

Coppice Primary Partnership
Meeting of the Trustee Board
Wednesday 13th February 2019 at 5.30 pm

Present: Darren Webb, Carole Hardy (chair of Trustee Board), Peggy Murphy, Charlotte Long, Pip McKerrow, Carina Cuddington

In attendance: Andrew Lacey (Business Manager) for items 1-4 and 8 only

Clerk: Clare Nursey

Item 8 was taken early in the meeting but discussion is reported here in agenda order

Agenda item and discussion	Action/ decision
<p>1 Welcome and any introductions CH welcomed all to this meeting.</p>	
<p>2 Apologies for absence Apologies received and accepted from Andrew Maitland (work commitment).</p>	
<p>3 Declaration of business interests 3.1 Trustees updated their business interests forms regarding directorships and trusteeships held. 3.2 No relevant interests were declared against items on the agenda or as discussions developed.</p>	
<p>4 Minutes of the last meeting (18th December 2018) and any matters arising 4.1 The clerk apologised that minutes were not yet available. These would be considered at the next meeting. A summary of discussion and action points had been circulated. <i>Matters arising</i> 4.2 CH confirmed that documentation regarding the EHT's decisions on leadership pay had been checked and everything was in order. 4.3 As agreed during agenda planning discussions, the risk register had not been submitted to this meeting. AL confirmed that the register had been compiled as a requirement of the conversion process but had been updated since. Trustees agreed it should be considered at the T4 TB meeting when trustees would decide whether any "red risk" items should be reviewed as a recurring item on agendas. They noted that the register needed to be signed off annually at TB level.</p>	<p>T4 agenda</p> <p>T4 agenda</p>
<p>5 Executive HT report and recommendations (verbal report) <i>Leadership</i> 5.1 DW confirmed that the appointment process for the leadership structure was complete and transition would officially start after Easter:</p> <ul style="list-style-type: none"> • Sarah Holman would be HT at LPS • Giacomo Mazza would be HT at CPS • Anita Makey would be Deputy HT at LPS (with the job title Head of School) • Bev Evenden would be the Trust Deputy HT, working across both schools but predominantly based at CPS during the 2019/20 academic year. <p>Q. What impact would budget changes discussed at item 8 have on filling the vacant CPS Deputy HT post? The Trust Deputy HT would work mainly at CPS until that budget could afford a Deputy post. Any additional funds might be used to add leadership but this would prove challenging in the light of budget pressures.</p> <p>5.2 Further discussion in confidential annex for trustees.</p> <p><i>School performance</i></p>	

LPS

5.3 Strengths were outstanding provision and strong teaching across Key Stage 1 and upper KS2. Priority was to improve outcomes and provision in lower KS2 which was behind other areas although leaders' work had brought significant improvement in 4 of 6 classes. Currently above target for KS2 attainment in Reading; work still to be done on Writing but mostly on track or close to on track for target; concern about Maths - additional support has been added and disadvantaged children are being mentored.

CPS

5.4 Real improvement seen in Upper KS2 and in EYFS over the past 2 terms (has been focus area for HoS). Concern remains over disadvantaged children where mobility is impacting (new pupils mainly fall into the category and put pressure on resources and impact on attainment data) and there is a need to spend £27k Sports Premium funding soon as this cannot be carried over.

5.5 Attainment targets had been aspirational and the expectation was that the school would hit FFT targets (except possibly in Maths) but not the school's own aspirational targets. RWM outcome was likely to be lower than last year but it was a lower prior attaining cohort..

Maths

5.6 DW advised there was a trend in both schools where progress was not being seen in Maths, and the trust strategic document might need adjusting to include this as a focus in future. Data would need to be studied at the end of the year as reasons for the trend were not clear at present: a teacher trained in Maths Mastery had been moved from LPS to CPS at the start of the year; resources had been reviewed and updated; staff had received a lot of professional development in Maths; and extra teachers had been introduced for Maths.

5.7 In reply to questions, DW confirmed it may be the case that leaders have been reactive rather than proactive regarding Maths so far, that actions taken have impacted in Year 6 data (baseline is now significantly better) but not yet in data across the schools; and that any lack of confidence in Maths teaching has been addressed through CPD but it is too early to evaluate the impact on results.

5.8 DW advised that Maths would be the focus for the T4 school reviews.

Strategic document

5.9 DW confirmed that the curriculum review would begin in T4 in line with Ofsted proposals for a new inspection framework. The new framework was potentially a considerable shift although exactly how far would not be known until the first inspection reports under the new framework were published. Development of a new curriculum would have resource implications (difficult in light of budget limitations). Strategic priorities also included growing leaders (the trust would look at opportunities to fund apprenticeships, TLRs etc.) and wellbeing/workload review, on which a letter was being issued to staff tomorrow.

Governance

5.10 DW and CH confirmed they had had a telephone conversation with Phoebe Clapham (Regional Schools Commission) as part of the trust self evaluation and had since received a letter from the RSC which raised no significant issues.

SEND review

5.11 DW confirmed there would be a review of SEND at LPS in T6 when Five Acre Wood staff would help upskill staff.

Staffing

5.12 Discussion in annex for trustees.

<p>6 LGB Chairs of Governors' reports (verbal reports)</p> <p>6.1 Trustees had no questions on latest LGB minutes. <u>Loose CoG</u> 6.2 PM confirmed that monitoring visits had been carried out in all 3 areas (H&S monitoring had been particularly efficient) and there were no issues to report. <u>Coxheath CoG</u> 6.3 CL advised that a good structure for monitoring was in place and some small issues identified during the last visits would be followed up next time. 6.4 CH thanked CC for attending the last CPS LGB meeting to support governors' challenge on finance matters. Her attendance had highlighted the current skills shortage in that area on the LGB. 6.5 CH advised that Jane Andrew (finance governor at CPS) had notified her retirement as a governor from the end of T4 and CL had indicated she would not continue as CoG at CPS from September. This raised 2 issues:</p> <ul style="list-style-type: none"> • Governor vacancy – CH had drafted a letter to parents seeking <u>trust</u> governors with finance skills (ideally an accountant but some experience of managing a budget would suffice) rather than governors at a specific school. This would allow opportunity to even out skills across the LGBs. • CoG position – PM advised she would be willing to move across to CPS LGB as CoG to strengthen that LGB since LPS LGB already had a strong skills base. <p>6.6 CH reminded trustees that, as part of a review of governance at the end of the first year of the trust's operation, they planned to review whether LGB CoGs would remain on the TB and consideration would include that the involvement of the LGB CoG at trust level might be appealing to any new school seeking to join the trust.</p>	
<p>7 Future direction of the trust</p> <p>7.1 DW advised he saw potential for conversations with other schools on the trust's core offer but this did not require further discussion at this meeting. 7.2 Trustees agreed this item would remain as a standing item on TB agendas.</p>	
<p>8 Business Matters <i>(item taken after item 4 on the agenda, AL left meeting at 6pm)</i></p> <p>8.1 Trustees had received the BM's written report. <i>Revenue budget</i> 8.2 AL confirmed that he, DW, CC and Finance officers had met after the latest in-school monitoring to study the budgets in detail. The trust balance at 30 September had been adjusted for several reasons and the predicted surplus for 18/19 across the trust had gone down from £163k to £103k:</p> <ul style="list-style-type: none"> • UIFSM money had been wrongly accounted for on conversion (double counted as included in donations and as money to come) • ICT support (£12k) had been omitted from the LPS budget • Other impacts including supply costs. <p>8.3 DW pointed out that this impacted on rollovers in years 2 and 3 of the trust budget plan as well (rollover significantly reduced) and that, disappointingly, ability to carry out actions in the trust strategic plan was therefore also affected.</p> <p>Q. How had this happened? Had the schools actually lost money? It was an accounting error on conversion. While there were some issues around the extra costs found, the schools had not actually lost money (related to UIFSM received and recorded last July in respect of current year but included again as income still to come).</p> <p>Q. Were systems in place to prevent the error recurring? The error had arisen only because of conversion and would not recur. Had the LA done the usual year end calculation on conversion, specifying how the schools' money was made up, it would not have happened.</p> <p>Q. Can trustees be certain there are no other errors in the budgets? The meeting mentioned in para 8.2 above had been through budgets line by line to ensure</p>	

<p>there were no other errors.</p> <p>8.4 DW and AL reminded trustees of other issues for the budget:</p> <ul style="list-style-type: none"> • Teacher pay award is likely to be 2% but only 1% included in the budget. ESFA have committed to funding years 1 and 2 of the increase but no indication beyond that. The additional 1% would add £7k pa at CPS and £12k pa at LPS from year 3. • Teacher pensions – funding will be available for the first year of the increase but it is still not yet known if funding beyond that will be available – will add significantly to both budgets (figures in BM’s report). • KCC’s objective of paying the National Living Wage to support staff and increase their annual leave entitlement – under TUPE, this will apply to MDSs, extended services staff, TAs and some admin staff and significantly impact on support staff costs (at LPS +£23k pa and CPS +£9k pa). The increase in the Minimum Wage from April (and increase in leave entitlement if applied) will have a much smaller impact. <p>8.5 Trustees noted that, in total, additional staff costs next year could be +£35k at LPS and +£15-16k at CPS which would have major impact and that problems would be felt in all schools and in other organisations too. It was not helpful that definitive advice on government funding had not yet been received and was likely to come only at the last minute.</p> <p><i>Capital budget</i></p> <p>8.6 AL reminded trustees that LPS had received £24k additional capital funding this year and £14k remained unallocated. More work could be done with this or it could be capitalised into revenue spend.</p> <p>8.7 Trustees agreed the unallocated funding should be considered next term and that discussion of extended services should wait until a longer term business model was available.</p> <p><i>Contracts and insurance</i></p> <p>8.8 AL confirmed that both the catering and cleaning contracts would be retendered for September. The catering specification had been discussed at both schools, including with Parent Councils, and details were being worked through now.</p> <p>8.9 Sickness absence insurance was due for renewal from 1 April and the current provider had quoted £6k for LPS (down by £4k) and £7k for CPS (up by £1.2k) providing a net saving. AL was checking fine details but subject to being happy with these he asked the TB to approve renewal of the policy. <u>Subject to trustees seeing 3 quotes</u> to assure themselves that the current provider provided Best Value, trustees AGREED renewal of the policy.</p> <p>Q. Did the policy include a wellbeing package?</p> <p>Yes - telephone support for staff was included under the policy.</p> <p><i>Auto enrolment</i></p> <p>8.10 DW advised the trust had been notified it had missed the deadline for submitting auto enrolment information. AL was dealing with this as a matter of urgency and DW would mail round confirmation once the information had been submitted. Reasons for the oversight would be discussed at the next TB meeting.</p>	
<p>9 Policies and key documents</p> <p>11.1 Trustees received and approved the following trust policies/documents:</p> <ul style="list-style-type: none"> • Admissions – The policy had been circulated for the December TB meeting. EHT confirmed the LA had since decided not to include the additional criteria regarding children adopted from care outside the UK, and the TB agreed to follow the LA lead. AGREED. • SEND – AGREED subject to addition of the name of CPS’s named monitoring governor and circulation of a “clean” copy. • Exclusions – AGREED • Online safety – AGREED 	<p>Decision</p>

11.2 In discussion of the Admissions policy, trustees noted the very encouraging numbers of applications for admission this September – 62 first choices at CPS (meaning YR would be full) and 138 at LPS.	
10 Governance Trustees unanimously elected Andrew Maitland as vice chair of the TB (he had signified agreement before this meeting).	
11 Safeguarding matters including Health & Safety and Disability matters Nothing urgent to report.	
12 Chair's Actions/ Correspondence and any other business Chair had no further actions or correspondence to report. No other matters raised.	
13 Confidentiality & Publication of minutes 13.1 Some discussion at items 4, 5, 6 and 8 included in confidential annex for trustees. Main minutes to be circulated to LGBs and be publically available once approved at the next meeting. 13.2 Trustees agreed that the School impact statements and review reports, and papers relating to leadership proposals should remain confidential to trustees.	
14 Next meeting date Wednesday 3 rd April 2019 at 5.30 pm	

Signed.....

Date.....