

Company number 8098956

MINUTES
BRIDGWATER & TAUNTON COLLEGE TRUST
BOARD MEETING
5TH DECEMBER 2019

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

Members:

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

In Attendance:

✓	Nicola Mould	(NM)	<i>Chief Finance Officer</i>
✓	Tamsin Grainger	(TG)	<i>Director of Education</i>
✓	Greg Jones	(GJ)	<i>Company Secretary</i>
✓	Bob Brown	(BB)	<i>Prospective Trustee</i>
✓	Jane Gillespie	(JG)	<i>Prospective Trustee</i>
✓	Richard Hawkins	(RH)	<i>Prospective Trustee</i>

(✓ In attendance)


Denys Rayner took the chair and welcomed everybody to the meeting.

Item	Description	Action
1	Procedural matters	
1.1	Apologies	

Apologies were accepted from Andy Berry and David Hannay.

Andrew Burrows was absent.

The Clerk confirmed that with 9 of the 12 Trustees present that the meeting was quorate (30%).

Signed.....

 Authorised Signatory for and on behalf of Bridgwater College Trust

Item	Description	Action
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1.2 Declarations of Interest

None

1.3 Minutes of the meeting on 10th October 2019.

The minutes were approved and signed by the vice chair.

Minutes of the Extraordinary meeting on 21st November 2019.

The minutes were approved and signed by the vice chair.

1.4 Matters Arising

The CEO noted that the results from 2018-19 have now been finalised and will be included in the CEO report for January 2020.

1.5 New Articles of Association

The Clerk advised the Board that the draft Articles of Association have been approved by the DfE and Charity Commission and that they are required to approve the final version prior to their approval by the Members at their AGM.

Sid Gibson proposed that Trustees approve the new Articles of Association. Seconded by Jason Gunningham and approved by all present.

2 CEO Reporting

2.1 Director of Education report

Tamsin Grainger highlighted the main points of the Director of Education report circulated with the papers for this meeting.

- Growing Great Schools; Peer review overview.
- Peer Review reports for Brymore and Hamp.
Reports for Otterhampton and BCA will be available at the next meeting.
- Priorities have been agreed with Maiden Beech and Stanchester,

It was noted that different questions are included in each review to reflect the school improvement priorities.

A Trustee asked how the lessons learnt at each school are shared with the other School? Members of staff from other schools take part in the reviews and outcomes are shared at the regular trust wide Headteachers meetings.

Heads of English have taken part in a facilitated day to share good practice.

It was noted that this was one of the powers that the Trust provided amongst its schools.

Item	Description	Action
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The reports from these reviews also provides assurance to the Board about School Improvement.

A Trustee asked how the priorities are determined? The Director of Education carries out a review of the Self Evaluation Form (SEF) and Academy Development Plan (ADP) with the Headteacher. Out of which comes the questions for the Peer Review day.

The program of questions for the day are sent in advance to the relevant members of staff in advance of the review.

It was noted that the report of the review at Hamp Academy was very positive and that the School was on a solid trajectory to being "Good".

2.3 Staff Development

Tamsin Grainger highlighted the main points of the Head of Staff Developments report that was circulated with the papers for this meeting.

- Four main priorities
NQT Induction< Growing Great Teachers, Trust Conference, Growing Great Schools.
- The Trust Wide conference will take place every other year.

Trustees discussed the power of bringing everybody together across the Trust to provide a focus for groups, such as Middle Leaders, Subject Areas, Teaching Assistants etc.

2.2 CEO's Report

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

2.2.1 Bridgwater College Academy

The new building is on Target and Budget and will be handed over to the School before the end of this term.

2 of the 3 Year 6 teaching team are leaving.

A Trustee asked if there was any particular reason why these teachers are leaving? They are not linked; One has asked to be redeployed and the other has a new opportunity.

It was noted that Year 6 results are a pressure point in the schools and that an internal re-shuffle is planned to replace them.

2.2.2 Brymore Academy

The Farm Building project has been completed and there is a balance of £117k that can be invested in a new Pig facility.

The Forest School facility is now being shared with Hamp Academy.

Year 7 for 2020/21 is oversubscribed for "day pupils". It was noted that this was down to the increasing reputation that the School has.

Boarding numbers are looking better for 2020/21.

There is a concern about the number of pupils applying with Education Health Care Plans (EHCP's). There are currently 7 out of the 70 pupils in year 7; and 13 out of the 70 pupils applying for next year. Attracting more less abled children will increase the pressure on the School.

A Trustee asked how the School is planning to manage with this? Part of the 4.2% increase in funding for the Trust will be used to provide an additional 55hrs a week of support in the School.

2.2.3 Otterhampton Primary School

A grant of £15k has been received from EDF for IT equipment.

2.2.4 Hamp Academy

The Peer review was very successful; and the Trust is confident that the School will be "Good" this time next year.

The School has also been the first to be reviewed by the new Quality of Education Committee.

2.2.5 West Somerset College

A Roofing project for £750k has been started.

The Opportunity Area project has been extended for a year.

The 6th Form is thriving with support from the Sponsor.

There is a focus on attendance with support from the Team Around the School. There is a problem with a small number of students that access the School by Bus.

Mock results are good that indicate that results may be better than expected next year.

2.2.6 Stanchester

A focus on School Improvement can get started now that the process of joining the trust has been completed.

Two Condition Improvement Fund (CIF) bids have been made for Heating and Flat Roofing.

A recent Ofsted Inspection rated the School as "Good".

Item	Description	Action
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TG is providing support for Key Stage 4 English.

2.2.7 Maiden Beech

CIF bids have been made for Hot Water and Heating.

The Trust is working on the Gas Main issue as a priority.

2.2.8 Swanmead

The School is still scheduled to join the Trust at the start of February 2020. It is already participating in the benefits of being in a Trust.

2.2.9 Other Information

2.2.9.1 Free School Application

The Trust took part in a Mock Interview for the application on 2nd December.

2.2.9.2 BTCT Leisure

After 2 months of trading at WSC membership is key and is rising. Support is being provided for commercial development.

2.2.9.3 Trust Capacity Fund (TCaF)

A grant of £143k has been received to cover the cost of the Schools joining the Trust.

2.2.9.4 Academy Funding

There will be an increase of about 4.3% for Schools in Somerset

2.2.9.5 Bath & Wells Diocese

PLE noted that some of the adjacent Schools in South Somerset are Church Schools and that the Search Committee offered a place on the Board to the Diocese so that any future plans are transparent, but the Diocese have declined this offer

The Local Authority have raised concerns on the impact on Wadham (upper) School.

The Trust will continue to engage with the Diocese.

3 Annual Accounts

3.1 Approval of the Annual Accounts 2018-19

Trustees noted the recommendation of the Joint Audit and Finance & Resources committee meeting with the auditors to approve the Annual Accounts for 2018-19 circulated with the papers for this meeting.

- The actual surplus is £300k when you exclude Capital income.

Signed  Authorised Signatory for and on behalf of Bridgwater College Trust

Item	Description	Action
	<ul style="list-style-type: none"> There is a high level of reserves when compared with other Trusts. There is a need to spend money on School Improvement before this becomes an issue for the RSC/ESFA. Trustees noted that the Pension liability is based on Actuarial assessment and is underwritten by the Government. There is a legal requirement to show them in the Accounts. 	

Jason Gunningham proposed that Trustees approve the Annual Accounts for 2018-19. Seconded by Heather Strawbridge and approved by all present.

4 Reports to the Board

4.1 Audit Committee

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

- Mazars Audit follow ups
Information Technology
General Data Protection Regulations
Governance
- Audit Program for 2019/20
- Risk Register
Create registers for new Schools.

4.2 Finance & Resources Committee

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

- One Network.
Project to make:
Local Area Network improvements in Each School.
Wide Area connection between all School.
Cost of £1.2m to £1.3m over 5 years.
Carole Chevalley proposed that Trustees approve expenditure on the One Network project. Seconded by Sid Gibson and approved by all present.
- Managements Accounts – monthly circulation.
- Reserves
- Cashflow

4.3 Quality of Education

Carole Chevalley highlighted the main business of the recent Quality of Education Committee minutes circulated with the papers for this meeting.

- Inaugural meeting
- Forensic look at Hamp Academy

Item	Description	Action
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It was noted that this was a good opportunity to "get under the skin" of a School and or the Headteacher and Chair of Governors to reflect on the Academy Development Plan.

The Committee dovetails with the Peer Reviews and provides good evidence for Ofsted.

4.4 Safeguarding

Trustees noted the contents of the reports from the Safeguarding Lead and Governor circulated with the papers for this meeting.

Action – Draft Terms of Reference for a Trust Wide Safeguarding committee.

PLE /
SG

5 Policies for Approval

5.1 Local Governing Body Terms of Reference

Amended to reflect the change in Governance Arrangements required by the new Articles of Association.

5.2 Students unable to attend school due to Health Needs

New Statutory policy

Action – Provide figures on the number of pupils this is across the trust.

PLE

5.3 GAG Pooling

New policy recommended by the Joint Audit and Finance and Resources committee. Draft by the Auditors (Bishop Fleming)

Sid Gibson proposed that Trustees approve the above Policies. Seconded by Carole Chevalley and approved by all present.

7 Next meetings

Thursday 6th February 2020

8.00am

At Stanchester Academy

Presentation by the Headteacher of Otterhampton Primary School

Clare Luce gave a presentation on Otterhampton Primary School

- 65 pupils in 3 classes
- 58% Boys
- 11% of pupils receive Pupil Premium

The meeting finished at 10.15am.

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**