



Company Number: 07977368

## Minutes of the Meeting of the Board of Directors

**Thursday 17<sup>th</sup> March 2022- in person at FCC**

Present:

Liz Holmes (LH) Chair  
 Rev Jason St John Nicolle (JS)- Arrived 18:13  
 Ian Wright (IW)  
 Mark Greenwood (MG)  
 Anthony Cook (AC)  
 Duncan Millard (DM)  
 Malcolm Sperrin (MS)

In attendance:

Anne Lynn (AL) - COO  
 Louise Warren (LW) - Director of Education  
 Natasha McBain (NM) - Clerk

Apologies:

Carrie Insley (CI)  
 Christine Price-Smith (CPS)  
 Paul Turner (PT)

### PROCEDURAL MATTERS

1	<b>Standing Item: Welcome, Apologies and Resignations</b>	<b>Action</b>
	<ul style="list-style-type: none"> <li>LH welcomed all those present and thanked all for having read through the papers in advance of the meeting.</li> <li>Welcomed new faces – MS – new Trustee and NM – clerk.</li> <li>No resignations had been received.</li> <li>LH reminded all present of the requirement to keep confidential all matters discussed until they were confirmed as being in the Public arena.</li> </ul>	
2	<b>Standing Item: Notice and Quorum Requirements</b>	
	The meeting was quorate.	
3	<b>Standing Item: Declaration of Interest (personal or business)</b>	
	None were made at this point in the meeting.	
4	<b>Declaration re: re-appointment of Anthony Cook as a Trustee w.e.f 14<sup>th</sup> March 2022</b>	
	<ul style="list-style-type: none"> <li>LH confirmed re-appointment of AC by the members for another 4 years.</li> </ul>	
5	<b>Standing Item: Accuracy of Minutes from 27<sup>th</sup> January 2022;</b>	
	<ul style="list-style-type: none"> <li>- <b>Main Board Meeting</b></li> <li>- <b>Confidential Minute</b></li> </ul>	
	<ul style="list-style-type: none"> <li>No concerns or requests for amendments received ahead of or during the meeting</li> <li>LH to sign off minutes.</li> </ul>	
6	<b>Standing Item: Carried Over Items</b>	

	<ul style="list-style-type: none"> <li>LH- nothing significant which will not be covered by this agenda.</li> <li>Training- Equality &amp; Diversity Training, hoping to schedule for Autumn Term, big gap in this on skills audit.</li> </ul>	
7.	<b>Standing Item: Out of Committee activity</b>	
	<ul style="list-style-type: none"> <li>Chairs' and Vice Chairs' Winter Seminar on 8<sup>th</sup> February 2022: Well attended and good participation. Looking forward to the Summer Seminar- all together for 1<sup>st</sup> time in 2 years, make as interactive as possible.</li> <li>Trustee Recruitment completed.</li> <li>Governor development and training, heard from LGB reps, need to make sure dovetailing with what we do.</li> <li>AC- Finance meeting end of March, kick off budget for next Academic year. Set the tone with a more strategic approach. New finance Gov's to meet and discuss.</li> <li>Approval of Admissions Arrangement Policy: AL confirmed submitted for 2023 to all Schools.</li> </ul>	
8.	<b>Standing Item: Any changes to Trustee Link roles and other areas of responsibility.</b>	
	<ul style="list-style-type: none"> <li>MS Safeguarding Lead role for the remainder of Academic Year.</li> </ul>	
9.	<b>Standing Item: Health and Safety Matters:</b>	
	<p>H&amp;S Audit and Fire Risk Assessment</p> <p>Update on outstanding actions by FLT Schools:</p> <ul style="list-style-type: none"> <li>There has been movement. 236 actions last meeting, now down to 195.</li> <li>Would be good to get one School showing as zero.</li> </ul> <p>Issue – Schools are still not signing off items on the system. At ALT may do a HT weekly league table.</p> <ul style="list-style-type: none"> <li>- A lot of the outstanding actions are at FCC- due to the size of the site.</li> <li>- WAT &amp; FCC have 100 o/s items.</li> </ul> <p><b>Action: A progress update and confirmation of specific actions being taken to close this item out this academic year to be reported on at the next board meeting.</b></p>	DM
10.	<b>Standing Item: Policies</b>	
	Data Protection and Data Retention Policies reissued for adoption to all schools. Minor tweaks so no need to bring back to the board for approval.	
11.	<b>Standing Item: Any letters to DfE</b>	
	16.02.2022- Letter to External Stakeholders. General letters uploaded for info.	
<b>ENSURING ACCOUNTABILITY</b>		
12.	<b>Standing Item; Resources</b>	
	<p>Trust Financial Report</p> <ul style="list-style-type: none"> <li>In year running at a fair deficit. Few schools in deficit position due to risk associated with trying to remain open over Covid, increase in staffing costs to cover absences.</li> <li>BUC - slight deficit but do need work carried out on the building.</li> <li>FLT – deficit – had work carried out in carpark which ran over into Sept. Also additional support for H/T coaching.</li> <li>FCC- swung massively, lots of recruitment taken place and increase in TA staff.</li> <li>FIS- remains concern, not opened wrap around cover yet.</li> <li>FJS- healthy position.</li> <li>JBL – deficit has come down and will continue to by end of year. Historical deficit of £80,000.</li> <li>LAF – slight but will pull back by end of the year.</li> </ul>	

	<ul style="list-style-type: none"> <li>SHR- concerning, pupil numbers, very low numbers in year groups. No funding, wrap around cover as struggling to recruit.</li> <li>WAT – additional support being given.</li> <li>A long in-depth budget meeting held with FCC.</li> </ul> <p>SCA capital allocation, won't know until late April how much allocation we will get, rough calculation approx. 0.5 million, not sure how much per pupil.</p> <ul style="list-style-type: none"> <li>Awaiting results of condition survey's.</li> <li>FIS due to move out this Summer, SHR new school Autumn 2023, not ploughing money into these schools.</li> <li>Support staff pay award 1.75% increase backdated to April 21. Will show in Period 6 budget.</li> </ul> <p>Early indications for next years budget:</p> <ul style="list-style-type: none"> <li>Government announced £1.8 million into Schools, hard to plan, calculated what is likely to look like- for example FCC over £200k. Substantial amount. Not ring fenced.</li> <li>Mainscale Teachers pay to increase by 8% going down to 2%, good chance this extra funding will be swallowed up by salary. S/staff pay awards never funded. Teachers 2 year pay deal average 3.9% increase year 1, 2<sup>nd</sup> year 2.67% increase.</li> </ul> <p><b>Questions:</b></p> <p>How are we responding to Gas and Electricity price increase?</p> <ul style="list-style-type: none"> <li>Monitoring the current situation along with energy broker current fixed deal for gas until 2024.</li> <li>Electric – contracted until Sept 2023.</li> <li>Risk with FIS and SHR – re-negotiate new contract as moving to new premises.</li> </ul>	
13.	<b>Confidential Item: See separate minutes</b>	
14.	<b>Standing Item: Risk Register focus</b>	
	<ul style="list-style-type: none"> <li><b>Any changes?</b></li> <li>Insufficient funding for rising costs of Utilities.</li> <li>Staff Recruitment – improved, 12 ads out this week, NM now monitoring recruitment across the Trust.</li> <li>Q of E risks, reviewed risk register.</li> <li><b>CONFIDENTIAL ITEM- see separate minutes</b></li> </ul>	
15.	<b>Trustee to consider what question they would like included in Summer surveys schools undertake with:</b>	
	<p>Surveys to include staff surveys and pupil voices.</p> <p>Q of E have provided 2 questions</p> <p><b>Action: Trustees to advise LH of happy to go with these suggestions and if they have any ideas. Feedback required by 3<sup>rd</sup> April</b></p>	<b>ALL</b>
16.	<b>Governance Seminar Tuesday 28<sup>th</sup> June 2022</b>	
	All Trustees and as many Governors as possible to attend. Date to be circulated via Governorhub.	
17	<b>Asset Management</b>	
	<ul style="list-style-type: none"> <li>Asset surveys not back in yet.</li> <li>Capacities- uploaded latest spreadsheet</li> <li>Financial figures to be updated September</li> <li>FJS capacity to expand</li> <li>FCC plan to construct temp classrooms</li> </ul> <p><b>Action Resources to receive initial report, prioritise and identify funding</b></p> <p><b>Action To be brought back to last meeting of this year – add to July's agenda</b></p>	<b>AL/AC</b>  <b>Clerk</b>

18	<b>Standing Item: Trustee to advise when they plan to:</b>	
	<p>Trustees to set up a visit to their Link Schools in Summer Term. Get up and running meeting Link role person. MS assigned FJS.</p> <p><b>Action to agree visit and meeting dates and advise chair of the date.</b></p>	ALL
19	<b>Standing Item: Committee chairs to highlight any significant items arising for their most recent meetings which the board needs to note:</b>	
	<ul style="list-style-type: none"> <li>• AC- already been covered in this meeting.</li> <li>• QofE – LW – big discussion around disadvantaged, SEN &amp; PP children. Concerns which we've already covered.</li> <li>• Peer review happened at FJS &amp; BUC.</li> <li>• Gemma Rogan presented Safeguarding Report, has started 18 mth training program across the Trust. 2 questions for parent questionnaires submitted - very simple.</li> </ul>	
20.	<b>Pupil Attendance Report:</b>	
	<p>LW – Drop in PP pupil attendance at FCC, concerned gap widening with PP and SEND pupils. Primaries not an issue. Trust target for attendance is 96%. Lot of work needed to be done at FCC to close the gap. May need to involve Governors to improve levels of attendance.</p> <p><b>Question</b> - PP children drifted further apart from peer due to lockdown, less engaged now back in school what is being done to address this?</p> <ul style="list-style-type: none"> <li>• LW – Has been an increase in pastoral support. Warm welcome in lessons, high quality teaching essential. Rebecca James @ FCC playing key role. PP children will be her focus.</li> </ul> <p><b>Question</b> - What are we doing to ensure safety of children who aren't in School?</p> <p>LW- Tutor system/ pastoral lead will follow up. Recently set up Isolation room at FCC so if vulnerable and internally excluded school know where they are.</p> <p><b>Question</b> – Older children out of School at greater risk?</p> <p>LW – Gemma Rogan and Rebecca James working together on this.</p>	
21	<b>Any Other Business</b>	
	<p>Pre-School</p> <ul style="list-style-type: none"> <li>• AL – Discussions with Faringdon Pre- School to join the Trust. Their lease expires 2025, OCC keen for them to leave premises early as located adjacent to FIS site. Pre-school researched new premises and were unable to find suitable. Looked at Finances, pupil numbers and spoken to Staff. Assets transfer to us but will need to be ring-fenced for early years and staff will TUPE in. Trustees need to approve. FIS moving to Folly View, no experienced staff at present for 2 yr olds. Bringing the pre-school staff means they could be split over both schools. Pre-school have voted to dissolve Charity and applied to us to take staff and all assets. Any money will be ring-fenced for early years.</li> <li>• LH – Logical step, positive impact on Early years attainment and provides an opportunity to prime pump early provision at the junior school.</li> </ul> <p><b>Question</b> - What are the Terms &amp; Conditions of pre-school Staff and implications for Trust?</p>	

	<ul style="list-style-type: none"> <li>• Not allowed to know until 4 weeks before TUPE happens.</li> </ul> <p><b>Question - What are the Risks?</b></p> <ul style="list-style-type: none"> <li>• Pupils movement - write to all parents, apply for either primary or nursery run locally. Parents have option to go anywhere at this age</li> </ul> <p><b>Action: A joint letter from Trust and Pre-School will be sent to parents.</b></p> <p><b>Question - What liabilities are going to be transferring to the trust?</b></p> <ul style="list-style-type: none"> <li>• No liability with Charity dissolving. All debts would need to be settled,</li> <li>• OCC stipulates once lease ended land has to be returned in original state early release of land back to OCC may mitigate this.</li> </ul> <p><b>Question - What has been the response to the proposal</b></p> <ul style="list-style-type: none"> <li>• Feedback already good.</li> <li>• They do have an apprentice but as a Trust we are happy to take that on but the apprenticeship may well have ended before take-over.</li> </ul> <p><b>Action; Diverse range of employees, talk to them and see what their preference would be.</b></p> <p><b>Question - will their resources - all their kit, toys, tables etc come to the Trust?</b></p> <ul style="list-style-type: none"> <li>• A lot of it is very worn but they will bring with them what they are able. Not high value items. Basic nursery equipment. FJS have nothing at present will help them as FIS have enough for 1 room.</li> </ul> <p><b>Question - JS – 100% supportive but not qualified as Trustee for oversight of 2 year old provision. Could training be provided to get up to speed?</b></p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>LH- Could James Hood attend meeting 7<sup>th</sup> July to discuss further? DM – looking into appointing Early Years Lead therefore they could do the presentation. One of the benefits of working with Westrop – they have nursery attached.</p> <p>IW – Huge advantages having nursery attached to schools.</p> <p>The Board <b>VOTED</b> and <b>AGREED</b> for the Pre-School staff and assets to transfer to the Trust.</p> <p><b>Action: Early Years lead to present to the board on early years expectations for 2 yr olds and how the Trust will meet those needs.</b></p> <p><b>Action: A 30-minute presentation to be added to the front end of an 2022/23 Autumn term meeting</b></p>	<p>AL</p> <p>AL</p> <p>DM</p> <p>Clerk</p>
	<p><b>Close of Meeting - Meeting ended at 19:38</b></p>	

Approved and Signed off by:

Date: