

**Saturn Education Trust  
Trust Board Meeting  
Wednesday, 16 May 2018 @ 1630-1845  
St Mark's Primary School, Swanage**

**Present:** Brendan Mullany (BM), Lara Manningham-Buller (LMB) Dai Hounsell (DH), Tristram Hobson (TH), Louis Bonay (LB), Tim Evans (TE), Adam Darley (AD), Sally Craig (SC) - Accounting Officer

**Apologies:** Ian Jackson (IJ) and Annette Hansford

**In Attendance:** Jane Ramsden (Clerk)

The minutes were agreed as a true record.

Signed: .....

Date: .....

Item		Action	Responsible	Date
1.0	<b>Welcome &amp; Apologies</b>			
1.1	The Chair welcomed all to the meeting. <b>All present signed the attendance register.</b> <b>Apologies received and agreed from Ian Jackson and Annette Hansford</b>			
2.0	<b>Declaration of Business Interests</b>			
2.1	<b>No new business interests to declare.</b>			
3.0	<b>Minutes of last meeting, actions and matters arising</b>			
3.1	<b>The minutes of the last meeting dated 21/03/18 were agreed and signed by the Chair.</b>			
3.3	3.3 Members recruitment – The Clerk emailed Joy Tubbs re Member appointment of John Mann – progress a response	Progress response re Member	Clerk	Summer 1
	3.7 Pay and Finance Policy review – BM/Clerk to liaise with MS to review and finalise ready for approval	Ongoing	BM/Clerk	Summer 2
	The gifted/shared minibus between SSM, St Mary's Swanage and Swanage Primary has contractual issues as there is limited availability for SSM – DH to write to the other schools to ask for clarity	Write to SMS and SP re clarity of minibus contracts/sharing	DH	Summer 2
3.16	3.16 Performance Management – Consider timing and reporting format for performance management	Performance Management timing	SC/Academic Board	Summer 2
	LGB Chairs to schedule PM review date with Heads – These have been done.	Closed		
	6.0 Trust Future/Merger – Update Directors on SET future/merger next steps – on this agenda	Closed		

Item		Action	Responsible	Date
5.1	<p>4.2 CCP Class size/school structure – BM to update Directors of meeting outcome. Following the meeting between the Trust Chair, Finance Lead (MS), CCP Head (EM) and Chair of Governors (LMB) where all options were considered including space and finance it was concluded that extending to five classes is not financially feasible. There are challenges ahead for 2018/19 in managing the Year 3/4 group of 37 pupils and the EM is working on addressing this with input from the SC. The PAN for September 2018 admissions is 15 and will remain as close to this number as possible depending on the outcome of appeals.</p> <p>5.1 GDPR/Data Protection Officer – Set up DPO share/swap discussions with TPS and TSS Heads Manage conflicts / controls of interim measures BM advised Directors that the key documents, GDPR Policy, Privacy Notice and Data Audit are not yet ready for approval and will progress these with MS. Internal control procedures are also to follow. <b>A Director stated that feedback from Governors is that there needs to be more information as the deadline approaches. It was also asked who will be the Data Protection Officer (DPO).</b> It is currently MS however Directors believe that given his position in the Trust there is a potential conflict of interest and suggested the ‘round robin’ approach of utilising another school’s DPO – The Purbeck School’s DPO support The Swanage School and Sturminster’s DPO supports The Purbeck School. BM will follow up this suggestion. <b>A Director asked if the Trust is behind schedule on GDPR? Yes. Furthermore what about enforcement mechanisms if non-compliant?</b> It is believed that at least in the short term this will be driven reactively following complaints rather than proactively looking for concerns. Next steps – Ensure the relevant documents are issued for approval and then address the Internal Controls Procedure</p> <p>7.1 Send Policy Inventory to Heads/Chairs – Yes and on agenda.</p> <p>8.1 Parent Survey – add LGB question(s) to parent survey. BM has looked at a draft but further work has been delayed by recent events (WSM Ofsted, Trust Merger talks). There is potential to delay until September.</p>	<p>Progress with MS GDPR Policy, Privacy Notice, Data Audit and Internal Control Procedures for Board approval</p> <p>Investigate DPO role as a ‘round robin’ with other schools</p> <p>Consider timing of parent survey and add LGB question/s</p>	<p>BM</p> <p>BM</p> <p>BM</p>	<p>Summer 2</p> <p>Summer 2</p> <p>Summer 2</p>
4.0 4.1	<p><b>CEO UPDATE INCLUDING HEAD OF SCHOOL REPORTS</b></p> <p>Data and Head Reports for each school were circulated prior to the meeting and BM suggested LGB Chairs provide an update to the Board.</p>			



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4.4	<ul style="list-style-type: none"> <li>Off-rolling of pupils from a local school is creating demands on resources and challenges for staff.</li> <li>A walking bus has been introduced as an attendance booster and currently transports 28 pupils (staff analysed what days had the most absences). It starts in town and is staffed by three TAs (some Sports Funding has been used for this). SSM is the only primary school in Dorset with matched attendance for PP and non PP children.</li> </ul> <p>BM highlighted the Matters for Board Attention re the strain from mid year admissions. SC said that there is no Director action required at present as governors had considered at the last FGB and decided to keep Years 2 and 5 closed to further admissions at least until the end of July 2018.</p> <p><u>CCP Chair Update:</u> Key points:</p> <ul style="list-style-type: none"> <li>Two new pupils have joined from St Georges and another child joined – attended one day then had 10 days off (health related) and returned for SATs</li> <li>There are concerns that the PIRA/PUMA scores and teacher assessment vary. The Year 1 Autumn 1 target was optimistic and saw a drop from Autumn to Spring. <b>A Director asked ‘what is the conclusion?’</b> It would appear that children are not used to the testing and it is the same across the Trust so LMB will query further. It has been decided to teach maths differently next year as some of the curriculum has not yet been covered under the current system. <b>It was highlighted that at CCP the PP maths teacher assessment was 87% at ARE and the test showed 27%.</b> This could be for a number of reasons and the Academic Board should pick up this to reassess that teacher assessment is accurate.</li> </ul> <p><b>Directors raised the concern that the CCP Action Plan seems thin and also lacks a timeline, questioning how progress can be monitored.</b> SC said this will be discussed at the Academic Board and the iteration will be communicated to Directors.</p>	<p>Query the disparity between PIRA/PUMA scores and Teacher Assessment</p> <p>Develop the CCP Action Plan inc timeline</p>	<p>Chairs and Academic Board</p> <p>SC/ Academic Board</p>	<p>Summer 2</p> <p>Summer 2</p>
5.0	<p><b>UPDATE ON TRUST FUTURE / MERGER</b></p>			
5.1	<p>Heads and Chairs have been or have scheduled visits to schools and also receiving visitors to the SET schools. BM has been asked for an update from the RSC but explained that further discussions need to</p>			

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5.2	<p>take place with the Board members. Directors remain clear that certain criteria need to be met before any future merger ie school autonomy, ethos, philosophy etc, and that there are still investigative visits to take place and information to gather before an informed decision can be made. BM suggested calling a Member, Directors and Heads meeting in June when more information will be available so further discussions and potentially next step decisions can be made. <b>It was asked if the RSC have a timescale and if not asked that any planned Member, Director, Heads meeting be delayed to post SATs results.</b> RSC remain keen to see progress but have not mandated a specific timescale at this time. <b>A Director asked if there are documented papers of the visits to demonstrate what criteria is met/not met.</b> There is some work to do to evaluate findings and, furthermore, MS will be making visits from a financial point of view.</p> <p>Next steps:</p> <ul style="list-style-type: none"> <li>• BM to update RSC about the July Member, Director, Heads meeting</li> <li>• Members, Directors, Heads meeting – Tuesday, 17 July 2018 @ 4.00-6.00pm (specific input required from those who aren't able to attend)</li> <li>• Reschedule Cross Trust Governors meeting if current date is just prior to release of SATs data</li> </ul>	<p>Call meeting of members, directors and heads</p> <p>Reschedule X-Trust meeting if required</p>	<p>Clerk</p> <p>Clerk</p>	<p>Summer 2</p> <p>Summer 2</p>
<b>6.0</b>	<b>POLICY SCHEDULE AND REVIEW PROCESS</b>			
6.1	Papers circulated prior to the meeting and Directors are invited to comment via email.			
<b>7.0</b>	<b>AOB</b>			
7.1	Date for the Cross Trust Governance – it would be useful to hold this after the SATs results so the date may change. SC to advise Clerk of dates to see if necessary/feasible to rearrange Cross Trust meeting.	Advise Clerk of results date	SC	Summer 1
7.2	Asbestos Survey – LB advised Directors that Heads have been sent information by MS to complete an asbestos survey before 30 May. Each Head has to take ownership of this for their school by answering the simple questionnaire.			
	<p>Date of next Board Meeting:</p> <ul style="list-style-type: none"> <li>• Wednesday, 27 June 2018</li> </ul> <p>Cross Trust Governance</p> <ul style="list-style-type: none"> <li>• Monday, 9 July 2018 - TBC</li> </ul>			