

Board of Trustees
Wednesday 1 July 2020, 4.30pm
Virtual Meeting via Google Meet

Item Ref	Meeting Summary Information
	List of actions from the meeting
3.	TR to provide a full update on the proposed Term Dates for 2020/21 at the next Board Meeting. MF to organise a retirement gift for John Searson.
4.	MF to send Jade Otty a Trustee Application Pack.
5.	MF to circulate copy of Emma Darke’s marketing presentation with the Minutes of the meeting.
6.	MM to provide an update on Trust Summer Provision at the Education Committee meeting on 08.07.20 MM to update on reopening of Schools in September at the Education Committee meeting on 08.07.20
7.	MF to arrange an Extraordinary Board Meeting to discuss growth, strategy and planning for an appropriate date.
9.	MF to circulate a copy of JL’s presentation with the Minutes of the Meeting.
	List of decisions taken at the meeting
4.	Siobhan White’s appointment as Co-opted Governor at Exwick Heights was ratified. Alison Boyer’s appointment as Staff Governor at Isca was ratified. Rebecca Mitchell’s second four-year term as Trustee was agreed. Elaine Hobson’s resignation as Trustee was formally noted. Crispin Taylor’s appointment as Safeguarding Lead Trustee was agreed. Jade Otty, Vice Principal at Exeter College, to be appointed as a Trustee.
11.	The creation of a Trading Subsidiary as a Company Limited by Shares for the PFI schools was ratified and authorisation given to the Executive to proceed with the set-up of the new company.
12.	The 2020/21 Budget was approved for submission to the ESFA.
AOB.	RB; DH; AW and PB would be available over the Summer Holidays as Governance Contacts for any key decisions. AM and SO will also be available if needed.

Board of Trustees
Wednesday 1 July 2020, 4.30pm
Virtual Meeting via Google Meet

Attended:

Rob Bosworth – Chair (RB)
 Lee Elliot-Major (LEM)
 Richard Jacobs (RJ)
 Beccy Mitchell (RM)
 Sarah O’Meara (SO)
 Alex Walmsley (AW)

Philip Bostock (PB)
 David Hall (DH)
 Moira Marder (MM)
 Andy Mulcock (AM)
 Saxon Spence (SS)

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

Alison Layton-Hill, Director of Communications (ALH)
 Tim Rutherford (TR)
 Emma Darke (ED) in attendance for Item 5

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 virtually using Google Meet.</p> <p>Apologies were received from Crispin Taylor (CT).</p> <p>Declarations of interest were noted, as follows: AW: Director, First Federation Trust. RB: Exeter College DH: Exeter University</p>	
2.	<p>Minutes of Previous meetings</p> <p>The minutes of the meeting held on 13.05.20 were approved as a full and accurate record. All actions were recorded as complete.</p>	
3.	<p>Matters Arising</p> <p><u>Alison Layton-Hill</u></p> <p>ALH is leaving the Trust on 31.07.20. RB extended thanks on behalf of the Trust to ALH for her work with the Trust and the amazing contribution she has made over the years.</p> <p>MM reiterated RB’s words and noted ALH’s professionalism in allowing the Trust’s values to shine through. ALH will be missed immensely.</p>	

	<p><u>Term Dates 2020-21</u></p> <p>It was agreed that the Term Dates for 2020-21 would be fully updated and reviewed at the Board Meeting on 21.10.20. Action: TR to provide an update on proposed Term Dates for 2020/21 at the next meeting.</p> <p><u>John Searson, Director of Diocese Education Network</u></p> <p>RB updated that John is retiring in July 2020. John has been a great support to the Trust over the years. It was agreed that the Board would send a gift to John and that AM would put some words together for inclusion in John’s leaving book. Action: MF to organise retirement gift for John Searson.</p>	<p>TR</p> <p>MF</p>
4.	<p>Appointments & Resignations</p> <p>The changes to Governors within the LGBs were noted and ratified by the Board:</p> <p>Siobhan White – Appointment as Co-opted Governor at Exwick Heights Alison Boyer – Appointed as Staff Governor at Isca Robin Thwaytes – Resigned as Foundation Governor at St Luke’s.</p> <p><u>Rebecca Mitchell</u> has agreed to undertake a second term as Trustee, for a further four years. This was agreed.</p> <p><u>Elaine Hobson</u> has resigned from the Board due to personal circumstances. This was formally noted.</p> <p>EH’s resignation has left a vacancy for the Safeguarding Lead Trustee. Crispin Taylor has agreed to take this role on going forwards. This was agreed.</p> <p>RB noted the members’ proposal to replace Elaine with another representative from Exeter College to help with succession planning. Jade Otty, Vice Principal for Quality & Standards, was proposed. This was agreed. Action: MF to send Jade a Trustee Application pack.</p>	<p>MF</p>

Monitoring

5.	<p>Marketing & Communications Update – Emma Darke</p> <p>RB welcomed Emma Darke, Marketing & Communications Manager to the Trust.</p> <p>Emma gave a presentation to the Board on the recent, and planned, marketing and communication activities and the Trust Marketing and Communication Strategy. A copy of the presentation will be circulated with the Minutes.</p> <p>Emma noted that the Trust now has 168 LinkedIn followers and 693 Twitter followers. Emma expects these to increase month on month. RM agreed that the increased presence on social media had been noticeable and SO noted the improved presence on Twitter, which is very positive. SO also noted that, from a parent’s point of view, social media was a good way to communicate and suggested that this could be further promoted to parents to encourage</p>	<p>MF</p>
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them to follow the Trust.

RJ queried to what extent the Trust was engaging with parents and children; and also if marketing would focus on the extra-curricular activities available within the Trust. Emma noted that she is working with Marine Academy Plymouth who are in the process of launching Leadership Awards which cover lots of extra-curricular projects such as Duke of Edinburgh and community projects. This could be extended to other schools if successful. Emma agreed it would be useful to gain more parent/child feedback possibly via surveys. LEM agreed the importance of engaging with parents via the Communications Strategy, particularly those who have been least engaged with their children's learning.

SS noted the importance of marketing and ensuring that the key values of the Trust are incorporated i.e. providing for all children. SS also noted the need to attract more children to attend Trust Schools (i.e. CEC; Exwick; St Luke's) and queried if Emma had any ideas to raise the profile. Emma confirmed that she was currently working with CEC on their recruitment and that there are a number of ways to do this. CEC marketing is being re-evaluated, looking at demographics and areas where pupils can be recruited from. The plan will also include looking at key gaps within schools. Emma noted that currently the marketing is taking a strategic view and then will move into more targeted focus within particular schools. Emma will initially be focussing on ensuring consistency of branding across all aspects of the Trust.

PB noted that exposure in national specialist media had not been touched upon and queried if this kind of exposure could be worked on in the future. Emma noted that local relationships are being focussed on initially and then she would look at increasing national coverage to elevate information on key subjects which are particularly valuable.

RM noted that she would like to see a more granular segmentation of target markets within the Marketing & Communications Strategy.

Emma confirmed that she would welcome suggestions from Trustees for future marketing and communication activities.

6	<p>Chief Executive Officer’s Report</p> <p>MM updated that she would be running a mini-conference for the leads of disadvantaged children within the Trust to focus on ways of using the additional Government funding effectively. This will ensure Trust-wide consistency.</p> <p>MM noted the expected position in September regarding schools reopening. The Heads are meeting on 02.07.20 to make plans and to agree communication to parents. The current plan is for Primary schools to operate in bubbles of 30 children which should be achievable. Secondary schools are expected to operate in bubbles of year groups. Work will be needed on re-timetabling to facilitate this, there will also be additional risk assessments undertaken across the Trust as a whole.</p> <p>In addition, the Trust has been working hard to get the online learning platform as good as possible to ensure that we are in a position to provide a seamless provision for children in the event of further lockdowns. JL has been leading on this and will give a further update at the Education Committee meeting on 08.07.20.</p> <p>MM noted that it is likely that Ofsted will be suspended for a further two terms.</p> <p>MM extended her thanks to the Trust staff for their work over the last few months particularly Headteachers and the Central Team. Everyone has been supportive and worked with a “can do” approach. Team work has been key throughout. It was acknowledged that there are still many unknowns.</p> <p>LEM queried the extra money that schools would be given from the DfE and if there was any initial thinking on how this would be used. MM confirmed that the focus would be on quality teaching and ensuring that disadvantaged pupils get access to the best teachers. This also needs to be underpinned by Trust pastoral systems where there is sometimes a gap. MM would also like to put extra resource into schools so that home school workers could visit students at home and support them to get into school.</p> <p>MM noted that two outstanding Teach First graduates had been recruited to work within the Trust which would allow for the release of Key Team Teach teachers.</p> <p>MM confirmed that the aim was for a co-ordinated Trust approach. The funding gives additional opportunity. There will need to be a sustainable and long-term plan in secondary schools with regards to tutoring and online provision.</p> <p>LEM asked what MM’s assumption for GCSEs and A Levels were. MM confirmed that the working assumption was to prepare the children for the courses they need to be improving in. The Trust is planning for GCSE’s and focussing on the correct courses for successful progression. Every child needs to be on the right course. TR also confirmed that all Headteachers had already met with Exeter College which had been very positive.</p> <p>DH queried funding for the summer and if additional funding was available. DH also noted the current situation and possible local lockdowns, and asked how the Trust would manage this. MM noted the summer provision paper, which would be picked up further in the Education Committee.</p>	
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	<p>SS queried if there was capacity for the Trust to give MPs briefings on the Trust’s work with disadvantaged students. MM agreed that this would be very positive. MM stated that she tends to focus on MPs who will be influential. Jonny Mercer has been very supportive in Plymouth. RB noted that he had spoken to Gavin Williamson during a recent online event who had been aware of the work of the Trust.</p> <p>PB asked for clarity on the £800k catch up money and if this was to be spent at the discretion of the Trust or if this was prescribed by the Government. MM confirmed that £350k had been allocated for tutoring for disadvantaged pupils. The remainder was for Headteachers to spend as they see fit. All schools will be getting the same.</p> <p>AM queried how the bubbles of children would work in practice and if all pupils would be in the building at the same time. MM noted that this was work in progress as it is new information and guidance is awaited. It will be dependent on individual schools. Once this is clear MM will provide an update to Trustees and a further update will be given at the Education Committee.</p> <p>RJ noted the importance of facilities providers in the new arrangements. MM noted that this had been very positive, largely due to the work and support of the Central Team. CD agreed that lessons had been learnt throughout the process and this will provide useful information for moving forwards.</p>	
7.	<p>Growth Report</p> <p>PB noted that resources had been dominated by Covid-19 during recent months but that there were three key growth updates.</p> <p>A full record of the discussion is recorded in Part B of the Minutes.</p>	
8.	<p>Committee Minutes</p> <p><u>Audit, Finance & Resources – 04.06.20</u></p> <p>AW updated that the budget for 2020/21 had been approved in principle at the AFR Meeting and now needed to be ratified by the Board.</p> <p>CD had reviewed the Plymouth budget which was showing significant deficits, this is now showing a significantly better position.</p> <p>Schools are expected to be funded for only certain Covid-19 costs. The team have had to work flexibly throughout this and AW extended thanks to the Finance team for their hard work and flexibility in the current situation.</p>	
9.	<p>Predictions/ Data Presentation – Jon Lunn</p> <p>JL delivered a Performance Update presentation. Action: MF to circulate a copy of the presentation with the Minutes.</p> <p>JL confirmed that all assessment criteria for Primaries had been cancelled. Predictions were used for GCSEs and A Levels and JL summarised how these had been agreed. This was a radical but very clear system.</p>	MF

	<p>JL noted that Progress 8 differed largely at MAP with a large improvement forecasted, however this could be moderated down due to the previous year’s performance. It was agreed that in cases such as this, with a rapidly improving school, the Ofqual system is very unfair. DH agreed that this was a “recipe for disappointment” within the improving schools. There was the need to be transparent with this and awareness raised. The system is flawed in many ways.</p> <p>It was noted that all Trust primary schools were above the national average in terms of attendance during Covid-19. Secondary schools were either above or in line with the national average.</p> <p>RB thanked JL for the clear and detailed presentation and noted that this will be further discussed in detail at the Education Committee on 08.07.20.</p> <p>LEM queried if JL felt that pupils, who would usually leave completion of work until the last minute, would be disadvantaged in the assessment. JL noted that this was a debate that had started as soon as the system was announced. It comes down to individual teachers and leaders and the level of challenge. This is very subjective and the effect will never be fully known.</p> <p>RM queried if the Trust was anticipating any challenges with leaver destinations and if this had been addressed. TR noted that, within Exeter, the destinations of all students are recorded and the Trust has been working with the providers. TR confirmed that a plan was in place for August, all schools would be offering drop-ins for two days after results are announced which will be supportive for children. In Plymouth the Headteachers are also aware but this will be more difficult.</p> <p>AW queried Marine’s likely moderation down due to previous actuals and noted the importance of improved performance being recognised by Ofsted. AW also queried if this year would be disregarded in terms of Ofsted. MM noted that Marine would not be revisited by Ofsted for 30 months from the date of original review so there is plenty of time to put this right. JL also noted that Isca and West Exe had been due Ofsted inspections prior to lockdown. There will not be data produced for 2020 and the framework is now more curriculum based.</p> <p>TR left the meeting at 6.00pm</p>	
10.	<p>Plymouth Governance</p> <p>AW updated from his position as link Trustee for MAP Secondary. The Governance is under review. The Secondary are short of governors with five currently, including AW and Lee Sargent from All Saints who is supporting. This is a learning journey and has got off to a positive start. AW has found reassurance in the partial reopening of the school and the way the Governors were involved and interrogated this.</p> <p>Action: MM to work with Emma Darke to create a Governors Advertisement for Plymouth targeting the identified skills gaps.</p>	MM

11.	<p>PFI Update</p> <p>AW updated on the PFI Working Group meeting held on 21.05.20 which was attended by Wynstream and St Peters’ representatives. Wynstream are very supportive and St Peters remain on board in principle.</p> <p>The recommendation was to proceed as proposed with creating a Company Limited by Shares. The name for this will be Fusion School Services. The Members were also very supportive of the project.</p> <p>RB extended the Trustees’ thanks to the Working Group for their hard work with the PFI de-scoping project.</p> <p>The creation of the Trading Subsidiary as a Company Limited by Shares was formally ratified and authorisation was given for the Executive to proceed with the set-up of the new company.</p>	
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Items for Decision

12.	<p>Financial Report/ Approval of Budget</p> <p>The budget had previously been approved at AFR. The changes shown are for Plymouth schools which had been further reviewed. AW recommended that the Budgets were approved for submission. This was agreed.</p> <p>A full record of the discussion is recorded in Part B of the minutes.</p>	
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Items for Information

13.	<p>Feedback from LGB Chairs 25.06.20</p> <p>There was positive feedback about the flow of information to schools and LGBs. It had been agreed to hold more frequent monthly meetings with the LGB Chairs.</p>	
14.	<p>Feedback from Members Meeting 18.06.20</p> <p>Members would like to link with the Trustees more in the future. RB updated that Members had extended their thanks to Trustees for their continued hard work.</p>	
15.	<p>Strategic Risk Register</p> <p>ALH noted that the circulated version of the risk register had been scrutinised by AFR on 04.06.20 but is rapidly changing due to the current situation. Risk interlinks into everything, and Covid-19 will remain a fundamental risk for some time. The plans continue to be based on Governance guidelines and will be updated as needed.</p> <p>SS queried if the Trust had a good relationship with the Trade Unions. MM noted the previous hard work with the regional unions, and confirmed that they have been kept in the loop about everything.</p>	

Any Other Business

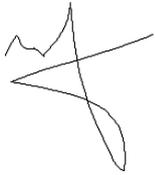
Whipton Barton Update - SO noted that they continue to work creatively. They have created their own online cookbook during lockdown for parents and children. Creativity is a strength of the Headteacher. SO also noted that the current LGB Chair was due to leave imminently and noted the importance of recruiting a Chair who was able to challenge.

Summer Governance – RB formally proposed that the four chairs of the Committees (RB; PB; DH and AW) would be key Governance contacts during the summer holidays. The Quoracy is three however RB requested two further Trustees to be available to take part in any decisions if required. **This was agreed.**

Date of next meeting: Wednesday 21 October 2020, 4.30pm - TBC

The meeting closed at: 18:35

Signed by the Chair of the Board:



Date: 21.10.20