



Company number 8098956

**MINUTES**  
**BRIDGWATER & TAUNTON COLLEGE TRUST**  
**BOARD MEETING**  
**14<sup>TH</sup> OCTOBER 2021**

**Actions from BTCT Board Meeting on 14<sup>th</sup> October 2021**

Item reference	Action	Person responsible	Date Due




Company number 8098956

**MINUTES**  
**BRIDGWATER & TAUNTON COLLEGE TRUST**  
**EXTRAORDINARY BOARD MEETING**  
**14<sup>TH</sup> OCTOBER 2021**

Meeting at BTC, Taunton Conference Centre and started at 5.00pm

**Members:**

✓	Andy Berry	(AB)	Chair (until 6.30pm)	<i>Bridgwater College</i>
✓	Bob Brown	(BB)		<i>Independent Trustee</i>
✓	Carole Chevalley	(CC)		<i>Independent Trustee</i>
✓	Peter Elliott	(PLE)		<i>Trust Leader</i>
✓	Sid Gibson	(SG)		<i>Independent Trustee</i>
✓	Jane Gillespie	(JG)		<i>Independent Trustee</i>
✓	Marie Goddard	(MG)		<i>Independent Trustee</i>
✓	Richard Hawkins	(RH)		<i>Independent Trustee</i>
✓	Denys Rayner	(DR)	Vice Chair	<i>Independent Trustee</i>

**In Attendance:**

✓	Nicola Mould	(NM)		<i>Chief Finance Officer</i>
✓	Tamsyn Grainger	(TG)		<i>Director of Education</i>
✓	Greg Jones	(GJ)		<i>Company Secretary</i>
✓	Mark Thomas	(MT)		<i>Brymore Academy</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>

(✓ In attendance)

The chair welcomed everybody to this virtual meeting.

Item	Description	Action
<b>1</b>	<b><u>Procedural matters</u></b>	
<b>1.1</b>	<b>Apologies</b> None  The Clerk confirmed that with 9 of the 9 Trustees present that the meeting was quorate (30%).	
<b>1.2</b>	<b>Declarations of Interest</b> Bob Brown – 3.4 – CEO of the Local Planning Authority	

Item	Description	Action
<b>1.3</b>	<p><b>Minutes of the meetings of 8<sup>th</sup> July 2021 and 30<sup>th</sup> September 2021</b></p> <p>The minutes of the board meeting of 8<sup>th</sup> July 2021 were accepted as a true record.</p> <p>The minutes of the extraordinary board meeting of 30<sup>th</sup> September 2021 were accepted as a true record.</p>	
<b>1.4</b>	<p><b>Matters arising</b></p> <p><b>1.4.1</b> 4.1 The Chief Financial Officer (Nic Mould) reported that Somerset County Council will retain all payroll data securely to provide historic queries for staff once the Trust moves its payroll to another provider. It was noted that it is very expensive to move the payroll data and they recommend that it stays with SCC.</p> <p>The order for the HMR procurement of payroll to be integrated into i-trent has progressed for one year only at £40k. which is within the Trust Leaders purchasing limits.</p>	
<b>1.5</b>	<p><b>Safeguarding Trustee</b></p> <p><b>Andy Berry proposed that Carole Chevalley be appointed as the Safeguarding Trustee for the forthcoming year. Seconded by Denys Rayner and approved by all present.</b></p>	
<b>1.6</b>	<p><b>Keeping Children Safe in Education</b></p> <p>All trustees acknowledged that they had read and understood Keeping Children Safe in Education 2021 from the Department for Education.</p>	
<b>1.7</b>	<p><b>Governance Policy (Terms of Reference)</b></p> <p><b>Carole Chevalley proposed that Trustees approve the Governance Policy for 2021-22. Seconded by Richard Hawkins and approved by all present.</b></p>	
<b>1.8</b>	<p><b>Committee membership</b></p> <p>Trustees noted that with only 9 trustees that they were currently members of multiple committees.</p> <p>Recruitment of Parent trustees is underway, and it is hoped to have new trustees in place for the start of 2022.</p>	
<b>2</b>	<p><b><u>Trust Leader Reporting</u></b></p> <p><b>2.1 Trust Leaders report</b></p> <p>The Trust Leader (Peter Elliott) highlighted the main points of the Trust Leaders report circulated with the papers for this meeting.</p> <p><b>2.1.1 Covid-19 update</b></p> <p>Current Covid-19 infections are causing more disruption than at any time since March 2020. There are 12 teachers off at WSC and 10 at BCA. Hamp Academy have had to send a year groups home.</p> <p>Support staff are also an issue with one school with less than 50% of their cleaning staff in school.</p> <p>Attendance is low with children having to isolate and this is having an impact on the quality of education.</p>	

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	<p><b>A Trustee asked if schools have moved to an amber state?</b> Hamp Academy has additional measures such as mask wearing.</p> <p>Trustees discussed the government guidelines and the additional measures in place to try and maintain attendance at a high level.</p> <p><b>2.1.2 Academy Development Plans</b> The Academy Development Plans (ADPs) have all been agreed with the headteachers. See the Director of Education's report for more details.</p> <p><b>2.1.3 Crewkerne and Ilminster</b> The restructuring at Maiden Beech Academy (MBA) is taking up a lot of the Trust Leaders time in meeting with staff at risk of redundancy. The first stage of the consultations end on the 18<sup>th</sup> October 2021.</p> <p>The outcomes of the two Judicial Reviews will be known on the 1<sup>st</sup> November 2021.</p> <p>20 pupils have left MBA to move to schools outside of the Wadham catchment.</p> <p><b>2.1.4 Headteachers performance reviews</b> These have all been completed with the Trust leader and relevant LGB Chairs.</p> <p><b>2.1.5 Risk Management</b> A review of the Risk Register has taken place with the relevant risk owners and new risks have been identified.</p> <ul style="list-style-type: none"> <li>• Staff recruitment</li> <li>• Energy costs</li> <li>• Supply chain disruption</li> <li>• Student attendance</li> <li>• Recruitment of safeguarding officers</li> </ul> <p>The Audit committee will follow these up in detail.</p> <p><b>A Trustee asked about the impact of staff absence on students and cover teachers across the Trust?</b> The larger schools have cover teachers for short term absences. Providing cover centrally would be a challenge due to the travel time between schools.</p> <p><b>A Trustee asked about the difficulty in recruiting safeguarding officers?</b> Following a review of these posts the Trust has increased the pay grade to make the posts more attractive.</p> <p><b>2.1.6 Future of the farm at Brymore</b> The Trust Leader and Headteacher have reviewed the farm with the team at Brymore and a report will come to a future Board meeting.</p> <p><b>2.1.7 Little Beeches Nursery</b> The proposed location of the proposed nursery on the campus has changed to make access easier, and a full business case will come to the next Board meeting.</p>	

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	<p><b>2.1.8 Apex Provision</b> Apex West has been open since September 2021 and the team have learnt a lot about relationships with the students. The success of keeping challenging pupils in mainstream education was noted by Trustees.</p> <p>Other schools have been contacting the Trust about accessing this provision, which highlights the opportunity for the development of Apex South at Maiden Beech.</p>	
<b>2.2</b>	<p><b>Director of Education report</b> The Director of Education (Tamsin Grainger) highlighted the main points of the report circulated with the papers for this meeting.</p> <p><b>2.2.1 Objective 1:</b> Support schools to secure excellent attainment from EYFS – KS5 across the Trust.</p> <p>Key stage 4 outcomes in English and Maths remain a priority. The gap in Progress 8 of disadvantaged pupils was noted and the plan to address this in the Academy Development Plans (ADPs).</p> <p>Bespoke assessment calendars have been planned for each setting.</p> <p><b>A Trustee asked what can be done for disadvantaged pupils?</b> The best option is to improve the whole school, which will help raise the profile of careers ambitions.</p> <p>It was noted that the gap at Bridgwater College Academy was widening when compared to other schools in the Trust. This may be down to over cautious assessment of Teacher Assessed Grades. The trust is working of the consistency of the application of assessments.</p> <p><b>2.2.2 Objective 2:</b> Offer a relevant, broad and balanced curriculum in our academies.</p> <p>The Trust School Improvement Team aims to drive rapid school improvement through sharing high quality curriculum resources; upskilling classroom based colleagues and holding leaders to account in a supportive manner.</p> <p><b>2.2.3 Objective 3:</b> Grow a culture of continuous improvement across Bridgwater and Taunton College Trust.</p> <p>The Quality of Education committee will be undertaking 'deep dives' into the Academy Development plans.</p> <p><b>A Trustee asked about the comparison of the individual deep dives and the whole trust position?</b> The last individual deep dive will take place this term with an additional meeting to look at the broader position across the trust.</p> <p>Assessment data will be explored in the Spring Term.</p> <p>The 'Get Ahead' programme is being expanded to provide free access for 5- to 11-year-olds.</p>	

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	<b>2.3 Apex West</b> See 2.1 above	
<b>3.</b>	<b><u>Financial Reporting</u></b>	
<b>3.1</b>	<p><b>2020/21 Outturn</b> The Chief Financial Officer (Nic Mould) reported that the Trust is expecting a surplus of £385k for the 2020/21 financial year. This will be confirmed by the time of the forthcoming Finance &amp; Resources committee meeting.</p> <p>The external audit process is well under way and a trial balance will be agreed with Bishop Fleming by 22<sup>nd</sup> October. The audit will start on the 25<sup>th</sup> October and take 2 weeks to complete. It was noted that Maiden Beech and Stanchester have been fully integrated into this year's accounts which will make the process easier.</p> <p>The Trading Subsidiary is also showing a small surplus of £8k.</p> <p>The CFO noted that due to the Covid-19 pandemic there had been a swing of £1.6m between the budgeted income and expenditure and the actual figures.</p>	
<b>3.2</b>	<p><b>Capital Projects</b> The Chief Financial Officer (Nic Mould) highlighted the main points of the Facilities Report circulated with the papers for this meeting.</p> <p>The Estates team have undertaken a review of projects across the trust.</p>	
<b>3.3</b>	<p><b>Trading Subsidiary</b> The chair of the Trading Company (Richard Hawkins) gave a verbal update on the end of year position for the company.</p> <p>It was noted that despite the original budgeted loss that the subsidiary made a surplus of £8k for 2020/21.</p> <p>Bookings are very active for this year and memberships are rising at BCA and WSC Easter residentials are being offered for Maths and English at Brymore.</p> <p>Some intercompany debt has been paid down by £36k in 2020/21. There is still a £60k provision in the trust accounts that may well be repaid by the end of this year.</p> <p><b>A Trustee asked what the key drivers have been for these changes?</b> The team have done a great job in seeking funding. They were pro-active in using the furlough scheme and did not fill vacant posts until absolutely required.</p> <p>The key post at WSC has been filled but there are still 3 part-time vacancies to fill.</p>	
<b>3.4</b>	<p><b>Land Sale at Cannington</b> The Trust Leader (Peter Elliott) noted that the report circulated with the papers for this meeting had placed a "ballpark" value of £1.3m on a 5.6</p>	

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	<p>acres piece of land that the trust owns in Cannington.</p> <p>Bob Brown declared an interest in this item as he is the CEO of the Local Planning Authority.</p> <p>Brymore owns 35 acres of land and leases another 50 acres for its farming operations. Sale of this land could provide an option to consolidate its land owning and provide security for the future of the farm.</p> <p>Trustees discussed their appetite to commission an independent valuation of this piece of land with a view to sell it for development.</p> <p>The Headteacher (Mark Thomas) highlighted his nervousness about the security of the leased land with recent changes in its ownership.</p> <p><b>A Trustee asked about the impact on the farming activities if the land was sold?</b> It would not impact on the day to day running of the farm.</p> <p>Trustees discussed the need to have a vision for the future direction of the farm and visualise how this money may help this.</p> <p><b>A Trustee asked if there was an appetite for the owners of the leased land to sell?</b> The school is currently approaching the owners to find out.</p> <p>The leases are currently renewed on a year-on-year basis.</p> <p>It was noted that a non-disclosure agreement has been signed with the developer interested in purchasing the land.</p> <p><b>Denys Rayner proposed that the Trust seek an independent valuation of the land and produce a 5 year plan for the farm. Seconded by Andy Berry and approved by all present.</b></p> <p>It was noted that the Department for Education would need to give permission to sell this land, and that there may be restrictions on what the proceeds can be spent on.</p> <p><b>6.30pm – Andy Berry left the meeting.</b></p>	
4	<p><b><u>Reports to the Board</u></b></p> <p><b>4.1 Review of confidential minutes</b> The Clerk to the Board (Greg Jones) highlighted that the report shows that some confidential minutes recorded last year are no longer confidential.</p> <p><b>4.2 Training</b> The Clerk to the Board (Greg Jones) highlighted that he had received training request from all the Local Governing Bodies and is developing a programme for the forthcoming year.</p>	

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<b>5</b>	<b>Policies for Approval</b>	
	<b>5.1 Safeguarding and Child Protection</b>  <p><b>Carole Chevalley proposed that Trustees approve the Safeguarding and Child Protection policy. Seconded by Jane Gillespie and approved by all present.</b></p> <p>It was noted that each Academy will modify this policy with details of their own setting.</p>	
	<b>5.2 Positive Handling</b>  <p><b>Carole Chevalley proposed that Trustees approve the Positive Handling policy. Seconded by Denys Rayner and approved by all present.</b></p>	
	<b>5.3 Apex Trauma Informed Schools Relationships Policy</b>  <p><b>Jane Gillespie proposed that Trustees approve the Apex Trauma Informed Schools Relationships policy. Seconded by Carole Chevalley and approved by all present.</b></p>	
	<b>5.4 CCTV Policy</b>  <p><b>Richard Hawkins proposed that Trustees approve the CCTV policy. Seconded by Denys Rayner and approved by all present.</b></p>	
<b>6</b>	<b><u>Papers for Information</u></b>	
	Trust Reporting Structure	
<b>7.</b>	<b><u>Any Other Business</u></b>	
	<p><b>Bridgwater College Academy Admissions Arrangements</b>  The Trust Leader (Peter Elliott) highlighted that the planned admissions numbers (PAN) needed to be amended in-line with the local agreement for admissions in Bridgwater. Admissions into Year 7 will be increased to 120 on top of the 90 children already admitted into Reception. This will give a total of 210 in Year 7.</p> <p><b>Bob Brown proposed that Trustees approve the consultation on the new admissions arrangements for Bridgwater Collage Academy. Seconded by Sid Gibson and approved by all present.</b></p>	
<b>8.</b>	<b><u>Next meeting</u></b>	
	<p>Thursday 2<sup>nd</sup> December 2021  <b><u>5.00pm</u></b>  Venue to be confirmed.</p>	
	<i>The meeting finished at 6.42pm.</i>	





Signed.....

2<sup>nd</sup> December 2021

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

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.