



Company number 8098956

MINUTES
BRIDGWATER & TAUNTON COLLEGE TRUST
BOARD MEETING
25TH JUNE 2020

Actions from BTCT Board Meeting on 25th June 2020.

Item reference	Action	Person responsible	Date Due
2.1	How to get from Good to Outstanding as an item for a future Trustees Strategic Planning day.	PLE	Spring 21
2.4.1	Add access to Speech and Language specialist and Educational Psychologist to the Risk Register.	PLE	19/03/20



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BOARD MEETING
25TH JUNE 2020

Meeting held via Microsoft Teams and started at 8.00am

Members:

✓	Andy Berry	(AB)	Chair	<i>Bridgwater College</i>
✓	Bob Brown	(BB)		<i>Independent Trustee</i>
✓	Carole Chevalley	(CC)		<i>Independent Trustee</i>
✓	Peter Elliott	(PLE)		<i>CEO</i>
✓	Sid Gibson	(SG)		<i>Independent Trustee</i>
✓	Jane Gillespie	(JG)	(from 8.30am)	<i>Independent Trustee</i>
✓	David Hannay	(DH)		<i>Independent Trustee</i>
✓	Richard Hawkins	(RH)		<i>Independent Trustee</i>
✓	Denys Rayner	(DR)	Vice Chair	<i>Independent Trustee</i>
✓	Bex Sinclair	(BS)		<i>Independent Trustee</i>
✓	Heather Strawbridge	(HS)		<i>Independent Trustee</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>
✓	Mike Hodson	(MH)	<i>CoG BCA</i>
✓	Jason Gunningham	(JG)	<i>CoG Brymore</i>
	Sam Reilly	(SR)	<i>CoG Hamp</i>
✓	Martina Forster	(MF)	<i>CoG WSC</i>
✓	Claire Winson	(CW)	<i>CoG OPS</i>
	Simon Darley	(SD)	<i>CoG Stanchester</i>
✓	Jonathan James	(JJ)	<i>CoG Maiden Beech</i>

(✓ In attendance)

The chair welcomed everybody to this virtual meeting.

Item	Description	Action
1	Procedural matters	
1.1	Apologies Apologies were accepted from Bex Sinclair and Sam Reilly. Simon Darley were also unable to attend due to work commitments. 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 30th April 2020. The minutes were approved and will be signed by the chair at the first opportunity.	
	Minutes of the extraordinary meeting on 21st May 2020. The minutes were approved and will be signed by the chair at the first opportunity.	
1.4	Matters Arising	
	Actions form meeting of 6th February	
1.4.1	2.1 – Director of Education reports to include graphical representation will remain an action for the end of the Covid-19 lockdown.	
1.4.2	2.1 – How to get from Good to Outstanding will remain an action for Spring 2021	
1.4.5	2.4.1 – The recruitment of a Speech and Language Specialist and Education Psychologist has been put on hold during the Covid-19 lockdown.	
1.5	Re-appointment of Trustees and Governors Trustees noted the report on new and re-appointments circulated with the papers for this meeting.	
1.6	Appointment of Chair of Governors at Maiden Beech Academy Jonathan James had been invited to this meeting and withdrew for this item. Trustees noted the biography of Jonathan James that was circulated with the papers for this meeting. Richard Hawkins proposed that Jonathan James be appointed as Chair of the Local Governing Body at Maiden Beech Academy. Seconded by Denys Rayner and approved by all Trustees present.	
1.7	Meeting Schedule for 2020/21 The Clerk highlighted the Meeting Schedule for 2020/21 circulated with the papers for this meeting. <ul style="list-style-type: none"> • Board meetings will start at 5.00pm • Committees will set their own start times. 	
2	CEO Reporting	
2.1	CEO's Report The Chief Executive Officer highlighted the main points of his report circulated with the papers for this meeting. 2.1.1 BTCT Academies <ul style="list-style-type: none"> • 60% of Years R, 1, & 6 are attending School on a rota basis. • Year 10 are attending School for some tuition and coaching support. Microsoft Teams is firmly established as the main teaching tool. • Over 330 laptops have been issued to pupils in Years 9 and 10. 	

Opportunity Area funding funded over 200 of these machines in West Somerset.

- Staff are working well in these difficult times but will need a break at the start of August.
Staff burnout has become a key risk.

A Trustee asked if there had been any information on the Governments Summer Catch-up scheme? The only information so far is the £80 per pupil funding, starting in September 2020.

Trustees discussed the catch-up scheme. They noted the challenge to schools in identifying those pupils who will need extra help. It would be better if half a term was allowed to identify these pupils.

Priority will be given to years 10 and 12. 12-18 months can be taken to identify other pupils.

2.1.2 Previously identified Risks

- **Finance**
Turbulence to the Cashflow.
- **Human Resources**
Changes to the Furlough Scheme with reducing percentages of support over future months.
The Finance & Resources committee have decided to keep the support to furloughed staff at the same level for July and will discuss further ahead at their meeting on 10th July.
Goodwill payments have been made to casual staff.
- **Boarding at Brymore**
The School is confident of a full return in September 2020.
Families are keen for the boys to return.
- **Traded Activity – Sports centres**
The Sports centres will remain closed until guidance changes.
- **Estates**
Planned maintenance has continued where possible.
- **Budget Setting 2020-21**
The Finance & Resources committee have met twice to discuss the budget.
- **Swanmead Community School**
The Judicial Review was held on the 10th and 11th June.
The outcome is likely to be known in the middle of July.

A Trustee asked about the impact on the Trust if the decision was against the School joining? There is an option for them to re-apply.

It was noted that it is the Local Authorities ambition to change to a 2-tier system.

Trustees discussed the impact on Maiden Beech Academy and noted the Trusts responsibility for the education of young people in the Crewkerne area.

2.1.3 New Risks

- **Social Distancing**
The 2m rule has changed to 1m+ since this report was written.

		<p>It was noted that it is likely to be removed completely by September.</p> <ul style="list-style-type: none"> • Support Staff Pay Award BTCT have proposed a two-year award of 6%. <p>2.1.4 Academy Development Plans Each School will have a chance to access part of £100k of School Improvement funding overseen by the Director of Education.</p>	
	2.2	<p>Report from the Director of Education The Director of Education highlighted the main points of her report circulated with the papers for this meeting.</p> <p>Attainment at Key Stage 4 and 5 is based on Teacher Assessment and will be reported in September.</p>	
		<p>2.2.1 Remote Education during the Summer Term Key Stage 4 and 5 groups are engaging well with the Microsoft Teams platform. There has been better than expected engagement at the Primary phase.</p>	
		<p>2.2.2 Feedback from School Communities Feedback has been very positive, and a summary of the surveys has been shared with the Schools.</p>	
		<p>2.2.3 Staff Development</p> <ul style="list-style-type: none"> • Remote CPD Has been offered to all staff. • Planning the 'Recovery Curriculum' A 2-part curriculum is being planned. <ol style="list-style-type: none"> 1. Pastoral 2. Academic <p>It was noted that this might take up to 18 months to develop but the critical years; e.g. 5→6 will be prioritised.</p> <p>Quality First Teaching will be the main tool followed by a strategic use of funding to for second wave interventions.</p> <ul style="list-style-type: none"> • Staff Wellbeing There is a system in place at each School to check in with colleagues. 	
	2.3	<p>Ransom ware attack at Maiden Beech Academy The Chief Executive Officer highlighted that the report circulated with the papers for this meeting showed that there had been no impact on the learning of pupils from the attack.</p> <p>A Trustee asked if any personal data had been compromised? No. The Information Commissioner's Office was informed straight away, and after 72 hours it was agreed that there was no requirement to report the attack.</p>	

3	Budget 2020/21	
	<p>The Chair noted that he has been acting as temporary chair of the Finance and Resources committee and that they had reviewed the first draft of the Budget on 11th June and then followed it up with a second meeting on 22nd June to scrutinize the version of the budget circulated with the papers for this meeting.</p> <p>It was noted that the Budget had been produced under the impact of the Covid-19 lockdown.</p>	
3.1	<p>Month 9 management report</p> <p>The Chief Financial Officer noted that the month 9 outturn has been used to predict the final outturn for 2019/20 used to inform the budget.</p> <ul style="list-style-type: none"> • The deficit has increased from £590k (original budget prediction) to £896K mostly due to the loss in Boarding income at Brymore Academy. This has been mitigated in part by better outcomes in other areas of the budget. • Stanchester Academy brought in £599k to the Trusts reserves when it joined the Trust. • The Reserves will be £3.5m and includes £750k of capital expenditure that has not been scheduled. 	
3.2	<p>Budget Assumptions</p> <p>The Chief Financial Officer highlighted the main points of the Budget Assumptions report circulated with the papers for this meeting.</p> <p>3.2.1 Income</p> <ul style="list-style-type: none"> • Loss of Teachers pay grant after 2020/21. • Capital has been separated from the Revenue budget. <div data-bbox="466 1151 1337 1261" style="border: 1px solid black; padding: 5px;"> <p>A Trustee asked where the major Risks to income were for 2020/21? The potential impact of Covid-19 on Boarding at Brymore.</p> </div> <p>There has also been a re-focus of the One Network project to be more “Cloud” based due to the Covid-19 teaching.</p> <p>3.2.2 Reserves</p> <p>The opening reserved for 2020/21 are £3.5m, reducing to £2.5m by the end of the Year.</p> <p>The comments by the Regional Schools Commissioner about Trusts having too much money in their reserves were noted.</p> <div data-bbox="466 1599 1337 1771" style="border: 1px solid black; padding: 5px;"> <p>A Trustee asked about the Risk of the loss of Boarding Income? There is an extra Board meeting scheduled to discuss the sensitivity paper that will first be discussed at an extra Finance and Resources committee meeting before the end of term.</p> </div> <p>3.2.3 Annual Budget 2020/21</p> <p>Trustees reviewed the Annual Budget document circulated with the papers for this meeting.</p> <p>Denys Rayner proposed that Trustees approve an annual revenue budget expenditure of £24,170,436 for 2020/21. Seconded by Sid Gibson and approved by all Trustees present.</p>	

4	Reports to the Board		
	4.1	Audit Committee Denys Rayner highlighted the main points of the minutes of the Audit Committee meeting of 18 th June circulated with the papers for this meeting. <ul style="list-style-type: none"> No Internal Audits carried out in 2020. Will go to tender for new Internal Auditors for the next 3 years. Risk Register priorities – especially Brymore Boarding Covid-19 costs Staff Burnout 	
	4.2	Finance & Resources Committee Andy Berry highlighted the main points of the minutes of the Finance & Resources Committee meeting of 11 th June and 22 nd June circulated with the papers for this meeting. <ul style="list-style-type: none"> 2020/21 Budget Financial regulations A copy of the new Academies Financial Handbook was recently circulated to Trustees. Month 8 Management Accounts Brymore Boarding <i>[The Clerk has circulated the papers discussed at the recent F&R meetings.]</i> Furlough Scheme Capital Priorities WSC Farm Lease 	
	4.3	Quality of Education Committee Carole Chevalley reported that the committee were not meeting until next week to focus on Otterhampton and Maiden Beech. A report will be made to the next Scheduled meeting.	
	4.4	Safeguarding Trustees noted the contents of the Safeguarding report circulated with the papers for this meeting. The Safeguarding Governor noted that a lot of work had been undertaken to keep children safe during the Covid-19 lockdown. It was noted that Schools are working on plans to meet the Emotional and Social needs of students when they return to School in September. Arrangements are being made to keep in touch with vulnerable students during the Summer holidays.	
5	Policies for Approval		
	5.1	Investment Policy The Chief Financial Officer noted that the Finance & Resources committee has the delegated authority along with the CFO to deal with investments. Andy Berry proposed that Trustees approve the Investment Policy. Seconded by Denys Rayner and approved by all Trustees present.	
	5.2	Relationships and Sex Education Policy The Director of Education noted that consultations have been carried out with parents this term and that the policy will be adapted for each School.	

		Carole Chevalley proposed that Trustees approve the Relationships and Sex Education Policy. Seconded by Jane Gillespie and approved by all Trustees present.	
6	Papers for Information		
	Financial Regulations and Procedures Safeguarding and Child Protection Policy addendum re Covid-19		
7	Next meeting		
	<p>Wednesday 15th July 2020 8.00am Via Microsoft Teams (Brymore Boarding)</p> <p>Thursday 15th October 2020 5.00pm Via Microsoft Teams</p>		
	<i>The meeting finished at 9.35am.</i>		

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.