

**Saturn Education Trust
Trust Board Meeting
Wednesday, 3 October 2018 @ 1630
Wareham St Mary Primary School**

Present: Brendan Mullany (BM), Lara Manningham-Buller (LMB) Dai Hounsell (DH), Louis Bonay (LB), Sally Craig (SC), Annette Hansford (AH), Tim Evans (TE)

Apologies: Ian Jackson (IJ) Adam Darley (AD), Tristram Hobson (TH),

In Attendance: Jane Ramsden (Clerk)

The minutes were agreed as a true record.

Signed:

Date:

Item		Action	Responsible	Date
1.0 1.1	Welcome & Apologies Apologies received and agreed from Ian Jackson, Adam Darley and Tristram Hobson All present signed the attendance register.			
2.0 2.1	Election of Chair and Vice Chair A letter with a nomination form had been circulated to Directors prior to the meeting. No written nominations were received so the Clerk invited nominations from those present. Chair – Brendan Mullany nominated himself. Proposed by DH, seconded by LB Vice Chair – Ian Jackson communicated to the Clerk and BM that he would be prepared to be Vice Chair if no other nominations were received. Proposed by DH, seconded by LB			
3.0 3.1	Declaration of Business Interests No new business interests to declare. Directors initialled and dated the BI register. Directors not present to do asap.	Ensure register up to date	Clerk	Autumn 1
4.0 4.1 4.2	Minutes of last meeting, actions and matters arising The minutes of the last meeting dated 27/06/18 were agreed and signed by the Chair. Better understand the SEN provision vs income/cost and develop a working SEN Policy – SC/MS Invite Dorset rep to discuss funding/ cost disparity – SC LMB wrote to Richard Drax highlighting concerns re SEN funding – attached with these minutes is correspondence in response to this. BM advised Directors that the LA deficit for High Needs is out of	Ensure SEN costs reviewed across the Trust and liaise with DCC	SC/MS	Autumn 2

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4.2	<p>control and they are looking for schools to absorb and find funds internally. There is not enough provision for specialist schools and as a result too many children with high needs are placed at high costs independent provision or placed in mainstream schools to reduce costs.</p> <p>A Director asked if there has been an increase in SEN children. The Chair suggests that in the past process barriers made it more difficult for schools to apply for support whereas now there is greater awareness/parental choice and children are identified earlier. There is a duty of care to ensure that children are placed where there needs are best met. Next steps:</p> <ol style="list-style-type: none"> (1) Evidence what support is being given to each child (2) Cost the support broadly with Malcolm Sevenoaks (3) Call Dorset in to review – initially at the individual child level then later at Senior DCC staff once there has been a cost review for audit trail. This could form an approach that other schools can use for inclusion in formal Dorset papers. (4) Be clear to DCC that we will refuse children that we can't fund. Action: to establish what our legal grounds for refusal will be that are defensible and hold strong at appeal. SC and BM to consider who to approach for advice on legal/appropriate refusal of admittance. Steve Orman at OLT may be a good contact. <p>A Director asked if it is included in policy. The Admissions Policy deals with the reception intake and not 'in-year' transfers.</p>	<p>Evidence SEN support Cost SEN provision Invite DCC in to review SEN</p> <p>Establish legal and defensible grounds for refusal</p>	<p>SC MS</p> <p>SC</p> <p>SC / BM</p>	<p>Autumn 2 Autumn 2</p> <p>Autumn 2</p> <p>Autumn 2</p>
4.3	4.1 Progress Member appointment of John Mann – Clerk to check this	Check member appointment	Clerk	Autumn 1
4.4	<p>4.3 Pay Policies on this agenda.</p> <p>4.3 DH to write to St Mary's Swanage and Swanage Primary school about unfair booking system of shared minibus in light of the fact it was gifted to three schools. This has happened yet there is still confusion. BM suggests either agree:</p> <ol style="list-style-type: none"> (1) On a revised booking policy/system with access at all schools (2) If first come first serve then a fair cycle needs to be established (3) If SSM opts out find out what the compensation would be. <p>If the Trust were to purchase a minibus what would the cost be – MS to cost.</p>	<p>Closed</p> <p>Minibus - Establish a way forward from the points listed</p>	DH	Autumn 2
4.5	<p>4.5 Feedback on GDPR draft policy and continue with framework implementation by end of term</p> <p>4.5 Consider DPO role round robin – The ICO recommend appointing a specific DPO, however the Trust is small and currently MS is the SET DPO. This risk is managed by incorporating in the policy that any breach</p>	<p>Find out costs for Trust minibus</p> <p>Ongoing</p> <p>Closed</p>	<p>MS</p> <p>MS</p>	<p>Autumn 2</p> <p>Autumn 2</p>

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	to be brought to the Board's attention. Directors agree that the DPO risk is being appropriately managed.			
4.6	4.6 Discuss parent survey timing. It was felt that as all parents have been surveyed as part of the Ofsted inspections it is appropriate to do these in the first half of the Spring Term. SC will communicate this to EM	Parent surveys to take place in Spring – SC to liaise with EM	SC	Spring 1
4.7	4.7 WSM Improvement plan – included in SC update	Closed		
4.8	4.8 Discuss John Cavill visits/reports – included in SC update	Closed		
4.9	4.9 Academic Board to review disparity between teacher assessment and PIRA/PUMA scores – included in SC update	Closed		
	4.10 Develop further the CCP post Ofsted Action Plan – included in SC update	Closed		
	4.11 Call General Meeting for 17 July 2018	Closed		
	4.12 Reschedule cross Trust meeting to 11 July 2018	Closed		
	5.1 Progress appointment of SC as interim CEO	Closed		
	6.1 Circulate FA&PC minutes to Directors	Closed		
	6.1 BM to discuss with RR (WSM governor) researching FSM uptake/quality. – RR has been asked to liaise with Trust schools and SC will help facilitate this with EM	Facilitate RR review of FSM uptake in Trust Schools	SC / EM	Autumn 2
	7.2 Progress opportunities for governor recruitment using Rotary, Chamber of Commerce, National database, retired School community. – DH reported that he had a Rotary meeting and it is proposed to have a Swanage/Wareham event part of which will be a talk on 'what it means to be a governor' This is likely to take place in the Spring. He added that he had also raised the opportunity for volunteers to support pupils with guided reading at SSM and that there were a few people interested already – these could develop into governor candidates BM will add vacancies to the a national database.	Provide update on recruitment talk at Rotary event	DH	Spring 1/2
	7.3 Clarify staff sickness figures following query – This will need to be looked at when staff statistics produced in Spring . SC advised Directors that the back to work interview has been reinstated at WSM.	Add governor vacancies to national database	BM	Autumn 2
	9.1 Risk Management Policy - BM will follow up with TE urgently	Closed		
		Progress RM Policy	BM/TE	Autumn 1
5.0	REVIEW AND APPROVE SCHEME OF DELEGATION			
5.1	Updated version circulated prior to the meeting. Updates include senior leadership structure. Directors approved the Scheme of Delegation for 2018-19	Publish Scheme of Delegation	Clerk	Autumn 1

Item		Action	Responsible	Date
6.0 6.1	<p>UPDATE FROM CEO TO INCLUDE HEAD OF SCHOOL REPORTS</p> <p>Normally the schools should be running well at this point in the term – as at CCP – but following last term's Ofsted visits and subsequent leadership changes, delays are expected at SSM and WSM, with development plans in progress and new leadership roles developing. SC said at present her role is mostly operational by creating structure, ensuring the right people are in place, employing people to backfill roles, support for the CCP Head to release leaders. There is also a new standardised data system (with training taking place for SC and EM) which will make a big difference.</p> <p>The Chair asked the CCP Chair how CCP is progressing. She reported that it has been a positive start to the year; Summer results were good, a new teacher with previous experience at the school has settled well along with other staff in their new roles/with new cohorts. Maths concerns picked up in the Ofsted visit have been resolved. There is a worry that EM is being over stretched however new support systems will help. SC said she will be meeting with EM to ask for evidence for the CCP SEF.</p> <p>New reviews will be carried out at each school by senior leaders and John Cavill with WSM being the first (report circulated with papers). There has been some staff underperformance at WSM which is being managed by the Head and includes coaching, work scrutiny and planning support by T&L Lead Amy Scott. CCP has areas identified for improvement. Is the SDP ready? It is almost done but awaiting the data set. WSM issues driven by the summer 2018 results – low progress in all areas. Were the results as expected? They were below predictions with weak progress measures – BM will send data to Directors. (Attached to these minutes)</p>	Send data to Directors	BM	Autumn 1
6.2	<p>When will target data for schools be available? SC said this will be available two weeks after half term.</p>			
	TE arrived 5.35pm			
	<p>For phonics CCP met their target, SSM and WSM were significantly below. In KS1 areas below target were WSM reading and writing, CCP writing and maths.</p> <p>KS2 was more positive with the SSM writing progress +2 and maths progress +1.19. CCP met targets with good progress for reading and writing but slightly below for maths. SSM attainment was good bar reading with a progress measure of -1.6. WSM were all below target with progress for reading -4.37, writing -1.73 and maths -4.13. In response to these results the schools will be adding additional resources to help expand pupils vocabulary. Is there a simple way to pick up those pupils slightly missing targets? Yes and it is believed the new DC Pro will help with analysing data for different cohorts/characteristics.</p>			
6.3	<p>A Director asked if there are any behaviour concerns? At SSM there are five pupils in crisis (external events) and staff are accessing external support. WSM has introduced the Good to be Green behaviour</p>			

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6.4	<p>management system (also at SSM and CCP). Staff members have done some training, delivered assemblies and parents have received information about it. There has been some pupil exclusions but SC says it is important to set the expectation. It was asked if there could be just one behaviour policy rather than one for each school. No, they need to be specific to each school as there can be different follow up systems.</p> <p>Regarding Nurture provision at WSM, SC said it would be useful to have a discussion about available space. SC to contact LB to work on a scheme for this.</p>	Liaise regarding Nurture space at SSM	SC / LB	Autumn 2
6.5	<p>Cross Trust Work – SSM and WSM shared a joint INSET session for Maths. SC reported there had been a £15K under-spend at WSM for resources and has since purchased laptops and tablets for staff so that they have the correct tools to do their job.</p>			
6.6	<p>SSM – SC is monitoring back fill staff to ensure quality of teaching A Director asked about pupils not being school ready. SC explained that at SSM there is a sub group of teaching in EYFS because of considerable toileting/soiling issues highlighting that two adults must be present when changing nappies. She has asked Gill Dodds for a SEN review. It was asked if staff contracts include nappy changing. No it's not in staff contracts, so a Care Assistant has been employed to manage.</p>			
6.7	<p>BM encouraged Directors to read the Appendices circulated with the papers but in particular the Trust structure. A Director asked how long the Trust will follow the current structure. This will continue until a long term plan is established. SC reported that she hasn't had any difficulties so far, and in fact feels it is an exciting time for the Trust adding that many staff had stepped up to the challenge. It was asked if ND and RM are officially Assistant Heads. Yes they are Assistant Heads at their respective schools. The Chair asked for the Directors support the proposal to exclude from the WSM budget the cost associated with Nigel Beckett in the Autumn term. Directors in support of the proposal. MS is looking at the cost structure as there is not parity of resources across the Trust but essentially we now have the structure envisaged at the beginning. A Director asked if the CCP Head is ok. She is happy that she can focus on her school and that she also has a Trust strategic role of Leadership for Vulnerable Children. Does the structure pose any safeguarding issues? No, all will be included on the schools Single Central Registers. Why can't there be one Trust SCR? SC said each Head is responsible for their SCR and that if there was only one she would be concerned someone/something may get missed. BM suggested that it could be one register with individual pages for each school (for which the Heads would be responsible for their school) plus a SET page for Directors.</p>	<p>Discuss with MS removing NB Head costs from WSM budget</p> <p>Consider centralising SCR to include a page for Directors</p>	<p>SC</p> <p>SC</p>	<p>Autumn 2</p> <p>Autumn 2</p>

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6.8	The next Board agenda will include targets, SDPs and SEFs. Will John Cavill continue to work with the Trust? He will be continuing but with fewer sessions. It was suggested that by the end of Spring 2 the Trust should engage with another external provider to complete a one day review at each school. Is JC good value for money? He is and is useful for SC to retain as her agent, though we need to ask him specifically what reviews to carry out. The Board should engage with someone for independent review	Board to source a provider for independent review	BM	Spring 1
7.0	SUMMARY OF SCHOOL AND OVERALL TRUST DEVELOPMENT PLANS			
7.1	To be included on the Autumn 2 agenda.	Add SDP/TDP to Autumn 2 agenda	Clerk	Autumn 2
8.0	PRELIMINARY FINANCIAL OUTTURN FOR 2017-18			
8.1	Update paper from MS circulated to Directors prior to the meeting.			
8.2	BM reported that the Autumn census shows a future risk due to a drop in numbers for 2019-20. The Trust will receive more funds for teacher pay and pension increases.			
8.3	MS is reviewing the Finance Policy which will include the production and circulation of six reports annually.			
9.0	POLICY REVIEW			
9.1	BM proposed that Directors review all policies circulated with papers and feedback any comments within the next seven days. If no changes the policies will be adopted as presented. The Child Protection Policy has been updated by DH with significant changes shaded pink. All changes in the other policies are minor ie dates. SET Child Protection Policy template – approved subject to Director feedback SET Admissions Policy – approved subject to Director feedback SET Appraisal Policy for Teaching Staff – approved subject to Director feedback SET Appraisal Policy for Non-Teaching Staff – approved subject to Director feedback SET Pay Policy for Teaching Staff - approved subject to Director feedback SET Pay Policy for Non-Teaching Staff - approved subject to Director feedback A Director asked if the SET policies are useable. BM confirmed that they are entirely useable a good example being the Disciplinary and Appraisal Policies – they legally have to be in place and followed. Most policies are mandated but all serve a purpose. The Chair confirmed the Disciplinary Policy was approved in the Summer Term via email and needs to be added to the inventory.	Directors to feed back any comments changes to policies Add Disciplinary Policy to inventory and check inventory completeness	All Directors Clerk	10/10/18 Autumn 1

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9.2	<p>BM asked the Clerk to check back that the Risk Policy has been approved. Further work to be done on specific reporting – BM and TE to look at risk appraisal, LB offered to support. DH informed Directors that there is a downloadable resource on Child Safety online and suggested it is printed and circulated with the next school newsletters. DH to liaise with SC</p> <p><u>Finance Policy</u>: The Chair asked for Directors consent to delegate approval of the Finance Policy to the FA&PC. Directors approved delegation to Finance Committee</p> <p><u>Technology Policy</u>: It was noted that the approval timescale is one year – BM suggested this could have a three year review cycle and DH should change the wording to reflect this. Directors approved extending the review period for the Technology Policy</p>	<p>Check Risk Policy has been approved</p> <p>Forward Child Safety Online document to SC / EM and Clerk</p> <p>Finance Policy to be added to next FA&PC agenda</p> <p>Update review cycle of Technology Policy to three years</p>	<p>Clerk</p> <p>DH</p> <p>Clerk MS</p> <p>DH Clerk</p>	<p>Autumn 1</p> <p>Autumn 1</p> <p>Autumn 1</p> <p>Autumn 1</p>
10.0	AOB			
10.1	Director asked if the Clerk can send invitations to the meetings via Outlook	Send Outlook invite to Directors	Clerk	Autumn 1
10.2	Clerk asked to copy Richard Drax letters out with the minutes.	Copy R Drax letters out with minutes	Clerk	Autumn 1
	<p><u>2018-19 BOARD MEETINGS</u></p> <ul style="list-style-type: none"> • Wednesday, 12 December 2018 – AGM and Board Meeting • Wednesday, 30 January 2019 • Wednesday, 20 March 2019 • Wednesday, 15 May 2019 • Wednesday, 26 June 2019 • Wednesday, 10 July 2019 – Cross Trust Governance meeting 			