



Company number 8098956

MINUTES
BRIDGWATER & TAUNTON COLLEGE TRUST
BOARD MEETING
1ST APRIL 2021

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	May/June 21

Actions from BTCT Board Meeting on 25th February 2021

3.2	Add number of attendees to the training report.	GSJ	08/07/21
4.2	Include tracked changes are included in future versions of the Child Protection & Safeguarding Policy for approval by the Board.	PLE	Autumn 21

Actions from BTCT Board Meeting on 1st April 2021

2.1	Circulate Trauma Informed School's appendix to the paper.	PLE	ASAP
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BRIDGWATER & TAUNTON COLLEGE TRUST

BOARD MEETING

1ST APRIL 2021

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>
✓	Marie Goddard	(MG)		<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>
✓	Vicky Davis	(VD)	<i>Allocating Exam grades only</i>
✓	Ali Biddles	(AB)	<i>Apex Centre only</i>

(✓ In attendance)

The chair welcomed everybody to this virtual meeting. He welcomed Marie Goddard, newly appointed Trustee.

Item	Description	Action
	<u>Presentation</u>	
	Rationale for allocating exam grades	
	Vicky Davies gave a presentation on the rationale for allocating exam grades.	

Item	Description	Action
	<ul style="list-style-type: none"> • Knock on effect of the Covid-19 Lockdown on learning and determining GCSE grades. • Determining a fair assessment methodology • Appeals • Use of Microsoft Teams for moderations between departments. • Assessment proforma's to provide a portfolio as an evidence base at each school. <p>Trustees noted that the presentation had provided them with re-assurance about the allocations.</p> <p>A Trustee asked about the risk of other schools over inflating their grades? This is beyond the Trust's control. We want to have a rigorous process to award the correct grades.</p> <p>A Trustee asked about PR to the parents? A copy of the Rationale has already been sent to the parents and shared with other Secondary Schools in Somerset.</p> <p>A Trustee asked about A Levels at West Somerset College? The Headteacher is developing a standardisation process. And there will be moderation with Bridgwater & Taunton College.</p> <p>A Trustee asked about extra support for Special Educational Needs students and whether moderation will be different for these students? Schools will take into consideration any extenuating circumstances when awarding the grades.</p> <p>It was noted that the majority of students at Brymore have special educational needs.</p> <p>Trustees thanked Vicky for her presentation.</p>	
1	<u>Procedural matters</u>	
1.1	<p>Apologies Apologies were received from Carole Chevalley, Sam Reilly, and Tamsin Grainger.</p> <p>Bex Sinclair was absent.</p> <p>The Clerk confirmed that with 10 of the 12 Trustees present that the meeting was quorate (30%).</p>	
1.2	<p>Declarations of Interest None</p>	
1.3	<p>Minutes of the previous meeting.</p> <p>A Trustee asked about the remarks in the minutes about limited space at Hamp academy leading to injuries? This is related to the need to bubble the children within the existing play areas. Any changes to the playing field would require the permission of the Secretary of State.</p> <p>The Clerk will amend the final minutes to reflect that accidents are recorded separately from Bumps.</p> <p>The minutes of the meeting of 25th February 2021 were accepted as a true record.</p>	

Item	Description	Action
1.4	Matters Arising 1.4.1 Trustees Strategic Planning Day The Chief Executive Officer (CEO) will circulate potential dates in May or June for the Strategic planning day.	
2	<u>Trust Leader Reporting</u>	
2.1	Trust Leaders Report Peter Elliott (Chief Executive Officer) highlighted the main points of his Trust Leaders report circulated with the papers for this meeting. <ul style="list-style-type: none"> • Covid update • GCSE and A Levels (See presentation above) • APEX Centre Ali Biddles (Trust SEN lead) highlighted the main points of the Apex Centre overview circulated with the papers for this meeting. <ul style="list-style-type: none"> ○ Unique Learning Facility providing a bespoke provision to avoid permanent exclusion of pupils. ○ The Curriculum intent is aimed at the most vulnerable students. ○ This forms part of the “big picture” for education on the Trust where students will attend for 2/3 days a week, and spend the other 2/3 days at their own school. They will remain on the roll at that school. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> A Trustees asked if the Apex Centre will have a separate budget? Yes – It will be funded from the existing expenditure on off-site provision. Between £120k and £130k a year. </div> There will also be the option for income generation from providing services to outside bodies. Trustees discussed the option of creating a charitable foundation to be able to seek grant funding. <ul style="list-style-type: none"> ○ Staffing will be part of the central team. ○ Financial matters will be reported separately. • BTCT Trading The Trading Board and Finance and Resources committee have met with Bishop Fleming to discuss the future structure of the Trading Company within the Trust. The Leisure Centres and re-opening on 12th April. The Trust will be testing a residential offer at Brymore with pupils from Hamp, BCA, and MBA. • South Somerset School re-organisation The Local Authority have decided to implement their full proposal. The Trust will have to submit a Significant Change Request (SCR) to turn MBA into a Primary School of 300 pupils. The Trust will seek assurance from the Local Authority for capital and revenue funding to cover the conversion over the next 4 years before submitting the SCR is June 2021. It was noted that the proposal will leave the School with surplus floor space. 	

Item	Description	Action
	<p>A Trustee asked if the Trust was capable of delivering primary education so far from Bridgwater? Yes – The Trust will be able to offer a great school but with a remodelled staffing structure.</p> <ul style="list-style-type: none"> Trauma Informed Schools Action – Circulate Trauma Informed School's appendix to the paper. Trauma Schools provide recognition of student's adverse childhood experiences. It was noted that there will be a significant percentage of students who will have experienced trauma. Key Risks The new Internal Auditors have carried out an audit of the Key Risks. The Risk Register is being re-worked for review by the Audit Committee. <p>A Trustee asked if the risk to Brymore Boarding Income from the Covid-19 pandemic is a one-off event? The Trust has considered the possibility of another closure and has made changes to the contract with Parents and School Fee insurance to cover this.</p> <p>It was noted that Private schools have not been refunding all the fees during the Covid-19 pandemic.</p>	PLE
2.2	<p>Financial reporting The Chief Financial Officer (CFO) highlighted the main points of the Month 6 management report circulated with the papers for this meeting.</p> <p>The Trust is in a strong position with a predicted £400k surplus this year from an anticipated deficit of £6k at the start of the year. This is the result of underspends on certain budget areas, and claims for Covid-19 costs from the Department of Education.</p> <p>A trustee asked if this was a one-off windfall? Yes – This has been an unprecedented year and this money will carry over into next year.</p> <ul style="list-style-type: none"> Key Performance Indicators These will be expanded for comparison with a wider geographical area. Balance Sheet <p>A Trustee asked about the debtors? This has been inflated by the Condition Improvement Fund (CIF) income being included in the year that it arrives rather than expended.</p> <p>It was noted that this figure also included boarding fees that are paid monthly.</p> Cashflow The end of year forecast will be higher than expected to include the estimated £630k School Condition Allowance. Capital Projects These are the Board approved projects and now includes the Netball facility at BCA from the ring-fenced land sale income. Reserves The projected Free Reserves are £2.9m. Which is £900k above the reserves policy of 4 weeks expenditure. 	

Item	Description	Action
	<p>A Trustee asked what the Trust was proposing to do with the £900k? As this excludes all the capital expenditure already approved, the Trust will look at the Capital Projects priority list.</p> <p>Now that the Trust will be receiving the annual School Condition Allowance it will develop a 5-year premises and IT rolling replacement programme for better long term financial planning.</p>	
2.2.1	<p>Budget Assumption for 2021/22 The CEO highlighted the main points of the Budget Assumptions document circulated with the papers for this meeting.</p> <ul style="list-style-type: none"> • Staffing Staffing levels for 2021/22 are still be developed. The Trust is assuming that there will be some disruption to education from Covid-19. The Support Staff pay award was negotiated last year for a 2 year period and the costs have already been included in the budget. <p>There may be a Public Sector pay freeze for Teachers. If the Trust budgets for a 2% pay award that would cost £280k.</p> <p>There will be a paper to the Board in July 2021 with recommendations for a Teachers pay award.</p> <p>A Trustee asked about a one-off payment to acknowledge the extra work of the staff over the last year during the Covid-19 pandemic? The Trust introduced the My-Rewards gateway last September that provides discounts all staff.</p>	
3.	<u>Reports to the Board</u>	
3.1	<p>Audit Committee Denys Rayner highlighted the main points of the Audit Committee minutes circulated with the papers for this meeting.</p> <ul style="list-style-type: none"> • New Internal Auditors More insightful; providing a particularly good assurance. • Future Audits plan. • Risk Management Process Gaps; Strategic Risks; Trust and Academy Level. • Financial Control • Trading Company • SEND Audit scope. <p>It was noted that there is no duplication with the work of the Finance and Resources committee.</p>	
3.2	<p>Finance and Resources committee Sid Gibson highlighted the main points of the Finance and Resources Committee minutes circulated with the papers for this meeting.</p> <ul style="list-style-type: none"> • Month 5 management accounts. The committee appreciate the detail in the current report format. • Cyber Insurance – now in place. • Investment Policy – for approval later in this meeting. • Trading Company Regular review of the results and consideration of the structure within the Trust. 	

Item	Description	Action
3.3	<p>Safeguarding Trustees noted the contents of the Safeguarding Trustees' and Safeguarding Leads' reports circulated with the papers for this meeting.</p> <p>It was noted that safeguarding statistics will be included in the next report to the Board.</p>	
4	<u>Policies for Approval</u>	
4.1	<p>Investment Policy This policy is recommended by the Finance & Resources committee to make better use of the reserves that the trust holds on deposit. It will only make use of High Street Banks with pots of no more than £85k to negate any risk that there may be to the Trust.</p> <p>The Finance & Resource committee will approve the investment plan and monitor progress at each of its meetings.</p> <p>A Trustee asked if the Finance & Resources committee will approve all of the Investments? The F&R committee will be approving the first 10 investments to get a feeling for how it will all work. Investments will then be delegated to the CFO and 2 Trustees with regular monitoring by the committee.</p> <p>Denys Rayner proposed that Trustees approve the Investment Policy. Seconded by David Hannay and approved by all present.</p>	
4.2	<p>Temporary Amendment to the Child Protection & Safeguarding</p> <p>Andy Berry proposed that Trustees approve the Temporary Amendment to the Child Protection & Safeguarding Policy. Seconded by Jane Gillespie and approved by all present.</p>	
5.	<u>Papers for Information</u>	
	<ul style="list-style-type: none"> Clerks Briefing Trustees noted the contents of the Clerks Briefing notes. MATS moving forward; the power of governance Trustees noted the need of the Search Committee to reflect on the diversity of the Board. 	
6.	<u>Any Other Business</u>	
	<p>The Chair thanked everybody for their work this term. He also thanked the CEO, Senior Leaders, Chairs of the LGB's, and School Leaders on behalf of all the Trustees.</p>	
8	<u>Next meeting</u>	
	<p>Thursday 13th May 2021 <u>5.00pm</u></p>	

Item	Description	Action
	Via Microsoft Teams	
	8 th July 2021	
	<i>The meeting finished at 7.10pm</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**

13th May 2021