

Coppice Primary Partnership
Meeting of the Trustee Board
Wednesday 8th December 2021 at 4.00pm

Present: Carole Hardy (Chair of Trustee Board), Mark Chatley (Trust Leader), John Edgar, Isabelle Linney-Drouet, Andrew Maitland, Neil McDonald, Peggy Murphy (joined at 5.20pm)

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 meeting. Apologies were received and accepted from PM who was unable to attend the start of the meeting.</p>	
<p>2 Declaration of business interests 2.1 No new interests to declare.</p>	
<p>3 Minutes of the last meeting (20th October 2021) and any matters arising 3.1 The minutes of the last meeting held on Wednesday 20th October 2021 were agreed and signed by CH. 3.2 Completed actions not discussed elsewhere on the agenda:</p> <ul style="list-style-type: none"> • AL advised that there is expected to be a maximum £3,000 shortfall relating to TTO payments to staff due to the allocations received for staff with less than 2 years service. • CH advised trustees that the audit went well and feedback from Kreston Reeves was extremely positive. She passed on congratulations to the team for achieving such a successful outcome. 	
<p>4 Trust Matters 4.1 Trustees APPROVED the Annual Report and RECOMMENDED it to the members for the AGM. 4.2 Trustees noted and APPROVED the recommendations from the Audit Report.</p>	
<p>5 Strategic Overview <u>5.1 Trust Leader Report</u> MC circulated a report to trustees prior to the meeting and asked if there were any questions. Q : Do the LGBs receive copies of the all the internal monitoring reports? MC advised that he will ask HTs to ensure all of the internal reports are circulated to governors. Trustees agreed that this is important to enable LGBs to challenge the schools on curriculum development. Q: Why is there only comparative judgement data available for writing? MC explained that currently comparative judgement is only used for writing nationally but it may be extended to other subjects in the future. All work is anonymised and then judged by teachers on a comparative basis resulting in a smaller margin for error. Teachers judge work from both their own and other schools and the results are nationally scaled to provide a good insight into how the children’s writing compares to others nationally and within the trust. NFER and SATs results are used to assess other year groups. Q : Are schools using the data they receive effectively? MC will be meeting with all of the schools in January to discuss the data and actions to be taken and will feedback to the trustees. Q : Is there still pressure on the Leadership capacity at St Katherine’s? MC advised that the DHT is still off work however, the AHT is no longer teaching so the pressure is reducing. LPS did offer to support STK however, due to illness and pressures on staffing this term, RP did not take up the offer of support. MC advised that he will review the situation in the new year and investigate how a possible secondment would work. Q: Why is the curriculum different across the schools?</p>	<p style="text-align: center;">MC</p> <p style="text-align: center;">MC</p> <p style="text-align: center;">MC</p>

MC explained that both of the curriculums chosen offer different advantages. LPS & CPS are using the Reach curriculum which is a more traditional approach, with a focus on depth in subjects, whilst the Chris Quigley curriculum interleaves work across subjects but the children do not have such a depth of knowledge. He is looking at how other schools implement the Chris Quigley curriculum to see if this can be improved at STK.

Q : Will the staff at STK visit other schools to see how the curriculum looks there ?

MC advised that he has visited other schools with BT (T&L Lead) and shared feedback with the all of the schools. Both of the curriculums have strengths if implemented well and the trust are looking at ways to use the best features of both and pull them together with existing subject knowledge across the trust.

Q : Why don't the trust choose one trust wide curriculum?

MC explained that Ofsted now focus on themes running across the curriculum which is an aspect that Chris Quigley covers well. There are definite benefits of using both and also encouraging subject leaders to work together to develop a trust wide approach to support staff with the required training and resources in an efficient way across the trust. New ideas can be trialled and if positive outcomes are not seen in a short time frame then the trust can reassess the situation and respond rapidly.

Q : The year 5 comparative judgement data from STK is concerning, what support is the trust offering?

MC advised trustees that he has not had the opportunity to discuss the data with the HT at STK yet. Limited data has been available for the last 2 years and the trust has had to rely on teacher assessed data which was lower than the results achieved across all 3 schools. MC is looking at the Fisher Family Trust Benchmarking to identify gaps in the results compared to the forecasts and will feedback to trustees in January.

Q : How confident is the trust that the data is correct?

MC explained that the national KS1 forecasts were high and may drop back due to the challenges of the past 2 years, however, it is likely to remain an issue for STK results. He has asked all teachers to submit their assessments before they receive test results to identify any unconscious bias. PP performance is low in year 5 across the trust and MC will discuss this with the HTs as normal T&L cycles and assessments return in the new year.

Q : How is the data used to identify issues and drive improvements?

MC explained that all schools hold regular pupil progress meetings to discuss the data and SENCos are also involved in the meetings.

5.2 Scheme of Delegation

JE asked for feedback from trustees on the Scheme of Delegation and the suggested amendments that were circulated prior to the meeting.

Q : Should the LGB be responsible for setting the school KPIs?

CC advised that it is a requirement for the trust to select key financial performance indicators and measure its performance against them regularly, including analysis in its annual trustees' report, as per the Academies Handbook.

Q : Should point 3.3 which relates to curriculum be split into two points for school & trust?

JE explained that the LGBs are responsible for monitoring the schools curriculum and will then feedback to the proposed standards committee that, whilst agreed in principle, has yet to be finalised. JE and CH agreed to put together a proposal for the Terms of Reference for the new committee for trustees to consider.

Q : Do LGBs need to be informed about Property and Estate Management issues?

AL explained that as the work is happening at school level it is important for the LGBs to be aware of the work that is taking place.

The trustees discussed the proposed amendments at length and JE agreed to update and circulate the final document.

Trustees **approved** the Scheme of Delegation, subject to the changes discussed, and CH advised that it will be reviewed again in 3/6 months to ensure that it is working in practice. CH expressed thanks on behalf of trustees and the LGBs to JE for all his hard work on producing such a clear, concise and workable document. The new document provides a collective understanding of the purpose of the

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<p>trust and the different groups within it. It offers the opportunity for the trust to grow and share good practice with involvement from the LGBs.</p>	
<p>6 School Reports <u>6.1 Feedback From LGBs</u> CH advised trustees that the Chair of LPS LGB expressed concerns that the school finds it challenging releasing staff for trust led training held during the school day. MC appreciates the burden that this places on schools but explained that he prefers to hold training during the day where possible for staff wellbeing. Training has been reduced due to capacity issues and there is only one session every other week. The LGBs would all welcome more governor training. CH advised that prior to Covid there was a regular timetable for governor training provided by the TL and Chair of Trustees and she will look to reintroduce this in Term 3. In addition, JE, MC and CH all plan to visit the LGBs to discuss their roles now that the trust have a new Scheme of Delegation.</p> <p><u>6.2 School Summary Reports</u> MC explained the HTs find it difficult to pull together the figures for professional development as there is no clarity around which figures should be included and this also makes comparison between schools difficult. AL advised that training is a KPI in the Annual Report so should be included.</p> <p>Q : Do trustees need the training information or the LGBs? Trustees agreed that it is the responsibility of the HT to monitor training and professional development and for the LGB to review this. The minutes of the LGB meetings will be circulated to trustees so that they can also review the information. MC will speak to the HTs to agree how information will be gathered and what to include on the report.</p> <p>Q : Staff attendance seems low, how is it in relation to other schools? All of the schools have struggled with high levels of Covid and Norovirus this year and MC agreed that it would be useful to have national comparative figures included on the school report in future.</p>	<p>CH JE, MC & CH</p> <p>MC</p> <p>MC</p>
<p>7 Policies and key documents Q : Why are some school specific policies included for review? MC & NW explained that these are included as an interim update to bring review dates in line across the trust and a trust wide policy will be compiled when a full review is due.</p> <p>Q : How have schools responded to the sexual harassment in school updates? MC will review the SRE policy and bring any proposed changes to the next meeting for approval.</p> <p>7.1 Trustees had received and APPROVED the following documents:</p> <ul style="list-style-type: none"> • Risk Register • Grievance • Discipline, Conduct & Capability • Supporting Children with Medical Conditions • Collective Worship (STK Interim review) • Confidentiality (STK / CPS Interim review) • Accessibility Plans (STK & CPS Interim review) 	<p>MC</p>
<p>8 Financial Management <u>8.1 F&A Committee Report</u> AM advised trustees that the trust received a clean audit and Kreston Reeves joined the F&A committee meeting to discuss the audit report. The management accounts forecast a £717k year end outturn which is £200k above the original budget however, some concerns remain regarding numbers at St Katherine’s in the coming year. Audit areas have been agreed for next year :</p> <ul style="list-style-type: none"> • Governance and Academies Trust Handbook Compliance • Safeguarding • Financial – bank procedures and central trust function <p><u>8.2 Management Accounts</u> CC summarised the Sept / Oct management accounts and advised that balances are significantly above budgets due to movements in capital projects, which have been delayed due to Covid, resulting in a timing difference in the accounts.</p>	

<p>8.3 Pay Awards</p> <p>Q : How will the trust retain staff who are at the top of their pay scale?</p> <p>MC advised trustees that there is a focus within all schools on offering professional development opportunities as well as financial incentives to staff. Trustees agreed that whilst this may result in the loss of some staff it is important to offer development opportunities and encourage progression amongst staff. Whilst the trust wants to retain valuable staff some movement should also be viewed in a positive light as it offers other staff opportunities for progression.</p> <p>Trustees noted and APPROVED the pay awards.</p>	
<p>9 Business Matters</p> <p>9.1 CIF Bids</p> <p>AL advised trustees that he is preparing CIF bids for submission next week. Currently there are 4 bids in draft form and 2 more due from schools by the end of the week.</p> <p>9.2 TTO Update</p> <p>The maximum shortfall is forecast to be £3k and only 4 staff remain who have not consulted with ACAS. The staff have been a deadline of the 7th January to confirm their agreement to the proposal after which the trust will be able to submit a claim for reimbursement.</p> <p>9.3 GDPR Training</p> <p>Following completion of training by SLT and administrative staff, the GDPR training is now being rolled out to all staff and governors who have been given a deadline of the 31st January for completion.</p> <p>9.4 IT Issues</p> <p>Broadband capacity remains a concern across all schools so AL has requested a mid-term review from our current supplier. In addition, he has spoken to ATS about quoting and will also obtain a third quote for consideration by trustees. The current contract expires in April 2023. CC advised that LGfL lock down content and make it difficult to access things so this needs to be considered when comparing quotes.</p>	AL
<p>10 Governance</p> <p>10.1 CH explained to trustees that the audit highlights the preference for members and trustees to remain independent of each other so she will be resigning as a member in the new year. MC will place an advert on Inspiring Governance to try and recruit 2 new members as networking has so far proved unsuccessful.</p> <p>10.2 CH advised trustees that LPS have appointed a new parent governor, Richard Benjamin. Trustees noted and APPROVED the ratification of the appointment of PM as CoG at LPS for 1 year from 1st January 2022 and Sam McMahon as an associate governor, which had been approved by email previously.</p> <p><i>PM Joined the meeting</i></p> <p>10.3 CH explained that STK held an election for parent governors however, no one stood for election so they went out to parents again. In the meantime, CN advised that the 2 existing parent governors could be appointed by trustees as nobody else stood so they were verbally advised and the election was cancelled by the school via a text message sent to parents. In the meantime, another parent has expressed an interest in joining the LGB so CH will review the situation and decide how to proceed.</p> <p>10.4 Trustees approved the appointment of NM as the trust Health & Safety nominated trustee.</p> <p>10.5 CH advised trustees that the trust has a CST subscription and asked if any trustees would like to be added to the mailing list to receive briefings. NW to add ILD & JE to CST circulation list.</p>	MC CH NW
<p>11 Safeguarding matters including Health & Safety and Disability matters</p> <p>11.1 Nothing urgent to report.</p>	
<p>12 Any other urgent business including Chair's Actions/ Correspondence</p> <p>12.1 The Chair had no further actions to report.</p>	
<p>13 Confidential Items</p> <p>13.1 Contained in the confidential annex.</p>	
<p>14 Confidentiality & action points</p> <p>14.1 Confidential items were agreed and are contained in the confidential annex.</p>	
<p>15 Next Meeting</p> <p>Tuesday 8th February 2002 at 5.30pm</p>	

Signed.....

Date.....

Para	Action	By whom
5.1	MC advised that he will ask HTs to ensure all of the internal reports are circulated to governors.	MC
5.1	MC will be meeting with all of the schools in January to discuss the data and actions to be taken and will feedback to the trustees.	MC
5.1	MC advised that he will review the situation in the new year and investigate how a possible secondment would work.	MC
5.1	MC is looking at the Fisher Family Trust Benchmarking to identify gaps in the results compared to the forecasts and will feedback to trustees in January.	MC
5.1	PP performance is low in year 5 across the trust and MC will discuss this with the HTs as normal T&L cycles and assessments return in the new year.	MC
5.2	The trustees discussed the proposed amendments at length and JE agreed to update and circulate the final document	JE
6.1	CH advised that prior to Covid there was a regular timetable for governor training provided by the TL and Chair of Trustees and she will look to reintroduce this in Term 3.	CH
6.2	JE, MC and CH all plan to visit the LGBs to discuss their roles now that the trust have a new Scheme of Delegation	JE, CH & MC
6.2	MC will speak to the HTs to agree how information will be gathered regarding training and what to include on the report.	MC
6.2	MC agreed that it would be useful to have national comparative figures included on the school report in future.	MC
7.1	MC will review the SRE policy and bring any proposed changes to the next meeting for approval.	MC
9.4	Broadband capacity remains a concern across all schools so AL has requested a mid-term review from our current supplier. In addition, he has spoken to ATS about quoting and will also obtain a third quote for consideration by trustees.	AL
10.1	MC will place an advert on Inspiring Governance to try and recruit 2 new members.	MC /NW
10.3	CH will review the situation regarding parent governors at STK and decide how to proceed.	CH
10.5	NW to add ILD & JE to CST circulation list.	NW