



## EDUCATION SOUTH WEST TRUST BOARD PART 1

Part 1 Minutes of the Trust Board of Education South West held at South Devon UTC at 6.30pm on Thursday 8<sup>th</sup> February 2024.

Name	Role	Absent / Present
Graham Austin GA	Trustee, Chair	<b>Present</b>
Gail Brown GB	Trustee	<b>Present via Teams</b>
Annelie Fearon AF	Trustee	<b>Present</b>
Jennifer Gibbs JG	Trustee	Absent
Adrian Hines AH	Trustee, Vice-Chair	<b>Present</b>
David Potter DP	Trustee	<b>Present</b>
Matthew Shanks MS	Executive Principal and Trust Leader	<b>Present</b>
Jenny Sutton JS	Trustee	<b>Present via Teams</b>
Barrie Taylor BT	Trustee	<b>Present</b>
Stuart White SW	Finance Director and COO	<b>Present</b>
<b>Executive Board</b>		
Tracy Hannon TH	Director of Education	<b>Present</b>
<b>Invitees</b>		
Jackie Ridding	Governor Services Clerk	<b>Present via Teams</b>

The meeting began at 6.55pm

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1	<b><u>WELCOME</u></b>											
	GA welcomed all to the meeting.											
2	<b><u>APOLOGIES FOR ABSENCE</u></b>											
2.1	Apologies were received from Jennifer Gibbs.											
2.2	The absences were consented to.											
3	<b><u>DECLARATION OF PECUNIARY AND BUSINESS INTERESTS</u></b>											
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.											
4	<b><u>MINUTES</u></b>											
4.1	The minutes of the meeting held on <b>Thursday 7<sup>th</sup> December 2023</b> were <b>approved</b> and would be signed by the chair.											
4.2	<b><u>Matters Arising</u></b> <table><tr><th>Action Point</th><th>Agenda Item</th><th>Action</th><th>By Whom</th><th>By When</th></tr><tr><td>AP1</td><td>8</td><td>Clerk to add LGB governor engagement and reappointment to the next Chairs' Forum agenda and to ask governors to record their training in LGB meetings.</td><td>Clerk</td><td><b>Completed</b></td></tr></table>	Action Point	Agenda Item	Action	By Whom	By When	AP1	8	Clerk to add LGB governor engagement and reappointment to the next Chairs' Forum agenda and to ask governors to record their training in LGB meetings.	Clerk	<b>Completed</b>	
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5	<b><u>FINANCE</u></b>	
	<b><u>Shared Services Verbal Report</u></b>	
	<p>Trustees noted the Finance and Internal Assurance Committee meeting was discussed at the Trust Board meeting on Thursday 7<sup>th</sup> December 2023.</p> <p>SW reported the 6<sup>th</sup> form retention numbers were a concern. He said they had increased the projected likely cost of living for support staff and noted the unions were asking for a 10% increase which was unlikely, but that 4% was now assumed in all plans.</p> <p>SW explained Devon were proposing to change how the National Funding Formula was shared and they wanted to move money from the core schools funding to the disadvantaged funding. He said the ESFA were likely to approve this and noted it would improve the outlook for most schools in the trust. SW said he had been working with Rob Coles to ensure South Devon UTC was financially sustainable.</p> <p>SW said lots of time and effort had gone into onboarding Kingsbridge Primary and Kingsteignton Primary. He said the formal consultation took place in January 2024 and the staff TUPE process was successful. SW said there would be further system integration for the schools at Easter when they would join the network and Bromcom.</p> <p>SW noted Kingsteignton had an audit due which the Finance and Internal Assurance Committee would need to be aware of. He explained it was because it was previously an academy so they needed to complete the final accounts as of January 2024 to then wind up that company.</p> <p>SW explained when Wynstream joined the trust it was a PFI school and they were currently looking to insource some soft services which would save money. He explained this had been agreed and would involve the catering and cleaning staff and the TUPE arrangement would begin after the half term holiday.</p> <p>SW explained Class Charts was being introduced as a new data system. He said the IT Director and lots of the finance team had spent time successfully completing the Cyber Assurance Level 2 Gold Standard Audit which needed renewing every 3 years.</p> <p>SW reported the building work on Teign A block was running late due to rain damage and they were hoping to take possession of the building after Easter.</p> <p>A question was asked and answered which was recorded in the Part 2 minutes.</p>	
6	<b><u>PERFORMANCE AND STANDARDS</u></b>	
6.1	<b><u>Performance and Standards Committee Report</u></b>	
	<p>BT reported on the Performance and Standards Committee meeting held on Monday 8<sup>th</sup> January 2024.</p> <p>BT thanked the committee and said Jayne Keller, Suzannah Wharf and Rob Coles knew the schools and cohorts very well. He said they had discussed the data for disadvantaged children in secondary schools who were achieving well but they wanted them to be achieving in line with non-disadvantaged children.</p>	



	<p>BT said there had been discussions about attendance and what needed to be addressed. He said high prior achieving girls had a high percentage of persistent absence. BT said suspensions were discussed and noted some schools had a high number of suspensions but there were often specific reasons.</p> <p><b>Trustees asked if more work was being done to understand the reasons for persistent absence.</b> TH said anxiety was an issue with some of the persistent absence and they were having conversations with parents. She said there had been a better return on the attendance surveys than they had on others and the impact work would be interesting.</p> <p><b>Trustees asked when they would know the actions were working.</b> MS said they were already seeing the attendance figures were not decreasing which was positive at this time of year. TH said there were some deep-seated issues in some cases.</p>	
6.2	<u>Director of Education Verbal Report</u>	
	<p>TH explained historically, analysing secondary school data was stronger than primary data and they had invested in the SMID programme to enable secondary school teachers to look at the data and identify the next steps. She said they were rolling out FFT training for primary schools to enable them to look at national comparisons and to improve dialogue.</p> <p>TH reported they were revisiting the School Improvement Quality Assurance Framework with headteachers. She said she had visited all schools with MS and the school improvement link to meet with headteachers. MS said they were continuing to work on the long-term curriculum.</p>	
7	<b><u>STRATEGIC DIRECTION</u></b>	
7.1	<u>Strategic Plan Overview</u>	
	The strategic plan was shared and discussed in the AGM on Thursday 8 <sup>th</sup> February 2024.	
7.2	<u>Risk Register</u>	
	MS said he was pleased with the risk register and the links to the strategic objectives.	
7.3	<u>CEO Verbal Report</u>	
	<p>MS shared his report in the AGM on Thursday 8<sup>th</sup> February 2024 which was copied below.</p> <p><i>MS thanked members and trustees for their support and explained succession planning was in progress across the trust.</i></p> <p><i>MS reported TH would be retiring on 31<sup>st</sup> October 2024 and they would be advertising nationally for a Deputy CEO.</i></p> <p><i>MS explained they had established Education South West teacher training under the SWIFT title. He said a review to determine what format it would be in the future, as well as delivery of NPQs and ECT was taking place. MS said he continued to meet on a</i></p>	



*weekly basis with the school improvement team and shared services to ensure continuity.*

*MS reported the budgets were very tight. He said schools were still suffering because of the pandemic.*

*MS said there had been building work at Teign to provide more maths classrooms and they were hoping they would be ready at the end of May 2024.*

*MS confirmed no reinforced autoclaved aerated concrete (RAAC) had been identified in any of the schools.*

*MS said recruitment of staff had been a concern in some areas.*

*MS reported the focus for the year was outcomes and attendance. He said the primary data had been suppressed as a trust, due to Kingswear only having 4 students but noted the data was above national average and the secondary data was -0.17 on Progress 8. MS said the outcomes for basics needed to be higher at secondary schools and for writing at primary schools.*

*MS explained because of this, the Regional Director had identified an increase in outcomes as being a priority for the trust in the current academic year and the next.*

**Trustees noted the inquest into Ruth Perry's death discussed prevention of future death and asked if Ofsted continued in its current form, how did the trust support leaders during the inspection process.** MS said this had been considered with the risk register and the trust supported school leaders very well during inspections. He said schools needed to continue doing what they did well and not be defined by Ofsted, however, parents did often look at Ofsted grades when selecting a school for their child. MS suggested when trustees were in schools, they asked the headteachers about the support they received from the trust. BT said headteachers had presented at the Performance and Standards Committee and reported they felt supported by the trust.

**Trustees asked about the future of the management partnership with St Cuthbert Mayne.** MS explained St Cuthbert Mayne was a Catholic Anglican school and would only be able to join a catholic trust but the catholic diocese did not have a bishop so was unable to make a decision. He said the Regional Director had asked ESW to continue supporting the school but the governors of the school had asked if they could have a more formal SLA with ESW. MS said there were other schools who also wanted to be supported by the trust.

**Trustees asked what the effect would be if the trust continued supporting the schools with the educational areas without them joining the trust.** MS said this had been discussed and financially, the trust did not need more schools. He said the trust had benefited from the management partnerships because the work Rob Coles and Suzannah Wharf had done in these schools had made them better leaders.

**Trustees asked about the philosophy and ethos of the trust with the management partnerships.** MS said the trust were morally driven and they wanted to help every child and they were working with people with the same moral values.

**Trustees asked if there was a block on converter schools joining the trust.** MS said there was a block on all schools joining the trust.



8	<b><u>GOVERNANCE</u></b>	
	<p>Trustees <b>approved</b> the following changes to the LGBs:</p> <ul style="list-style-type: none"> <li>• KEVICC <ul style="list-style-type: none"> <li>○ Leticia Hooper – Staff Governor</li> <li>○ Claire MacDonald – Co-opted Governor</li> </ul> </li> <li>• Kingsbridge Primary <ul style="list-style-type: none"> <li>○ Kristy Giles – Parent Governor</li> <li>○ Lindsay Hetherington – Parent Governor</li> <li>○ Amanda Sarjeant – Co-opted Governor</li> </ul> </li> <li>• Rydon <ul style="list-style-type: none"> <li>○ Susan Cooper – Co-opted Governor</li> <li>○ Rosy Howell – Parent Governor</li> <li>○ Joel Lunnon – Co-opted Governor</li> </ul> </li> <li>• South Hub <ul style="list-style-type: none"> <li>○ Isabel Fairweather – Parent Governor</li> </ul> </li> <li>• Wynstream <ul style="list-style-type: none"> <li>○ Steve Halkyard – Co-opted Governor</li> </ul> </li> </ul> <p>A discussion was held which was recorded in the Part 2 minutes.</p> <p>MS explained the revised scheme of delegation shared was due to formatting errors on a page on the previous version.</p>	
9	<b><u>POLICIES FOR REVIEW</u></b>	
	<p>Trustees noted the following policies had been <b>approved</b>:</p> <ul style="list-style-type: none"> <li>• Attendance Policy</li> <li>• Curriculum, Teaching and Learning Policy</li> <li>• Equality and Diversity Policy</li> <li>• Pay Policy</li> <li>• Staff Grievance Policy</li> <li>• Suspensions and Permanent Exclusions Policy</li> </ul> <p>Trustees agreed that once a trustee had approved a policy, the clerk would add it to the noticeboard for governors to note and to the next trust board agenda to be minuted.</p>	
10	<b><u>MATTERS BROUGHT FORWARD BY THE CHAIR OR CEO</u></b>	
	There were no matters brought forward by the CEO.	
11	<b><u>PROGRAMME OF MEETINGS FOR 2023/2024 AT 6.00PM</u></b>	
	<p>Trustees confirmed that the next meeting of the Trust Board and AGM would be held at <b>6.00pm</b> on <b>Thursday 21<sup>st</sup> March 2024</b> at <b>King Edward VI Community College</b>.</p> <p>Trustees agreed the programme of meeting dates for the remainder of the 2023/24 academic year as follows:</p> <p>Thursday 23<sup>rd</sup> May 2024 at 6.00pm at Coombeshead Academy  Thursday 11<sup>th</sup> July 2024 at 6.00pm at Teign School</p>	



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The meeting closed at 7.47pm.

Signed

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Dated

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