



## **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 21<sup>st</sup> March 2024.

<b>Name</b>	<b>Role</b>	<b>Absent / Present</b>
Graham Austin GA	Trustee, Chair	<b>Present via Teams</b>
Gail Brown GB	Trustee	Absent
Annelie Fearon AF	Trustee	<b>Present via Teams</b>
Jennifer Gibbs JG	Trustee	<b>Present via Teams</b>
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>
<b>Executive Board</b>		
Rob Coles	Secondary School Improvement Lead, Executive Headteacher of Coombeshead Academy and South Devon UTC	Attendance not required
Tracy Hannon TH	Director of Education	<b>Present</b>
Jayne Keller JK	Director of School Improvement	Attendance not required
Suzannah Wharf	Director of School Improvement and Executive Head of Teign School	Attendance not required
Stuart White	Finance Director and COO	<b>Present</b>
<b>Invitees</b>		
Jackie Ridding	Governor Services Clerk	<b>Present via Teams</b>

<b>1</b>	<b><u>WELCOME</u></b>	
	GA welcomed everyone to the meeting.	
<b>2</b>	<b><u>APOLOGIES FOR ABSENCE</u></b>	
2.1	Apologies were received from Gail Brown.  MS noted Rob Coles, Jayne Keller and Suzannah Wharf were not required to attend the meeting.	
2.2	The absence was consented to.	
<b>3</b>	<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.	
<b>4</b>	<b><u>MINUTES</u></b>	
	The minutes of the meeting held on <b>Thursday 8<sup>th</sup> February 2024</b> were <b>approved</b> and would be signed by the chair.	



5	<b><u>FINANCE</u></b>	
	<p><b><u>Shared Services Verbal Report</u></b></p> <p>SW reported a big focus had been financial planning with the headteachers. He noted there had been an increase of 5% in the teachers' pensions but this would be funded.</p> <p>SW said the energy contracts were being renegotiated for fixed-term contracts and they expected to see big drops. He noted they had forecast correctly and expected to see a reduction of approximately 43% for gas and 34% for electricity.</p> <p>SW reported the Kingsteignton audit was going well.</p> <p>SW informed trustees they had been awarded the level 2 cyber-assurance award which was the highest industry standard.</p> <p>SW said lots of work was going in to complete the migration of systems for Kingsbridge Primary and Kingsteignton which would be completed over the easter holiday.</p> <p>SW explained the TUPE process was open for the catering and cleaning staff at Wynstream to be insourced. He said this would save approximately £45,000 per annum and would take effect from 1<sup>st</sup> April 2024.</p> <p>SW reported detailed conditions' surveys had been carried out across the trust ahead of the next wave of capital funding. He said the surveys would be used to allocate funding.</p> <p>6.10pm BT joined the meeting.</p> <p>SW said the trust were reviewing technologies for the teaching walls and they were working with the finance team, IT team, teachers and senior leaders. He said they would identify the brand of interactive whiteboards and would gradually replace what was currently in the classrooms in primary and secondary schools.</p> <p><b>Trustees asked what technology the schools currently had and if children had access to individual iPads.</b> SW said the children had access to iPads but did not have individual iPads.</p> <p><b>Trustees asked if they had planned training for staff for the new whiteboards.</b> SW said staff would be trained, but there would be some staff who were more confident using the whiteboards and would share their knowledge.</p> <p>SW explained the data team were developing MI solutions for teacher training and SWiFT.</p> <p>SW explained the trust had secured enhanced support for leaders and managers for handling the more difficult personnel cases. He said the leaders had been supported by MS, SW, legal advisers and an independent HR consultant but they had expanded the HR consultant's remit so leaders and managers had more access to him. SW said the HR consultant was not employed by the trust. MS explained this arrangement was more efficient and effective without spending lots of money.</p>	



	<p>SW said they were expecting to move into Teign A block by the May half term holiday.</p> <p><u>SRMA Checklist</u></p> <p>The school resource management self-assessment tool checklist was shared on GovernorHub prior to the meeting. SW confirmed this had been submitted. GA noted the SRMA checklist was a useful positive affirmation of what they were doing.</p> <p><b>Trustees asked how the priorities were decided following the conditions' survey.</b> MS explained they would have conversations with the headteachers who would identify their needs. SW explained the conditions' survey was required to identify the work needed but this year, they were likely to carry out a number of smaller projects. He said the operations managers initially prioritised the work and SW would review. SW explained he asked for all projects to be added to the list but they would not have the funds to carry out all the work.</p> <p><b>Trustees asked what criteria would require the board to have input into the decisions and what would the timeframe be.</b> SW explained some of the work would be carried out in the summer. MS said the decisions were trusted to the executive team and there had been occasions in the past when the chair of governors had appealed to the board. SW said they would report to the Finance and Internal Assurance Committee about what they were doing and the cost of the projects.</p> <p><b>Trustees asked if the money for the capital projects was restricted and could not be used for anything else.</b> SW confirmed it was capital funds and the ESFA expected the money to be used on maintaining the condition of the estate. He said they followed a flow chart to prioritise, with the most important aspect being safety.</p> <p><b>Trustees noted the total for the projects was £2,200,000 and asked if this was a wish list and if there were timings.</b> SW confirmed it was a rolling programme and would keep having projects added to it. MS said the spreadsheet was very detailed.</p> <p><b>Trustees asked if the budget's in-year position was on track.</b> SW confirmed they were on track and were currently approximately £300,000 better than the budget.</p> <p>GA asked about sharing the Part 2 Minutes. The clerk said these could be added to GovernorHub in a confidential folder.</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 11<sup>th</sup> March 2024. He said the committee was working well and Rob Coles, Jayne Keller and Suzannah Wharf presented.</p> <p>BT shared the following key points from the meeting:</p> <ul style="list-style-type: none"> <li>• Nick Banwell had explained how the 11X11 programme was developing and detailed how some community groups were getting involved.</li> <li>• Suzannah Wharf discussed instructional coaching and shared the secondary data and reported on the work being done to prepare for the GCSE exams. She also gave an update on the development of the secondary curriculum.</li> <li>• Jayne Keller gave a thorough SEND update and explained how the primary curriculum was developing.</li> </ul>	



	<ul style="list-style-type: none"> <li>Rob Coles shared the work the trust was doing on attendance.</li> </ul> <p>TH explained parent voice and pupil voice surveys had been carried out regarding attendance which had given useful feedback. She said there was collaborative work across the trust with SENDCOs and behaviour and attitudes.</p>	
6.2	<u>Director of Education Verbal Report</u>	
	<p>TH explained safeguarding audits had been carried out at all schools. She said concerns had been identified at South Devon UTC, Christow and Kingsteignton which were being addressed.</p> <p>TH said instructional coaching was having a big impact and collaborative work across the trust was seeing new leaders being identified.</p> <p>TH reported they were expecting to see an improvement in the primary school data but not with secondary school data. She explained interventions were happening but attendance was having a negative impact on the outcomes.</p> <p><b>Trustees noted with the curriculum development, some subjects were making slower progress than others and asked if there was a danger those subjects would be left behind.</b> TH said they would not be left behind and explained they had recently appointed more leads, such as science, music and primary DT. She said there were regular reviews of the curriculum areas and the teams met regularly.</p> <p>TH noted they had not had a chair or headteacher presenting to the Performance and Standards Committee in the current academic year.</p> <p><b>Trustees asked if the trust had subject experts employed as curriculum leads but did not necessarily have subject experts delivering the content.</b> MS explained they did have non-specialists teaching some subjects. He reported the DfE had reduced their recruitment target by 9% and more teachers were leaving the profession with fewer teachers joining. MS said maths, physics and history were difficult subjects to recruit. He said the subject knowledge enhancement programme was helping.</p> <p>JS explained the trust were putting themselves in a good position long-term with their initial teacher training programme. She said those who were successfully recruiting in difficult circumstances had their own ITT programme.</p>	
7	<u><b>STRATEGIC DIRECTION</b></u>	
7.1	<u>Strategic Plan Overview</u>	
	This item would be included in item 7.3.	
7.2	<u>Risk Register</u>	
	Trustees noted there had not been any changes to the risk register.	
7.3	<u>CEO Verbal Report</u>	
	<u>Trust Growth</u>	



	<p>MS shared the growth strategy document on GovernorHub prior to the meeting. He said this listed the schools they were supporting and the levels of support.</p> <p><b>Trustees asked what the purpose of the document was.</b> MS explained it was for the trustees' information and was shared with the Regional Director the previous year.</p> <p>MS noted the SWIFT NPQ programme was strong. JS said they could look at strategies for maximising the provision and suggested apprenticeships could be explored. MS said the SWIFT teacher training programme worked with lots of other providers.</p> <p><b>Trustees asked if ESW had considered collaborating with trusts outside of Devon.</b> MS said they already worked with the Ebor Academy Trust, which was based in York, the Astrea Academy Trust which was based in Sheffield and Olive Academies which was based in Essex. HE said ESW also worked with Cabot, Greenshaw and BEP.</p> <p><b>Trustees asked about the Deputy CEO recruitment.</b> MS explained the interviews would be held on 26<sup>th</sup> March 2024 and 27<sup>th</sup> March 2024. He shared the plans for the interviews and noted they had 4 strong candidates. JS said the tasks the candidates were being asked to complete were open-ended which was good practice.</p> <p>A discussion was held which was recorded in the Part 2 minutes.</p> <p><u>Chairs' Forum Update</u></p> <p>Trustees were informed the skills' audits were discussed and how they could help identify training needs.</p>	
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>• Dartmouth <ul style="list-style-type: none"> <li>○ JoAnne Jones was a parent governor and would become a co-opted governor.</li> </ul> </li> <li>• Rydon <ul style="list-style-type: none"> <li>○ Christopher Ware – staff governor</li> </ul> </li> </ul> <p>It was noted Ben Richardson had resigned from the Teign School LGB on 26<sup>th</sup> February 2024.</p> <p><u>LGB Skills' Audit</u></p> <p>Trustees discussed the LGB skills' audits and discussed how they should be used and how they could increase the number of governors completing them.</p> <p>Trustees discussed the NGA Skills' Audit was best practice to complete. SW asked where the questions came from and noted they did not align with the ESW scheme of delegation.</p> <p><b>Trustees asked if the board were doing enough to enhance the roles of the LGB.</b> TH said completing the skills' audit was best practice and she was meeting Rob Coles on 19<sup>th</sup> April 2024 to discuss governance.</p>	



	Trustees asked if the trust were promoting enough about the role of the governor and if there was focus on supporting governors. GA and AH agreed to discuss this before the next Chairs' Forum and would ensure the Skills' audit was amended.	
9	<b><u>POLICIES FOR REVIEW</u></b>	
	Trustees noted the following policies had been <b>approved</b> : <ul style="list-style-type: none"> <li>• Accessibility Policy</li> <li>• Admissions Policies for all schools</li> <li>• Data Protection Policy</li> <li>• Health and Safety Policy</li> <li>• Information Security Policy</li> <li>• MAT Policy</li> </ul> MS reported he had been contacted by a Daily Telegraph reporter regarding the transgender and diversity policy. He said he did not want to give a quote on the record. MS confirmed the trust would amend the policy following the DfE guidance.	
10	<b><u>FEEDBACK FROM LGBs</u></b>	
	The feedback from the LGB meetings was shared on GovernorHub prior to the meeting.	
11	<b><u>MATTERS BROUGHT FORWARD BY THE CHAIR OR CEO</u></b>	
	There were no matters brought forward by the Chair or CEO.  GA thanked everyone for their time and input.	
12	<b><u>PROGRAMME OF MEETINGS FOR 2023/2024 AT 6.00PM</u></b>	
	Trustees confirmed that the next meeting of the Trust Board would be held at <b>6.00pm</b> on <b>Thursday 23<sup>rd</sup> May 2024</b> at <b>Coombeshead Academy</b> .  Trustees agreed the programme of meeting dates for the remainder of the 2023/24 academic year as follows:  Thursday 11 <sup>th</sup> July 2024 at 6.00pm at Teign School	

The meeting closed at 7.51pm.

Signed

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Dated

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