

**Bridgwater
College Trust**

Company number 8098956

**MINUTES
BCT BOARD MEETING
26TH JUNE 2019**

Meeting held at Bridgwater & Taunton College – Bridgwater Campus and started at 8.00am

Members:

✓	Andy Berry	(ABe)	Chair	(from 6.37pm)	<i>Bridgwater College</i>
✓	Carole Chevalley	(CC)			<i>CoG BCA</i>
✓	Sid Gibson	(SG)			<i>CoG WSC</i>
✓	Heather Strawbridge	(HS)			<i>Independent Trustee</i>
✓	Denys Rayner	(DR)			<i>Independent Trustee</i>
✓	David Hannay	(DH)		(from 6.24pm)	<i>Independent Trustee</i>
✓	Peter Elliott	(PLE)			<i>CEO</i>
	Andrew Burrows	(ABu)			<i>Parent Trustee</i>
✓	Claire Winson	(CW)			<i>CoG OPS</i>
✓	Sam Reilly	(SR)			<i>CoG Hamp</i>
✓	Jason Gunningham	(JG)		(from 6.12pm)	<i>CoG Brymore</i>

In Attendance:

✓	Nicola Mould	(NM)		<i>Chief Finance Officer</i>
	Lindsay Skinner	(LS)		<i>Director of Education</i>
✓	Greg Jones	(GJ)		<i>Company Secretary</i>

(✓ In attendance)

Andy Berry welcomed everybody to the meeting.

Item	Description	Action
1	Procedural matters	
1.1	Apologies	
	Andrew Burrows, Lindsay Skinner	
	The Clerk confirmed that with 10 of the 11 Trustees present that the meeting was quorate (30%).	
1.2	Declarations of Interest	
	None	
1.3	Minutes of the meeting on 22nd May 2019.	
	The minutes were approved and signed by the chair.	
1.4	Matters Arising	
1.6	Trust administration is in hand and will form part of the Trust planning	

Signed.....
 Authorised Signatory for and on behalf of **Bridgwater College Trust**

Item	Description	Action
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event in September 2019.

2.5 The One Network event is on hold following the departure of the IT Lead.
(See Finance & Resources minutes)

1.5 Appointment of Trustees

The Clerk advised Trustees that under the current Articles of Association that there are 2 ways by which Trustees can be appointed.

Most Trustees are Co-opted by the other Trustees at their meetings, but the Members also have the ability to appoint Trustees by a written resolution at any time.

The Terms of Reference for the Board state that the Members will appoint the Independent Trustees.

The Articles of Association will be updated to bring them in line with the DfE's new model document as part of the Trust Expansion process.

1.6 Training Programme 2019/20

The draft Trust Training Programme was circulated with papers for this meeting. They requested that Changes to the Curriculum be added.

Headteachers will be invited to give a 15-minute Snapshot of their school at the start of each Board meeting.

2 CEO Reporting

2.1 Director of Education report

PLE highlighted the main points of the Director of Education report that was circulated with the papers for this meeting.

2.1.1 Primary Phase

Progress in Reading has been below the National average for the last two years. Therefore, the Primary Phase focus has been on Reading speed to improve outcomes in the Key Stage 2 SATs.

Combined scores have improved at Otterhampton, Hamp and BCA.

2.1.2 Secondary Phase

GCSE Photography was completed in a week with seven pupils who were underperforming in other subjects.

Progress 8

The projected scores are

BCA = -0.02

Decline in Maths and disadvantaged pupils. Change in leadership for Maths and English.

Item Description

Action

WSC = +0.23

BRY = +0.05

An improvement on last year. Brymore always has a skewed cohort with a high proportion of low achieving pupils on entry to the School.

A Trustee asked what the goal is? The Schools are good at adding value to pupils. The target is to get to a Progress 8 score of +0.2 / +0.3 across the Trust.

The aim is to be an above average Trust that adds good value to Secondary age pupils.

PLE will provide the consolidated Headteacher targets to the Board. The new Quality of Education committee will focus on the School data tables.

PLE

A Trustee asked about the gap in progress for Special Educational Needs pupils? These are included in the overall scores and then broken down by groups. The Schools should be closing with the gap between SEN and non-SEN pupils.

A new Director of Education has been appointed from the United Learning Trust.

Trustees discussed the longevity of the appointment and noted that the role has led to improvements across the Trust.

It was a good decision to introduce this role to the Trust's development team.

2.2 School on a Page

As 2.1 above.

2.3 CEO's Report

PLE highlighted the main points of his report circulated with the papers for this meeting.

2.3.1 Bridgwater College Academy

The Local Governing Body have recently undertaken a Strategic Planning event with the Headteacher.

A Trustee asked if the middle leaders were ready for the new leadership structure? The Headteacher and Chair of the LGB have reviewed the training needs of middle leaders and will monitor their progress.

A Trustee asked if the School will lose expertise in both the Primary and Secondary areas? Yes : there will be a loss of the

Signed.....

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Item	Description	Action
	<p>"local knowledge", but the specialist expertise will come from the centre.</p> <p>Trustees noted the very low staff turnover at BCA last year.</p> <p>There will be an increased focus on the Primary Phase next year.</p>	
2.3.2	<p>Brymore Academy</p> <p>Brymore is doing very well educationally. Repairs to the swimming pool are a concern as contractors are unwilling to give an accurate quotation while there is still water in the pool.</p> <p>Boarding numbers are low (in line with a 15% national decline) These will form part of the Headteachers performance targets along with smarter marketing / advertising and linking up with BTCT marketing.</p> <p>JG and PLE will follow this up with the Headteacher.</p>	JG / PLE
2.3.3	<p>Otterhampton Primary School</p> <p>A bid has been submitted to the Hinkley fund for IT equipment.</p> <p>Strategies are in place to improve standards next year.</p> <p>The School is receiving positive comments from parents.</p>	
2.3.4	<p>Hamp Academy</p> <p>Attendance has increased by 1% and the exclusion rate is down by 22%. This demonstrates that the Behaviour strategies are working.</p>	
2.3.5	<p>West Somerset College</p> <p>WSC is looking forward to some string results this year.</p> <p>Sixth Form recruitment is strong.</p> <p>A new Deputy Headteacher has been appointed.</p>	
2.3.6	<p>BCT Expansion</p> <p>PLE highlighted that the Headteachers Board had originally decided to refuse Maiden Beech's and Swanmead's applications to Join the Trust. This was due to the pace of improvement in Key Stage 2 and the overlap between MAT Trustees and BTC employees.</p> <p>A subsequent MAT review between the Regional School Commissioners (RSC) office and Abe & PLE identified their lack of knowledge about recent progress in the trust.</p> <ul style="list-style-type: none"> Positive KS2 results across the Trust. (Maiden Beech and Swanmead already have positive KS2 results) 	

Item Description

Action

- The Board will evolve its structure to accommodate more schools.

A paper will be submitted to the RSC in July detailing the proposed changes in Governance with Trustees attending LGB's and no longer leading them; and a defined proportion of the Board who are employees of the College.

In the meantime, the financial modelling of the changes will continue.

A Trustee asked what the risk was of continuing with only one of the 2 Schools? The Trust needs both schools to make the expansion viable in this area.

An Extraordinary Trust meeting may be required once the RSC's final decision is known.

PLE will follow this up.

PLE

Stanchester Academy

Stanchester is a Good School.

The only concern is the budget with growing numbers and lagged funding.

Governors have visited BCA and WSC and made the decision to apply to join the Trust. They need to do some work before submitting an application to the Headteachers Board.

Denys Rayner proposed that Trustees agree to the Trust starting the initial Due Diligence on Stanchester Academy. Seconded by Carole Chevalley and approved by all present.

New Free School in Ash

This will be a 120 place Special School with capital funding from the Department for Education (DfE).

It was noted that this school would be very complimentary to a hub in South Somerset.

It is proposed to submit a joint bid with Futures for Somerset by the 30th September deadline.

2.3.7 New Build at Bridgwater College Academy

The project is ahead on timescale and on budget.

2.4 Trust Self Evaluation

Trustees reviewed the Self Evaluation documents circulated with the papers for this meeting.

PLE noted that they still need comments from the Board and Headteachers.

Item	Description	Action
	A Strategic Planning event for the Board will be scheduled for the Autumn.	PLE
	The framework for this has been developed by a group of CEO's in the South West.	

4 Trust Budget

4.1 Approve the 2019/20 Trust Budget

NM highlighted the main points of the 2019/20 budget circulated with the papers for this meeting.

It was noted that the Finance & Resources committee had been through the Budget in detail at its recent meeting.

- Centralised functions have identified savings in the Budget.
- The Budget has an in-year deficit of £335K.
It was noted that the current (2018/19) deficit position of £145k will improve once the Month 9 figures are known.
- The Trust has reserves of £2.3m
- Prudent budgeting has led to a projected deficit that may lead to a positive outcome next year.

Trustees praised the clarity of the presentation of the figures.

A Trustee asked if the reserves were too high? Yes : that is the view of the RSC and the Trust will invest in Primary improvement.

Trustees discussed the size of the free reserves at £1.8m and noted that they were about 10% of the total annual income.

They noted that it was not unhelpful to set a deficit budget to make the point about the lack of educational funding.

The reserves above the 4-week outgoings will be used for investment in Primary improvement.

It was noted that there are some projects included in the Budget that may not actually be approved this year.

Trustees had a broad discussion on the prudent budget and the use of the reserves to meet current issues.

Heather Strawbridge proposed the Trustees approve a budget expenditure of £18,512,189.00 for 2019/20. Seconded by Denys Rayner and approved by all present.

5 Reports to the Board

5.1 Audit Committee

Denys Rayner highlighted the main business of the recent Audit Committee minutes circulated with the papers for this meeting.

- External communication with stakeholders.

Signed.....

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Item	Description	Action
	<ul style="list-style-type: none"> Disappointment with the work of Internal Auditors Mazars who have failed to deliver the scheduled audit reports for this meeting. It was noted that their contract has another year to run. The Audit plan for next year 	

5.2 Finance & Resources Committee

David Hannay highlighted the main business of the recent Finance & Resources Committee minutes circulated with the papers for this meeting.

- 2019/20 Budget (See above)
- Staff costs as a percentage of the total budget are too high. This will form a future discussion.
- Human Resources report; Drop in absence and staff turnover.
- West Somerset College Memorandum of Understanding.
NM noted that the document only protects the Trust from loss. The benefit of surrendering it, if any, will be discussed at a future meeting.

5.3 Health and Safety report

Trustees noted the contents of the Health and Safety report circulated with the papers for this meeting.

6 Policies for Approval

6.1 Special Educational Needs and Disabilities Policy

A Trustee noted that the Local Authority had extended the processing period from 20 weeks to 40 weeks due to a lack of capacity.

Heather Strawbridge proposed that Trustees approve the SEND policy circulated with the papers for this meeting. Seconded by Carole Chevalley and approved by all present.

6 Next meetings

Thursday 10th October 2019

8.00am

At D10, Bridgwater & Taunton College: Bridgwater Campus

The meeting finished at 9.29am.

I certify that this is a true, complete and up-to-date copy of the resolutions passed at a duly convened and quorate meeting of the Board of BCT and that the resolutions set out above have not been revoked, rescinded, amended or varied in any manner and remain in full force and effect as at today's date.

Signed.....

 Authorised Signatory for and on behalf of Bridgwater College Trust

10th October 2019
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