



Company number 8098956

**MINUTES**  
**BRIDGWATER & TAUNTON COLLEGE TRUST**  
**BOARD MEETING**  
**7<sup>TH</sup> JULY 2022**

**Actions from BTCT Board Meeting on 7<sup>th</sup> July 2022**

Item reference	Action	Person responsible	Date Due
1.6	Circulate draft Related Party Transaction agreement for approval	NM	ASAP
4.2	RAG rate the priorities of Capital Projects for future reports.	NM	29/09/22
8.1	Invite all Trustees to express and interest in being involved in the Task & Finish group to establish the aims of the Every Child Foundation	PLE	ASAP



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# MINUTES

## BRIDGWATER & TAUNTON COLLEGE TRUST

### BOARD MEETING

#### 7<sup>TH</sup> JULY 2022

Meeting was held in BN15 at Bridgwater & Taunton College, Bridgwater Campus and via Microsoft Teams and started at 5.00pm

#### Members:

✓	Andy Berry	(AB)	Chair	<i>Bridgwater &amp; Taunton College</i>
v	Alan Belsey	(Abe)		<i>Parent Trustee</i>
	Bob Brown	(BB)		<i>Independent Trustee</i>
✓	Carole Chevalley	(CC)		<i>Independent Trustee</i>
✓	Kom Djouba	(KD)	(from 5.22pm)	<i>Parent Trustee</i>
✓	Peter Elliott	(PLE)		<i>Trust Leader</i>
	Sid Gibson	(SG)		<i>Independent Trustee</i>
v	Jane Gillespie	(JG)		<i>Independent Trustee</i>
v	Marie Goddard	(MG)		<i>Independent Trustee</i>
v	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>
✓	Tamsin Grainger	(TG)	<i>Director of Education</i>
✓	Greg Jones	(GJ)	<i>Company Secretary</i>
✓	Mark Thomas	(MT)	<i>Brymore Academy</i>
v	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) (v = Virtual)

The chair welcomed everybody to this meeting.

Item	Description	Action
<b>1</b>	<b><u>Procedural matters</u></b>	
<b>1.1</b>	<p><b>Apologies</b> Apologies were accepted from Bob Brown, Sid Gibson, Denys Rayner, Sam Reilly, Martina Forster, Claire Winson, Mike Robbins, and Jonathan James</p> <p>The Clerk confirmed that with 8 of the 11 Trustees present that the meeting was quorate (30%).</p>	

Item	Description	Action
<b>1.2</b>	<b>Declarations of Interest</b> A copy of the register of interests was circulated with the papers for this meeting..	
<b>1.3</b>	<b>Minutes of the previous meeting</b>  <b>The minutes of the board meeting of 26<sup>th</sup> May 2022 were accepted as a true record.</b>	
<b>1.4</b>	<b>Matters arising</b> <b>1.4.1</b> 2.1.8 – The appointment of a Head of People is being run by Bridgwater & Taunton College during August 2022 to ensure impartiality. It is anticipated that the appointed person will be in post by late autumn 22.  <b>1.4.2</b> 3.5.2 – In progress  <b>1.4.3</b> The response to the External Review of Governance reports was circulated with the papers for this meeting for a start in September 2022.	
<b>1.5</b>	<b>Decisions since the last meeting</b> None	
<b>1.6</b>	<b>Related Party Transactions</b> The Chief Financial Officer (Nic Mould) reported that the Trust Leader, Tim Borton (Bishop Fleming) and herself met with the Education Skills Funding Agency (ESFA) to discuss the relationship between the Trust and the Sponsor (Bridgwater & Taunton College). The agreement for 2021-24 was rejected as it was made beyond the start date.  Bishop Fleming (Auditors) noted that there was a risk to the trust in signing off accounts with the agreement in place.  The Finance & Resources committee agreed to submit another agreement for 2022-25.  <b>Action – Circulate draft Related Party Transaction agreement for approval</b>	<b>NM</b>
<b>2.</b>	<b><u>Trust Leader Reporting</u></b>	
<b>2.1</b>	<b>Trust Leaders report</b> The Trust Leader (Peter Elliott) highlighted the main points of the Trust Leaders report circulated with the papers for this meeting.  <b>Strategy</b> <b>2.1.1</b> Risk Register circulated with the papers for this meeting <ul style="list-style-type: none"> <li>• Recruiting high calibre colleagues</li> <li>• Rising rates of inflation.</li> <li>• End of fixed price energy contracts.</li> <li>• Opening of the new Nursery at Maiden Beech Primary Academy.</li> </ul> <p>It was noted that the Headteacher at Stanchester Academy (Ellie Forward) has resigned from the end of the summer term.</p>	

Item	Description	Action
	<p><b>A Trustee asked about the risk of recruiting enough students at Brymore Academy?</b> This is no longer considered a risk and there are only two vacancies for September 2022.</p>	
	<p><b>2.1.2 Progress against the Strategic Plan</b> Trustees reviewed the RAG rated progress against the priorities of the Strategic plan.</p> <p>It was noted that the only “Red” item was appointing and retaining exceptional colleagues.</p> <p>The board were reassured that the action plan for the conversion of Maiden Beech Academy to a primary school is on track. It was noted that staff at the new Nursery are being recruited via the Trading Company.</p> <p><b>5.22pm – Kom Djouba arrived.</b></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 Curriculum Development and Raising Standards</b> The five new Curriculum Leads have started in post and completed induction sessions at Brymore Academy.</p> <p>Teacher Development leads for Primary and Secondary have been appointed.</p> <p>Recent OFSTED inspections have shown that the Curriculum Offer is good. Trustees noted their congratulations to the Headteacher at Hamp Academy (Sarah Hitchings) for the recent GOOD outcome.</p> <p><b>2.2.2 Key Stage 2 results</b> The focus on reading has seen an improvement in the results. A detailed report will be made to the Quality of Education committee in the autumn.</p> <p><b>Bridgwater College Academy</b> – 72 out of the 82 students made good progress from KS1. <b>Otterhampton</b> – Good Level of Development (GLD) was very good. <b>Hamp</b> – Good progress from the KS1 results achieved at the Infants school was a challenge but the overall results are comparable with BCA. <b>Maiden Beech Academy</b> – The results were 5-10% lower than expected. It was noted that MBA was affected by the restructuring to become a Primary School and staff leaving due to the change in age ranges.</p> <p>The main challenge was the levels of absence due to the Covid-19 pandemic across all the primary settings.</p>	

Item	Description	Action
	<p>Best practice is being shared across all the schools to improve the outcomes.</p> <p><b>A Trustee asked if the reading results were up nationally or was there a movement in the grade boundaries?</b> The scaled score did not move significantly so the results indicate a rise in our outcomes.</p> <p><b>2.2.3 Academy Development Plans</b> The ADP's are in progress for September 2022 and include the shared core objectives.</p> <p><b>2.2.4 School Improvement Calendar</b> Trustees will be included in some of the school visits.</p>	
<b>3.</b>	<b><u>Financial Reporting</u></b>	
<b>3.1</b>	<p><b>2021/22 financial update (Month 9)</b> The Chief Financial Officer (Nic Mould) highlighted the main points of the Month 9 report circulated with the papers for this meeting.</p> <ul style="list-style-type: none"> <li>• £96k positive outturn in the month.</li> <li>• Projected £626k surplus in the year.</li> <li>• Increased expenditure on resources for Maiden Beech Primary Academy will mean an estimated surplus of £658k at the end of the year.</li> <li>• Additional income is being received from the Health &amp; Social Care grant.</li> </ul> <p><b>3.1.1 Staffing</b> Supply and invigilator costs have resulted in a year-to-date deficit of £113k.</p> <p><b>3.1.2 Non-Staffing</b> The 1% contingency was used to cover the Covid-19 recognition award and the remainder will be used to offset the supply costs.</p> <p><b>3.1.3 Cashflow</b> The cashflow position will be £3.5m at the end of the 2022 financial year.</p> <p><b>3.1.4 Capital Expenditure</b> The School Condition Allowance (SCA) funding has been received. The Trust has now received all of the outstanding Condition Improvement Fund (CIF) payments for the projects at Stanchester.</p> <p><b>3.1.5 Reserves</b> The current reserves are above the policy level due to the underspend on capital projects so far this year.</p>	

Item	Description	Action
	<p><b>3.2 Capital Projects</b>            Some of the projects have been moved into next years programme to keep within the £1.2m funding envelope.            It was noted that a lot of the projects are due to be completed during the summer holiday which could be a risk.            A delay in the work at the Little Beeches Nursery could move some of the expenditure into the 2022-23 financial year.</p> <p>Trustees reviewed the progress of projects.</p>	
	<p><b>3.3 Trading Subsidiary</b>            Richard Hawkins reported that the subsidiary is projecting a surplus of £50k this year.            The Gym equipment at WSC has now been purchased for £11k; removing the £20k a year leasing costs.</p> <p>Little Beeches Nursery staffing costs are now included in these accounts.</p> <p><b>A Trustee asked if the surplus will be left in the Trading Company or transferred to the Trust?</b> The surplus can be gift aided to the Trust, but a provision will be left in the Trading Company for 2022-23 with any surplus transferred at the end of that year.</p> <p>Trustees discussed the level of surplus to be left in the trading company. It was noted that Butlins will continue to use the kitchens at WSC for training next year.</p>	
<b>4.</b>	<b><u>Budget 2022/23</u></b>	
	<p><b>4.1 Pay Award</b>            The Trust Leader (Peter Elliott) reported that the pay award will presented in the autumn when the School Teachers Pay Review Body (STPRB) has published its recommendations.</p> <p>The assumption used in the Budget is for a 2% award for Teachers and Support Staff.            it was noted that it could be a high as 5% for teachers, with more for Main scale 1 to 6.</p>	
	<p><b>4.2 Capital expenditure Plan</b>            The Trust Leader (Peter Elliott) reported that the Trust had spent £4m on capital projects in its 3-year plan.            Capital Income will be £800k for 2022/23 from the School Condition Allowance.</p> <p>Projects include the roof at Brymore and drainage and IT equipment at Stanchester Academy.            It was noted that the inflationary impact on costs may mean that not all projects will be achieved.</p> <p>Capital expenditure will not be topped up from reserves this year.  <b>Trustees agreed to the proposed expenditure of £800k on Capital projects in 2022/23.</b></p>	

Item	Description	Action
	<b>Action</b> – RAG rate the priorities of Capital Projects for future reports.	<b>NM</b>
4.3	<p><b>Annual Budget 2022/23</b> The Trust Leader (Peter Elliott) highlighted the main points of the annual budget circulated with the papers for this meeting.</p> <p>The proposed budget has been reviewed in detail by the Finance &amp; Resources committee who are proposing approval by the Board.</p> <ul style="list-style-type: none"> <li>• <b>Staffing</b> – 2% contingency included for mainscale 1 to 6 and TLR's</li> <li>• <b>Pupil Numbers</b> – There is a reduction at MBA including the "ghost pupils" that has been balanced by growth at other schools.</li> <li>• <b>Energy</b> – There will be no impact in 2022/23 due to our current fixed price contract. A 3% increase has been assumed for the 5 year budget plan.</li> <li>• <b>Capital</b> - £800k expenditure plus £100k on IT capital equipment.</li> </ul> <p><b>A Trustee asked how the trust will address the rise in energy costs in 2023/24?</b> The trust uses a broker to negotiate energy contracts who has provided the estimate for the 5-year plan.</p> <p>Trustees discussed the use of Solar panels to reduce the energy costs in the long term. A review of all the sites is being conducted to provide a starting point.</p> <p><b>A trustee asked about the timescale for any alternative energy projects?</b> Any project will not start for at least 18 months, but the issue will be where the capital will come from.</p> <p>A Public Sector Decarbonisation Scheme (PSDS) (formerly Salix) loan could be used to engage a consultant to review a scheme to save between 30% and 50% on energy costs by converting to LED lighting.</p> <p><b>Income</b></p> <ul style="list-style-type: none"> <li>• 2021/22 = £26.7 budget with an outturn of £28m</li> <li>• Reduction in the General Annual Grant (GAG) at MBA</li> <li>• Health &amp; Social Care grant = £600k</li> <li>• Increase in High Needs Funding</li> <li>• <b>Total = £28,360,583.00</b></li> </ul> <p><b>Expenditure</b></p> <ul style="list-style-type: none"> <li>• Staffing at 82% of income. APEX accounts for 2% of this. The Trust is forming the Every Child foundation to provide funding to support students at the unique provision at APEX.</li> <li>• School Improvement has been reduced from £150k to £100k</li> <li>• <b>Total = 28,218,270.00</b></li> <li>• <b>Surplus = £142,312.00</b></li> </ul> <p><b>Summary</b> Revenue outturn equals a surplus of £142k. once Capital expenditure has been taken into account there is a projected surplus of £95k</p>	

Item	Description	Action
	<b>Andy Berry proposed that Trustees approve budget expenditure of £28,218,270.00 for 2022/23. Seconded by Richard Hawkins and approved by all present.</b>	
<b>5</b>	<b><u>Reports to the Board</u></b>	
<b>5.1</b>	<b>Audit Committee</b> Trustees noted the contents of the Audit Committee minutes circulated with the papers for this meeting.	
<b>5.2</b>	<b>Finance &amp; Resources Committee</b> Trustees noted the contents of the Finance & Resources Committee minutes circulated with the papers for this meeting.	
<b>5.3</b>	<b>Quality of Education Committee</b> Carole Chevalley highlighted the main points of the Quality of Education minutes circulated with the papers for this meeting. She noted the usefulness of having staff members at these meetings and that Pupil Voice will be included in next year's meetings.	
<b>5.4</b>	<b>Safeguarding</b> The Safeguarding Trustee (Carole Chevalley) highlighted the main points of the Safeguarding report circulated with the papers for this meeting. <ul style="list-style-type: none"> <li>changes to Keeping Children Safe in Education for September 2022.</li> </ul>	
<b>5.5</b>	<b>Health &amp; Safety</b> The Health & Safety Trustee (Marie Goddard) highlighted the main points of the Health & Safety report circulated with the papers for this meeting. <ul style="list-style-type: none"> <li>Access to all Health &amp; Safety documentation has been provided through SharePoint.</li> <li>Monitoring of the near miss's log will continue</li> </ul>	
<b>6</b>	<b><u>Policies for Approval</u></b>	
	The Clerk (Greg Jones) noted that there were a considerable number of school based policies to approve due to the Local Governing Body meetings being cancelled and the policies needing to be in place for September 2022.	
<b>6.1</b>	<b>GAG Pooling</b> The Chief Financial Officer (Nic Mould) noted that the GAG Pooling policy approved last year had been updated with the addition of the Capital Funding and Central Fund policies. These policies are recommended for approval by the Finance & Resources committee.  <b>Carole Chevalley proposed that Trustee approve the GAG Pooling, Capital Funding, and Central Funds policies. Seconded by Andy Berry and approved by all present.</b>	
<b>6.2</b>	<b>Safeguarding and Child Protection</b> It was noted that this policy had been updated in line with Keeping Children Safe in Education 2022.	



Item	Description	Action
	<b>Carole Chevalley proposed that Trustees approve the Safeguarding &amp; Child Protection Policy. Seconded by Jane Gillespie and approved by all present.</b>	
<b>6.3</b>	<b>Policy for Children that cannot attend school for medical reasons</b>  <b>Alan Belsey proposed that Trustees approve the Policy for Children that cannot attend school for medical reasons. Seconded by Richard Hawkins and approved by all present.</b>	
<b>6.4</b>	<b>Special Educational Needs and Disabilities</b>  <b>Carole Chevalley proposed that Trustees approve the Special Educational Needs and Disabilities Policy. Seconded by Marie Goddard and approved by all present.</b>	
<b>6.5</b>	<b>Personal and Intimate Care Policy and Procedure</b>  <b>Jane Gillespie proposed that Trustees approve the Personal and Intimate Care Policy and Procedure. Seconded by Carole Chevalley and approved by all present.</b>	
<b>6.6</b>	<b>Maiden Beech Primary Academy</b> 9 school based policies en bloc  <b>Andy Berry proposed that Trustees approve the 9 Maiden Beech Primary Academy policies en bloc. Seconded by Richard Hawkins and approved by all present.</b>  <b>It was noted that these policies will be ratified by the Local Governing Body at the earliest opportunity.</b>	
<b>6.7</b>	<b>APEX South Accessibility Plan</b>  <b>Andy Berry proposed that Trustees approve the APEX South Accessibility Plan. Seconded by Jane Gillespie and approved by all present.</b>	
<b>6.8</b>	<b>Exam Access Arrangements Policy</b>  <b>Andy Berry proposed that Trustees approve the Exam Access Arrangements Policy. Seconded by Carole Chevalley and approved by all present.</b>	
<b>6.9</b>	<b>Stanchester Academy</b> 23 school based policies en bloc  <b>Marie Goddard proposed that Trustees approve the 23 Stanchester Academy policies en bloc. Seconded by Jane Gillespie and approved by all present.</b>  <b>It was noted that these policies will be ratified by the Local Governing Body at the earliest opportunity.</b>	

Item	Description	Action
7	<b><u>Papers for Information</u></b>	
	Clerks Briefing	
8.	<b>Any Other Business</b>	
8.1	<p><b>Every Child Foundation</b>  The Trust Leader (Peter Elliott) reported that he had received advice from the Trust's Solicitors (Clarke Willmott) on how to establish the Charitable Incorporated Foundation.</p> <p>It was noted that this will be a long-term commitment for the trust. A Task &amp; Finish group of 2 or 3 Trustees, plus some Independent Trustees will be established to ensure that the aims and outcomes of the foundation are clear.</p> <p>It was noted that the Foundation must be independent of the Multi Academy Trust.</p> <p><b>Action</b> – Invite all Trustees to express and interest in being involved in the Task &amp; Fish group to establish the aims of the Every Child Foundation.</p>	PLE
9.	<b><u>Next meeting</u></b>	
	Trust Strategy Event Thursday 29 <sup>th</sup> September 2022 Bridgwater & Taunton College	
	<i>The Chair (Andy Berry) thanked everybody involved with the board for their work during this challenging year.</i>	
	<i>The meeting finished at 6.46pm</i>	

Signed.....


29<sup>th</sup> September 2022Authorised 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 BTCT 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.