



Company number 8098956

MINUTES
BRIDGWATER & TAUNTON COLLEGE TRUST
BOARD MEETING
25TH FEBRUARY 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	Spring 21

Actions from BTCT Board Meeting on 25th February 2021

2.1	GCSE and A Level allocation rationale. <i>[documents circulated 1st March 2021]</i>	PLE	01/04/21
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



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MINUTES BRIDGWATER & TAUNTON COLLEGE TRUST BOARD MEETING 25TH FEBRUARY 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>
	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>
✓	Lynne Stanbury	(LS)	<i>Human Resources Manager</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. He welcomed Marie Goddard, attending as a prospective Trustee.

Item	Description	Action
1	<u>Procedural matters</u>	
1.1	Apologies Apologies were received from Bob Brown, David Hannay, Bex Sinclair, and Tamsin Grainger.	

Item	Description	Action
	The Clerk confirmed that with 8 of the 11 Trustees present that the meeting was quorate (30%).	
1.2	Declarations of Interest None	
1.3	Minutes of the previous meeting. The minutes of the meeting of 3rd December 2020 and 21st January 2021 were accepted as a true record.	
1.4	<p>Matters Arising</p> <p>1.4.1 Reputational image of the Trading activities The Chief Executive Officer reported that he has reviewed the Trading Activities of other similar Multi Academy Trusts. Most have their trading activities within the main company which makes them less visible within the Company accounts.</p> <p>The Trading Company directors are reviewing their options:-</p> <ol style="list-style-type: none"> 1. Remain a separate company. 2. Bring the activity within the Trust. <p>This is being monitored by the Finance & Resources committee.</p> <p>1.4.2 Comparative Reading Age data Children will not be returning from the latest Covid-19 lockdown until the 8th March. Testing is likely to take place in the Summer term and the action and will be moved to the Autumn term.</p>	
1.5	<p>Adoption and Invoking the Redundancy Procedure The Chief Executive Officer introduced the context of the proposal included in the report circulated with the papers for this meeting.</p> <p>There has been a duplication of roles since Maiden Beech Academy and Stanchester Academy joined the Trust in December 2019. The proposal for savings has been deferred from March 2020 and the in-year deficit at Stanchester needs addressing. There is also the issue of the proposal to re-organise schools in Crewkerne and Ilminster.</p> <p>A review of the provision of Health & Safety with comparisons with similar sized MATs has shown that BTCT spend considerably more than other MATs. The proposal is to outsource the Health & Safety function with the potential redundancy of the Health & Safety lead.</p> <p>A Trustee asked if the Trust had sought advice on the selection of the redundancy pools? The HR lead confirmed that all the pools had been verified thoroughly.</p> <p>A Trustee asked about a comparison of staffing numbers with other schools in the Trust? The remodelling is to bring the schools in line with staffing levels in other Schools in the Trust.</p> <p>It was noted that the Trust will explore voluntary options first to avoid any compulsory redundancies.</p> <p>It was noted that the deadline for staff to return proformas and provide feedback on the draft report is the 1st April 2021: The date of the next Board meeting.</p>	

Item	Description	Action
	<p>Lynne Stanbury (HR Manager) took the Board through the decisions they needed to make.</p> <p>1.5.1 Confirm that Board of Directors have adopted the Redundancy and Restructuring Procedure.</p> <p>Denys Rayner proposed that Trustees adopt the Redundancy and Restructuring Procedure circulated with the papers for this meeting. Seconded by Richard Hawkins and approved by all present.</p> <p>1.5.2 Agree who will make the initial decision to dismiss on grounds of redundancy.</p> <p>Andy Berry proposed that the Chief Executive Officer will make the initial decisions to dismiss. Seconded by Carole Chevalley and approved by all present.</p> <p>1.5.3 Determine the staff group(s) from within which the redundancies will be made, including any post(s) within this group(s) which is to be excluded for consideration for redundancy.</p> <p><u>Stanchester Teaching Staff:</u> Only: 1 Teacher of Alternative Provision 1 Unqualified Teacher</p> <p><u>Stanchester Support Staff</u></p> <ul style="list-style-type: none"> • In class and HUB support staff. This includes posts identified as LSA, Senior LSA, Assistant to SENCO, Green Room Assistant, Alternative Provision, HLTA, Mental Health Support workers, Year 7/8 support worker, Emotional Health worker, KS4 support worker, Cognition and Learning worker, EAL worker. • Counsellor • Reprographics Technician • Finance Manager • Pastoral Manager • Headteacher's PA • IT Manager • IT Technician <p><u>Support staff posts that unaffected are:</u></p> <ul style="list-style-type: none"> • Catering Colleagues • Site Team Colleagues • Cover Supervisors • Office Assistant role • Receptionist • Reprographics, events and marketing • SIMS Manager • Cleaning colleagues • PFSA • Finance Assistant 	

Item	Description	Action
	<ul style="list-style-type: none"> • Pastoral coordinators • Minibus Driver • Safeguarding Officer • Curriculum Technician <p>The reason these are excluded are that they are necessary for the smooth running of the school.</p> <p><u>At MBA, only:</u> Network Manager All other posts are unaffected as they are necessary for the smooth running of the school.</p> <p><u>Within the Trust, only:</u> Head of Health & Safety All other posts are unaffected.</p> <p>Carole Chevalley proposed that the redundancies will be made from the above staffing groups. Seconded by Denys Rayner and approved by all present.</p> <p>1.5.4 Determine the estimated size of the reduction in each staff group expressed in terms of salary cost, full-time equivalent posts and/or weekly hours.</p> <p>Learning Support Assistants – 165 hours per week will be available. HLTAs – 55 hours per week will be available. There will be a Pastoral Coordinator post for Years 6 and 7, initially ring-fenced to the current Pastoral Manager position</p> <p>Colleagues will be kept informed of any vacancies across the Trust to avoid compulsory redundancies where possible.</p> <p>Richard Hawkins proposed that the size of the reductions will be as listed above. Seconded by Andy Berry and approved by all present.</p> <p>1.5.5. Confirm the selection criteria that will be used - In cases where a selection process is needed colleagues will be asked to complete a proforma detailing their qualifications, knowledge and experience. A scoring system will be used.</p> <p>Sid Gibson proposed that the above scoring system will be used for the selection process where required. Seconded by Richard Hawkins and approved by all present.</p> <p>1.5.6 Determine the date for the Initial Dismissal Meeting</p> <p>Andy Berry proposed that the date of the initial dismissal meeting will be 10th May 2021. Seconded by Carole Chevalley and approved by all present.</p>	

Item	Description	Action
	<p>1.5.7 Arrange the membership of an Appeals Committee (if there is not a standing Appeals Committee) and set a date for the Appeals Hearing.</p> <p>Andy Berry proposed that the date of the Appeals Committee meeting will be 15th June 2021. Seconded by Heather Strawbridge and approved by all present.</p> <p>1.5.8 Agree arrangements for staff obtaining individual information related to financial compensation –</p> <p>Jane Gillespie proposed that staff will obtain individual financial information from the HR team, Seconded by Heather Strawbridge and approved by all present.</p> <p>It was noted that there is currently a delay in obtaining pension estimate figures for support staff from Peninsula Pensions – unions have already been made aware.</p>	
1.6	<p>Appointment of chair of BTCT Trading</p> <p>Andy Berry proposed that Richard Hawkins be appointed as chair of BTCT Trading Company. Seconded by Denys Rayner and approved by all present.</p>	
1.7	<p>Expenditure of BCA ring fenced reserve</p> <p>The Chief Executive Officer explained the context of the proposal circulated with papers for this meeting.</p> <ul style="list-style-type: none"> The £0.5m proceeds from the sale of land at Bridgwater College Academy have been ring fenced to be invested in sports facilities at BCA. Two projects have been identified: - <ol style="list-style-type: none"> Sports Hall: estimated at £600k. Netball Facility: estimated at £285k. The £285k for the netball facility includes a £50k contingency and a £40k grant from Sedgemoor District Council for community use of the facility. The Local Governing Body are recommending that £245k of the ring-fenced reserve be allocated to the provision of a Netball Facility. <p>Richard Hawkins proposed that Trustees approve the allocation of up to £245k of the ring-fenced fund be allocated to the provision of a Netball Facility at BCA. Seconded by Andy Berry and approved by all present.</p>	
2	<u>CEO Reporting</u>	
2.1	<p>CEO's Report</p> <p>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"> Covid update The schools will be re-opening fully on the 8th March 2021. Headteachers have produced plans for the return. <ul style="list-style-type: none"> Primary – All students on 8th March. 	

Item	Description	Action
	<ul style="list-style-type: none"> ○ Secondary – phased return over the 1st week to allow for lateral flow testing. Three tests will be undertaken at School before continuing at home. ● GCSE and A Levels GCSE and A Level grades will be decided by Teacher assessment. There will be a Trust wide approach to this to endeavour to avoid a greater number of appeals. The Trust will develop a rationale for the allocation of grades before the next Board meeting on 1st April 2021. Action – GCSE and A Level allocation rational documents <i>[The draft papers were circulated on 1st March 2021]</i> <p>A Trustee asked if there will be moderation of grades between the schools? Yes – this will add to the quality assurance of the results.</p> <ul style="list-style-type: none"> ● APEX Centre The APEX Centre is being developed at the former farm unit at Minehead. It will be the Trust's own Alternative Provision to endeavour to avoid having to permanently exclude pupils from schools within the Trust. The provision will also be offered to schools outside of the Trust. The Trust is advertising for a leader. The facility will also be made available for community use; starting this summer. <p>A Trustee asked about funding for the facility? Funding is from savings made through the GAG pooling and from on costs of sending pupils to external provisions. The Trust will also be offering places on a traded offer to schools outside of the Trust.</p> <p>A Trustee asked if the APEX Centre will be a standalone facility? It will be an offsite facility and pupils will remain registered at their "home" school.</p> <p>A Trustee asked about the Governance and Oversight of the Apex Centre? The Centre will be run by the central team and overseen by the Headteachers and LGB's of the schools that send pupils to the Centre.</p> <p>A Trustee asked about the distance that pupils will have to travel from Stanchester to Minehead? This is about 70 minutes. Attendance will form part of a blended offer via schools, on-line, and the APEX Centre for 1 or 2 days a week.</p> <p>It was noted that there may also be an option to develop space at MBA as well.</p> <p>Trustees discussed the governance of the Centre via multiple LGB's and noted that governance could develop into its own arrangements in the future.</p> <ul style="list-style-type: none"> ● BTCT Trading The Leisure Centres have been closed since the start of January 2021 with no change to the re-forecasted outcomes. 	PLE

Item	Description	Action
	<p>The CEO noted that demand for residential trips could result in increased income at Brymore.</p> <ul style="list-style-type: none"> Stanchester Academy Headteacher recruitment will take place next week with Trustees involved in the interviews via Microsoft Teams. <p>Shortlisting will take place on 26th March with interviews on the 2nd and 4th March.</p>	
2.2	<p>South Somerset School re-organisation The CEO highlighted that the formal consultation by Somerset County Council has ended.</p> <p>The Trust will be expected to make a Significant Change application to the Regional Schools Commissioner once the details have been provided by the Local Authority. The Local Authority will also provide details of the financial compensation to the school for the reduction in pupil numbers.</p> <p>The Trust will develop a masterplan for the use of the redundant rooms at MBA.</p> <p>The CEO noted that the schools is already struggling to recruit staff due to the uncertainty of the timings of the reorganisation.</p> <p>ASC Base The Local Authority has funded an expansion of the base at BCA from 17 to 25 pupils, it has floor space for 35 pupils if required.</p> <p>The Local Authority have also approved £2m to develop a SEN resource in West Somerset. This will be an all through provision and the LA have not yet identified where it will be located.</p>	
2.3	<p>Financial Reporting The Chief Financial Officer (Nic Mould) highlighted the main points of the Month 4 report circulated with the papers for this meeting.</p> <ul style="list-style-type: none"> The £6k deficit identified in the original budget is now estimated to be a surplus of £320k. Increased income has come from Catch-up, Grant and SEN funding. Additional expenditure has been made on additional staffing and IT equipment. A re-forecast of the year end loss on Boarding at Brymore includes the 6 weeks of this half term lockdown. There will be a further 2 weeks of losses before the school re-opens on 8th March. Grant funding received this year may have to be carried over to next year as expenditure is unlikely to happen this year. Trustees noted the contents of the Balance Sheet, Cash Flow statement, Consolidated Capital Expenditure, and Reserves Summary. The Finance & Resources committee will continue to monitor the situation closely. 	

Item	Description	Action
2.	SEN Autism base and Alternative Provision See CEO report above.	
3.	<u>Reports to the Board</u>	
3.1	Finance and Resources committee Sid Gibson highlighted the main points of the Finance and Resources Committee minutes circulated with the papers for this meeting. <ul style="list-style-type: none"> Month 4 management accounts. Recommendation for expenditure of the ring-fenced funds at BCA. Future work of the committee; Brymore Boarding, Cyber Insurance, Trading Structure, Key Performance Indicators. 	
3.2	Trustee and Governor training The Company Secretary highlighted the main points of the Training report circulated with the papers for this meeting. <ul style="list-style-type: none"> Courses completed. SEND, Safeguarding, and Health & Safety governor forums. ACTION – Add number of attendees to the training report.	GSJ
3.3	Health & Safety report Trustees noted the contents of the Health & Safety report circulated with the papers for this meeting. It was noted that future reports should include the top 5 lessons learnt and the actions taken. A higher level of detail is included in the individual school reports discussed at the LGB meetings. A Trustee asked about the balance of the reports to the board? The reports need to contain high level Health & Safety and strategic issues. There has been 1 RIDDOR reportable incident since the production of this report. A Trustee asked about the high number of injuries at Hamp Academy? Bumps are more typical at a Primary School; especially where pupils are being kept in their bubbles during the Covid-19 pandemic. The trust is reviewing how these incidents are recorded to ensure that the figures at each school are comparable.	
4	<u>Policies for Approval</u>	
4.1	Redundancy and Redeployment See 1.5 above	
4.2	Child Protection & Safeguarding The policy has been reviewed in line with the latest guidance. It was noted that these changes may be small amongst all the points required. Action – Include tracked changes are included in future versions of the Child Protection & Safeguarding Policy for approval by the Board.	PLE

Item	Description	Action
	Denys Rayner proposed that Trustees approve the Child Protection & Safeguarding Policy. Seconded by Carole Chevalley and approved by all present.	
5.	<u>Papers for Information</u>	
	<ul style="list-style-type: none"> • Clerks Briefing Trustees noted the contents of the Clerks Briefing notes. • Benchmarking Data The CFO that the Finance & Resources committee will be reviewing the Benchmarking KPI's highlighted in the Bishop Fleming report circulated with the papers for this meeting. 	
6.	<u>Any Other Business</u>	
	It was noted that per pupil investment has increased by £300 each as a result of being a Multi Academy Trust.	
8	<u>Next meeting</u>	
	<p>Thursday 1st April 2021 <u>5.00pm</u> Via Microsoft Teams</p> <p>13th May 2021 8th July 2021</p>	
	<i>The meeting finished at 6.31pm</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**

1st April 2021