

Coppice Primary Partnership
Meeting of the Trustee Board
Wednesday 20th October 2021 at 5.30pm

Present: Carole Hardy (Chair of Trustee Board), Mark Chatley (Trust Leader), John Edgar, Isabelle Linney-Drouet, Andrew Maitland, Neil McDonald (joined via zoom at 6.30pm)

In attendance: Andrew Lacey (Trust Business Manager), Carina Cuddington (Financial Consultant)

Clerk: Nicky Wheeler

Agenda item and discussion	Action/decision
<p>1 Welcome and Apologies for absence CH welcomed everyone to the welcomed everyone to the first meeting on site since the pandemic began and formally introduced MC to trustees. Apologies were received and accepted from PM (work commitment).</p>	
<p>2 Election of Chair & Vice Chair Trustees approved the re-election of CH as chair of trustees and AM as vice chair.</p>	
<p>3 Declaration of business interests 3.1 No new interests to declare. 3.2 CH reminded trustees that declaration of business interest forms need to be completed on GovernorHub. NM still needs to complete. 3.3 Related party questionnaires need to be completed by all trustees and returned to NW.</p>	<p>NM CH, AM, PM, NM</p>
<p>4 Minutes of the last meetings (15th July 2020), and any matters arising 4.1 The minutes of the last meeting held on Tuesday 6th July 2021 were agreed and signed by CH. 4.2 Trustees approved the minutes from the remote meetings held during the pandemic and gave approval for CH to sign them all.</p>	<p>CH</p>
<p>5 Trust Matters <u>5.1 Scheme of Delegation (SoD)</u> CH thanked JE for all is hard work redesigning the SoD and to ILD and AL for their input. JE explained that the current document focuses on accountabilities and some of the finer details still need to be agreed. Trustees have reviewed the updated SoD and were happy to approve the format. The next stage is for JE and CH to meet to flesh out the document and draft Terms of Reference for committees. The document will then be circulated to the LGB chairs to provide them with an opportunity for input. The revised SoD will help answer questions they have regarding monitoring responsibilities, especially in relation to finance. Q : Should point 2.1 - Approve expansion of the MAT be amended? MC felt that the T&L lead should be included as participate alongside the HTs. Q: Why do schools have their own Safeguarding Policies? MC confirmed that the trust have a central safeguarding policy which is adopted by all 3 schools therefore point 4.2 will be removed. Q : Should the trust have a nominated safeguarding trustee? After discussion amongst trustees, ILD agreed to take on the role of safeguarding trustee. She will circulate a template that she uses in the TSAT in relation to safeguarding monitoring. Trustees agreed to amend point 4.1 to read 'set and monitor the safeguarding policy.' Q: How do LGBs monitor finance within the school? CH advised that governors should be ensuring that funds are spent in line with the individual school plan. CC suggested that governors need clearer guidance with specific areas to monitor such as pupil premium and sports premium budgets. Overall budgets are managed centrally and the HTs are challenged at trust level so trustees need to ensure that the guidance results in a valuable use of governor monitoring time.</p>	<p>JE ILD / JE</p>

<p><u>5.2 Standards Committee</u> CH is working on a remit for the proposed standards committee. Having reviewed several different structures she welcomed further suggestions and input from trustees. ILD advised that the standards committee at TSAT comprises 3 HTs, 3 CofGs, ILD and a trustee. She feels this ensures external challenge whilst providing the full picture across the whole trust. The inclusion of a trustee also provides an opportunity for trustees to meet and work with the HTs. ILD will send CH the terms of reference for the TSAT standards committee for consideration.</p> <p>Q : Does the inclusion of HTs lead to a duplication of work? MC advised that the inclusion of HTs is important to bring in depth knowledge specific to each school and provide different perspectives. Trustees also agreed it would be important to include the T&L lead on the committee.</p> <p><u>5.3 Finance Review</u> MC advised that the trust has not appointed a finance apprentice but instead have a finance assistant starting shortly who will more depth of knowledge to the team. CH explained that the handover of finance to schools has been a difficult process and led to a backlog of finance work but the new structure should ensure that everything is back on track next term.</p> <p><u>5.4 Covid contingency update</u> All three schools have been affected by Covid since returning in September. Whilst there has not been much impact on budgets yet it has led to challenges covering staff absence and pressure on training attendance due to limited capacity to release staff. All staff who are not eligible for a free flu vaccine on the NHS have been offered a voucher for the vaccine to help minimise staff absence in the coming months. Take up was lower than anticipated but 51 staff have now received vouchers.</p> <p><u>5.5 Staff Self-Isolation</u> Contained in the confidential annex part 1</p>	ILD
<p>6 STRATEGIC DIRECTION</p> <p><u>6.1 Trust Strategic document</u> MC has rewritten the Strategic Document which will be shared with external audiences as well as internal. Trustees approved the new document.</p> <p><u>6.2 KPI's and targets for 2021/22</u> MC advised that the KPIs will be included in the Strategic Document once approved.</p> <p>Q: How were the target percentages quoted chosen? MC explained that most are carried over from the previous documents and AL advised that some are also taken from benchmarking figures. Trustees discussed the KPIs and agreed that it is difficult to measure many of them in percentage terms. MC also discussed the difficulty of making comparisons with the previous 2 years of unprecedented times.</p> <p>MC advised that much of the trust led training has been cancelled due to the difficulties of releasing staff. Trustees also discussed the attendance targets and ensuring they reflect outcomes and improvement not just increased attendance.</p> <p>Q: Should value for money and evidence of economies of scale be included? CC and AL explained that this is already included in the annual report and would be difficult to measure as a KPI.</p> <p>CH asked trustees to approve the KPIs as they demonstrate the trust focus at the current time. Trustees approved the format with the targets to be re-evaluated at the end of the year once comparisons are more feasible. The KPI's were approved.</p> <p><u>6.3 External Review updates</u> MC explained that the internal reviews covered English and History therefore the external reviews focused on Maths and Science to ensure broad coverage of the curriculum. Two external reviews are complete but the one at Coxheath had to be postponed due to Covid and is now taking place in November.</p> <p>All 3 schools exhibited very similar profiles across the reviews with pupils showing a surface level of understanding but needing to develop greater depth of knowledge. The trust is therefore encouraging a move away from the task driven approach that was previously considered best practise with a message to teach less but in more depth.</p>	

<p>Q : How will the trust ensure a change of mindset and what is the timeframe for improvement?</p> <p>MC & BT are continuing to visit the schools regularly to embed this message and trustees were invited to join them. HTs will give continual reminders to staff and MC & BT will assist with planning and CPD on a small steps approach. The English leads from all 3 schools have already met and are putting together a framework document to roll out across all year groups. All teachers have received feedback from the reviews and MC advised that the journey is clear with improvements expected by the end of Term 2.</p> <p><i>Neil McDonald joined the meeting.</i></p>	
<p>7 SCHOOL REPORTS</p> <p>7.1 <u>Feedback from LGB's</u> CH met (via Zoom) with the chairs of 2 LGBs and welcomed RD as the new chair of SKS. RD expressed an interest in attending an LGB meeting at one of the other schools and trustees felt that this would be a positive move to improve collaboration across schools. SKS and LPS have advertised for new parent governors to fill vacancies and SKS also have 2 co-opted vacancies.</p> <p>Q : What is the role of the CoG in HT appraisals?</p> <p>MC advised that he has consulted with JE and PM and the CoG should be involved in the appraisal. CH asked MC to advise the CoGs and ensure that they understand their role in the appraisal process.</p> <p>7.2 <u>PPM / PE Grant</u> Verbal confirmation of publication.</p> <p>7.3 <u>Emergency Procedures</u> Verbal confirmation of publication.</p> <p>7.4 <u>Inclusion statements & SEND Offers</u> Verbal confirmation of publication.</p> <p>7.5 <u>Business Continuity Plans</u> AL confirmed that following the recent F&A meeting the BCPs have all been amended and recirculated to HTs. All of the plans follow a standard format with school specific details included. NM offered to assist if any further review of the BCPs is required.</p>	<p>MC</p>
<p>8 Business</p> <p>8.1 <u>CIF Bid Appeals</u> AL advised that the results of the CIF bid appeals have been announced and none of the trust appeals were approved.</p> <p>8.2 <u>TTO Update</u> The last ACAS webinars take place next week and the trust is already receiving confirmation of acceptances.</p> <p>Q : Will there be any shortfall for the trust to cover?</p> <p>AL advised that we have now had the TTO income allocations and the figures look low so he and CC will investigate further and advise accordingly.</p> <p>8.3 <u>Pensions auto-enrolment</u> Contained in confidential annex part 1.</p> <p>8.4 <u>GDPR Training</u> AL confirmed that groups of staff have now started to complete the GDPR training and the aim is for completion across all staff by the end of Term 2.</p> <p>8.5 <u>Audit</u> AL advised that the audit will start on the 8th November and the annual report has been drafted.</p> <p>Q: When will the audit feedback meeting take place?</p> <p>AL will arrange a date and advise trustees.</p>	<p>AL/ CC</p> <p>AL</p>
<p>9 Policies</p> <ul style="list-style-type: none"> Trustees approved the Managing Allegations against Staff Policy Trustees approved the Complaints Policy with the inclusion of the extra clause. CH asked NW for a copy of the current DfE complaints policy to undertake a further review of the policy for Term 2. 	<p>NW</p>

<p>Trustees approved all of the policies with revisions:</p> <ul style="list-style-type: none"> • Absence of staff and Special Leave • Educational Visits • Extended Services • Finance • Health & Safety • Lettings • Pay & Reward • Risk Register – to receive for review • Safeguarding/Keeping Children Safe in Education • Teaching & Learning <p>Trustees approved the new policy :</p> <ul style="list-style-type: none"> • Supporting pupils with health needs who cannot attend school 	
<p>10 FINANCIAL MANAGEMENT</p> <p>10.1 <u>Report from FAC Chair</u> AM advised that the main issue arising at the F&A meeting was the budget at SKS. The committee also considered the upcoming audit and confirmed that the requested GDPR training is now in progress.</p> <p>10.2 <u>St Katherine’s Budget Update</u> Contained in confidential annex part 1.</p> <p>10.3 <u>Finance policy breach</u> Contained in confidential annex part 1.</p>	
<p>11 Governance</p> <p>11.1 CH asked trustees to consider possibilities for a new member.</p> <p>11.2 CH advised that Simon Malone has been appointed as the new parent governor at CPS and Tim Williams (FAW) joins LPS as a co-opted governor with a specialism of SEN .</p> <p>11.3 Trustees agreed to reappoint Richard Dalton as SKS CoG and Claire Nursey as CPS CoG. CH advised trustees that Sam McMahon will be stepping down as CoG at LPS at the end of the year but would like to remain on the LGB.</p> <p>11.4 <u>Governor Disqualification – LPS</u> Contained in confidential annex part 1.</p> <p>11.5 SKS have two parent governor vacancies which are currently being advertised and two co-opted vacancies. Once the outcome of the parent governor elections is known these vacancies will be reviewed by trustees.</p> <p>11.6 Trustees agreed timetable for contribution to trust newsletter; T2 – AM, T3 – ILD, T4 – PM, T5 – NM</p>	<p style="text-align: center;">ALL</p> <p style="text-align: right;">AM,ILD, PM,NM</p>
<p>12 Safeguarding matters including Health & Safety and Disability matters</p> <p>Nothing urgent to report.</p>	
<p>13 Any other urgent business including Chair’s Actions/ Correspondence</p> <p>13.1 <u>Underpayment of TA’s</u> Contained in confidential annex part 2.</p> <p>13.2 <u>Finance Review - Business Manager</u> Contained in confidential annex part 2.</p> <p>13.3 <u>Expansion of the Trust</u> Contained in confidential annex part 2.</p>	
<p>14 Confidentiality & action points</p> <p>Confidential items were agreed and are contained in the confidential annexes.</p>	
<p>15 Next Meeting</p> <p>Wednesday 8th December 2021 4pm – 6pm followed by the AGM at 6.30pm</p>	

Signed.....

Date.....

Para	Action	By whom
3.2	Sign and return Declaration of Interest Forms	NM
3.3	Related party questionnaires also need to be completed by all trustees and returned to NW.	CH,AM,PM,NM
4.2	Trustees approved the minutes from the remote meetings held during the pandemic and gave approval for CH to sign them all.	CH
5.1	Make amendments suggested to the SoD	JE
5.1	ILD to circulate a template that she uses in the TSAT in respect to safeguarding monitoring	ILD
5.2	ILD will send CH the terms of reference for the TSAT standards committee for consideration.	ILD
7.1	CH asked MC to advise the CoGs and ensure that they understand their role in the appraisal process.	MC
8.2	AL advised that we have now had the TTO income allocations and the figures look low so he and CC will investigate further and advise accordingly.	AL / CC
8.5	AL will arrange a date for the audit feedback meeting and advise trustees.	AL
9	CH asked NW for a copy of the current DfE complaints policy to undertake a further review of the policy for Term 2.	NW
11.4	Review vacancies on SKS LGB's	All trustees
11.6	Trustees agreed timetable for contribution to trust newsletter; T2 – AM, T3 – ILD, T4 – PM, T5 - NM	AM, ILD, PM, NM