

Board of Trustees
Wednesday 15 April 2020

Held Using Interim Governance Arrangements

Item Ref	Meeting Summary Information
2. 10.	List of actions from the meeting TR to provide an update on parent feedback regarding the two-week half-term as soon as this is available. MF to finalise meeting arrangements for 2020/21 and circulate details.
	List of decisions taken at the meeting None

Board of Trustees

Wednesday 15 April 2020

Attended:

Rob Bosworth – Chair (RB)
 David Hall (DH)
 Richard Jacobs (RJ)
 Beccy Mitchell (RM)
 Sarah O’Meara (SO)
 Crispin Taylor (CT)

Philip Bostock (PB)
 Moira Marder (MM)
 Andy Mulcock (AM)
 Saxon Spence (SS)
 Alex Walmsley (AW)

Charlotte Davies – Director of Finance
 Jon Lunn (JL)
 Sue Pym – Chief Accountant (SP)
 Melody Floyd - Clerk (MF)

Alison Layton-Hill, Director of Communications (ALH)
 Tim Rutherford (TR)

Meeting Minutes

Item Ref	Business	Action
1.	<p>Welcome, Apologies and Declarations of Interest</p> <p>Due to the ongoing Covid-19 situation, this meeting was held remotely using the agreed Interim Governance Arrangements. Papers were circulated to Trustees in advance of the meeting and questions/challenges from Trustees were submitted to the Executive Leadership Team for response. These have been collated by the Clerk into Minutes.</p> <p>Apologies were received from Lee Elliot Major (LEM).</p> <p>There were no new declarations of interest recorded.</p>	
2.	<p>Minutes of Previous meetings</p> <p>The minutes of the meeting held on 26.02.20 were approved as a full and accurate record.</p> <p>All actions were confirmed as completed with the exception of TR having obtained specific feedback from parents regarding the two-week half term. TR updated that since the last meeting, the Covid-19 had dominated school business. However it had been agreed that schools will manage parent feedback through their own parent forums. Covid-19 could affect timings but these will be adapted accordingly. Action: TR to provide an update on feedback to Board of Trustees when available.</p>	TR
3.	<p>Matters Arising</p> <p>There were no matters arising.</p>	

4.	<p>Appointments & Resignations</p> <p><u>Graham Davey (Exwick Heights)</u> – the appointment of Graham as a co-opted Governor at Exwick Heights was ratified by the Board.</p>	
----	---	--

Monitoring		
-------------------	--	--

5.	<p>Recap of Procedures & Policies during Covid-19 Outbreak</p> <p>The updated procedures for Finance and Governance arrangements during the Covid-19 outbreak were reviewed. ELT confirmed that they were comfortable with the governance arrangements and that there was nothing more needed. They extended thanks to the Trustees for their support with the new arrangements.</p>	
----	---	--

6.	<p>Chief Executive Officer’s Report</p> <p>MM’s report was circulated.</p> <p><u>Data</u></p> <p>MM confirmed that Government guidance was being monitored to ensure that Year 11 students, who were due to sit GCSE’s, could complete their work and be assessed fairly.</p> <p><u>Easter Holiday Provision</u></p> <p>Easter Holiday provision for secondary school children of keyworkers across all Exeter schools was provided at West Exe by Premier Sports. At Cranbrook Education Campus this was provided by FISH. Exwick and Whipton Barton made their own arrangements. Trustees queried the funding arrangements. It was confirmed that, whilst the funding was not covered, where services had been due to be delivered in term-time these were being negotiated to be delivered at an alternative time. It was felt that the Trust’s overall exposure was protected as much as possible.</p> <p><u>Free School Meals</u></p> <p>The Trust has been providing vouchers for those families who are eligible for free school meals, this has continued over the Easter holiday period.</p> <p><u>Home Education</u></p> <p>The Trust has provided comprehensive on-line resources to ensure that students can continue to learn effectively at home during the school closure period. Hardware has been provided to those students who do not have their own and this has been supported by the Trust IT Team.</p> <p>Trustees queried if the reason that some students were still not accessing the technology was due to them not wanting to sign the loan agreement, and if there were any charitable funds to help in these situations. ELT confirmed that there was no issue with the loan agreement of the equipment and that Chromebooks were being distributed to those who needed them. There were a very small number of students who did not have internet access, and solutions were being identified for these.</p>	
----	--	--

Trustees also asked what problems were being faced in the transition to on-line learning and how they were being overcome. ELT confirmed that there had initially been an issue with Google Classrooms, due to the volume of children asking questions, however this had now been rectified. Trustees also questioned the sustainability of the arrangements if the school closures were to be significantly extended beyond the end of April 2020. ELT confirmed that, whilst the current arrangements were not ideal, they were working well and were sustainable. Feedback received from parents supports this, and confirms that their expectations are being met.

Trustees questioned if there was collaboration and sharing of resources between the Trust primary schools. ELT confirmed that sharing of resources across both secondary and primary schools had been successful, and that Sparx was being used effectively in the primary schools. Headteachers have been meeting regularly to discuss and share ideas, and are sharing expectations of what teachers and children are doing, despite the different platforms and technology in use across the schools.

Staff Wellbeing and Remote Working

MM outlined the provision in place to support staff with remote working and to monitor their wellbeing. Trustees asked for reassurance that MM and other Senior Staff members were being monitored for wellbeing themselves, and were having adequate rest and refreshment time. There was concern that physical susceptibility to catching an illness or virus was to be avoided at all costs. ELT confirmed that they were very mindful of the wellbeing of staff and themselves. There had been no reports of additional stress, and feedback from staff had been positive.

Leadership

MM's report outlined her thanks to the Leadership team across the Trust, for their support and hard work during this period. This was echoed by all Trustees who wished to formally record their thanks to ELT and all Trust staff for their dedication, hard work and commitment to Trust values during these unprecedented times.

Community Support

MM outlined ways in which the Trust had helped the wider community during the current situation, and had excelled far beyond the core values of the Trust.

Safeguarding

MM confirmed that safeguarding remains a priority for the Trust.

Trustees queried what percentage of vulnerable students were not accessing school provision in the period leading up to the Easter holidays, and what support these students were getting from teachers and support staff. It was confirmed that there were a small number of these students coming into school, and that those who were not were being kept in touch with and safeguarded. The Trust is working with social workers to ensure that consistent safeguarding procedures are in place. All staff providing support are L3 safeguarding trained.

	<p>It was also confirmed that Trust schools would be open for these vulnerable students as well as those of essential workers during the closure period.</p> <p>Trustees also questioned if further Government support was needed to ensure that we are not losing sight of the serious consequences that education absence from school may have for these vulnerable children. MM confirmed that, whilst additional funding would be supported, the Trust continues to plan for ways to address the learning gap as rapidly as possible.</p>	
7.	<p>Feedback from Committees and Working Groups</p> <p>There was no update from the AFR and Education Committees as neither had met since the previous Board Meeting.</p> <p>Notes from the virtual PFI Working Group held on 19.03.20 were circulated. Trustees questioned if the learning from the current situation would be integrated into the future PFI Plan to be used in the event of similar circumstances occurring in the future once the Trust was in control of services directly. ELT confirmed that learnings from the Covid-19 situation would be taken on board, and as the situation evolved, these would be taken into account in the restructure.</p> <p>The effect of the pandemic on the development of the Creative School was queried. It was confirmed that the project was proceeding as usual and meetings were continuing as per the timetable.</p>	
8.	<p>Budget Monitoring</p> <p>Financial reports were circulated and reviewed. It was noted that these were being updated regularly due to the Covid-19 situation and that further updates would be tabled at the Audit, Finance and Resources Committee meeting on 22.04.20.</p>	

Items for Information

9.	<p>Strategic Risk Register</p> <p>The updated Strategic Risk Register was reviewed. A new risk for the Impact of Covid-19 had been added and will be regularly updated.</p>	
10.	<p>Trust Meeting Cycle 2020/21</p> <p>The proposed Trust Meeting Cycle for 2020/21 was circulated and agreed. MF will now confirm all meeting dates and ensure that they are in Trustee diaries.</p> <p>Action: MF to finalise meeting arrangements for 2020/21 and circulate details to all Trustees and LGBs.</p>	MF

Any Other Business

	<p>Plymouth Schools</p> <p>Marine Academy Primary and Secondary schools both formally joined the Trust on 01.04.20. It was confirmed that two new LGBs are being put in place for the schools. An update on the</p>	
--	--	--

first steps of setting up reporting systems for Plymouth Schools into TWMAT will be provided at the next Board Meeting on 13.05.20. The development of a Plymouth Hub is still work in progress, so the schools are being regarded the in the same way as all other Trust schools during this time.

Cranbrook Education Campus

Trustees queried why student numbers at CEC are low and if this was due to parents choosing other schools. It was confirmed that the numbers were low due to the natural demographics of Cranbrook still growing, and that parents were not generally opting to send their children to other schools.

Summer Black-Tie Fundraiser and LGB Conference

It has been decided to cancel both events due to the ongoing Covid-19 situation and ongoing uncertainty about when this will change.

Reopening of Schools

This is a priority and the Trust is currently in the early phases of planning for this. As soon as information is available this will be circulated to Trustees.

Date of next meeting: Wednesday 13 May 2020, 4.30pm – Format TBC

Signed by the Chair of the Board:



Date: 13.05.20