**Bridgwater & Taunton College Trust**

**Company number 8098956**

# MINUTES

# BRIDGWATER & TAUNTON COLLEGE TRUST
# BOARD MEETING

# 29TH SEPTEMBER 2022

### Actions from BTCT Board Meeting on 29th September 2022

| Item reference | Action | Person responsible | Date Due |
|---|---|---|---|
| 1.4.3 | Every Child Foundation – progress update | PLE | 01/12/22 |
| 2.3 | Produce a project related risk register for BTCT Futures. | PLE/NM | 01/12/22 |
| | | | |
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## MINUTES
## BRIDGWATER & TAUNTON COLLEGE TRUST
## BOARD MEETING
## 29TH SEPTEMBER 2022

Meeting held via Microsoft Teams and started at 5.00pm

Members:
| | | | | |
|---|---|---|---|---|
| ✓ | Andy Berry | (AB) | Chair (From 5.51pm) | *Bridgwater & Taunton College* |
| | Alan Belsey | (Abe) | | *Parent Trustee* |
| | Bob Brown | (BB) | | *Independent Trustee* |
| ✓ | Carole Chevalley | (CC) | | *Independent Trustee* |
| ✓ | Kom Djouba | (KD) | | *Parent Trustee* |
| ✓ | Peter Elliott | (PLE) | | *Trust Leader* |
| ✓ | Sid Gibson | (SG) | | *Independent Trustee* |
| ✓ | Marie Goddard | (MG) | | *Independent Trustee* |
| ✓ | Mike Hodson | (MH) | | *Independent Trustee* |
| ✓ | Richard Hawkins | (RH) | | *Independent Trustee* |
| ✓ | Denys Rayner | (DR) | Vice Chair | *Independent Trustee* |

*In Attendance:*
| | | | | |
|---|---|---|---|---|
| ✓ | *Nicola Mould* | *(NM)* | | *Chief Finance Officer* |
| ✓ | *Tamsin Grainger* | *(TG)* | | *Director of Education* |
| ✓ | *Greg Jones* | *(GJ)* | | *Company Secretary* |
| | *Mark Thomas* | *(MT)* | | *Brymore Academy* |
| | *Simon Rawlings* | *(SRa) (2.3 only)* | | *Head of IT* |
| ✓ | Sam Reilly | (SR) | (until 5.54pm) | *CoG BCA* |
| ✓ | Jason Gunningham | (JG) | | *CoG Brymore* |
| | *Siobhan Gallagher* | *(SG)* | | *CoG Hamp* |
| ✓ | Martina Forster | (MF) | | *CoG WSC* |
| ✓ | Claire Winson | (CW) | | *CoG OPS* |
| | Adam Strutt | (AS) | | *CoG Stanchester* |
| | Jonathan James | (JJ) | | *CoG Maiden Beech* |

(✓ *In attendance*) (***v** = Virtual*)

The vice chair welcomed everybody to this meeting.

| Item | Description | Action |
|---|---|---|
| **1** | **Procedural matters** | |

**1.1 Apologies**
Apologies were accepted from Bob Brown.

The Clerk confirmed that with 9 of the 11 Trustees present that the meeting was quorate (30%).

Alan Belsey was absent.

| Item | Description | Action |
|------|-------------|--------|

**1.2** **Declarations of Interest**
A copy of the register of interests was circulated with the papers for this meeting.

Andy Berry - 3.4 – Related Party Transactions (CEO of Bridgwater & Taunton College)
Denys Rayner - 3.4 – Related Party Transactions (Trustee of Bridgwater & Taunton College)

**1.3** **Minutes of the previous meeting**

**The minutes of the board meeting of 7ᵗʰ July 2022 were accepted as a true record.**

**1.4** Matters arising
**1.4.1** 1.6 – Related Party transaction agreement is on this agenda.

**1.4.2** 4.2 – Capital Projects reports have been RAG rated.

**1.4.3** 8.1 – The Trust Leader has sought advice from the Somerset Community Foundation on establishing a Charitable Foundation and has paused the process while alternatives are considered.
**Action** – Update report on the Every Child Foundation at the next meeting **PLE**

**1.5** **Decisions since the last meeting**
None

**1.6** **Trustee Roles**

**Safeguarding –** Carole Chevalley
**Health & Safety** – Sid Gibson
**Special Educational Needs** – Marie Goddard

**1.7** **Keeping Children Safe in Education**
Trustees confirmed that they had read Keeping Children Safe in Education.

**1.8** **Governance Policy**

**Marie Goddard proposed that Trustees approve the Governance Policy containing the Terms of Reference and Scheme of Delegation. Seconded by Carole Chevalley and approved by al present.**

**1.9** **Committee Membership**
The Clerk (Greg Jones) highlighted the proposed committee membership for 2022-23 circulated with the papers for this meeting.

He noted that Jane Gillespie will remain as a co-opted member of the Quality of Education committee.

**Sid Gibson proposed that Trustees approve the committee membership for 2022-23. Seconded by Marie Goddard and approved by all present.**

**2.** **Trust Leader Reporting**

| Item | Description | Action |
|------|-------------|--------|

**2.1 Trust Leaders report**

The Trust Leader (Peter Elliott) highlighted the main points of the Trust Leaders report circulated with the papers for this meeting.

He noted that it had only been 5 school weeks since the start of term and that the report was a general update on schools in the trust.

**Early Years Provision at BCA**

The project approved by the Board earlier this year has now been completed and is proving very popular.

**Maiden Beech Primary Academy**

The Primary School opened on 1st September
The works to convert classrooms to be suitable for reception age was completed and children have settled in well.
There are 32 children split over 2 classes.

**A Trustee asked about the Year 6 students that remain from the old middle school now that they are on their own?** They a feeling a bit lost in the large school with only 3 teachers. Which is proving a challenge for the staff as well.

**Little Beeches Nursery**

The Nursery opened on 1st September for children ranging from babies to 4-year-olds and numbers are growing.

**Apex South**

Apex South opened on 1st September capitalising on the learning from Apex West.
Students are mostly from Stanchester Academy, but the Trust has recognised the need to intervene earlier with primary age students.
The Forrest School is being used by local schools.
There are currently no students from outside of the Trust, but this may change in the new year.

**West Somerset Priority Education Investment Area (PIEA)**

This government programme will invest small sums into schools in west somerset (from a pot of £200k) to help raise standards.

**2.2 Director of Education report**

The Director of Education (Tamsin Grainger) highlighted the main points of the report circulated with the papers for this meeting.

**2.2.1 Results Analysis (Academic Year 2021-22)**

The Quality of Education Committee will be taking a deep dive into the 2022 results.

Results across KS2, KS4 and KS5 are largely comparable to the results from 2019
It was noted that pupil absence in the South West of England during the pandemic was worse than other areas of the country.
Spring 2022 was the worst time for staff absence.

Item    Description                                                                      Action

**Key Stage 5**

|  | WSC results 2019 | WSC results 2022 |
|---|---|---|
| Average point score per A level entry | 26.4 | 24.5 |
| Average point score per A level entry expressed as a grade | C- | C- |

**A Trustee asked if there was any external data that comparison can be made with?** The Trust is waiting to get external data, and this will be included in the deep dive by the QofE committee.

**Key Stage 4**



| | BCA | BRY | STN | WSC |
|---|---|---|---|---|
| 2019 | 26 | 12 | 39 | 40 |
| 2022 | 32 | 37 | 44 | 35 |
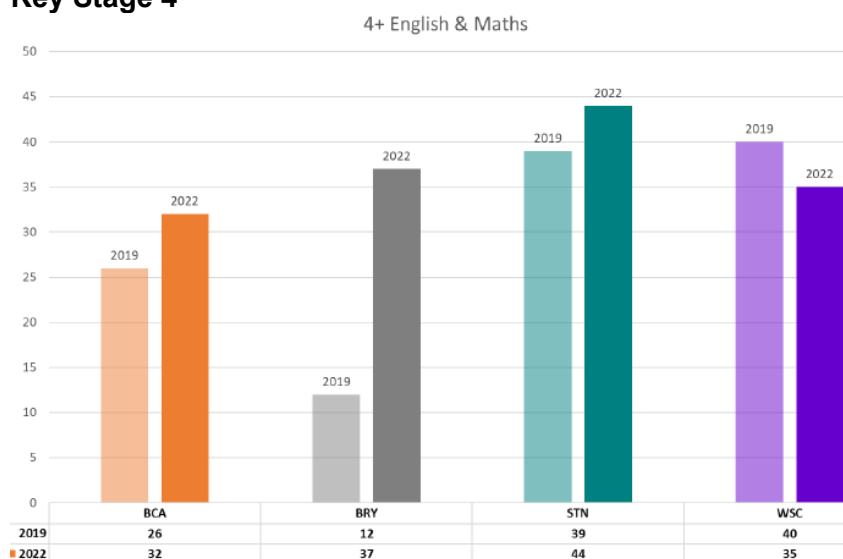
Most school outperformed their 2019 results.

2.2.2   **Results Analysis**
- **Joining the dots** – Raising attainment work aligns with Careers provision.
- **Find the gap, plug the gap** – recognising that cohorts still have gaps in their learning because of the disrupted learning over the past 3 years.
- **Mimicking the final assessments** – provide the opportunity to mimic the final assessments throughout the year.

**A Trustee asked if disruption in classrooms had been an issue?** This has not been a concern this year.

Teachers have been reminded not to interrupt practice exams so that students get the maximum benefit.

2.2.3   **Careers Progression**
Trustees noted the report from the Careers Lead on destinations. (Appendix A)

| Item | Description | Action |
|------|-------------|--------|

### 2.3 BTCT Futures

The Trust Leader (Peter Elliott) highlights the main points of the BTCT Futures proposal circulated with the papers for this meeting.

Simon Rawlings joined the meeting for this item only.

The purpose of this item is to provide the leadership team a steer from the Board before proceeding with their current thinking and research for the development of Teaching and Learning across the Trust.

The aim of the proposal is to solve the unsustainable way in which we teach children.

A. *Teaching in the way we do creates huge workloads for teachers which contributes to them leaving the profession.*
B. *We are using resources in a way that is unsustainable and that is a waste of money.*
C. *We have children that cannot access great opportunities to learn because they are digitally disadvantaged.*
D. *Children leave our schools, and they are not yet work ready.*
E. *We need to look differently at how we teach, we need to refocus every teacher to think about what and how they work.*
F. *We need to continue to dismantle the barriers that children with SEND experience in their daily lives.*

Leaders visited Apple headquarters in London and have subsequently visited projects in the Boarders region of Scotland and an Oasis Academy in Bristol who have deployed iPads to their students.

They noted that they saw that there is merit to this project with added value for SEND students and the improvement already seen for the experience of some students working online during lockdown learning.

### Costs
Trustees discussed the costs provided in the appendix to the proposal and noted the per pupil cost of £128 per year.

**Trustees asked about the risks from implementing this proposal?**
1. How will a project risk register look?
   **Action –** Produce a project related risk register for BTCT Futures.

   **PLE/NM**

2. How will OFSTED look at this?
   Students will be able to demonstrate retrieval of their knowledge and articulate their learning.

3. Will there be written exams in the future?
   Students will still need to develop their writing stamina and will still be trained to touch type.
   (Ipads are not currently approved for use in exams)

4. What will the impact on Handwriting be?
   Students will still write in their book at least once a day.
   Reception and Year 1 will still develop their writing skills.

Item    Description                                                                                    Action

5. Risk of loss / damage?
The Ipads are locked down with JAMF software that restricts access and can be locked if an iPad is lost or stolen.

6. What is the timescale for the implementation of this proposal?
There is a natural rhythm to a school year and to replace the 7 books that Year 7 use with an iPad and 1 book would need to be done in September.
New staff mostly start in September as well.

A route map has been developed with Apple to start in September 2023.
It was noted that the Boarders and Oasis Academies did not run a pilot. They implemented the project full

7. Impact on Learning.?

> **A Trustee asked the risk to examination year groups?** This is a tool. It is not the answer to achieving great outcomes. We will still need great teaching.

It is still important that we have the School Improvement capacity but the introduction of ipads will accelerate this.

8. Experience of the Schools that have already introduced Ipads?
It is not odd that children use a device for learning. They use one for everything else that they do.

Improvements were noted in all areas of the school.

9. What about the impact on teacher workload?
Careful though was given to the training and support that teacher's needed.
Retention was improved as it was seen as a backward step to move to a school working in the traditional way.

10. Communication with the stakeholders?
All communications with parents become electronic. They will be able to see the work / lessons completed each day along with feedback and marking (including recorded verbal feedback).

**5.51pm – Andy Berry joined the meeting**

Ipads were introduced to parents through attendance at a meeting where the Ipads were issued. (Nonattendance meant that their child was not issued with an ipad at that time).

11. Can Students keep their work?
There is an app where students can keep their work in a portfolio and digital copies can be retained on personal devices.

**5.54pm – Sam Reilly left the meeting**

12. Measurement of success of this project?
Identify pre and post implementation measures such as:-
Pupil engagement; Teacher turnover …..

Item    Description                                                                    Action

13. Parental engagement?
Parents will be able to keep up to date with what their child has done at school each day. They will also be able to use the ipads for things such as online grocery shopping. A library of approved apps will be available to download.

14. Financial Planning?
This is a long-term commitment that may lead to the sacrifice of other projects.
Trustees have to be confident that the budget stacks up over a 5 year period.
This proposal has to be capable of being done properly and be sustainable over a long period.

It was noted that more discounts are coming forward as discussions with suppliers become clearer.

15. What is the risk of the iPad not being brought into school?
This is a critical part of the meeting with parents. Devices are locked down and are useless if they are not in the child's hands.

**Timescale**
A decision is required before the end of January 2023 to allow the setup, training, and network infrastructure changes to be undertaken for a start in September 2023.

Trustees discussed their concerns over the uncertainty about the cost of energy in the future and its impact on future budgets.

It was noted that iPads have a longer life than iPhones and are expected to last for up to 5 years and will have a warranty to cover them for the same period of time.

**Next Steps**
- Fully costed business plan.
- Benchmarking of the improvement in outcomes.
  This is a Teaching and Learning project.
- Drilling down on the cost of the Devices and Apps.
- 5 Year financial forecast.

Trustees noted that the finished proposal must be able to demonstrate that it is affordable and sustainable.

**Trustees agreed to proceed with the BTCT Futures proposal in principle.**
There will be a special meeting to allow the Board to devote enough time to consider this project in the new year.


**3.    Financial Reporting**

**3.1    2021/22 financial update (Month 11)**
The Chief Financial Officer (Nic Mould) highlighted the main points of the Month 11 report circulated with the papers for this meeting.

- £152k deficit in the month.

Item    Description                                                                      Action

- Projected £511k surplus at the year end.

### 3.1.1  Cashflow
The cashflow position has been adjusted to reflect the revised budget for the revenue and capital spend for 2022-23 and will see £3.3m of cash at the end of the 2022 financial year.

### 3.1.2  Balance Sheet
The in-year earnings are £622k less that the Balance Sheet to reflect the School Condition Allowance installments reported in the Capital income.

### 3.1.3  Reserves
Free reserves = £5.966 and are forecasted to be positive at the end of the year.

## 3.2  Capital Projects
It was noted that some of the projects completed before the end of the last financial year will have payments in the current year.

## 3.3  Trading Subsidiary
Richard Hawkins reported that the subsidiary is projecting a surplus of £57k this year.

Any losses from the setup costs of the Nursery will be covered by the profits from other areas.

## 3.4  Related Party Transactions
Andy Berry and Denys Rayner declared an interest in this item and took no part in the discussion or decision.

The Chief Financial Officer (Nic Mould) introduced the paper circulated with the papers for this meeting.

This is a new 3 agreement from 2022-2025 to replace the agreement rejected by the ESFA earlier this year.

- Start on 1st December 2022 as the agreement needs to be in the future.
- Service Level Agreement for Educational Services in multiple areas.
- Procurement rules for tendering require some more work to be completed.
- The value of the 3-year Service Level Agreement is above the Trust Leaders spending threshold.
- Quarterly reports at months 3, 6, 9 and 12 will be submitted to the Board to ensure visibility.

Trustees discussed the timings of the agreement and decided to move the start date to 1st February 2023 to allow time for the procurement process to be completed.

It was noted that this agreement will be compliant with the ESFA's rules and will not be raised as an issue by the auditors.

| Item | Description | Action |
|------|-------------|--------|

**Sid Gibson proposed that Trustees approve the Related Party Transaction submission for the Service Level Agreement with Bridgwater & Taunton College. Seconded by Mike Hodson and approved by all eligible to vote.**

## 4    Reports to the Board

### 4.1    Confidential Minutes
The Clerk (Greg Jones) reported that the Confidential Minutes from meetings held last year were no longer confidential and have been updated accordingly.

### 4.2    Search Committee
The Clerk (Greg Jones) updated Trustees on the membership of Local Governing Bodies across the Trust.

He noted that Jane Gillespie had moved from being a Trustee to the Local Governing Body at Stanchester Academy.

**The following item is deemed confidential and is contained in a separate minute**

**End of Confidential Item**

## 5    Policies for Approval

### 5.1    Code of Conduct for Trustees
It was noted that this policy had been recommended for approval by the Search Committee.

**Denys Rayner proposed that Trustee approve the Code of Conduct for Trustees. Seconded by Richard Hawkins and approved by all present.**

### 5.2    Code of Conduct for Local Governors
It was noted that this policy had been recommended for approval by the Search Committee.

**Marie Goddard proposed that Trustee approve the Code of Conduct for Local Governors. Seconded by Mike Hodson and approved by all present.**

### 5.3    Safeguarding and Child Protection Policy
It was noted that this policy reflected changes to Keeping Children Safe in Education since July 2022.

**Sid Gibson proposed that Trustee approve the Safeguarding and Child Protection Policy. Seconded by Marie Goddard and approved by all present.**

### 5.4    Managing Allegations Against Staff Policy
It was noted that this policy reflected changes to legislation for contractors and agency staff.

| Item | Description | Action |
|------|-------------|--------|

**Carole Chevalley proposed that Trustee approve the Managing Allegations Against Staff Policy. Seconded by Andy Berry and approved by all present.**

**5.5    Complaints Procedure**

It was noted that this procedure reflected changes required by the DFE.

**Carole Chevalley proposed that Trustee approve the Complaints Procedure. Seconded by Marie Goddard and approved by all present.**

## 6        Papers for Information

Reporting Structure

## 8.       Any Other Business

**8.1    Headteacher at West Somerset College**

The Trust Leader (Peter Elliott) reported that the interviews for a new Headteacher at West Somerset College had concluded.
There had been 3 applications with 2 candidates invited to interview.
Nikki Doughty has been appointed.

## 9.       Next meeting

Thursday 1st December 2022
Microsoft Teams

*The meeting finished at 6.59pm*

Signed……………………………………………………..          1st December 2022
        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 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.