



Company number 8098956

**MINUTES**  
**BRIDGWATER & TAUNTON COLLEGE TRUST**  
**BOARD MEETING**  
**17<sup>TH</sup> MARCH 2023**

**Actions from BTCT Board Meeting on 17<sup>th</sup> March 2023**

Item reference	Action	Person responsible	Date Due
2.2	Provide feedback on external networking.	TG	Sept 23
4.2	Marie Goddard will provide examples of metrics to Nic Mould.	MG→NM	11/05/23
4.5	Update future Health & Safety reports to include Ridor actions.	NM	Sept 23



Company number 8098956

# MINUTES

## BRIDGWATER & TAUNTON COLLEGE TRUST

### BOARD MEETING

### 17<sup>TH</sup> MARCH 2023

Meeting held at the Shrubbery Hotel, Ilminster and started at 9.00am

#### Members:

✓	Andy Berry	(AB)	Chair	<i>Bridgwater &amp; Taunton College</i>
✓	Bob Brown	(BB)		<i>Independent Trustee</i>
✓	Carole Chevalley	(CC)		<i>Independent Trustee</i>
✓	Kom Djouba	(KD)		<i>Parent Trustee</i>
✓	Peter Elliott	(PLE)		<i>Trust Leader</i>
✓	Sid Gibson	(SG)		<i>Independent Trustee</i>
✓	Marie Goddard	(MG)		<i>Independent Trustee</i>
✓	Mike Hodson	(MH)		<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>
✓	Tamsin Grainger	(TG)	<i>Director of Education</i>
✓	Jess Hardie	(JH)	<i>Head of People</i>
✓	Ali Biddles	(AB)	<i>Director of Inclusion</i>
✓	Greg Jones	(GJ)	<i>Company Secretary</i>
	Mark Thomas	(MT)	<i>Brymore Academy</i>
	Sam Reilly	(SR)	<i>CoG BCA</i>
	Jason Gunningham	(JG)	<i>CoG Brymore</i>
	Siobhan Gallagher	(SG)	<i>CoG Hamp</i>
	Martina Forster	(MF)	<i>CoG WSC</i>
	Claire Winson	(CW)	<i>CoG OPS</i>
	Adam Sturt	(AS)	<i>CoG Stanchester</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>	<b>Apologies</b>	
	None	

The Clerk confirmed that with 10 of the 10 Trustees present that the meeting was quorate (30%)

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 and confidential minutes of the board meeting of 2<sup>nd</sup> February and 28<sup>th</sup> February 2023 were accepted as a true record.</b>	
<b>1.4</b>	<b>Matters arising</b>	
<b>1.4.1</b>	The Register of Interests has been updated with Trustees amendments.	
<b>1.4.2</b>	The Month 5 report circulated with the papers for this meeting has been updated to reflect staff percentages – See item 3 below.	
<b>1.5</b>	<b>Decisions since the last meeting</b> None	
<b>1.6</b>	<b>Appointment of EYFS Trustee</b> It was noted that an EYFS Trustee was not a statutory role and that the Board will not appoint one at this time.	

## **2. Trust Leader Reporting**

- 2.1 Trust Leaders report**  
As the Strategic discussion was to follow this meeting the Trust Leader (Peter Elliott) gave a verbal update.
- 2.1.1 Staffing restructure at Maiden Beech Primary Academy**  
Trustees noted that they had taken the decision to restructure staffing at Maiden Beech Primary Academy at the meeting on 28<sup>th</sup> February to take account of Year 6 leaving in July and their only being Year 1 and Reception years from September 2023.
- The Trust Leader (Peter Elliott) and Head of People (Jess Hardie) have completed the first period of consultation and there have been no requests for future meetings.  
Two people have requested to be considered for voluntary redundancy.
- It was noted that there a likely to be no redundancies, but that there may need to be redeployments into unsuitable roles where the staff member may not have the correct skills.  
There has been no feedback from the Trade Unions
- 2.1.2 Pay Awards**  
Discussions continue with Unison about the 2022 pay award. The local representatives are very easy to work with.
- Negotiations continue for 2022 and 2023 and the awards will mirror the national offer for Teachers and Support staff.
- 2.1.3 Somerset Council**  
The new council for Somerset comes into force on the 1<sup>st</sup> April and has already held a discussion with Schools and Trusts about their Special

Item	Description	Action
	<p>Educational Needs (SEN) offer.</p> <p>There is an expectation for MATs to support schools outside of their organisation and the trust has the following to offer.</p> <ul style="list-style-type: none"> <li>• Avoid Not in Education, Employment, or Training (NEET) on leaving its schools.</li> <li>• The Trust has its own careers advisor to support the Gatsby benchmarks and is 100% compliant.</li> <li>• Rebrand the Get Ahead offer to primary and secondary students.</li> </ul> <p>The council has a 5 year education strategy and is keen to establish an offer working with schools.</p> <p>Trustees discussed the new councils strategy for education in the county and how BTCT can influence their decisions.</p> <p>The trust needs to be seen a positively supporting the Local Authority and on the inside to influence decisions.</p>	
<b>2.1.4</b>	<p><b>SEN Resources Base – West Somerset College</b></p> <p>Progress has been slow with the change of personal in the Local Authority and the changeover to the new council.</p> <p>The Regional Schools Director is keen that the trust open a new base in West Somerset.</p> <p>The council has committed to invest £2m in Primary and Secondary bases but has not indicated where yet.</p>	
<b>2.1.5</b>	<p><b>Staffing Review</b></p> <p>The Trust Leader, Chief Financial Officer and Head of People are carrying out a deep dive into the staffing structure in each school to identify areas of saving in next year's budget.</p> <p>This will be completed by the end of March 2023.</p>	
<b>2.1.6</b>	<p><b>West Somerset Opportunity Area</b></p> <p>The West Somerset Opportunity Area has now finished and a new body PEIA has been established.</p> <p>Its focus is to provide funding through Maths and English Hubs.</p> <p>It was noted that the challenge in West Somerset is recruitment and retention of teachers, especially in science.</p>	
<b>2.2</b>	<p><b>Director of Education report</b></p> <p>The Director of Education (Tamsin Grainger) gave a verbal update.</p> <p>the latest data on Attainment and suspensions will be presented at the next Quality of Education committee meeting on April 27<sup>th</sup>.</p> <ul style="list-style-type: none"> <li>• <b>Key Stage 5</b> Outcomes will be similar to those in 2019 (pre-pandemic) West Somerset College is being rebranded and is receiving some management support.</li> <li>• <b>Key Stage 2</b> There has been a dip in the expected outcomes with more students with Educational Health Care Planes (EHCP) in the cohort.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• <b>Key Stage 4</b> Attendance is a challenge and is a big barrier to making progress.  The trust is holding a forum on attendance for leaders with an Attendance Officer.</li> <li>• <b>Incoming cohorts</b> Clarity is being provided on raising standards and outcomes for Years 5, 10 and 12.</li> <li>• <b>Destinations</b> The careers Lead (Clare Lewis) is making sure that students are prepared for the next stage of their education / employment.</li> <li>• <b>OFSTED</b> Maiden Beech Primary Academy is aiming to be outstanding by 2024 in preparation for an inspection in 2025. There is a new Deputy Head at Hamp Academy. Key Colleagues have been allocated to Bridgwater College Academy and West Somerset College to ease the potential of Senior Leadership burnout.</li> <li>• <b>Looking Outwards</b> The Director of Education is establishing links with other trusts to get external critique on the work of the trust.</li> </ul>	
	<div style="border: 1px solid black; padding: 5px;"> <p><b>A Trustee asked about the links with the Local Authority for the SEND offer across the county?</b> The trust may be able to access some funding to facilitate external support.</p> </div> <p><b>Action</b> – Provide feedback on external networking.</p>	
	<div style="border: 1px solid black; padding: 5px;"> <p><b>A Trustee asked about the nervousness for this year's results?</b> The schools are better prepared for exams this year with access arrangements all completed. The new headteachers have high expectations for outcomes.</p> </div>	
	<p>It was noted that students are not being excluded but are not being educated in the classroom this year. Schools are working towards good Progress 8 scores for these students.</p> <p>Schools are focussing on all individuals to make sure that there are no surprises.</p> <p>Trustees discussed the visibility of Progress 8 scores externally and the impact they have on schools. They noted that pupils arriving from the middle school in West Somerset into year 9 have only had 5 months in the school before the pandemic started are taking GCSE's this year.</p>	
<b>3.</b>	<b><u>Financial Reporting</u></b>	
<b>3.1</b>	<p><b>2022/23 financial update (Month 3)</b> The Chief Financial Officer (Nic Mould) highlighted the main points of the Month 5 management report circulated with the papers for this meeting.</p>	

TG

Item	Description	Action
	<p><b>3.1.1 Summary</b></p> <ul style="list-style-type: none"> <li>The year to date deficit of £12k continues to exceed the budget with a £238k positive variance.</li> <li>The detailed staffing review shows a (FTE) headcount 19 higher than budgeted. The recovery premium is having a significant impact on staffing income.</li> </ul>	
	<p><b>3.1.2 Income</b></p> <ul style="list-style-type: none"> <li>Year to date income exceeds the budget by £116 in the month and £355k for the year to date.</li> </ul>	
	<p><b>3.1.3 Staff costs</b></p> <ul style="list-style-type: none"> <li>Staff costs are £56k over budget for the month and £182k for the year to date.</li> <li>Additional income continues to be received for Special Educational Needs.</li> </ul>	
	<p><b>3.1.4 Non-staffing</b></p> <p>Energy costs are stable at the moment but will rise later in the year.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>A Trustee asked about the percentage of the budget spent on non staffing?</b> This is currently at 15% with a £12k deficit.</p> <p>Capital expenditure has been paused and the School Condition Allowance used for maintenance. This is not a long-term solution and will lead to an underinvestment in capital projects.</p> </div>	
	<p><b>3.1.5 Reserves</b></p> <p>Reserves have fluctuated this year but will be sustained at the end of the year.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>A Trustee asked about the retendering of energy contracts this year?</b> The trust is in regular contact with the energy supplier and is expecting a rise from 16p to 29p per kilowatt hour of a felxi fix contract.</p> <p>The trust has applied for a grant to install Solar Panels at Brymore.</p> <p>Trustees discussed further investment in sustainable energy solutions across the trust.</p> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>A Trustee asked about the demographic information used for pupil / staffing predictions and how far ahead does the trust look?</b> Pupil predictions are more accurate as children get older. Staffing is kept tight, but BCA is growing and funding is retrospective based on pupil numbers.</p> <p>It was noted that HR now has greater involvement in the staffing reviews.</p> <p>Trustees discussed the fact that Premises and IT expenditure was currently at a minimum.</p> <p>It was noted that the trust has followed a strategy of depleting its reserves over the last few years on capital projects.</p> <p>Trustees discussed the risk of not having enough capacity in the business team to manage growth and that there would need to be an increase in the onboarding capacity.</p> </div>	

Item	Description	Action
<b>4</b>	<b><u>Reports to the Board</u></b>	
<b>4.1</b>	<b>Audit Committee</b> Denys Rayner noted that the committee had met yesterday. <ul style="list-style-type: none"> <li>Internal audit report</li> <li>Review of the risk register</li> </ul>	
<b>4.2</b>	<b>Finance &amp; Resources Committee</b> Sid Gibson highlighted the main points of the Finance & Resource minutes circulated with the papers for this meeting. <ul style="list-style-type: none"> <li>HR report from the Head of People</li> <li>Month 3 Financial report</li> </ul> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <b>A Trustee asked about the reference to 2 schools not making a financial contribution to the trust?</b> These are Otterhampton (79 pupils) and Brymore (Boarding). </div> <p>It was noted that school's do not only make a financial contribution and that staff work outside of their own schools on projects across the trust.</p> <p>Key Performance Indicators for Teacher / Pupil ratios are skewed by the SEN support provided at Brymore.</p> <p>Trustees discussed the Teacher / Pupil ratios in trust wide metrics that do not reflect the individual school contexts.</p> <p>It was noted that growth of the trust will change the context of contributions to the whole trust.</p> <p><b>Action</b> – Marie Goddard will provide examples of metrics to Nic Mould.</p>	MG→ NM
<b>4.3</b>	<b>Quality of Education Committee</b> Carole Chevalley highlighted that the committee had not yet met since the last board meeting. <ul style="list-style-type: none"> <li>The next meeting will include pupil voice.</li> </ul>	
<b>4.4</b>	<b>Safeguarding Trustee report</b> Carole Chevalley highlighted the main points of the Safeguarding Trustee report circulated with the papers for this meeting.	
<b>4.5</b>	<b>Health &amp; Safety report</b> Nic Mould highlighted the main points of the Health & Safety report circulated with the papers for this meeting. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <b>A Trustee asked what had been done about the 3 RIDOR reportable incidents that had occurred?</b> These had been near misses and lessons had been learnt. </div> <p><b>Action</b> – Update future Health &amp; Safety reports to include Ridor actions.</p>	NM
<b>5</b>	<b><u>Policies for Approval</u></b>	
<b>5.1</b>	<b>Financial Regulations</b> The Finance & resources committee have reviewed the Financial Regulations and recommend approval by the Board.	

Item	Description	Action
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**Sid Gibson proposed that Trustees approve the Financial Regulations. Seconded by Denys Rayner and approved by all present.**

## **6      Papers for Information**

None

## **7.      Any Other Business**

### **7.1      Chair of LGB at West Somerset College**

Martina Forster has stepped back from the role as chair of the LGB at West Somerset College for 6 months.

Naomi Philp (Head of the Moorland Federation) has agreed to step in as temporary chair.

**Denys Rayner proposed that Naomi Philp be appointed as temporary chair of the Local Governing Body at West Somerset College. Seconded by Carole Chevalley and approved by all present.**

## **8.      Next meeting**

Thursday 11<sup>th</sup> May 2023

**BN115 Bridgwater & Taunton College**

*The meeting finished at 10.13am*



Signed..... 11<sup>th</sup> May 2023  
 Authorised Signatory for and on behalf of **Bridgwater & Taunton 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.