**DRAFT MINUTES OF A MEETING OF THE TRUSTEES OF**

**M20 LEARNING TRUST**

**HELD VIRTUALLY AND IN PERSON**

**ON**

**13th DECEMBER 2022**

**COMPANY NUMBER 08698831.**

**Trustees Present:**

David Allan (DA) Chair

Mark O’Keefe (MO’K) virtual

Karen Walkden. (KW)

Nicholas Brown (NB) virtual

Kate Dean (KD)

Emma Forrester. (EF)

**Also in attendance:** Alison Knowlson Governance Professional – virtual

Liz Hardy CEO/Headteacher Beaver Road Primary

Tina Smith CFOO

**PART ONE – NON-CONFIDENTIAL BUSINESS**

The meeting was quorate and started **4:35pm**

| **1** | **FINANCIAL COMPLIANCE AUDITORS REPORT**  The auditors from Haines Watts were unable to attend or present the audit report.  The FOAR committee on the 6th December 2022, had reviewed the M20 Trust Management accounts; the finance reports; Trust Management Letter; the Management response; the Annual report and accounts and recommended to the Board to approve the audit.  The trustees **approved** the audited accounts and management letter. |
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| **2** | **WELCOME AND APOLOGIES FOR ABSENCE**  The Chair welcomed all present to the meeting; there were no apologies. |
| **3** | **DECLARATIONS OF INTEREST and AOB**  Trustees were asked to declare any potential pecuniary or conflicts of interest that may occur during the course of the meeting, none were declared.  All trustees have completed their Declaration of Interest annual return.  **AOB**  There was nothing raised for later in the meeting. |
| **4** | **MEMBERSHIP**  **Trustees**  There are no vacancies on the Trust Board.  It was agreed Emma will join the School Improvement and Standards committee.  **LGB membership**  There is a parent governor vacancy, LH has had discussions with the Chair of Governors, and have agreed as there are two staff members resigning in March 2023, and there are quite a few co-opted governors that are parent; to Associate governors.   * There will be four associate staff governors starting in January. * Two parent governors joining as associate governors * The proposed trustee Michael Burke will be a cop-opted associate governor.   Once the Governing Board knows what the future of the M20 Trust is, the associate positions will be reviewed. |
| **5** | **CHAIR’S ACTIONS**  There have been no Chair actions since the last full Trust Board meeting on the 27th September 2022. |
| **6** | **PART ONE MINUTES AND MATTERS ARISING**  The part one minutes of the meeting of the M20 Learning Trust held on **27th September 2022** were **confirmed** as a correct record, **approved,** and will be signedby the Chair.  **Matters Arising:** There were no matters arising  The Action log was reviewed, and all actions completed.  LH has feedback to the LA who commissioned the moderation in writing and are about to send in a formal complaint. Action |
| **7** | **PART ONE REPORTS FROM COMMITTEES**  **The School Improvement and Standards Committee** met on the 4th October 2022, chair Kate Dean gave a verbal update.   * There were a number of presentations from staff which the trustees found enlightening. * Michael Davenport gave a detailed report on Performance Outcomes. * Pupil progress presentation by Stephanie Reding. * Emma Easmon on the SEND data. * Natalie Turner on Maths.   **FOAR Committee** 11th October and 6th December 2022 –  MO’K gave the trustees an update of the meeting.  **6th December 2022**   * Reviewed the Annual Audit in detail. * Budgets and cash flow. * Investment in higher interest accounts. * Benchmarking - LH and TS have visitedUpton Cross atPlaistow in East London to compare a two-site large school. The school was in a deprived area, a four-form entry with a decreasing roll number. They are to make a return visit to Beaver Road in January 2023. * Risk Management - cyber security. * Policies reviewed and ratified.   **LGB Minutes**  These minutes were uploaded late.  EM gave an overview to trustees on: -   * The LGB membership. * Policies were reviewed in detail.   **Safeguarding**  DA and Pauline Black (PB), from the LGB, had a meeting with Michael Davenport on 22nd November 2022.  It was a very useful meeting where they were shown the CPOMs system and how staff concerns for children are recorded. A safeguarding sheet was shared with DA, with a colour coded chart for which staff deals with safeguarding issues.  The Single Central Record is being transferred over to CPOMs, where it can evidence it is being checked regularly.  DA explained how the threshold reference for Social Services to be involved is very high. Cases which would have been considered needing Social Services are now going to Early help. There is not enough capacity in the LA SEND and Social Services to help the cases referred.  MD also explained that staff have been trained in team teach, which shows them how to safely restrain children when they can’t regulate their behaviour as well as how to de-escalate a situation with a pupil.  MD reported to DA he has audited safeguarding.  Action: Safeguarding roles and responsibilities to be uploaded to the Drive by LH.  The agenda moved to item 9. |
| **8** | **PART ONE CEO/HT’S REPORT AND MATTERS ARISING.**  CEO’s report highlighted the following:   * Trust Strategic Plan * Statistical information * Safeguarding update * Staffing headlines. * Martenscroft governors have voted unanimously to have the long-term partnership with the Trust. * The school is a National Centre of Excellences for Maths, Natalie Turner is the accredited leader. * Staff are studying for their NPQ’s. * Schools Bill – the White Paper has been shelved, the DfE have made clear that some of the principles of the white paper are to be followed. * One of the key objectives of the White Paper was to increase the percentage of children reaching expected standard, from 60-90%, which has been dropped.   **Q: How closely are you judged by Ofsted against the National average?** R: At the beginning of the Self-evaluation Form (SEF) the first pages are on the context of the school. We have nationally, very low numbers of children on FSM. The national averages are considered within the context for the school. The in-year transiency report is revealing how transiency changes the outcome targets for children.  **Inspection Data Summary Report (IDSR).**  LH informed trustees of the IDSR, which is available to the LA and Ofsted. Ofsted reviews this report and uses it as the basis for the inspection.  Debbie Bailey, the SIP, reviewed the report and thought it was very good.  The highlights from the report are: -   * The declining trends are no more. * The school is in the top 20% for reading and maths. * Writing is in line except for Greater Depth at KS2, which links to the downgrade in the moderation process. * Attendance is in the highest 20% of all schools in the country. * This report has led to the school being re-evaluated as Outstanding.   *Mark joined the meeting at 5:02pm*  *Nick joined the meeting at 5:03pm.*  The agenda returned to item 7. |
| **9** | **SCHOOL POLICIES**   * Allegations against staff. * Charging and Remission Policy. * Gift, Hospitality and Anti-bribery Policy. New - staff to declare for gifts over £50. * Managing serial and unreasonable complaints Policy-new. * Suspension and Exclusions Policy. LH explained the difference in Suspension and Exclusion. * Financial Procedures Policy updated in line with the AFH. * Pay Policy - updated. * Risk Management Policy. * Whistleblowing Policy (minor changes).   The trustees have read and **approved** the above policies. |
| **11** | **TRUSTEE TRAINING AND DEVELOPMENT**  KW requested trustees to complete their training record and submit it for the year onto the Drive.  It was noted DA has completed the Safeguarding training, and the rest of the trustees are to have this training.  Action: TS to raise Safeguarding training for trustees with LH. |
| **12** | **DATES OF FUTURE MEETINGS**  The following meeting dates were agreed:  **M20 Trust Board**   * 28th March 2023 * 11th July 2023   **M20 School Improvement and Standards**   * 9th May 2023   **FOAR**   * 21st March 2023 * 16th May 2023 * 27th June 2023 |
| **13** | **AOB**  There was nothing raised at the beginning of the meeting to discuss. |

The meeting finished at **6:03pm.**

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