



Company number 8098956

**MINUTES**  
**BRIDGWATER & TAUNTON COLLEGE TRUST**  
**EXTRAORDINARY BOARD MEETING**  
**15<sup>TH</sup> JULY 2020**

**Actions from BTCT Board Meeting on 25<sup>th</sup> 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  |

**Actions from BTCT Board Meeting on 15<sup>th</sup> July 2020.**

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Company number 8098956

**MINUTES**  
**BRIDGWATER & TAUNTON COLLEGE TRUST**  
**EXTRAORDINARY BOARD MEETING**  
**15<sup>TH</sup> JULY 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)  |            | <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>         |
| ✓ | Zoe Stucki       | (ZS) |  | <i>Headteacher BCA</i>          |
| ✓ | Mark Thomas      | (MS) |  | <i>Headteacher Brymore</i>      |
| ✓ | Sarah Hitchings  | (SH) |  | <i>Headteacher Hamp</i>         |
| ✓ | Carl Winch       | (CW) |  | <i>Headteacher Maiden Beech</i> |
|   | Claire Luce      | (CL) |  | <i>Headteacher Otterhampton</i> |
| ✓ | Amy Joynes       | (AJ) |  | <i>Headteacher Stanchester</i>  |
| ✓ | Gregg Mockridge  | (GM) |  | <i>Headteacher WSC</i>          |

(✓ In attendance)

The chair welcomed everybody to this virtual meeting.

| Item       | Description   | Action |
|------------|---|--------|
| <b>1</b>   | <b><u>Procedural matters</u></b>  |        |
| <b>1.1</b> | <p><b>Apologies</b><br/>Apologies were accepted from Bex Sinclair, Simon Darley and Jonathan James.</p> <p>Clare Luce was unable to attend due to Broadband problems at Otterhampton Primary School.</p> <p>The Clerk confirmed that with 10 of the 11 Trustees present that the meeting was quorate (30%).</p>   |        |
| <b>1.2</b> | <p><b>Declarations of Interest</b><br/>None</p>   |        |
| <b>1.3</b> | <p><b>Minutes of the meeting on 25<sup>th</sup> June 2020.</b><br/><b>The minutes were approved and will be signed by the chair at the first opportunity.</b></p>   |        |
| <b>1.4</b> | <p><b>Matters Arising</b><br/>None.</p>   |        |
| <b>2</b>   | <b><u>School Re-opening – September 2020</u></b>  |        |
| <b>2.1</b> | <p><b>CEO's Update</b><br/>The Chief Executive Officer noted that the Schools are planning to re-open and will be at full attendance of almost 5000 students in September 2020.</p> <p>He recorded his thanks to the Headteachers for all their hard work so far in dealing with the impact on their schools of the Covid-19 pandemic.</p>  |        |
| <b>2.2</b> | <p><b>Brymore Boarding</b><br/>Trustees noted the contents of the reports on the Boarding Provision at Brymore Academy.</p>   |        |
| <b>2.3</b> | <p><b>Update from Headteachers</b><br/>The Headteachers highlighted the main points of their re-opening plans circulated with the papers for this meeting.<br/>Points previously covered were not duplicated by subsequent points.</p>  |        |
|            | <p><b>2.3.1 Brymore Academy</b><br/>Mark Thomas reported that he had been in touch with all the boarding parents and that all but 1 (financial) want to send their sons in September. He noted that boarding guidance from the government was different from that to other schools and that it had been very difficult to get clarification on some matters of concern.</p> <ul style="list-style-type: none"> <li>• Each year group will be "Zoned" during the day.<br/>There will be different Bubbles at night with each Boarding House divided into 2 or 3 Pods for their boarding activities.</li> <li>• The Day and Boarding pupils will be kept separate for school activities (70+) during the week.</li> <li>• A one-way system has been established and each classroom has separate entrance and exits with handwashing at place at the entrance and exit.</li> <li>• Each boarding house will have a spare dormitory with toilet for isolating.</li> </ul> |        |

| Item | Description  | Action |
|------|--|--------|
|      | <ul style="list-style-type: none"> <li>An extra facility has been created to isolate any child that becomes infected. The first choice is to keep infected children isolated at school.</li> <li>Boarding numbers are likely to increase and are already at 120 today, with more families looking around the School.</li> </ul> <p><b>A Trustee asked why boarding numbers were increasing?</b> Year 7 is already oversubscribed, and the School usually picks up some more students in Year 10 for GCSE's. There is also a knock-on effect of some local independent schools closing.</p> <p>The Chair of the Local Governing Body noted that they had fully supported the School during this period.</p> <ul style="list-style-type: none"> <li>Plans are in place for any local lockdown that may be imposed in the future.<br/>Boarding will be kept open and all pupils will be expected to attend school.</li> </ul>   |        |
|      | <p><b>2.3.2 Bridgwater College Academy</b><br/>Zoe Stucki reported that the School has been "Zoned" and that there will be staggered start end times for Primary and Secondary pupils. The Nursery will operate as normal.</p> <ul style="list-style-type: none"> <li>Each primary year group will have a staggered drop off and collection. Secondary pupils will be easier to manage as they are generally unaccompanied.</li> <li>Year groups will be zoned by class with the Teachers moving between each class/lesson.<br/>Specialist subjects such as Music, Food technology, PE etc will still take place in their dedicated classrooms.</li> <li>Handwashing and Sanitizing will take place regularly during the day.</li> <li>Extra cleaning will take place during the day including regular cleaning of the toilets.</li> <li>The CEO noted that he is expecting guidance on the wearing of face masks.<br/>The Chair of the Local Governing Body noted the impact on communication that wearing of face masks can have and that the government advice on social distancing was for adults and not for children.</li> </ul> <p><b>A Trustee asked if there had been any concerns raised by parents in response to the plans for children to return to school?</b><br/>The School has only had requests for additional information form 4 families.</p> <p><b>A Trustee asked about the reaction of staff to the expectations on them?</b> There have had to be some changes to start and finish times to accommodate staff needs and they can wear masks if they want to.</p> <p><b>A trustee asked if special provision will still be in place for exclusions and SEN needs?</b> "Shadow" classrooms have been created in each zone to accommodate children with specific needs.</p> <p>It was noted that the use of the Alternative to Exclusion area would have to maintain zoning. The first choice is not to use this if possible.</p> |        |

| Item         | Description   | Action |
|--------------|---|--------|
|              | <p>A virtual classroom has been established to deliver small group learning online as a suitable alternative.</p> <ul style="list-style-type: none"> <li>Staff who are shielding are expected to return in September. The School has had individual conversations with all staff and 1 teacher who needs to maintain a family isolation is unable to return and has become the virtual teacher.</li> </ul>  |        |
| <b>2.3.3</b> | <p><b>Hamp Academy</b></p> <p>Sarah Hitchings reported that she is still negotiating with the Infant School next door, who they share an entrance with over staggered start and end times. They need to accommodate families that have children in both schools.</p> <ul style="list-style-type: none"> <li>One-way system established around the School.</li> <li>All classrooms have sinks for hand washing.</li> <li>A parent friendly version of the plan has been created and sent to all families.</li> <li>The School has some deaf children; face masks would hamper communication.</li> <li>Some parents have raised concerns about the impact of the Covid-19 virus on Black, Asian and Minority Ethnic people.</li> <li>The staff have been very flexible with their working arrangements to make implementation of the plan easier.</li> </ul> <p><b>A Trustee asked about getting the message to parents about not attending school if a child has symptoms of Covid-19?</b> The School is constantly reminding parents and staff about this and there are posters everywhere.</p> <p>Pupils will be removed if they show symptoms and their parents called to take them home.</p> <p>This is captured in the Risk Assessment.</p> |        |
| <b>2.3.4</b> | <p><b>Maiden Beech Academy</b></p> <p>Carl Winch reported that extra sinks have had to be installed in the new block that did not have any sinks or toilets.</p> <ul style="list-style-type: none"> <li>Pupils will stay in their classrooms and staff will move between lessons except for specialist lessons where pupils will have to move to the relevant classroom.</li> <li>Children will be in Bubbles by Tutor Group and then Year Group. This will allow for banded sets and individual subject sets.</li> <li>There will be staggered start and end times along with play times by year group.</li> <li>The school has limited changing facilities so pupils will be allowed to attend school in their PE kits on the relevant days.</li> <li>Before school care will still be provided for Key workers. There will be no after school care.</li> <li>An extra cleaner is being recruited for daytime cleaning.</li> <li>No concerns have been raised by parents.</li> <li>Contractors undertaking building work will be treated as a separate bubble.</li> </ul>   |        |
| <b>2.3.5</b> | <p><b>Otterhampton Primary School</b></p> <p>The CEO gave the report on behalf of Clare Luce. The Broadband was not working at the School today.</p>  |        |

| Item | Description   | Action |
|------|---|--------|
|      | <ul style="list-style-type: none"> <li>With only 72 children and 15 staff the whole school is a single bubble. The School will operate as normal.</li> <li>Hygiene arrangements are in place</li> <li>The Chair of the Local Governing Body noted that they have reviewed the plan and are satisfied that all precautions are in place. She commended the staff for their work during the Covid-19 lockdown.</li> </ul>   |        |
|      | <p><b>3.3.6 Stanchester Academy</b><br/>Amy Joynes reported that the School had used the experience of accommodating Year 10 along with the Health and Safety advice to produce the plan.</p> <ul style="list-style-type: none"> <li>The School year will start by identifying students who have fallen behind and use a staged plan to get them back on track.</li> <li>The timetable has been changed to deliver every subject, every day in 45-minute lessons. Teach the 3 core subjects followed by the option subjects each day.</li> <li>The School has plenty of space for year group bubbles (7, 8/9, 10/11) with separate outdoor space.</li> <li>The Science classrooms are outside of the bubbles and will be used for lessons.</li> <li>Timings of the school day cannot be changed because most of the children attend by School Transport.</li> <li>There are 3 entrances to the School and there will be one for each bubble.</li> <li>There is only one Design Technology classroom, and this will be dedicated to the GCSE group.</li> <li>All students are expected to return in September. The Risk assessments have been shared with staff and parents.</li> <li>An extra toilet block has been hired to ensure that each bubble has their own toilets.</li> <li>The building work on the roof will be a challenge, but most of it will take place outside of the School day.</li> <li>Jane Gillespie noted that the Local Governing Body has been very impressed with the plan and appreciative of all the work that the staff have done.</li> </ul> |        |
|      | <p><b>3.3.7 West Somerset College</b><br/>Gregg Mockridge reported that the School could not change the school day because of transport timings.</p> <ul style="list-style-type: none"> <li>Year groups have been divided into Zones for 9, 10, 11, 12/13.</li> <li>Staff are moving between classrooms to teach lessons.</li> <li>All students will have access to their full curriculum.</li> <li>Assemblies will be held via Microsoft Teams.</li> <li>Science will be taught through demonstrations only.</li> </ul>  |        |
|      | <p>Trustees recorded their thanks to the Headteachers for producing such comprehensive plans.</p> <p><b>A Trustee asked if the Schools were aware of any Covid-19 bereavements amongst staff or pupils?</b> The CEO is aware that 2 colleagues who lost elderly parents during the lockdown.</p>  |        |

| Item     | Description  | Action |
|----------|--|--------|
|          | <p>Schools are also aware of “normal” bereavements and will be understanding of these as usual.</p> <p>The Chair noted the challenge of using technology and the impact on education that it was having. Also, the impact on meetings of the Board and its Committees.</p>   |        |
|          | <p><b>2.4 Decision of Trustees</b></p> <p><b>Andy Berry proposed that Trustees approve the plans to re-open Schools fully from September 2020. Seconded by Sid Gibson and approved by all present.</b></p>   |        |
| <b>3</b> | <b><u>Furlough Scheme</u></b>  |        |
|          | <p>The CEO noted that the Board had agreed to continue with the current Furlough arrangements for July 2020 at their meeting in June.</p> <p>It was noted that the Furlough top-up payments were a very small proportion of the Trusts overall budget.</p> <p><b>Andy Berry proposed that the Board continue with the current Furlough payments. Seconded by Denys Rayner and approved by all present.</b></p> |        |
|          | <b><u>Any Other Business</u></b>   |        |
|          | <ul style="list-style-type: none"> <li>• All meetings will be held virtually until at least the end of the autumn term.</li> <li>• The Chair recorded his thanks to the Headteachers and School staff for their hard work during the last year.<br/>He commended everybody for embracing the new ways of working and sharing best practice across the Trust.</li> </ul>  |        |
| <b>4</b> | <b><u>Next meeting</u></b>   |        |
|          | <p>Thursday 15<sup>th</sup> October 2020<br/><b><u>5.00pm</u></b><br/>Via Microsoft Teams</p>  |        |
|          | <i>The meeting finished at 9.23am.</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.