was a



key points paper from Chairs to the board. PDG noted that suggestion and it could be decided at the Chairs' Forum first meeting.

- d. PDG noted the minutes received from LGBs, in particular that CBD had requested information on bullying.

- ii. Matters arising from LGB's
 - a. BT thanked TH for her work with the governing boards.

- iii. Report on Members meeting from Peter Di Giuseppe
 - a. Members were supportive of the vision and the growth of the trust.
 - b. They were supportive of Church articles, but with feedback from directors PDG will draft a new paper that will address the concerns raised by the board.
 - c. The Members were concerned about staff wellbeing and capacity.

Action: PDG to circulate terms of reference for the Chairs' Forum to LGB Chairs

ESW346. Report on Health and Safety from Steve Tucker

- i. ST asked if the board was going to identify a director to do the H&S report moving forward? PDG asked if we have to have a director who is responsible for health and safety? LY made the same point, but thought it was in our articles.
- ii. There was a discussion about whether it was a legal requirement. SW agreed to investigate.

Action: SW to explore whether a named director had to be responsible for Health and Safety.

ESW347. Report on Safeguarding and SEN from Kellie Knott

- i. KK said there were no safeguarding incidents to report. TH and KK meet regularly to ensure the Trust is compliant.

KK noted that there is no information to report on SEN; this is not her area of expertise. PDG noted the need to review SEN reporting at board.

Action: PDG noted the need to review SEN reporting to the board

ESW348. Report on Information Security and Data Protection from Barrie Taylor

- i. BT there were no major concerns. BT noted the CPOMS (logging system for staff to use regarding pupil welfare) was down for a period of time, all hand written and emails have been transferred. BT asked if ESW had Cyber Essentials Plus? SW confirmed we did. SW asked if this report should be included in his report. It was agreed it should be.



- ii. There was further discussion noted in part 2.

Decision: SW to include the report on Information Security and Data Protection in his COO

ESW349. Policies – for review and approval

- i. Managing Absence policy
LY recommended the Managing Absence policy to the board. The board approved the policy.
- ii. Transgender Policy
 - a. KK said the Transgender Policy had been reviewed at PSC committee.
 - b. LY raised a concern about other students' opinions in regards to changing rooms not being addressed in the policy. There was a discussion about the importance of neutral spaces and it being covered in point 17. TH explained that the way the policy was worded meant each event was dealt with on a case by case basis. TH will explore the issue further and will look at tightening the wording on point 17. Training on transgender issues has been arranged for October 2021 for all ESW staff.

Action: TH to tighten the wording on point 17 in the Transgender Policy before being brought back to board.

ESW350. Items signed on behalf of the Trust and significant matters to be brought to the Board

- i. MS has signed a confidentially agreement
- ii. PDG talked about the appointment of directors.
- iii. PDG confirmed that the election of LGB Chairs will be made by each LGB in September for approval by the board.
- iv. PDG suggested the next board meeting will be in person in July 2021. PDG asked directors to specify if they would prefer an earlier board meeting followed by a social evening or a virtual meeting the day before and then a social meet up the day after.

Action: Directors to specify if they would prefer an earlier board meeting followed by a social evening or a virtual meeting the day before and then a social meet up the day after.

Meeting ended 20.54pm

Next meeting

**Board – Thursday 15th July 6.30pm
(location to be confirmed)**