

Board of Trustees

Wednesday 11 October 2023, 9.30am
Great Moor House, Exeter

Attended:

Philip Bostock (PB) – Interim Chair	Teresa Gardner (TG)
James Frampton (JF)	Richard Jacobs (RJ)
Lindsay Hetherington (LH)	Jade Otty (JO)
Sarah O’Meara (SOM)	Moira Marder (MM) – CEO
Saxon Spence (SS) <i>Virtually</i>	Crispin Taylor (CT)
Alex Walmsley (AW)	
In Attendance	
Melody Floyde (MF) – Trust Governance Coordinator	Lorraine Mitchell (LM) – Head of Corporate Governance & Compliance
Jon Lunn (JL) – Director of Education Performance	Sue Pym (SP) – Executive Director of Finance & Estates
Tim Rutherford (TR) – Deputy CEO	

Apologies:

<p>Andy Mulcock (AM) - Chair Lee Elliot-Major (LEM) Ben Manning (BM)</p>
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Meeting Minutes

Item No.	Business	Action
1.	<p>Welcome, Apologies and Declarations of Interest</p> <p>Philip Bostock welcomed everyone to the meeting. Apologies were received from Andy Mulcock, Lee Elliot-Major, Ben Manning.</p> <p>It was noted that PB was the Interim Chair of the Trust in AM’s absence. The DfE were aware of this change.</p> <p>Declarations of interest were noted, as follows: AW: Director, First Federation Trust & Member of Diocesan Education Group AW, RJ, SP: Directors, Fusion School Services Ltd</p>	
2.	<p>Confirmation of Chair and Vice Chair</p> <p>Andy Mulcock would continue as Chair of the Trust for 2023-24 Philip Bostock would continue as Vice-Chair of the Trust for 2023-24</p>	
3.	<p>Minutes of Previous Meeting and Update on Actions.</p>	MF

	<p>The minutes of the meeting held on 11.12.23 were approved as a full and accurate record. It was noted that BM’s attendance status needed to be updated. MF to update minutes and publish.</p> <p>All actions were recorded as complete.</p>	
4.	<p>Matters Arising</p> <p>None</p>	
6.	<p>Chief Executive Officer Update</p> <p>The CEO Report had been circulated in advance of the meeting. MM gave an overview of the key points.</p> <p>MM extended thanks to SP for her hard work with managing the finances. Thanks were also given to JF and AW for supporting with the CEO and DCEO Performance Management process in the absence of the Chair and Vice Chair.</p> <p>Grace Williams had been appointed as the Trust’s strengthening community leader. The strategy had been circulated along with the plans for the role.</p> <p><u>Matford Brook</u> – the accommodation that had been secured at St Luke’s School had been successful. The hard work of the DCEO and Estates Team in achieving this was acknowledged. Trustees were encouraged to visit Matford Brook, and any other Trust Schools.</p> <p>It had been a good year for the Trust in terms of outcomes. The Exeter schools were all above the national average and strong within Devon. There had been lots of good work with further work still to be done on core outcomes for some schools. Attainment would be an area of focus. SEND provision in mainstream, reducing suspensions and PEX were also key priorities for the coming year.</p> <p><i>Were there any key takeaways from the CST conference that we should be reflecting on?</i> The likely changes following any potential change of government was unclear at this stage. There are also potential changes to Ofsted. More information is likely in the next couple of months. Attendance and SEND remain as key focuses across the country. Early Years will be a priority and looking at making this affordable. Leadership on SEND is a large concern across the sector. TWT is well placed for the current climate.</p> <p>Outcomes 2023 & Priorities for Year Ahead</p> <p>Jon Lunn gave a presentation on the key outcomes for 2023. A copy to be circulated with the minutes.</p> <p>JL confirmed that results would be uploaded to Governor Hub for all Trustees and Governors to access going forwards.</p> <p><u>Primary</u></p> <p>It was noted that the SEN Primary need was average for primary schools. It was also noted that disadvantage did not directly correlate to SEN.</p>	

Is that self-declared SEN or is it linked to an EHCP? It is based on school criteria; the students are on the register as K category and are school identified rather than having EHCPs. There is a variance in methods for identification across the Trust Schools. Year 7 identification is inherited from primary school and there is a great variance. Schools review the SEN register 3 x per year.

JL confirmed that IDACI (Income deprivation affecting children index) data would also be linked to other attainments. The data for this was taken from the national census which looked at average salaries and income and scored these into postcodes.

The Trust Primary Performance tables would be published in December for the first time since 2019. TWT was likely to be positive or inline with all aspects apart from KS2 maths. It was likely to be a strong picture compared to Trusts nationally.

JL confirmed that the KS2 data showed attainment. Exwick Heights attainment was higher. Trustees noted the large difference between MAP Primary figures and other schools. However, the level of disadvantage at Exwick Heights was notably less than the other schools. All schools were improving.

MM confirmed that much of the MAP curriculum and training for teachers was being embedded into the other Trust primary schools.

Siobhan Meredith was no longer the Headteacher at MAP Primary having moved into the Trust role full-time. Her very positive impact was noted and it was hoped that this would be shared amongst other schools. **Action: Trust Board to send a letter to Siobhan Meredith noting her successes at Marine Academy Primary.**

Significant improvements were required at KS2, developing a model would be a focus for the Education Scrutiny Panel.

There were still some covid-related measures in place for the exams taken in the summer.

There were now disadvantaged leaders in all schools with three- year plans in place. The MAP Primary impact over time showed the positive improvement.

Secondary

JL shared the outcome data for the Trust secondary schools. He confirmed that the greyed-out schools had not been in the Trust for three years, so would not count towards the published data. It was noted that the figures for all schools were higher than the 2019 national figures.

Are the TWT schools better than 2019 as well as national? **JL would plot this data and share with Trustees.**

The overall progress of TWT schools was noted when compared with the wider data for all schools in Devon.

Trustees noted that, in relative terms, the TWT were doing well. In absolute terms there was still work to be done.

MF/TR

JL

	<p>Growth Update</p> <p>The minutes of the Growth & Development committee held on 28.09.23 had been circulated.</p> <p>Trustees had requested media training from Denfords, MF would follow this up.</p> <p>There were some delays with Tor Bridge joining the Trust and the Education Committee would review this further.</p> <p>A full record of the discussion is in Part B of the Minutes.</p>	<p>MF</p>
<p>7.</p>	<p>Policies for Approval</p> <p>Trustees reviewed and approved the updated policies:</p> <ul style="list-style-type: none"> • Financial Regulations (including Capital Allocations Policy) • Fire Management Policy • Trust Safeguarding Statement <p>A summary paper had also been circulated about the Trust’s suite of Estates policies. Trustees extended thanks to Julia Prince and the Estates team for their hard work with the policies.</p> <p>Trustees also noted the useful addition of the glossary of acronyms in the financial regulations.</p> <p>Action: Finalise and publish the Policies as per the policy approval process.</p>	<p>MF</p>
<p>8.</p>	<p>Financial Update</p> <p>Reports had been circulated in advance. SP gave an overview of key points.</p> <p>Thanks were extended to Liam Dingle for his hard work with the management accounts.</p> <p><u>Management Accounts</u></p> <p>The reserves remained strong, with some money ringfenced for specific expenditure.</p> <p>It was likely that the ESFA would scrutinise reserves, it was agreed that it would be appropriate for Trustees to designate an amount from the reserves towards QE whilst it remained on two sites.</p> <p><i>Trustees noted reassurance with the figures. They agreed that allocating a chunk of the reserve to QE would be very beneficial. SP would provide a paper to outline the options for the December meeting. Action: Provide a paper on options for QE for consideration at the next Board meeting.</i></p> <p>The budget had been updated following approval at the previous Board meeting due to some changes, the deficit had reduced. SP noted that, having analysed the variances in the budget, the deficit was anticipated to be reduced further. Trustees noted the improved budget position.</p>	<p>SP</p>

	<p>Curriculum planning would be reviewed during the autumn term. Core KPIs would be updated and reviewed at the next meeting.</p> <p>TWT was in a strong position. A core funding increase of 1.5% on the rated pupil unit was anticipated. TWT could wait and see the outcome of this. It was important that this was considered in the context of the reserves.</p> <p><u>RAAC</u> – DfE guidance had been followed and some additional intrusive work had been commissioned. The outcome of the QE surveys was expected imminently. TWT remained confident that there was no RAAC in the current estate.</p> <p><i>Trustees noted the increased risk to the Trust around the RAAC issue and the potential of it being present in school buildings of a certain age.</i></p> <p><i>With financial liability likely to fall to Trusts, the condition of the Trust estate was becoming more important. SP confirmed that this had led to increased due diligence when reviewing school buildings. This was a national picture.</i></p> <p><u>Procurement</u></p> <p><u>Exwick Heights Balcony</u> – A report was circulated for some proposed additional works to the Exwick Heights balcony. SP reported that the first phase of the refurbishment had been very positively received and it had opened the possibility of further work to allow children to play under the balcony including weatherproofing and light installation. The figure had been updated to £125k to include project management fees.</p> <p>Trustees Agreed the expenditure of £125k for Phase 2 works on the Exwick Balcony.</p> <p><u>Academy Trust Handbook (ATH) 2023 Updates</u></p> <p>A summary of changes to the ATH was circulated.</p> <p>The changes to the Related Party Transactions were positive and reduced the requirement for formal sign off for such transactions, although this was still required for Fusion.</p> <p><u>Finance & Resources Committee Update</u></p> <p>AW gave an update following the meeting on 28.09.23. Financial management was a strength of the Trust and Trustees were reassured by this.</p> <p>Time was being devoted to capital and procurement expenditure.</p> <p>Fusion was a success story and was putting money back into the schools. The work of Rachel Carter and the Fusion team was very positive and should be acknowledged.</p>	
9.	<p>School Term Dates 2024-25</p> <p>Trustees noted the confirmed Term Dates for 2024-25.</p> <p>The proposed term dates for 2025-26 would be tabled at the December Board Meeting. Action: MF to add 2025-26 Term Dates to the Agenda for the next Board Meeting.</p>	MF

10.	<p>Process for School Admissions Policies 2025-26</p> <p>LM outlined the process for agreeing the school admission policies for 2025-26, for Devon schools the update service was purchased from DCC, this did not apply in Plymouth. There would be a period of public consultation between November and December, the Trust Board would then be required to approve the policies.</p> <p>A single subject determination meeting for Trustees would be arranged for February 2024 to review and approve the admissions policies. This would need to be a formal meeting with a quorate number of Trustees present. Action: MF to arrange a date for</p>	MF
Any Other Business		
	<p><u>Trust Open Mornings</u></p> <p>Trustees were encouraged to sign up for the forthcoming Trust Open Mornings. A list of dates and the booking link had been circulated on Governor Hub. These were really positive events and a good chance to visit the schools and meet key staff. SOM noted that she had attended the recent West Exe open morning which had been poorly attended.</p> <p>MF would also advertise the Open Mornings more widely to Local Governors and Trustees to encourage attendance.</p> <p>RJ left the meeting at 6.30pm</p> <p>Date of Next Meetings: Weds 6 December 2023, 4.30pm Weds 27 March 2024 (Away Day) Wednesday 22 May 2024, 4.30pm Weds 10 July 2024 (Conference)</p>	
Non-Fusion Directors in Attendance Only		
11.	<p>Related Party Transaction Report 2023-24 – Fusion School Services</p> <p>AW, RJ and SP, Directors of Fusion School Services, were not present for this item.</p> <p>Details of the proposed Fusion Related Party Transaction was reviewed by the non-Fusion Directors. This was agreed.</p> <p>The meeting closed at: 18:33</p>	

Signed by the Chair of the Board:

Signed electronically on Governor Hub

Date: 06.12.23