



EDUCATION SOUTH WEST TRUST BOARD

Minutes of the meeting of the Trust Board of Education South West held at the Passage House Hotel at 1.00pm on Thursday 24th October 2024.

Name	Role	Absent / Present
Graham Austin GA	Trustee, Chair	Present
Beth Brooks BB	Trustee	Present
Gail Brown GB	Trustee	Present
Annelie Fearon AF	Trustee	Present
Jennifer Gibbs JG	Trustee	Present
Adrian Hines AH	Trustee, Vice-Chair	Present
David Potter DP	Trustee	Present
Matthew Shanks MS	Executive Principal and Trust Leader	Present
Jenny Sutton JS	Trustee	Present
Barrie Taylor BT	Trustee	Present
Executive Board		
Rob Coles RC	Deputy CEO	Present
Andy Goodwin AG	Trust Safeguarding and Attendance Lead	Absent
Tracy Hannon TH	Director of Education	Present
Jayne Keller JK	Director of Education	Present
Suzannah Wharf SLW	Director of Education	Present
Stuart White SW	Chief Financial and Operating Officer	Present
Invitees		
Claire Tucker	PA to the CEO	Present
Jackie Ridding	Governor Services Clerk	Present via Teams

1	<u>WELCOME</u>	
	GA welcomed everyone to the meeting.	
2	<u>APOLOGIES FOR ABSENCE</u>	
2.1	There were no apologies for absence.	
2.2	Consent to absence was not required.	
3	<u>DECLARATION OF PECUNIARY AND BUSINESS INTERESTS</u>	
3.1	No declarations of pecuniary or other interests regarding items on the agenda were made.	
3.2	No declarations of gifts or hospitality had been received or given since the last meeting.	
3.3	Trustees confirmed they had completed their declarations of pecuniary interests. The clerk would ensure they were published on the website. 1.08pm RC joined the meeting.	AP1
4	<u>ELECTION OF CHAIR AND VICE-CHAIR FOR 2024/2025</u>	



	Graham Austin was re-elected Chair. Adrian Hines was re-elected Vice-Chair.	
5	<u>MINUTES</u>	
	The minutes of the meeting held on Thursday 23rd May 2024 were approved and would be signed by the chair.	
6	<u>FINANCE</u>	
	<p><u>Shared Services Verbal Report</u></p> <p>SW reported the approved budget had a surplus of £510,000 and without SWIFT was £378,000. He said the general reserves were £2.3M which was approximately £1.3M less than optimum.</p> <p>SW reported the financial return forecast had been submitted to the ESFA and financial planning was underway for the next academic year. He said the changes to the budget had been applied for the teachers' and support staff pay increases. SW confirmed the teachers' pension audit had been completed.</p> <p>SW informed trustees the work on Teign A block had been completed and some capital work was carried out over the summer. He said the changes had been implemented from September 2024 to secondary catering which was working well and they were planning a similar process for primary and sixth form.</p> <p>SW reported the GDPR audits had been completed and the climate action group had started. He noted planning was underway for the new HR processes and systems.</p> <p>SW said the new MIS system for initial teacher training had been implemented and was being successfully used. He noted the Cyber Essentials Plus check had been completed which gave them accreditation for another year. SW explained they had reviewed the technology used by teachers in the classroom and had chosen to move to Promethean which had already begun. He said they had changed the internet filtering system which would give them improved online safeguarding reporting.</p> <p>Trustees asked what percentage of the overall income the £2M reserves were and if it aligned with the reserves policy. SW explained the income was just under £50M and according to the reserves policy, should have between £3M to £5M. He said the individual schools had a policy they needed a general reserve of 2% but there were extra reserves on top to allow for a drop in roll. SW said some schools were running at a significant deficit.</p> <p>SW reported the finance team continually updated the budgets to account for any changes.</p> <p>Trustees noted approximately £1M had been spent on conditions maintaining the buildings and asked if they were keeping up with the demand. SW said they were just about keeping up with what needed doing. He said over the last couple of years they had focused on maintaining the buildings rather than undertaking large capital projects.</p>	



	<p>Trustees asked if there would be any support available for South Devon UTC. SW explained the challenge was predominantly with retention in the sixth form. He said many students were unable to access the T-levels. MS said they needed to consider having more B-Techs to retain the students. RC noted in year 10 at South Devon UTC they had between 70 to 80 students which was a large increase from a few years before.</p> <p>Trustees asked if they should consider apprenticeships in sixth forms. MS said it was something they could explore.</p>	
7	<u>GOVERNANCE</u>	
	<p>The clerk confirmed new trustees had been registered at Companies House.</p> <p>The clerk confirmed trustees' details had been updated on Get Information About Schools.</p> <p>Trustees agreed to confirm on GovernorHub they were not automatically disqualified from acting as a trustee.</p> <p>Trustees approved the scheme of delegation noting there were no changes. MS said they were reviewing how the budget was presented to the LGBs and their role. He said the LGBs would be required to note the budget rather than recommend the budget. MS said at the next LGB meetings, they would share a slide explaining the school improvement plans and how schools were funded.</p> <p>GA noted once the income was £50M, the trust would need a separate audit and risk committee. It was noted the CEO should not be a member of the Finance and Internal Assurance Committee and the clerk agreed to amend this. Trustees approved the terms of reference pending the amendment.</p> <p>The list of changes to the LGBs including the chairs and vice-chairs for the 2024/2025 academic year was shared on GovernorHub prior to the meeting. Trustees approved the changes to the LGBs.</p>	AP2
8	<u>SAFEGUARDING</u>	
8.1	<p><u>Safeguarding Update</u></p> <p>Trustees noted they had received a safeguarding update from Andy Goodwin and the link for the quiz which needed completing by 4th November 2024. AH said he had a discussion with Andy about improving the quiz to make it more accessible. Trustees discussed the effectiveness of the quiz and noted it was appropriate for staff but not necessarily for those in a voluntary position.</p>	
8.2	Trustees noted the requirement to read KCSiE 2024 and to complete the quiz by 4 th November 2024.	
8.3	Trustees approved the Child Protection and Safeguarding Policy.	
9	<u>POLICIES FOR REVIEW</u>	
	<p>Trustees noted the following policies had been approved:</p> <ul style="list-style-type: none"> • Early Career Teacher Policy 	



	<ul style="list-style-type: none"> • Equality Information Report • Managing Serial and Unreasonable Complaints Policy • Medical Conditions Policy • Staff Acceptable Use Policy • Suspensions and Permanent Exclusions Policy 	
10	<u>FEEDBACK FROM LGBs</u>	
	<p>1.40pm JS joined the meeting.</p> <p>MS explained the LGB chairs discussed if the trust's vision and strategic plan aligned with those of the schools. He said the LGBs were clear about their school's strategic priorities but not how it aligned with the trust. MS said they would communicate the trust's strategic priorities at the next LGB meetings. He said it was important the trust board regularly communicated the trust's vision to the LGBs.</p>	
11	<u>MATTERS BROUGHT FORWARD BY THE CHAIR OR CEO</u>	
	<p><u>CEO Appraisal and Objectives 2024/2025</u></p> <p>GA confirmed Matthew Shanks' appraisal had been completed and shared a brief description of the 3 objectives.</p>	
12	<u>PROGRAMME OF MEETINGS FOR 2023/2024 AT 6.00PM</u>	
	<p>Trustees confirmed that the next meeting of the Trust Board would be held at 6.30pm on Thursday 12th December 2024.</p> <p>Trustees agreed the programme of meeting dates for the 2024/2025 academic year as follows (locations to be confirmed):</p> <p>Thursday 6th February 2025 at 6.30pm (following the AGM) Thursday 27th March 2025 at 6.00pm Thursday 22nd May 2025 at 6.00pm Thursday 10th July 2025 at 6.00pm</p> <p>MS noted Tracy Hannon would be leaving the trust at the end of October 2024 and said when he joined the trust, he asked her to join ESW and they worked together to build the trust into a strong organisation. He noted even though she was leaving, she would still be doing some work for the trust for initial teacher training and quality assurance. MS and the trust board thanked Tracy for doing so much for ESW.</p>	

The meeting closed at 1.44pm

Signed

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Dated

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Action Log

Action Point	Agenda Item	Action	By Whom	By When	Status
AP1	3.3	Clerk to ensure register of interests was uploaded to the website.	Clerk	ASAP	
AP2	7	Trustees to confirm they were not automatically disqualified from acting as trustees on GovernorHub.	Trustees	Next meeting	