

Trustees Board Minutes

<b>Meeting</b>	Trustees Board	<b>Date</b>	Tuesday, 7 <sup>th</sup> December 2021
<b>Location</b>	Executive Boardroom, Broadstairs College	<b>Time</b>	11.00am
<b>Membership</b>	Tammy Mitchell (CEO), Jonathan Clarke (Chair), Graham Razey (GR), Peter Troke (PT), Bernadette Lax (BL), Peter Goldsack (PG), Chris Argent (CA), Michael Ashley (MA), <i>Paul Wilson (PW)</i> : Suzy Hollett (SH)		
<b>In Attendance</b>	Chris Legg, Chief Financial Officer (CFO) <i>Sharon Hollingsworth, Director of Governance (DG)</i> Kerry Hickmott (KH) – Head of Executive Support Semih Ozyurt (SO) (Guest)		

*\*Italics denotes absence*

	ITEM	COMMENTS	ACTION
1	Welcome and apologies for absence	The Chair welcomed members to the meeting. Apologies were received from CA and SH.	
2	Declarations of Interest	There were no additional declarations to the meeting other than those declared as standing items.	
3	Minutes of the meeting held 21 <sup>st</sup> September 2021, including any confidential minutes	The minutes from the meeting held on 21 <sup>st</sup> September 2021 had been circulated to Trustees prior to the meeting. The minutes and confidential minutes were reviewed and approved as an accurate record.  The signing of the minutes will be undertaken by the Chair following the meeting.	
4	Matters arising not covered by this agenda	There were no matters arising.	

5	CEO Termly Update	<p>The CEO presented the termly update.</p> <p>A key area was the data capture. It was acknowledged that some forms of data are kept so that schools can hold their staff to account and this is also required to enable to Trust to hold the schools to account. Schools own their internal data systems used as a starting point. It was acknowledged that due to the pandemic this was the most erratic data set.</p> <p>It was noted that post pandemic, current year 2 children are a vulnerability in terms of behaviours. Schools are working on common themes to address this.</p> <p>Termly pupil progress meetings have been reinstated. It was noted how far behind Bysing Wood are compared to other schools, with 57% of pupils receiving free school meals which puts them in top percentage of deprivation and level of challenge – with a number of pupils with speech levels 12 months below their ages. Some of these children may have special needs but this is not currently known/diagnosed.</p> <p>Schools have all received Trauma Training and are comfortable with the level of support they have received. There are a number of visits arranged and they can request more.</p> <p>The CEO advised that she has undertaken a full monitoring visit of Bysing Wood and the school is making progress.</p> <p>It was flagged that two schools were in the Ofsted window and were due for a visit. It was acknowledged that data informs an inspection, and it was queried how the post pandemic data will affect the Ofsted rating.</p> <p>The CEO advised that 2019 data is the starting point for discussion. Inspectors would not have access to the data. It was acknowledged that the current framework is not fit for purpose and inspectors need to have a flexible approach due to the pandemic. The content of the curriculum delivery is very rich and demonstrates the quality of education. Class books show good work and can demonstrate the progress being made by pupils.</p>	
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6	Conversion and Growth Plan update	<p>The CEO announced that two new schools were converting to the Trust on 1<sup>st</sup> April. These are the Palm Bay Primary school in Margate and East Stour Primary school in Ashford.</p> <p>This item is no longer confidential.</p>	
7	Trustees Development Plan	<p>Results from the self-evaluation/skills audit indicate that the Board has a broad range of skills across most areas of their role and responsibilities, however the least area of expertise is the lack of understanding/confidence in the following areas:</p>	

		<ul style="list-style-type: none"> <li>• Accountability for educational standards and financial performance - Rigorous Analysis of Data</li> <li>• Accountability for educational standards and financial performance - Financial Frameworks and Accountability</li> <li>• Accountability for educational standards and financial performance - Staffing and Performance Management</li> </ul> <p>The proposed Trustee Development Plan to cover these topics was considered and agreed. The Plan is not prescriptive as the Board operates in a dynamic environment and adjustments may be made to take advantage of development opportunities as they arise. The Director of Governance will circulate information on appropriate external training opportunities and conferences. Participation must be agreed in advance with the Director of Governance who, if there is a cost, will reserve places through the Trust's process.</p> <p style="text-align: center;"><b>RESOLVED: The Trustees Development Plan was approved.</b></p>	
8	Draft LGB Terms of Reference	<p>The CEO advised that a draft terms of reference for the Local Governing Board has been proposed and feedback is sought on the focus should be.</p> <p>There has been a shift from Heads and Governing bodies to guide them and they are keen for the Trust to develop certain documents – one of which is the terms of reference. These are recommended as draft documents and schools are permitted to amend them as long as they remain in the scheme of delegation and share these with the Director of Governance.</p> <p>It was queried what the approach is with the new schools approach coming on board. The initial conversations are focussed on the support we offer around governance and access to a suite of reports for them to choose from, however they still have autonomy. All six schools are now interested in procuring a clerking service.</p> <p style="text-align: center;"><b>APPROVED: The proposal to draft LGB Terms of Reference</b></p>	

9	CFO's Papers: - Financial Regulations Update	<p>The Chief Financial Officer advised that the Financial Regulations need to be updated to reflect statutory amendments. A key change is to statutory entitlement in Section 5 – Employment of Staff.</p> <p>An e-mail has been received from the auditor regarding Chief Executive Officers sitting on Trust Boards. There has been an amendment to the academic handbook that Chief Executive Officer's should not sit on the Trust Board. This applies to any newly appointed CEO from March 2022. However, if Members and Trustees were in agreement, then the Chief Executive Officer may continue to sit on the Trust Board. No changes are proposed to our current membership.</p> <p style="text-align: center;"><b>NOTED: The amendment to the Financial Regulations</b></p>	
10	Equality and Diversity Duty	<p>The paper provided the Board with an overview of the Trust's commitment to the Public Sector Equality Duty and its Equality Objectives for 2021-2025.</p> <p>The Board were assured that the Trust was compliant, and the objectives have been shared across the local governing boards.</p> <p>The diversity of leadership at the Board is being reviewed and encouraged across the Boards. In addition, there is currently a recruitment drive taking place across the Group to encourage staff members join local governing boards.</p> <p>It was noted that governance training and induction is important which need to be balanced with the challenge of understanding the data and meetings taking place at convenient dates/times for members.</p> <p style="text-align: center;"><b>RESOLVED: The objectives of the Equality and Diversity Duty</b></p>	

11	Eco Pledge and Sustainability agenda	<p>In recognition of the vital role of education in raising awareness and equipping future generations with the skills and knowledge needed to tackle climate change an Eco Pledge has been launched, aligning with EKC Group’s Sustainability Strategy.</p> <p>Promotional resources have been provided to schools to support internal and community engagement and promotion, including video and social media content, classroom posters designed with children in mind, and Pupil Pledge cards for even our youngest pledgers to get involved.</p> <p>BL agreed to forward the information on the competitions taking place on this agenda.</p> <p style="text-align: center;"><b>NOTED: the commitment to the Eco Pledge and Sustainability agenda</b></p>	
12	Feedback from Committee Meetings	<p><u>RAC Committee</u></p> <p>PG provided an update from the RAC Committee meeting which took place on 6<sup>th</sup> December. The link between the Group and individual schools was strong and robust conversations took place regarding any changes to the scoring contained within the risk register. PG was thanked for this input</p> <p><u>Finance Committee</u></p> <p>MA added a general comment about the management letter received from the auditors. The auditors had provided feedback from the management letter at the meeting which had yet to be shared with the management. There was nothing catastrophic to report from the audit. There were three areas of concern raised, two of which could have been rebutted and discussed prior to the meeting, had the opportunity been given. The RAC Committee made the decision to seek feedback in the usual way.</p> <p>There was a discussion on the finances of the new schools. A draft Reserves Policy will be presented to the next Finance committee, which will go to the EKC Group for Governing Body approval before coming back for ratification.</p>	

		<b>NOTED: Feedback from the RAC Committee and the Finance Committee</b>	
13	Any other business	It was agreed to send flowers to Sharon from this Committee to wish her a speedy recovery.	KH
14	Matters considered confidential	There were no matters considered confidential.	
15	Date and time of next meeting	Tuesday 8 <sup>th</sup> March 2022	

There being no further business the meeting closed at 11.59pm

Signed:



Print; Jonathan Clarke

Dated: 12 April 2022