



Company Number: 07977368

## Minutes of the Meeting of the Board of Directors

**Thursday 18 May 2023 at 6PM at Folly View Primary School**

Present:

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

In attendance:

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

Apologies:

Malcolm Sperrin- (MS)  
 Mark Greenwood- (MG)

Standing Items		
1	Welcome, Apologies and Resignations	Action
	<p><b>Meeting opened at: 18.07</b></p> <p>LH welcomed all. Introductions were given to SB and the Trustees introduced themselves. It was agreed SB term of office to start with immediate effect.</p> <p>Apologies from MS- accepted            Apologies from MG- noted.</p> <p>No resignations. It was highlighted there is potential for a diocesan Trustee to be found.</p>	
2	<b>Notice, Confidentiality and Quorum Requirements</b>	
	Meeting was Quorate.	
3	<b>Compliance- Declaration of interest personal or business</b>	
	LH asked all present to declare any declaration of interest- None recorded.	
4	<b>Accuracy of Minutes of main Board meeting held on 23<sup>rd</sup> March including any confidential minutes</b>	
	<b>Approved</b> Minutes from meeting on 23 <sup>rd</sup> March including confidential minutes.	
5	<b>Carried over Items</b>	
	<p>Action tracker uploaded on to GovernorHub for Trustees to view.</p> <p>A couple of points highlighted:</p> <p>AL to complete pro forma for due diligence form.</p> <p>New pro forma for Governor visits is now in draft form.</p>	

	<b>ACTION: LH to circulate pro forma and sign off at next meeting.</b>	<b>LH</b>
<b>Strategic Matters</b>		
6	<b>Confidential items</b>	
	<i>Please see separate minutes</i>	
	<b>PT arrived at 18:07</b>	
7	<b>Ensure Trustees have an unfiltered understanding of issues and risks at FCC</b>	
	<i>Please see separate minutes</i>	
<b>Ensuring Accountability</b>		
8	<b>Sufficient or Excess Pupil Places within the Trust</b>	
	<p>Reception intake for primary schools:  BUC- 15 which is full.  ASH- 11 and 1 possible late application.  LAF- 20 which is full.  JBL- 44, awaiting the outcome of appeals so should be full.  FVP- 45 accepted and 6 waiting on answers.  TEP- 26 accepted and 4 waiting on answers.  WAT- 19 with 1 pending. 4 UK late applications and 5 international late applications.  SHR- 21 with 4 pending.</p> <p>Year 7 intake for secondary schools:  FCC- 265</p> <p>A discussion was had around changing the catchment area for JBL. AL has addressed this with Oxfordshire County Council.</p> <p>It was highlighted there are staffing issues at WAT. Looking forward at potentially reducing the pan to 1 and a half form entry. LH advised South Marston are oversubscribed for parents looking for school places Shrivenham might be an option. .</p> <p><b>ACTION- LH to send AL contact details for South magazine.</b></p> <p>Q. Could the Trust appoint/assign staff to work across both SHR and WAT?  It was confirmed it's not the right time currently however this is something to look at in the future. This will also be looked at with FVP and TEP.</p> <p>It was confirmed everyone is employed by the Trust but they have a home location. This means we can move them to other schools within the Trust if required.</p> <p>It is thought WAT will pick up additional children for September's intake but this means we are still unsure on what additional needs these pupils may have.</p> <p>Q. What are their usual figures? It was confirmed they are usually higher. However, reception is low this year at 40 pupils, as at January 2023 census, all the other years are similar in terms of pupil numbers. This presents an issue with next year budget.</p> <p>Q. Could the Trust can combine preschool and reception at WAT. It was confirmed this could be looked into.</p> <p>It was asked whether the Trust are looking at redundancies within the schools. It was confirmed the staffing is based on expected pupil numbers. There should be no redundancies due to natural wastages and moving staff around.</p> <p>It was highlighted that when SHR relocated the school will be a growing and this gives the Trust an opportunity to explore with OCC to reduce the pan at WAT as there is not enough pupils to accommodate both schools. This will need monitoring.</p>	<b>LH</b>

	<p>Discussion was had around EHCP provision.</p> <p>This is an opportunity to support children with high needs and put the Trusts values into action.</p> <p><b>ACTION: AL to give census numbers when received.</b></p>	AL
9	<b>Policies and New Statutory Guidance</b>	
	None	
10	<b>Visit Reports from Link Trustees:</b>	
	None	
11	<b>Report from Q of E</b>	
	<p>It was noted FVP and TEP are in the Ofsted window. The Trust is supporting both schools, including DM doing a SEF plan alongside the Head of School and Executive Head. It was noted that both schools will have a graded inspection which will be more thorough.</p> <p>It was highlighted TEP is in stronger position. However, there are a couple of areas of concern around Key Stage 1 phonics and writing. Key stage 2 is stronger with good subject leaders.</p> <p>It was highlighted FVP have a low predicted GLD for EYFS and Key Stage 1 maths is not as strong as predicted.</p> <p>It was noted that there needs to be more collaboration between both schools.</p> <p>Safeguarding audits completed at both FVP and TEP. Some issues were addressed but overall, in a good place in terms of safeguarding. (These reports are being tracked with GR who has now left the Trust)</p> <p>It was discussed that interviews were taking place from the Heads of Schools of FVP and TEP and there are three candidates. It was noted Richard Evans (VAT CEO) and Tracey Smith (new Executive Head for FVP and TEP) are involved with the recruitment. There is limited capacity due to losing the Head of School at FVP and there are also behaviour issues with children in the school however there is strong support from the current Executive Head.</p> <p>It is unfortunate they are losing both Heads of Schools and the Executive however this can be seen as a time to re set and start again. The new Exec Head is ready for the challenge.</p> <p>A question was asked whether there is capacity under LW for support. It was confirmed there is for primary schools and Richard Evans will source additional support for FCC.</p> <p>An update was given regarding LAF. The safeguarding action plan is moving forward with the support of Clare Silvester. Staff absence has made progress more of a challenge and the staff need continued support. Safeguarding remains a priority but it needs to be done in a sensitive manner. Staff are going on a journey to realise that safeguarding is everyone's responsibility.</p> <p>Interviews are taking place next week for a TLR. They will be in a more robust position in regards to TLRs in September with one awarded for SEND</p>	
12	<b>Report from Resources</b>	
	It was highlighted the budgets are tough. It was noted Finance and AL are doing a lot of hard work in this area. It will require making tough decisions and managing the risks.	

	<p>It was confirmed only one school will not balance next year however there are in surplus in years two and three.</p> <p>It was highlighted the Trust are currently looking at energy costs and hope to sign a new contract by the end of August. Currently waiting and hoping the price will decrease.</p> <p>A thank you given to the hard work from Jo and Central team with the significant step forward on audit completion. Thanks also to Heads, H&amp;S Governors and their teams for the focus here.</p> <p>It was highlighted in order to take advantage of beneficial interest rates; the Trust will be putting a further £750k into a 6-month notice account (on top of previous £500k). Looking to implement a rolling programme of investments including SCA monies to earn up to an extra £15,000 per calendar year.</p> <p>A question was asked whether there is a tax implication. It was confirmed there wasn't.</p> <p>P6 finance report has been uploaded onto GovernorHub. And P7 &amp; 8 to follow. The central budget has also been uploaded.</p> <p>AL highlighted the key points and advised it is a worst-case scenario.</p> <p>There was a discussion about sharing new posts with VAT. The Trust will look to absorb other costs throughout the year.</p> <p>It was highlighted we currently have quite a few tenders out.</p> <p>It was asked whether some of the costs will go down. It was noted that some may however some could also go up. This could be balanced out against staffing costs due to sharing posts with the VAT.</p> <p>Q. Trustees raised questions about preferred insurance provider and the government scheme. AL current provider is matching costs, JR and JA will be doing a tender process in this area.</p> <p>It was highlighted another area of uncertainty is around cost around merger.</p> <p>Q. Why is there provision for teaching staff within the central staff on the central budget? It was confirmed LW and DM are teachers.</p> <p>It was noted IT support is a high figure however reassurance was given that this is on the bases of the staff we have currently, and that the IT tender will go to Resource Committee to monitor and scrutinise.</p> <p>The recommendation after scrutiny from Resources committee was to approve the budget. <b>Trustees approved central budget.</b></p>	
13	<b>Health and Safety Matters</b>	
	Covered in Resources Report	
14	<b>Risk Register</b>	
	<p>It was highlighted that the merger and impact on Trust needs to be added to the risk register. This is both the positives and negative views. This had been highlighted at Resource Committee.</p> <p><b>ACTION: Risk register to be amended</b></p> <p>It was asked if the schools risk surrounding Ofsted had been amended. It was confirmed it already has been.</p>	<p><b>MG</b></p>

15	<b>Trust Improvement Plan</b>	
	<p>The document has been uploaded onto GovernorHub for Trustees to view</p> <p>It was noted good progress has been made and the ones in red are still the focus.</p> <p>A thorough review on impact in July's Board meeting. Including a decision about what the document will look like next academic year and who will lead on it.</p> <p><b>ACTION: LB to add to Trust Improvement Plan to agenda</b></p>	<b>LB</b>
<b>Procedural Matters</b>		
16	<b>Out of Committee activity</b>	
	None	
<b>Trust Board Matters</b>		
17	<b>Events in hand</b>	
	<ul style="list-style-type: none"> <li>Chairs and Vice-Chairs meetings 1:1 meetings and annual meetings</li> </ul>	
<b>Any Other Business</b>		
18	<b>As notified to the Chair before the meeting</b>	
	<p>Consultation for JBL to include <u>preschool provision</u>- Trustees <b>approve</b> the consultation.</p> <p>SIAMS Framework 2023- Academy trusts will be held to account more. Training on June 29<sup>th</sup>, please can Trustees let CPS know if they want to attend?</p> <p>ASH will have a SIAMs review next academic year.</p> <p>It was noted that it doesn't just have to be diocesan Trustees that support the Church Schools.</p> <p><b>ACTION: Dates for a briefing session to be circulated</b></p> <p>It was also highlighted that Ofsted are looking at doing some MAT training.</p>	<b>CP-S</b>
19	<b>Future Board Meetings</b>	
	<p>Uploaded to Governorhub</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>MEETING END 20.41</b>		

Signed and Approved by: