

Coppice Primary Partnership
Meeting of the Trustee Board
Wednesday 10 February 2021 at 5.30pm
Via Zoom

Note: In the absence of a CEO/Trust Leader, Trustees are responsible for operational matters and this will be reflected in the Board Minutes.

Present: Carole Hardy (Chair of Trustee Board), John Edgar, Isabelle Linney-Drouet, Andrew Maitland
In attendance: Andrew Lacey (Trust Business Manager), Carina Cuddington (interim Accounting Officer)
Visitors: Mark Chatley (Trust Leader designate),
Clerk: Emily Moon
Apologies: Peggy Murphy (CEO Standards), Neil McDonald (prospective trustee)

Agenda item and discussion	Action/decision
<p>1 Welcome and Apologies for absence CH welcomed all to this meeting. Peggy Murphy sent apologies. CH welcomed Mark Chatley to the meeting in anticipation of him joining the Trust in April. Everyone introduced themselves to MC.</p>	
<p>2 Declaration of business interests 2.1 No new interests to declare.</p>	
<p>3 Minutes of the last meeting (9 December 2020) and any matters arising 3.1 The minutes and confidential annex were agreed as an accurate record of discussions and hard copies would be physically signed when circumstances allowed. 3.2 All actions from last meeting have been completed or are listed on the agenda for discussion.</p>	EM
<p>4 CONFIDENTIAL – for Trustees only – Development of Trust Support Services <i>Discuss future finance and HR Support to Schools</i> 4.1 Discussion of Development of Trust Support Services in confidential annex.</p>	
<p>5 Strategic Direction <i>Trust Strategic document- update</i> 5.1 PM to provide a written update which will be annexed to the minutes. <i>CEO termly report on curriculum and standards (verbal report)</i> 5.2 PM to provide a written update which will be annexed to the minutes. <i>Trust Self Evaluation Form (TSEF)</i> 5.3 CH had previously circulated to the trustees a proforma Trust Self Evaluation Form which she had received from Rob Carpenter. She felt various areas of the document would be really useful for the trust. CH felt that it wasn't the appropriate time to be looking at the standards and educational sections but felt that trustees could work on the other areas at this time. CH would continue analysing the document and once completed hand over to MC. She felt it was a helpful document to show 'where are we now' as well as 'where do we want to go'. The individual schools have their own self-evaluation and improvement action plans for this year as discussed with Darren last year. However, a new trust plan needs formulating going forward. 5.4 CH enquired with ILD as to whether she had used anything similar however ILD confirmed the form CH had covered more areas than the one her school used.</p>	PM PM CH
<p>6 Discuss matters specific to schools <i>Feedback from LGB's</i> 6.1 Feedback from LGBs following CH meeting with the Chairs was discussed generally throughout the meeting and can be noted specifically at sections 8 and 9 of these minutes. <i>Impact of Covid-19</i> 6.2 CH confirmed that numbers have fluctuated at LPS since the ME15 surge testing took place. SH wrote to parents asking them to consider keeping their children at home where only one parent is a</p>	

<p>key worker. Following this, numbers dropped from 120 to around 40/50. It seems since the testing has ended numbers have increased back to the higher level.</p> <p><i>Potential Action arising from breach of lockdown rules</i></p> <p>6.3 Discussion of Potential Action arising from breach of lockdown rules in annex section.</p>	
<p>7 Policies and Key Documents</p> <p>7.1 Trustees had received and APPROVED the following documents:</p> <ul style="list-style-type: none"> • Risk Register • SEND • Admissions • Online Safety (including AUPs) <p>7.2 AL noted on the SEND policy there was reference to Anita Makey at paragraph 36, and there was an error in the spacing at paragraph 26 and 27. ILD also noted that at page 8 Executive Headteacher is mentioned and needs correcting to show Trust Leader. CH asked EM to check the document and amend all EHT referrals and for AL to amend accordingly and send to EM for finalisation.</p> <p>7.3 MC queried that the red highlighting within the Risk Register for high risk points did not cover all of them. AL confirmed the red highlighting would be applied to all high risk points after approval as due to track hanged revisions, the red text would not be visible in this version and make it difficult for trustees to read the amendments.</p>	<p>EM AL</p>
<p>8 Business Matters</p> <p>8.1 CH advised trustees there had been some changes in the Trustee agenda to avoid duplication with F&A and TB meetings. The F&A committee had delegated responsibility to deal with certain matters, which needed discussion by the TB only when TB ratification or approval was required. Therefore there has been a change of date for F&A committee meetings to allow draft minutes to be distributed to trustees with the TB agenda papers. If trustees then have any questions, these can be put forward to the F&A Chair at the TB meeting.</p> <p><i>Minutes of F&A 28 January 2021</i></p> <p>8.2 AM provided an overview of the F&A meeting on 28 January 2021. An update on the budget forecast had been discussed, with there being a £24k surplus above budget for the end of the year. Pupil numbers had been debated as part of the budget and the audit aspects were covered. AM had spoken to Allan Hickie from Kreston Reeves on what areas trustees would like internal scrutiny to cover, the first visit was booked for April. AM informed trustees that the maintenance and improvement plan was also discussed but was a work in progress, as we are awaiting the results of the conditions surveys as well as MC's input when he joins the trust after Easter.</p> <p>8.3 CH wanted trustees to note that there was quite a discussion in regards to pupil numbers. There was concern at SKPS as the initial choices were much lower than anticipated, and could have implications on the budget. The committee also discussed potential reasons for the low numbers and ensuring these are tackled for next year to avoid this happening again.</p> <p>8.4 JE explained that traditionally the numbers are driven by parents physically coming into the school to view it which this year has not been possible. He felt that SKPS still had a label on it that it is a school that 'requires improvement' when in fact the external review last year and PM's review all report it as 'good' with some areas of 'outstanding'. JE did want to report after speaking with Ruth Powell today that there had been an increase in applications from and was hoping that some further places would be filled by second choices.</p> <p>8.5 JE said that at the LGB Chair meeting last week, SKPS' website was mentioned in that there was no prospectus uploaded. SKPS would like to do a video the same way LPS and CPS has done, however the timing of the video fell in lockdown and RP did not want to break the in-year group bubbles so used photographs instead.</p> <p>8.6 CH commented for MC to note that those who view SKPS in person really get a different feel for the school compared to what they may have read in the last Ofsted report as they have put in a huge effort in turning the school around. CH believes the school needs to improve its presence in</p>	

the local community with quality professional documentation for parents. CH felt the SKPS website does not sell the school as well as the websites of LPS and CPS, and that a video does need creating of the school and work should start on it after Easter. MC will speak with RP in April to commence work on this. CH also commented that the prospectus also requires work to compete with the quality of other schools' prospectuses in the area.

8.7 CC suggested that this might be a good bid for the equity fund for SKPS and trustees agreed.

8.8 MC said at his school a couple of parents worked in the area of marketing and they advised him you need to lead people through the door and guide them through it. He commented that although schools are not a business, we need to think more like one at times.

8.9 CH commented that another point brought up at the LGB Chair meeting was in regards to social media and that SKPS were aware that they need to have a better social media presence. CH also queried whether there were any parents at SKPS who could support it and build this area. Trustees **AGREED** to the extra support being provided to SKPS to help improve the situation at SKPS.

8.10 ILD queried how the external review was promoted with the parents and whether they are aware of the glowing report and what progress has been made. JE felt that it had not been sold strongly enough and agreed it should have been. JE advised trustees that RP had mentioned an issue in regards to the use of Twitter for the school and wanted to speak to AL to see if he could speak to Bode about this as seemed to be an IT issue. RP and JE had discussed RP's plans to increase their social media presence and was looking for someone in the office at the school to take this over. CH suggested that this could be a skillset for another member of staff to help ease the burden on RP. CH also noted that RP has a good rapport with the KM as they have often approached her for comments on teaching during lockdown and wondered whether this could be a route used to help promote and support the school.

8.11 CH discussed details of what the equity fund entails to MC as discussed at previous TB meetings. CH explained that money had been pooled into a central pot which is available for schools to bid for to benefit the school and its pupils. The approval of this is approaching after half term, so once bids are received these will be sent to MC for his perusal.

8.10 MC wanted to query pupil numbers in regards to local authority placements and whether SKPS will get any which would have impact on the numbers. JE and AL confirmed that SKPS did not get any last year but have received many in previous years. However last year was a low birth year which could explain this as this had been reflected in numbers within the other 2 schools. At the moment however they do know anything further.

8.11 Further discussion in annex section.

8.12 Further discussion in annex section.

Report from F&A Chair

8.13 This was discussed alongside the F&A committee minutes seen above.

Receive December 2020 management accounts

8.14 CC provided trustees with an overview of the management accounts.

8.15 Overall the year-end is forecasted to be £429k, being £24k above budget expectations, as of December 2020. This is due to the brought forward figures from 2019/2020 as confirmed by Kreston Reeves.

8.16 Each school is as follows:

- LPS - £50k deficit forecast at year end; £60k worse off than budget. This is due to the Atrium being added to the budget which is £50k. Also they are forecasting a trading income loss of approximately £38k due to covid-19 but have offset this with £35k of staffing savings.
- CPS - £46k deficit is forecast; £21k adverse compared to budget which is as a result of a trading income loss of £13k from covid-19. CPS also incurred an additional £8k in payroll costs due to maternity cover.
- SKPS - £61k deficit is forecasted; £5k favourable to budget. This includes a trading income loss of £102k although managed to recover £23k in payroll savings and £19k in non-staffing and other staffing costs savings. An additional income that has been forecasted is £17k

RP & MC

<p>additional pupil premium funding and £32k high needs funding, and £11k additional covid-19 supplementary payments to the nursery.</p> <p>8.17 Overall covid-19 has made an impact. As many staff as possible have been furloughed, but only those relating to the trading aspects.</p> <p>8.18 AL wanted trustees to note that in regards to the claims in relation to additional covid-19 costs, these are only allowed once reserves fall below 4%. CPS is currently below this figure however LPS is currently 4.2% so there may be an opportunity for some additional income should this fall below 4%.</p> <p>8.19 JE queried whether the Head Office Recharge change was not reflected in the December accounts and wondered whether this would appear in the January accounts. CC explained due to lockdown and staff shortages the budget revision had been pushed back, but confirmed it would be included in the January accounts.</p> <p><i>Ratification of Atrium</i></p> <p>8.20 CC confirmed that quotes had been emailed to trustees in regards to the Atrium and trustees approved this by email. Trustees APPROVED ratification of the atrium. AL confirmed that planning was fine, but there were some building control queries and the Local Authority had requested the trust seek prior approval under the 125 year lease. CC would report back to trustees when they have a further update.</p>	
<p>9 Governance</p> <p><i>Update in regards to Member and LGB Vacancies</i></p> <p>9.1 CH updated trustees that CPS had a resignation of their finance governor however LPS had 2 governors with significance finance experience. One, a parent at CPS, agreed to move to CPS. The vacancy at LPS has been filled with another parent who had previously applied to be a Governor, and who brought different skills to the LGB. Another current governor had the financial experience to take on that role.</p> <p>9.2 CH confirmed there was still a member vacancy and was still trying to obtain a response from Brachers following her initial enquiry. Trustee numbers are also low due to CC temporarily stepping out of the role to act as AO. MC would be joining in April which will create 6 trustees but there is capacity for 9. CH has been looking at appointing another trustee to satisfy the DfE and ESFA that there is an appropriate breadth of skills.</p> <p>9.3 JE had suggested an ex-colleague who is a Group Health & Safety Manager across several companies. Neil McDonald has not been a trustee before however is interested and had hoped to attend the meeting today but was unable to due to work commitments. JE and CH will continue to pursue this further with him.</p> <p><i>Approval of Appointment of Sam Sanders at CPS as co-opted governor</i></p> <p>9.4 Trustees APPROVED the appointment of Sam Sanders at CPS as a co-opted governor.</p> <p><i>Approval of Appointment of Berenice Pretlove at LPS at co-opted governor</i></p> <p>9.5 Trustees APPROVED the appointment of Berenice Pretlove at LPS as a co-opted governor.</p> <p><i>LGB Responsibilities from Scheme of Delegation</i></p> <p>9.6 CH informed trustees that Clare Nursey has kindly been working on a document titled 'LGB Responsibilities in conjunction with the Scheme of Delegation 19/20'. CN will be working further on the document and AL and CH are to meet to look at the Scheme of Delegation to ensure it is up to dat.</p> <p>9.7 CH requested that PM follow up what monitoring is being done by each LGB. Some currently are not doing monitoring visits and some are monitoring via Zoom. CH felt there needs to be some consistency of expectation.</p> <p>9.8 CH explained to trustees that the Clerk to the LGBs, Liz McLaren had pointed out that the Daily Mail was running an offer for laptops and had made the LGB Chairs aware. JE confirmed that this had been researched and the result was that the Daily Mail supplies them to the DfE, so you would need to apply to DfE which the schools have already done so it looked unlikely there will be anything additional coming from it.</p>	<p>CH</p> <p>JE & CH</p> <p>CN CH/AL</p> <p>PM</p>

Safeguarding matters including Health & Safety and Disability matters Nothing urgent to report.	
10 Chair's Actions/ Correspondence and any other business 10.1 The Chair had no further actions to report.	
11 Confidentiality & Publication of minutes Main minutes to be circulated to LGBs and be publicly available once approved at the next meeting.	
14 Next meeting Wednesday 31 March at 5.30pm via Zoom.	

Signed.....

Date.....

TO BE SIGNED WHEN COVID RESTRICTION ALLOW

Para	Action	By whom
3.1	Signing and publication of minutes	EM
5.1	To provide written update on Trust Strategic Document	PM
5.2	To provide written update on CEO termly report on curriculum and standards	PM
5.3	Continue reviewing TSEF and hand over to MC once completed	CH
6.16	To commence work at this point as detailed in the confidential annex	CH
7.2	To amend wording Executive Headteacher to Trust Leader in SEND document	EM
7.3	To amend errors found in SEND policy and sent to EM once completed	AL
8.6	To discuss and commence work in relation to SKPS video for the school website	RP & MC
9.3	To have further discussions with Neil McDonald in relation to joining as a trustee	CH & JE
9.6	To complete further work on 'LGB Responsibilities from Scheme of Delegation' document	CN
9.6	To review scheme of delegation and ensure it is up to date	CH & AL
9.6	To report back to trustees once work has been finalised on the document 'LGB Responsibilities from Scheme of Delegation'.	CH
9.7	To follow up on monitoring by LGBs	PM