



Company number 8098956

MINUTES
BRIDGWATER & TAUNTON COLLEGE TRUST
EXTRAORDINARY BOARD MEETING
21ST JANUARY 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 16th September 2020

1.7	Consider the image of the Schools / Trust through the joint trading operation.	NM/PLE	04/02/21
2.1	Add comparative Reading Age data to the report to allow Trustees to benchmark the data.	PLE/TG	04/02/21
3.4	Report on Safeguarding Training to the next meeting.	CC/AB	04/02/21
6.0	Financial reporting will be added to future Board Agenda's	AB/PLE	04/02/21



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MINUTES
BRIDGWATER & TAUNTON COLLEGE TRUST
EXTRAORDINARY BOARD MEETING
21ST JANUARY 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>
	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 vice chair welcomed everybody to this virtual meeting.

Item	Description	Action
1	<u>Procedural matters</u>	
1.1	Apologies Apologies were received from Andy Berry. 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	Minutes of the previous meeting. The minutes of the joint Audit and Finance & Resources meeting with the Auditors on 13th January 2021 were accepted as a true record.	
1.4	Matters Arising None.	
2	<u>Annual Accounts 2019-20</u>	
	<p>The Chief Financial Officer (CFO) explained the lengthened process in compiling the annual accounts for 2019-20 and noted that the Education and Skills Funding Agency (ESFA) had extended the submission period until the end of January 2021 to give more time during the Covid-19 pandemic.</p> <p>The Audit and Finance & Resources committees have met jointly with the external auditors Bishop Fleming on two occasions to review the accounts in detail.</p>	
2.1	<p>Surplus Reconciliation report</p> <p>The trial balances had to be adjusted to reflect that Stanchester Academy and Maiden Beech Academy had joined the Trust in December 2019 and therefore had only been reported for 9 months. Whereas the rest of the Academies had a full 12 months of reporting.</p> <ul style="list-style-type: none"> • Audit Adjustments The CFO highlighted the main points of the Audit Adjustments that have resulted in a net movement of funds of £5,875k. 	
2.2	<p>Annual Report and Financial Statements</p> <p>The CFO highlighted the main points of the Annual Report circulated with the papers for this meeting.</p> <ul style="list-style-type: none"> • Balance Sheet Total funds increased to £39,409k from £33,535k the previous year. It was noted that the Pension deficit had increased from £14m to £25m due to the increase in schools from 5 to 7. • Fixed assets Fixed assets have increased to £59m from £42m. • Debtors and Creditors The majority of this is made up of the accrued income from the Condition Improvement Fund (CIF) bids for capital projects that are in progress across the Trust. • Funds in the Trust Restricted = £35.8m Unrestricted = £3.6m It was noted that the cash balance is higher due to the unspent Capital income. 	

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2.3	<p>Management letter The CFO highlighted the main points of the Appendix to the Management Letter circulated with the papers for this meeting.</p> <p>Current Year issues</p> <ul style="list-style-type: none"> • Accounting matters Fixed asset correction posted into reserves – Green Fixed assets brought in – Green Fixed assets not capitalised – Green Boarding Surplus – Green – following the review of fees last year the Trust is making a return of 8% as required by the ESFA. Funds Analysis – Amber – The trust has converted to the ESFA chart of accounts to monitor these funds more accurately. Stanchester contribution top CIF – Green Year end BACS runs in bank reconciliation – Green • Governance Losses in Subsidiary - RED The CFO highlighted the losses made by the trading subsidiary and noted that there will be a separate discussion on this below. Declarations of interest. • Prior year issues remaining Inter Academy Balances – Orange – to be reviewed Purchase Orders – Orange – Ongoing issues to be raised with Academy finance teams. Balance sheet reconciliations – Orange – processes under review Bank postings – Orange – resolved at Brymore. <p>Sid Gibson proposed that Trustees approve the Annual Accounts for 2019-20. Seconded by Richard Hawkins and approved by all present.</p> <p>The Chair and Accounting officer will sign the approved documents.</p>	
3	<u>CEO Reporting</u>	
3.1	<p>CEO report The CEO highlighted the main points of the CEO's report circulated with the papers for this meeting.</p> <ul style="list-style-type: none"> • Context The CEO noted the turbulence in the Education sector, with short notice government announcements about testing and school closures. Staff are already exhausted; with Secondary schools delivering a full daily program of lessons live "on-line". • Attendance Student numbers are increasing with schools receiving requests for the attendance of children from non key worker families. • Boarding The announcement of the cancellation of GCSE exams means that Year 11 students are unlikely to return to school; leading to an additional loss in 	

Item	Description	Action
	<p>boarding fees on top of the current lockdown closure. The loss in income could be as much as £820k in the financial year. Boarding staff that are furloughed is not offsetting the losses.</p> <p>A Trustee asked how much the Furlough claim is? The claim is £35k a month until April 21 = £150k. There will also be some saving on utilities at £20k a month.</p> <p>The loss is likely to be in the region of £500k.</p> <p>The Finance & Resources committee will be following this up at their future meetings. It was noted that the losses could be sustained through the use of unrestricted reserves.</p> <ul style="list-style-type: none"> • There are some other Trust wide savings through a halt in recruitment and savings on Supply costs. • The lessons learnt during the previous lockdown have proved invaluable this time in getting things up and running quickly. • Support staff have distributed nearly 1000 laptops to students to aid their online learning. • There will be no GCSE or A level exams this year. Pupils are being encouraged to maintain their participation as their outcomes will be based on Teacher assessment. The Academies are keeping in touch with families to ensure students have a destination next year. <p>A Trustee asked about staff welfare / absence? Attendance is mixed across the Trust. Hamp has the worst attendance where Covid-19 infections has been the highest.</p> <p>Staff may have to be moved from other schools to maintain the learning at Hamp.</p> <ul style="list-style-type: none"> • The Local Authority have published the result of their consultation on the reorganisation in Crewkerne and Ilminster and have decided to continue to the formal stage with no changes to the proposal. The Trust will be required to consult over the new admissions arrangements at Maiden Beech and make a Significant Change request for the new school age range. A pre-consultation on this has been started with the parents. It was noted that there may be up to 50 students who would prefer to move to Stanchester. 	
2.2	<p>BCTC Trading Subsidiary The Chief Executive Officer highlighted the main points of the Business plan circulated with the papers for this meeting.</p> <ul style="list-style-type: none"> • Context The leisure centres at BCA and WSC are closed due to the Covid-19 lockdown, with staff furloughed. The Trust was already prepared for a small loss at WSC having just taken over the running of the Centre from 1610. • Trading Company The Trading Company directors believe that the business is sustainable outside of the losses sustained due to the Covid-19 pandemic. <p>A Trustee asked about payments to the company from the Trust to cover the benefit of free access to 6th Form students? The trust has</p>	

Item	Description	Action
	<p>seen a benefit by attracting an extra 50 6th Form students. Free access to the Leisure Centre is part of this increase.</p> <ul style="list-style-type: none"> • Next Steps <ol style="list-style-type: none"> 1. The BTCT Leisure Company board are meeting monthly to monitor the situation. 2. The Finance & Resources committee will have this as a standing item on future agenda's. <p>The Board recorded their thanks to the finance team for all the work that has gone into producing the Annual Accounts and associated reports.</p>	
4.	<u>Any Other Business</u>	
	None	
5.	<u>Next meeting</u>	
	<p>Thursday 25th February – NEW DATE</p> <p><u>5.00pm</u> Via Microsoft Teams</p> <p>1st April 2021 13th May 2021 8th July 2021</p>	
	<i>The meeting finished at 5.55pm</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.....

25th February 2021