



Board of Trustees/Directors

MINUTES

6th February 2023 at 4.00pm

This meeting was held in person at Landscope School House with the option of online participation via Microsoft 'Teams'

Present: Cheryl Mathieson (Chair) Sarah Cox (SC) (attended via TEAMS)
 Nicky Dunford (CEO) Paul Waterworth (PW) (attended via TEAMS)
 Fiona Walters (FW) Christopher Norman (CN)
 Dominic Course (DC)
 Ben Thorne (BT) (attended via TEAMS)

Minutes: Charlotte Roe (GP)

In Attendance: Matt Matthew (DCEO) for items 6 and 17.2

The meeting opened with a presentation from Sharon Lord (Trust RE and SIAMS Lead) (SL) on the new SIAMS inspection process framework due to come into practice from September 2023. The key points were:

- What responsibilities were given to local boards from the trust – how was governance enhancing the Church schools?
- The links and partnerships with other Christian bodies.
- Does the vision reflect Christian distinctiveness – is it theologically rooted?
- Relationship between the schools and local churches/communities.
- How was religious education reflected across the curriculum?
- The evidence of collective worship and its impact.
- How trust/school policies and practice reflect taking care of the trust’s stakeholders' wellbeing
- How does the school internal culture support the wider community?
- There were now only two judgements rather than grades – either the school passed or failed.
- A failed judgement triggered additional support.

The trustees discussed the current Church schools and the future governance make-up across the trust. PW asked whether the staff were willing to embrace the Christian distinctiveness and whether in future job interviews this expectation was made clear to candidates. The CEO said that there were no current staff who had not shown a willingness and that in every interview there were Christian distinctiveness questions. CN asked about the SIAM inspectors’ background. SL said they were Christian usually with an educational background. SL said that she was confident that the Christian values were being upheld by all staff. SL informed the trustees of future training on the new SIAMs framework: a governor forum on 28th February 2023 at 4.00 pm through the Diocese and on 17th May at 4.00 pm delivered by the national SIAMS team through the Diocese of Truro.

No	Item	Action
1.	Welcome and apologies There were apologies from Kate Evans and Graeme Scott – these were accepted .	

2.	<p>Declarations of interest</p> <p>The CEO is a Trustee for the Bearnas Education Foundation. Dominic Course is Chair of Governors at South Dartmoor Community College and a Director of DACORS Ltd. Fiona Walters is a director of Devon Opera Ltd and of LCP Harlesden Ltd, and a Trustee of Devon Opera. Sarah Cox is Shareholder of S Cox & Co Ltd, Shareholder of Naked Sprout, Trustee of The Fryer Welfare Trust and The Fryer Recreational Trust, Trustee of Drake's School PTFA. Graeme Scott is an employee and Executive Chairperson for educational software company, The Mario Framework. Chris Norman is Director of CANE Properties Ltd. Kate Evans is Director for Education of The Good Shepherd MAT.</p> <p>There were no additional declarations of interest.</p>	Yes
3.	<p>Any other business</p> <p>Capitalisation Policy 2023 – This was moved to Policies – item 18.</p>	
4.	<p>Approval of meeting minutes from 5th December 2022 DRAFT Full Board Minutes 051222.docx</p> <p>For approval: Part I Minutes of the meeting were accepted as a true record – the Chair signed accordingly.</p>	
5.	<p>Matters arising from 5th December 2022 not on the agenda</p> <p>There were no matters arising</p>	
6.	<p>Strategic Plan</p> <p>DCEO explained that the strategic plan had been circulated with links to the trustees. Some trustees had added comments and asked that the trustees continued to update their areas and suggested that the strategic plan made up part of the next Trustee Away Day. The DCEO said that the plan was being updated more than in previous years which was a strength. The DCEO added that he was meeting with trustees to support them with their particular areas of responsibility.</p>	
7.	<p>Chief Executive Officer's Report CEO Report 6.2.23 updated.docx SEND INFORMATION FOR TRUSTEES Spring 2023.docx</p> <p>The reports were circulated before the meeting. The following questions were asked:-</p> <ul style="list-style-type: none"> • DC asked how the staff strikes would affect schools on the future dates. The CEO outlined how the strikes had affected the schools on 1st February 2023 and added that she could not know what would happen on the future planned strike days. The CEO added that no schools had closed during the strike. The meeting discussed and agreed that the trust supported the staffs' right to strike. • CM noted that it was stated that nationally girls continue to outperform boys in all subjects except maths. Whilst in general the progress data across the trust supported this, it did not appear to be the case for years 5 and 6 across the trust. The CEO explained that this had been picked up and discussed at length by EIT and it was felt that these pupils had been affected the most by COVID. The CEO added that support had been put in place to help these pupils catch up. • DC asked about the attendance across the trust – the CEO said that the attendance data was following the same trajectory as previous years however the dip before Christmas 2022 was more extreme due to the level of illness such as Strep A, chicken pox and flu. <p>The trustees thanked the CEO for her comprehensive report.</p>	
8.	<p>Growth of the Trust</p> <p>Part II was taken for this agenda item.</p>	
9.	<p>Ofsted Inspection Feedback</p>	

	<p>9.1 DC updated the board on the recent Ofsted Inspections from a Trustee's perception. The Trustees thanked DC for his useful feedback.</p> <p>9.2 Representation at future Ofsted Inspections It was agreed that the appropriate representation at Trustee level needed further consideration.</p>	
10.	<p>Audit Committee Draft Audit Minutes 180123.docx Minutes from 18th January 2023 The draft audit minutes were circulated before the meeting. There were no further questions.</p>	
11.	<p>Finance & General Purposes Committee Minutes from 3rd February 2023 – draft minutes to be circulated once approved by the Chair of the Committee. BT outlined the current financial position of the trust and the recent changes in funding and additional costs which was affecting the budget. In particular, the LGPS Employers' contribution rate will be increased over the next three year period which will inevitably increase our annual costs. It was acknowledged that the uncertainty of the impact of the new contribution rates together with changes in funding and additional costs made budgeting and forecasting very difficult.</p>	
12.	<p>Remuneration Committee No minutes to note as next meeting scheduled for 24th March 2023</p>	
13.	<p>Standards & Curriculum Committee Draft Minutes S&C 250123.docx 13.1 Minutes from 25th January 2023 The minutes were circulated before the meeting and no further questions were raised.</p> <p>13.2 Local Boards Apart from the freeze on local governor appointments, no other issues were raised for Board level.</p>	
14.	<p>Governance 14.1 Update – The GP had circulated a short bio from Mrs Lizzie Doorbar before the meeting. The trustees approved to appoint Mrs Lizzie Doorbar as Foundation Governor for Raleigh hub subject to the consent of Eden as per the trust's Articles. The trustees approved the reappointment of Lynda Cooper as co-opted governor for the Moorland hub.</p> <p>14.2 Governors' Handbook – The CEO had circulated in advance an update for inclusion in the handbook which, following a suggestion by FW at the last meeting, included more information on the Church Schools and their Christian distinctiveness. The trustees agreed the update and asked the GP to add it to the handbook.</p> <p>14.3 Local Board Review – The CEO reported that there had been a follow up meeting with local governors on 31st January 2023 to discuss the proposed restructure of the local boards. The procedure of sharing information between trust and local governance level had also been presented by the GP. The next step was for the CEO and GP to circulate a survey to all local governors to seek their views on the preferred name of governors/committee and hubs within the revised structure, along with a clear governor role descriptor. The new local governance structure would come into place from September 2023. Following a question from DC, it was confirmed that new schools joining the trust would be included in the new structure. SC asked how the trustees could ensure that the right governors were appointed and subsequently supported. ND outlined that this would be done through elections for parent and staff governors, with trustees appointing the other governors. It was explained that the GP would support this process. As part of the role, the GP would provide support to the local governors, line manage the clerks and be a conduit between the trust board and local committees.</p> <p>14.4 Scheme of Delegation Review – The Chair informed the meeting that herself, CEO and GP were working on this, taking account of comments provided during the NGA review. The local board section would also need to be updated once the</p>	GP

	restructure was complete. An updated draft would be circulated to trustees once it is available.	
15.	<p>Safeguarding Autumn 2022 SAFEGUARDING SUMMARY TRUSTEES.docx MSF plan 2023.docx</p> <p>The safeguarding reports were circulated before the meeting. There was nothing to flag up. It was noted that in recent Ofsted inspections, safeguarding was judged strong. DC thanked GS and the Safeguarding Lead on the detailed reports.</p>	
16.	<p>Health and Safety</p> <p>13.1 Site security of all Trust schools – The CEO reported that this was underway. CN asked about the recent report that was circulated by the H&S Officer. CN raised the question of whether accidents were being reported appropriately and followed up on. The CEO said that every accident was reported within the schools to monitor possible patterns. DC confirmed that the Audit committee oversaw the monitoring of accidents. The CEO agreed that consistency was needed across the trust to ensure a clear picture and identify any possible flags. It was added that the H&S officer was overseeing this.</p> <p>CN asked about the catering manager vacancy and the oversight of essential procedures and monitoring. The CEO confirmed this was being dealt with.</p>	
17.	<p>Trust Risk Register</p> <p>14.1 DC informed the meeting that the internal auditor was meeting with the audit committee trustees on 22nd February 2023 to discuss and develop further the risk assessment procedures across the trust.</p> <p>14.2 Cyber security audit action plan</p> <p>The DCEO reported that the actions were being addressed, for example all staff could not access the computer system without an MFA code now. It was expected for all the actions to be completed by the end of the summer term 2023. It was confirmed that the Audit Committee had oversight of this.</p>	
18.	<p>Policies for approval</p> <p>The following policies have been reviewed and updated and are presented for approval:</p> <p>16.1 Standards & Curriculum Committee</p> <ul style="list-style-type: none"> • First Aid in Schools First Aid Policy 2023.docx - The First Aid policy was circulated before the meeting. CN suggested that staff were included in the policy and agreed to make his suggested amendments. The policy would then be recirculated, and the trustees agreed to approve the policy via email. • Missing Child - this policy was deferred to the next S&C committee for review and approval at the next Board of Trustees' meeting. <p>16.2 Finance & General Purposes Committee</p> <ul style="list-style-type: none"> • From any other business (item 3) - The Capitalisation policy was circulated before the meeting. BT explained that this policy had come to the Board of Trustees last minute following the F&GP meeting where it was decided that the current fixed asset limit of £1,000 was not appropriate now the trust had grown. It was proposed to raise the limit to £5,000. The trustees approved the Capitalisation Policy 2023. <p>16.3 Remuneration Committee</p> <ul style="list-style-type: none"> • No policies for approval <p>16.4 Audit Committee</p> <ul style="list-style-type: none"> • Premises Management Documents – It was noted that these documents were held on Every (a live online monitoring system) – the system was reviewed regularly by the H&S Officer, raising any issues with the DCEO and then the Audit Committee as needed. 	

	<p>16.5 Full Board Policies</p> <ul style="list-style-type: none"> • School Exclusion - The trustees agreed to review this policy once circulated and approve it via email. • Trustee/Governor Allowances Director & Local Board Members Allowances Policy 2023.docx - This policy was circulated before the meeting. The trustees approved the Director & Local Board Members Allowances policy 2023. 	
19.	<p>Evaluation of governance impact Review performance and value of meeting</p> <ul style="list-style-type: none"> • It was noted that for trustees online the sound and picture quality was poor, making it difficult. It was agreed to ask the DCEO to research ways of improving the IT system. 	

Dates of next meeting

17th July 2023 – General Meeting - 6.00pm

To be held in person at Landscope School House.

Meeting dates 2022/2023

22 May 2023

10 July 2023