



Company number 8098956

<p style="text-align: center;">MINUTES</p> <p style="text-align: center;">BRIDGWATER & TAUNTON COLLEGE TRUST</p> <p style="text-align: center;">EXTRAORDINARY BOARD MEETING</p> <p style="text-align: center;">15TH OCTOBER 2020</p>

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

Actions from BTCT Board Meeting on 16th September 2020

3.2	Report to the next Board meeting with an overview of SEND in the Trust from Ali Biddles	PLE	03/12/20
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Actions from BTCT Board Meeting on 15th October 2020.

4.	Amended Remote Education policy for approval at the December board meeting.	PLE / Ali Biddles	03/12/20



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MINUTES
BRIDGWATER & TAUNTON COLLEGE TRUST
EXTRAORDINARY BOARD MEETING
15TH OCTOBER 2020

Meeting held via Microsoft Teams and started at 5.00pm

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>
✓	Mike Robbins	(MR)		<i>CoG Stanchester</i>
✓	Jonathan James	(JJ)		<i>CoG Maiden Beech</i>
✓	Mark Thomas	(MS)		<i>Headteacher Brymore</i>

(✓ In attendance)

The chair welcomed everybody to this virtual meeting.

Item	Description	Action
1	<u>Procedural matters</u>	
1.1	Apologies None The Clerk confirmed that with 10 of the 11 Trustees present that the meeting was quorate (30%).	

Item	Description	Action
1.2	Declarations of Interest None	
1.3	Elections of 1.3.1 Vice Chair The chair invited nominations for vice chair for the forthcoming year. Andy Berry nominated Denys Rayner as vice chair for the forthcoming year. Seconded by Carole Chevalley. There were no other nominations, and the nomination was approved by all present 1.3.2 Safeguarding The chair invited nominations for the Safeguarding trustee for the forthcoming year. Peter Elliott nominated Carole Chevalley as Safeguarding trustee for the forthcoming year. Seconded by Andy Berry. There were no other nominations, and the nomination was approved by all present	
1.4	Code of Conduct for trustees All trustees confirmed that they will abide with the Code of Conduct circulated with the papers for this meeting.	
1.5	Trustees Declaration of Business Interests The Company Secretary confirmed that he had received completed declaration of interest forms from all the Trustees present at the meeting.	
1.6	Trustees training requirements Trustees were asked to notify any training requirements to the clerk for inclusion on this year's program of training.	
1.7	Minutes of the meeting on 15th July and 16th September 2020. The minutes of the meeting of 15th July 2020 were accepted as a true record. The minutes of the extraordinary meeting of 16th September 2020 were accepted as a true record.	
1.8	Matters Arising The Special Educational Needs (SEND) presentation will be at the start of the December Board meeting.	
2	<u>CEO Report</u>	
2.2	Trust results 2019-20 Tamsin Grainger (Director of Education) highlighted the main points of the Trust Results report circulated with the papers for this meeting. <ul style="list-style-type: none"> • Due to the Covid-19 pandemic the results were based on moderated Centre Assessed grades and Mock exam grades. • Key Stage 5 A strong set of results from this small cohort with a rise in A* and A grades. • Key Stage 4 The Progress 8 scores calculated by the Schools (bot the DFE) are all 	

Item	Description	Action
	<p>positive. The Schools will be focussing on the gap to disadvantaged pupils this year.</p> <p>A Trustee asked about the impact of studying at home? Some pupils found it easier than others, but there is a gap in the progress and attainment of all pupils with where they should be at this time of the academic year.</p> <p>There is an intensive Year 11 catch-up program in place.</p> <p>A Trustee asked about the 3-year trend in Progress 8 scores across the county? The Trust Schools are better than the average for schools in Somerset.</p> <p>It was noted that Maths and English results make up 50% of the Progress 8 score and that the stable teaching staff have been driving high standards across all schools. A focus is still required on White Working Class Boys.</p> <p>Pupils at Stanchester were 1 grade lower in English than other Trust schools. This requires a re-focus by the leadership team for this year's cohort.</p> <p>A Trustee asked if Stanchester and Maiden Beech are working with the Trust policies? The Schools only joined 3 months before the country went into the Covid-19 national lockdown and the "getting to know you" process has taken longer and proved more difficult.</p> <p>It was noted that Stanchester are further behind in this process.</p> <ul style="list-style-type: none"> • Key Stage 2 The trend in results is in the right direction for KS2. Predicted results were based on the mock tests undertaken directly before lockdown. The focus is on Year-6 catch-up. • Key Stage 1 / Early Years Foundation Stage The results were based on Teacher predictions. A Transition curriculum is being used to plug gaps in learning, especially in Maths and English. 	
2.1	<p>Director of Educations report Tamsin Grainger (Director of Education) highlighted the main points of her report circulated with the papers for this meeting.</p> <ul style="list-style-type: none"> • Central School Improvement Objectives <i>Every Child Achieves</i> <ol style="list-style-type: none"> 1. To ensure all children have a reading age within 6 months of their chronological age. 2. Offer a relevant, broad, and balanced curriculum in our academies. 3. Continue to grow a culture of continuous improvement. • Academy Development Plans (ADP) There are some common priorities in the plans and others are Academy specific. <p>A Trustee asked how the central team objectives connect with the ADP's? They are included in the raising standards priority where not implicit in the ADP.</p>	

Item	Description	Action
	<p>A Trustee asked if there are any mitigating actions to compensate for any loss of teaching during the Covid-19 pandemic? The assumption is that most children will be in school for most of the time.</p> <p>Trustees expressed their concerns about the different groups of children who need to catch-up.</p> <ol style="list-style-type: none"> 1. Pupils in School: - focus on gaps and disadvantaged pupils. 2. Pupils at Home (including isolating pupils): - Live lessons at the start of the week with follow up work for the remainder of the week. <p>A Trustee asked about the behaviour of pupils on their return to school in September? Behaviour was really good for 3-4 weeks but has now started to become more challenging of the Covid-19 restrictions.</p> <p>It was noted that pupils are tired of the restrictions impacting on their normal life.</p> <ul style="list-style-type: none"> • National Tutoring Programme (NTP) There will be an announcement on the NTP regional providers at the end of October. • School Improvement Team Curriculum Development Leads Data and Assessment Staff Development <p>A Trustee asked about the capacity of management to deliver the development plans with time being lost to Covid-19 related matters? This is a significant risk with time for strategic thinking being squeezed. The Trust must be pragmatic; being flexible on deadlines where the priority is to keep schools open.</p> <p>A Trustee asked if there was any more that the Board can do to support the team? The central team are trying to take the pressure of Schools and would only require short-term resources at this time.</p> <p>Growing Great Teachers can be paused if a school needs more time to devote elsewhere.</p>	
2.3	<p>CEO's Report Peter Elliott (Chief Executive Officer) highlighted the main points of his CEO's report circulated with the papers for this meeting.</p> <ul style="list-style-type: none"> • Academies are all open There has been Covid-19 disruption at West Somerset College and Hamp. Public Health England have provided excellent support. Additional costs have been incurred for extra hand sanitiser. <p>A Trustee asked if teachers will be able to have their half-term holidays? Staff have been instructed to completely switch off during the break.</p> <p>It was noted that wellbeing of staff is even more important in these times.</p> <ul style="list-style-type: none"> • Wider Trust Support Educational Psychologist appointed. Online Medical tuition for pupils at risk of permanent exclusion. BCA Polden Centre for students with Autism. SEN resource base in West Somerset. Alternative provision at West Somerset College. 	

Item	Description	Action
	<p>A Trustee asked if the Alternative Provision at WSC would be for the whole trust? Yes – the plan is to establish this at WSC where there are great facilities. This is a distance from the other Academies but the facilities on offer can be combined with Home and School provision.</p>	
2.4	<p>South Somerset School re-organisation Trustees noted that the consultation on re-organisation of schools in South Somerset has been launched by the Local Authority (LA).</p> <p>The Trust has submitted some alternative proposals but has not had a response yet.</p> <p>It was noted that the proposal will become very “political” and that the timescale is unrealistic.</p> <p>Maiden Beech staff have been informed and support is being provided. Trustees discussed the impact on staff wellbeing of the uncertainty that the proposals bring. There is a risk to recruitment and retention of staff and pupils. They noted that the Trust must maintain its focus on the Pupils and Staff in the school.</p> <p>If there is an impact on pupil recruitment, then the Trust will consider offering transport to Stanchester to maintain the quality of the Year 7 & 8 provision.</p> <p>Trustees also noted the risk of Local Government reorganisation in the county at the same time, that may distract on the focus on education in general.</p>	
2.5	<p>Update on the ASC base at BCA and WSC See 2.3 above</p>	
3.	<p><u>Staff Pay Award</u></p>	
	<p>The Remuneration committee have carried out a detailed review of the Pay Award paper circulated with the papers for this meeting.</p> <p>3.1 Headteachers It is proposed that headteachers receive a one off non-consolidated payment of the equivalent of 2.75%. This will help narrow the gap between the highest and lowest paid in the Trust.</p> <p>The CEO’s salary will not be increased.</p> <p>3.2 Teaching Staff The recommendation of the CEO is that the Board implement the following pay award for 2020-2021 to teachers employed on the main teacher scale. M1 – a pay award of 5.5% which is in line with the STPB report. M2-M6 – A pay award of 3% which is above the national recommendations. Leadership spine colleagues excluding Headteacher and CEO– A pay award of 2.75% which is in line with the STPB report.</p> <p>Denys Rayner proposed that Trustees approve the recommended pay award for teaching staff. Seconded by Carole Chevalley and approved by all present.</p>	

Item	Description	Action
	<p>3.3 Support Staff The recommendation of the CEO is that the Board implement the following pay award for 2020-2022 to support staff in the trust. 2020-21 – 4% 2021-22 – 2% This is a total of 6% over 2 years and will help narrow the gap between teaching staff and support staff and provide greater certainty in financial modelling for the next 2 years.</p> <p>Sid Gibson proposed that Trustees approve the recommended pay award for Support staff. Seconded by Denys Rayner and approved by all present.</p> <p>Trustees noted the contents of the letter to the Education Standards Funding Agency (ESFA) to correct the inaccuracies in their original letter about executive pay.</p>	
4	<u>Policies for Approval</u>	
	<p>A Trustee asked if the addition of an Educational Psychologist will require changes to the Special Educational Needs and Disabilities policy? Any changes will be made to the next version of the policy.</p> <p>A Trustee asked about the “red ink” still in the Remote Education policy? This policy will be amended and brought to the December board meeting for approval.</p> <p>Action – Amended Remote Education policy for approval at the December board meeting.</p> <p>A Trustee asked if visit reports should be shared with the staff members concerned? All visit reports will be approved by the Headteachers before they are shared more widely.</p> <p>The procedure provides a framework of the expectations for Trustees / Governors visits.</p> <p>Heather Strawbridge proposed that Trustees approve the Safeguarding & Child Protection, Special Educational Needs, Health & Safety, Lone Working, Governance, Governors visits to school, Data Protection, Freedom of Information publication scheme, and CCTV Policies. Seconded by Carole Chevalley and approved by all present.</p>	PLE
5.	<u>Reports to the Board</u>	
	<p>5.1 21 Questions Analysis Trustees noted that summary of results from the 21 questions exercise that they had recently completed.</p> <p>The Chair or Vice Chair will carry out annual reviews with the Trustees.</p>	

Item	Description	Action
6.	<u>Papers for Information</u>	
	Trustees noted the contents of the Reporting Structure and Clerks Briefing notes circulate with the papers for this meeting.	
7.	<u>Any Other Business</u>	
	None.	
8	<u>Next meeting</u>	
	<p>Thursday 3rd December 2020 <u>5.00pm</u> Via Microsoft Teams</p> <p>4th February 2021 1st April 2021 13th May 2021 8th July 2021</p>	
	<i>The meeting finished at 6.49pm</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.



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

3rd December 2020