



Company Number: 07977368

## **Minutes of the Meeting of the Board of Directors**

**Thursday 17<sup>th</sup> November 2022 at 4.30PM Via Teams**

**Present:**

Liz Holmes (LH)- Chair  
 Rev Jason St John Nicolle (JN)  
 Paul Turner (PT)  
 Anthony Cook (AC)- Vice Chair  
 Mark Greenwood (MG)  
 Christine Price-Smith (CPS)  
 Malcolm Sperrin (MS)  
 Duncan Millard (DM)- CEO

**In attendance:**

Anne Lynn (AL) - COO  
 Louise Warren (LW) - Director of Education  
 Laura Bunning (LB)- Clerk

**Apologies:** Jude Scutt (Item 8 attendance only)

Standing Items		
1	<b>Welcome, Apologies and Resignations</b>	<b>Action</b>
	<b>Meeting opened at: 16:33</b> LH welcomed all. Explained agenda has been amended to allow time for last minute confidential items. Apologies from Jude Scutt- <b>noted</b> .	
2	<b>Notice, Confidentiality and Quorum Requirements</b>	
	The meeting was quorate. LH reminded everyone that everything spoken about remains confidential until it can enter the public domain which is after they are signed off and published.	
3	<b>Compliance- Declaration of interest personal or business</b>	
	MG advised potential conflict of interest with Item 12. LW advised the action plan will be presented and no vote required. LH confirms as there is no vote can participate Item 12. MG agrees no conflict of interest but to raise awareness for others in the meeting he is already aware of this topic. LH reminds all attendees to speak up at any point if there is any conflicts of interest.	
4	<b>Trustee recruitment and link roles</b>	
	No update  <b>Action: LH and LB to take this forward</b>	<b>LH &amp; LB</b>

5	<b>Accuracy of Minutes of main Board meeting held on 29<sup>th</sup> September including any confidential minutes</b>	
	Previous minutes including confidential - <b>Approved</b>  <b>Action: LH to sign minutes</b>	<b>LH</b>
6	<b>Carried over Items</b>	
	<b>Action tracker updated</b>  DM gave verbal update about opening of Folly View Primary School Taking place 24 <sup>th</sup> November 2022 at 1.30PM with ribbon cutting by the Mayor of Faringdon and then a tour of the school facilities. The Mayor will stay on after school to talk to the parents. LH asked if members were invited LB confirmed they were. Discussion had around organising a commemoration plaque from the Trust. Ideas discussed of mosaic clay plaque that other schools have.  <b>Action: DM to pass to Sarah Nicholls to take forward</b>  LH advised no update regarding meeting with Vale Academy Trust as meeting was postponed until start of December.  <b>Action: LH to update after meeting has taken place</b>	<b>DM/SN</b>  <b>LH</b>
<b>Strategic Matters</b>		
7	<b>Internal Audit Report</b>	
	No update- awaiting report. Meeting Scheduled 22 November 2022	
8	<b>Executive Leadership Watchfield and Shrivenham</b>	
	Postponed- Jude Scutt to attend January meeting  <b>Action: Add to January agenda</b>	<b>LB</b>
9	<b>Confidential Item – please refer to Confidential minutes</b>	
<b>Ensuring Accountability</b>		
10	<b>Policies and New Statutory Guidance</b>	
	<u>Trust Behaviour Statement</u> LW advised Sarah Gristwood (SG), inclusion lead, is taking this forward. Our previous statement was simplistic and the past few years we have been working on a relationship model to develop positive relations between staff and pupils across the trust. SG is at the heart of how it is moved forward across the trust with all the schools and has spent time within all of the schools this term. She has looked at all of the schools behaviour policies for common threads. She's got a set of key principles that she's shared with the head teachers who are very much on board and but she's also recognising that this is a piece of work that will take a while to be able to explore and embed. The ultimate aim is to make sure that children stay in school and we improve our exclusion and our attendance rates, and we reduce the number of behaviour incidents that we're seeing. One of the papers is a Venn diagram taken from Devon County Council. She's going to reformulate for Faringdon Learning Trust. Our positive relationships policy will need to refer to our sanctions, because obviously sometimes those are necessary, and that's about what we do when the positive relationships aren't working for students and all of our positive relationships policies in our schools include	

	<p>reference to what will happen in terms of those sanctions, including exclusion, when it's necessary, which is a statutory requirement.</p> <p><b>MS joined meeting at 16:52</b></p> <p>Noted that SG has done a great piece of work Discussion around whether it will be rolled out to all schools, how this will be achieved and how we get teachers on-board.</p> <p>LW confirmed it will be rolled out to all schools regardless of age. Working with the most vulnerable because if the principles work for them it will work for all. On the inset day before the October half term, Gemma Rogan, Trust Safeguarding Lead, and SG worked together to deliver to all teaching staff. There were a large number of support staff there as well, but the session was all about our work with the Thrive approach which we've applied for funding to be able to roll out across the schools. There is a roll out programme for that for other support staff in the schools that missed the inset day so that we'll be able to show all staff while we are working on this set of principles. But I think this has been building over the last three years across the trust. The primary schools have made really good headway because we have been embedding it for quite a while but secondary schools are going to be harder due to the size and more challenging behaviour.</p> <p>DM supported LW that all teachers need to be on-board with this approach. It comes down to the Head Teachers rolling this out but support will be in place at the ALT.</p> <p>LH asked whether student views and contributions can be part of the document. Good to see next steps are included but can the wording be changes to 'our commitment to positive relationships are...'</p> <p>LW will take this back to SG</p> <p><b>Action: Add to December Agenda - LW to bring final document</b></p> <p><u>Suspension and Exclusion Board level involvement</u></p> <p>Not reviewed</p> <p><b>Action: Add to January Agenda</b></p>	<p>LB/LW</p> <p>LB</p>
11	<p><b>Trust attendance Target</b></p> <p>National – overall attendance data for 2020/21 was 95.4%. For primary schools' attendance was 95.6% and for secondary schools 92.5%.</p> <p>In 2020/21 the overall attendance figure hit the target of 96% and in 2021/22 we reached 93.2% which is disappointing but the figures show that most of the schools are just under target for attendance.</p> <p>2021/22 figures are published in March 2023</p> <p>Our attendance historically has been strong including the secondary school but this has been seen nationally. Our current attendance to date is 95.3% which is healthy.</p> <p>Government doesn't set specific attendance targets and trusts are expected to set their own. 95% is considered good and we should be better than this however attendance is a challenge at the moment. At FCC factors include</p>	

	<p>mental health issues and holidays in term time due to the aftermath of covid. They have put a structure in place to support this.</p> <p>Overall there are good signs that attendance is on track to hit the target.</p> <p>Discussion had around whether it records authorised, non-authorised or both and the reason for the absences.</p> <p>Confirmation that it records all absences. Nationally persistent absenteeism is at 22% and persistent absentees are those that are attending less than 90%. Since COVID the priority is families and lots are taking children out of school to go on holidays and mental health is also higher. Schools are working with the families below 90% to address this.</p> <p>Trust target of 96% overall- <b>approved</b></p> <p>Encouragement also need to improve FCC target</p> <p><b>Action: DM to do a round up report at the end of the year</b></p>	DM
12	<b>Report from Quality of Education Committee</b>	
	<p>Rapid Improvement Focus- Maths at FCC</p> <p>LW advises a review of the maths department at FCC was undertaken due to the outcomes over the summer which were lower than predicted and compared to previous years.</p> <p>A maths leader from Farmor's School joined the review as an external expert view.</p> <p>The plan shows the areas for improvement and what is needed to move forward. Some are quite significant.</p> <p>School has ownership of the rapid action plan. Head Teacher is taking a lead on this with support from the Maths department.</p> <p>There's a lot of expertise across the leaders that is not be capitalised on, and so there is to be a review around leadership structure and to look at using the level of expertise in developing teaching and learning in particular and high quality teaching in every classroom. There are inconsistencies across the maths department, so sharing of that good practise and monitoring it which hasn't been happening for the last few years is an area for development. This has been put as an action.</p> <p>One leader is heading up on standards and focusing on pupil targets so that action can be taken quickly to provide intervention.</p> <p>The other area is about reviewing the curriculum, particularly keen to do that at key stage three so that there is not so much textbook based work, but there is more teaching. We've asked them to look at the White Rose maths scheme, which all the primary schools except Shrivenham use, because that would offer a good transition for the students, but that's something that they're going to reflect on as a team to decide.</p> <p>The students advised they want specific pieces of homework that is marked and has feedback so they feel valued.</p>	

	<p>Going to develop a working relationship with Farmor's as this will challenge the maths department to raise standards against other Secondary Schools</p> <p>Action plan is now in place and Head Teacher will monitor, with his team, the progress and how the actions have been moved forward. This will then be reviewed by DM and LW.</p> <p>Questions then asked about exam results and monitoring</p> <p>LW advises the person who's going to be leading on standards is the head of maths and he is going to have a much tighter overview of students who are on track for target and who are not. He is working with the head of English who has just been appointed as an associate assistant head to give a raised profile in terms of the excellent work that is being done in English and the way that department are working and supporting each other to raise outcomes and to standardise their assessments. What was predicted in maths last year at GCSE was a lot higher than what the outcomes and that raises a question about how mock exams are being marked and how student assessments are being made. That's why we want to involve Farmor's in those decisions. The three heads of departments are meeting to be able to offer that support and challenge along with the Head Teacher who is the senior lead for the three departments.</p> <p><b>JN left meeting 18:38</b></p> <p>Question asked about other areas of curriculum that require a similar plan</p> <p>Confirmation that science, business and MFL (in that order) are departments that have not performed well. The review of the science department is next week and again involves a leader from Farmor's who's coming across with that level of expertise, who will provide a detailed review, support and challenge the department, who will then create their own action plan.</p> <p><b>Action: LW to update the Board when appropriate</b></p> <p><u>Quality of Education report</u></p> <p>No report- meeting not taken place yet</p>	LW
13	<b>Report from Resources</b>	
	<p>No full report from Resources- as meeting not held until 24<sup>th</sup> November 2022 Noted that currently a volatile environment and there is a risk around resources due to pay for teachers and support staffing using reserves.</p> <p><b>Action: AC to update at December meeting</b></p> <p>Finance report- <b>Action: Update at December meeting. LB to add to agenda</b></p>	AC AL/LB
14.	<b>Visit Reports from Link Trustees</b>	
	<p>LH stated report was good and a model for future reports. Encouraging to see the school is growing</p> <p>AC stated starting early years from scratch is demoing and challenging for teachers. At the visit he reassured and praised the Head Teacher and teachers.</p>	

	The Board recognised the hard work that has gone in to get it up and running	
15.	<b>Health and Safety Matters</b>	
	<p>Hard to close of items from last year and need to find a way to ensure better engagement with the process.</p> <p>DM advised Executive Team to have discussed this and it has been a raised profile at ALT meeting and is now a standing item. More training is needed to highlight the importance of Health and Safety as well as use of the software which monitors health and safety issues.</p> <p>AL advised LB has asked the clerks to add Health and Safety as a standing item to the LGB meetings.</p> <p>AC advised that resources have been wasted on this. The overall outstanding number has reduced and we need to start holding specific people to account</p> <p>Thanked LB for the help with the governance aspect but LGB's need to do more.</p> <p>LH requested awareness of legal duties and serious consequences of failures in this area needs to be raised. H&amp;S sits at the same level as safeguarding as it is about safe environments for pupils and staff. Head teachers, Governors needs to ensure timely discharge of duties.</p> <p><b>PT requested Trustees ask about Health and Safety matters at link visits at the schools.</b></p> <p><b>Action: Jo Ray to produce updated report at January meeting. LB to add to agenda</b></p>	JR/LB
16.	<b>Marketing and Communications Strategy</b>	
	<p>This is the first draft to review.</p> <p>Report was discussed and considered to provide a good way forward.</p> <p>Some adjustment is needed to ensure captures Trust language when setting out vision and values</p> <p><b>Action: Email Sarah Nicholls with initial thoughts</b></p>	ALL
17	<b>Risk Register</b>	
	<p>Funding Risk and Three of more of the current Trust schools rated "requires improvement" or "inadequate" - to review</p> <p><b>Action: To review risk register for the two areas</b></p>	DM/LW/AL/MC/AC
18	<b>Governance- Instrument of Government</b>	
	<p>LB and LH have done a lot of work around this area.</p> <p>Board <b>approved</b> current instrument of government but want the LGBs to work towards following the recommended structure as terms of office expire or governors resign.</p> <p><b>Action: LB to advise LGB of update</b></p>	LB
<b>Procedural Matters</b>		
19	<b>Out of Committee activity</b>	
	Autumn seminar had a low turnout but the feedback was positive.	

	<p>Training for governors starting to take place again.</p> <p><b>LH to talk to LB regarding a plan going forward</b></p>	
<b>Trust Board Matters</b>		
20	<b>Events in hand</b>	
	<ul style="list-style-type: none"> <li>• <b>November 2022 Board Meeting:</b> Thursday 17 November 2022 Via Teams at 4.30 p.m. - 6.30 p.m.</li> <li>• <b>AGM 2022 to include a slot from Exec over the two Primary Schools in Faringdon</b></li> <li>• <b>Chairs and Vice-Chairs meetings 1:1 meetings and annual meeting</b></li> </ul>	
<b>Any Other Business</b>		
21	<b>As notified to the Chair before the meeting</b>	
	None recorded	
22	<b>Future Board Meetings</b>	
	<p>Uploaded to Governorhub</p> <p>Term 2: Board Meeting – 17<sup>th</sup> November 2022 – via Teams Board sign off Annual Report – 8<sup>th</sup> December 2022 – via Teams - <b>Action: to send out update about location and time</b></p> <p>Term 3: Board Meeting – 19<sup>th</sup> January 2023 – via Teams</p> <p>Term 4: Board Meeting – 23<sup>rd</sup> March 2023 – via Teams</p> <p>Term 5: Board Meeting – 18<sup>th</sup> May 2023 – In person</p> <p>Term 6: Board Meeting – 6<sup>th</sup> July 2023 – In person</p> <p>In person meetings will start at 6pm Via Teams will start at 4:30pm</p>	<b>LB</b>
	<b>MEETING END 19:01</b>	

Signed and Approved by: