



Company number 8098956

MINUTES
BRIDGWATER & TAUNTON COLLEGE TRUST
EXTRAORDINARY BOARD MEETING
3RD DECEMBER 2020

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
2.3	circulate a proposed South Somerset Reorganisation consultation response to Trustees for submission no later than 11 th December 2020.	PLE	11/12/20
2.3	Make a direct approach to the Diocese / Wadham about an alternative proposal.	PLE	ASAP
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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BRIDGWATER & TAUNTON COLLEGE TRUST
EXTRAORDINARY BOARD MEETING
3RD DECEMBER 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
	<u>Presentation on Inclusion in the Trust</u>	
	Ali Biddles gave a presentation on Inclusion in the Trust.	
1	<u>Procedural matters</u>	
1.1	Apologies Apologies were received from Bob Brown, Jonathan James, and Tamsin Grainger.	

Item	Description	Action
	The Clerk confirmed that with 9 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 15th October 2020 were accepted as a true record.	
1.4	Matters Arising Matters arising from the previous meeting have been completed.	
1.5	Appointment of chair for the Finance & Resources committee Denys Rayner proposed that Sid Gibson be appointed as chair of the Finance & Resources committee. Seconded by David Hannay and approved by all present.	
1.6	Secondment of Governor to Maiden Beech Academy Trustees agreed that Doug Bamsey be co-opted to the Local Governing Body at Maiden Beech Academy	
1.7	<p>Recommendations from the Finance & Resources committee</p> <p>i) Merger of Trading companies</p> <div style="border: 1px solid black; padding: 5px;"> <p>A Trustee asked about the division of each Academies activities? Each area for Bridgwater College Academy, West Somerset College, and Brymore are dealt with separately; as will any future activity at other schools.</p> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>A trustee asked about the projection of the Image of each school if the trading activity is seen to come from the Trust? The company will consider this at its next meeting.</p> </div> <p>ACTION – Consider the image of the Schools / Trust through the joint trading operation.</p> <p>David Hannay proposed that Trustees approve the merger of the Trading Companies. Seconded by Sid Gibson and approved by all present.</p> <p>ii) Allocation of £489k to the Priority Capital Budget from Free Reserves The CEO highlighted the future plans for capital funding over the next 2 to 3 years. He noted the priority actions that required funding from reserves that had been discussed in detail by the Finance & Resources committee.</p> <p>It was noted that the allocation was from an affordable element of the free Reserves.</p> <p>Carole Chevalley proposed that Trustees allocate £489k from Free Reserves to the Priority Capital Budget. Seconded by David Hannay and approved by all present,</p>	NM/PLE

Item	Description	Action
2	<u>CEO Reporting</u>	
2.1	<p>Director of Educations report Peter Elliott (CEO) highlighted the main points of the Director of Educations Term 1 report circulated with the papers for this meeting.</p> <ul style="list-style-type: none"> • Projected Results 2020-21 A combination of mock examinations, practice assessments and teacher judgement has been used to compile the projected results <ul style="list-style-type: none"> ○ Key Stage 5 71 students with an Academic value-added score of -0.27. ○ Key Stage 4 Projected Progress 8 scores of BCA = -0.14 Brymore = 0.82 WSC = -0.05 Data for Stanchester has not been included as it is not yet available. ○ Key Stage 2 The impact of 4/5 months out of school can be seen in the figures. The Partners in Excellence) PiXL tests have provided an encouraging start for the focus on KS2. A concern about Maths and higher standards at Maiden Beech has been identified for extra catch-up focus. • Reading Ages across the Trust Over 50% of the pupils at BCA and Hamp are at least 12 months behind their chronological reading age. The support package introduced at BCA is having a positive impact and will be used at Hamp. • Fixed Term Exclusions There has been a focus on behaviour on the return to school. Fixed Term Exclusions (FTE) are about the same as for the same period last year. • Attendance Trust wide attendance is above the current National rate. This is the benefit of having a low Covid-19 infection rate in the South West. It was noted that a small number of families have chosen to home educate their children. • School Improvement Team A review of the School Improvement plans has shown good progress with the upskilling of classroom-based colleagues. • The 'Get Ahead' Programme See the CEO's report below • Curriculum Development Leads Microsoft Teams has made sharing resources across the trust easier. • Staff Development A key focus has been identified at Stanchester alongside the work at Hamp. <p>A Trustee asked why the projected Progress 8 figures are all below zero? These are the scores as they stand today. Staff are cautious; as there are still 6/7 months of teaching before the examinations.</p>	

Item	Description	Action
	<p>A Trustee asked about the GCSE examinations next summer? Staff are pleased that the examinations are taking place. It provides a focus for students over the next 6/7 months.</p> <p>The south west has had less disruption than other parts of the country and students should be in a good place for students to achieve well in the exams.</p> <p>A Trustee asked about trends in the Exclusion figures? They are for the same period as the previous 2 years and do not show any change considering students had been away from school during the Covid-19 lockdown.</p> <p>A Trustee asked if there had been any changes in the Reading Age figures? The CEO/DoE will provide comparative figures for benchmarking.</p> <p>Action – Add comparative Reading Age data to the report to allow Trustees to benchmark the data.</p> <p>A Trustee asked if benchmarking data for other subjects was available? The Trust has bought into a commercial package to analyse English (including Reading) that provides this data.</p> <p>In a normal year the Local Authority would provide comparative data for all subjects across the county.</p> <p>PiXL tests have been used to identify gaps in knowledge for maths, English, etc. There is a focus on Reading to allow students to access the vocabulary required to understand the questions.</p>	PLE/TG
2.2	<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"> Staff Survey The report highlights the strengths across the Trust. The CEO has met with the Headteachers to identify any 'next steps'. Performance Management The Headteachers performance management has been completed and targets set. iTrent The 'self-service' HR system will go live in January 2021. Academy Development Plans review reviews have been scheduled with the headteachers and chairs of the Local Governing Bodies. Stanchester Academy The headteacher is currently absent due to ill health. Tamsin Grainger is the acting headteacher. There will be an impact on her Director of Education role at other schools during this period . 'Get Ahead' in... Science, English, Maths and Geography This is a Catch-up initiative using a virtual environment. It has been shared with all the Secondary schools in Somerset and there has been good attendance by students. 	

Item	Description	Action
2.3	<p>South Somerset School re-organisation</p> <p>The CEO highlighted that the Board should make their own response to the Consultation document circulated with the papers for this meeting.</p> <p>There would be a cost benefit to all the middle and upper schools being in the same Multi Academy Trust.</p> <p>Trustees discussed the 'one-directional' solution proposed by the Local Authority (LA) and the need for the Trust to propose an alternative / constructive solution. Schools in the BTC Trust are encouraged to maintain their own identity and the Trust has a lot of the same shared values as the Diocese for its church schools e.g Wadham.</p> <p>The reorganisation is going to disrupt the education of all the pupils in South Somerset.</p> <p>It was noted that there was no financial information provided by the LA and that the consultation process has not been well lead. There has been a lot of resistance from parents in affected South Somerset schools. The next step would be for the LA to start a formal consultation.</p> <p>Trustees discussed an alternative solution that involved a collaboration between the Trust and the Diocese. The Trust is seeking to have a conversation with the Diocese about the involvement of Wadham School.</p> <p>ACTION – circulate a proposed consultation response to Trustees for submission no later than 11th December 2020.</p> <p>ACTION – Make a direct approach to the Diocese / Wadham about an alternative proposal.</p> <p>Trustees discussed the approach of the Trust so far to 'keep its head down' in the local area and avoid the agitation.</p> <p>It was noted that the current consultation proposes to turn Maiden Beech from a Middle School with 400 pupils to a Primary School with 350 pupils. The Trust's focus will always be to provide a high quality of education regardless of the type of school.</p> <p>The Trust will continue to try to influence the Local Authority and make a bid for the inclusion of alternative proposals in the formal consultation. Trustees stated that it is their intention that Maiden Beech will remain in the Trust regardless of the outcome of the potential reorganisation.</p>	<p>PLE</p> <p>PLE</p>
2.4	<p>Staff Survey</p> <p>See 2.2 above</p> <p>Trustees were asked to send any comments to the CEO.</p>	
2.5	<p>Contingency plan to cover CEO day to day operations</p> <p>Mark Thomas (Headteacher at Brymore) is ready to step in and undertake the CEO's duties if required. He has now been set up as a signatory on the bank accounts.</p> <p>(Mark has been attending Board meetings since the start of the Covid-19 pandemic)</p>	

Item	Description	Action
3.	<u>Reports to the Board</u>	
3.1	Audit Committee Denys Rayner highlighted the main points of the Audit Committee minutes circulated with the papers for this meeting. <ul style="list-style-type: none"> • New Internal Auditors appointed • Audit plan for 2020/21 approved • Risks from Covid-19 / CEO function. 	
3.2	Finance and Resources Committee Sid Gibson highlighted the main points of the Finance & Resources Committee minutes circulated with the papers for this meeting. <ul style="list-style-type: none"> • Merger of Trading subsidiaries • Capital expenditure • Year End 2019/20 	
3.3	Quality of Education Committee Carole Chevalley highlighted the main points of the Quality of Education Committee minutes circulated with the papers for this meeting. <ul style="list-style-type: none"> • West Somerset College • Differences / uniqueness of each school 	
3.4	Safeguarding Carole Chevalley highlighted the main points of the Safeguarding reports circulated with the papers for this meeting. Safeguarding Trustees report <ul style="list-style-type: none"> • Demands on Safeguarding training • Coping with Covid-19 and being out of school for a long period. • Rise in Domestic abuse and impact on students. <div style="border: 1px solid black; padding: 2px;"> A Trustee asked if there was specific training to deal with Domestic abuse? Safeguarding training includes resilience for all types of incidents. </div> ACTION – report on Safeguarding Training to the next meeting. Safeguarding Leads report <ul style="list-style-type: none"> • Concerns • Mental Health and Wellbeing • Somerset Family Safeguarding <div style="border: 1px solid black; padding: 2px;"> A Trustee asked how Covid-19 outbreaks are handled? Covid-19 infections are handled through Public Health England guidance. </div>	CC/AB
3.5	Data Protection Officer report The CEO highlighted the main points of the annual Data Protection Officers report circulated with the papers for this meeting. <ul style="list-style-type: none"> • Increase in Subject Access Requests linked to Single Parent families. • Training is being cascaded by Headteachers. 	

Item	Description	Action
4	<u>Policies for Approval</u>	
4.1	Staff Code of Conduct Andy Berry proposed that Trustees approve the Staff Code of Conduct. Seconded by Sid Gibson and approved by all present.	
4.2	Relationships and Sex Education Heather Strawbridge proposed that Trustees approve the Relationships and Sex Education Policy. Seconded by Jane Gillespie and approved by all present.	
4.3	Remote Education – Including Safeguarding Jane Gillespie proposed that Trustees approve the Remote Education Policy. Seconded by Carole Chevalley and approved by all present.	
4.4	Management of Staff Sickness and Absence Sid Gibson proposed that Trustees approve the Management of Staff Sickness and Absence Policy. Seconded by David Hannay and approved by all present.	
5.	<u>Papers for Information</u>	
	<ul style="list-style-type: none"> • Clerks Briefing The Clerk highlighted the requirement to include the expenditure of the Catch-up funding on the School Websites. • Staffing over time The CEO highlighted the changes in staffing over the previous few years and noted that it will form an in-depth discussion at a future Finance and Resources committee meeting. <p>Trustees were invited to submit questions to be considered by the committee.</p>	
6.	<u>Any Other Business</u>	
	Financial Reporting ACTION - Financial reporting will be added to future Board Agenda's	AB/PLE
8	<u>Next meeting</u>	
	Thursday 21 st January Extraordinary meeting for approval of the Annual Accounts <u>5.00pm</u> Via Microsoft Teams	

Item	Description	Action
	4 th February 2021 1 st April 2021 13 th May 2021 8 th July 2021	
	<i>The meeting finished at 6.58pm</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**

21st January 2021