



**DRAFT MINUTES OF A MEETING OF THE TRUSTEES OF  
M20 LEARNING TRUST  
HELD VIRTUALLY  
ON 11<sup>th</sup> JULY 2023  
COMPANY NUMBER 08698831.**

**Trustees Present:**

David Allan	Chair/DA	
Mark O’Keefe	(MO’K)	virtual
Karen Walkden	(KW)	virtual
Nicholas Brown	(NB)	virtual
Kate Dean	(KD)	
Emma Forrester.	(EF)	

**Apologies:**

<b>Also in attendance:</b>	Alison Knowlson	Governance Professional
	Liz Hardy	CEO M20 Learning Trust
	Tina Smith	CFOO M20 Learning Trust

**The meeting was quorate and commenced at 5pm.**

**PART ONE – NON-CONFIDENTIAL BUSINESS**

<b>1</b>	<p><b><u>INTRODUCTIONS AND APOLOGIES FOR ABSENCE</u></b></p> <p>The Chair welcomed all present to the meeting, there were no apologies received.</p>
<b>2</b>	<p><b><u>DECLARATIONS OF INTEREST and AOB</u></b></p> <p>Trustees were asked to declare any potential pecuniary or conflicts of interest that may occur during the course of the meeting.</p> <p><b><u>AOB</u></b></p> <p>There was no further business raised for the end of the meeting.</p>

3	<p><b><u>MEMBERSHIP</u></b></p> <p><b>Trust Membership</b></p> <p>DA has had notification that his term of office has expired. <b>Action</b> TS to update Getting Information about Schools as the term of office ends on the 11<sup>th</sup> October 2026.</p> <p>There were no changes to the Trust Board.</p> <p><b>LGB Membership</b></p> <p>Sian Hanison has resigned. The Associate governor Michael Burke is to be appointed the Co-opted governor</p>
4	<p><b><u>PART ONE MINUTES AND MATTERS ARISING</u></b></p> <p>The Part One minutes of the meeting of the M20 Learning Trust held on <b>28<sup>th</sup> March 2023</b> were <b>confirmed</b> as a correct record and will be signed by the Chair.</p> <p><b>Matters Arising:</b></p> <p><i>Agenda item 8 -There was very little feedback which was very positive and very few incidents.</i></p> <p>This has been amended to “There was very little feedback which was very positive with very few incidents.”</p> <p><b>Action Log.</b></p> <ul style="list-style-type: none"> <li>● Safeguarding training is in school on the 20<sup>th</sup> October 2023 there is a morning and afternoon session. Trustees are invited to attend. Also available is the online Safeguarding training on the Every system TS to send the invites to trustees. <b>Action</b></li> </ul> <p><i>MO’K joined the meeting at 5:18pm</i></p> <p><b>Q: Do you have a stakeholder questionnaire? Have we done a key finding report or an action plan ? If not, do we have any plans to do one?</b></p> <p>R: Paris is the Diversity lead and is delivering training to all staff tomorrow.</p> <p><b>Q: I do think what needs addressing is the low return rate.</b></p> <p>R: We would not repeat this questionnaire as it was off the back of the complaint we received. We do regular questionnaires; I worry about doing too many questionnaires and getting a lower response rate. The next whole school questionnaire we will do at the next parents meeting, which is more effective. LH has surmised that parents who didn’t return the questionnaire are happy with the school.</p> <p><b>Q: Why did so few staff complete the survey?</b></p> <p>R: Most staff felt they had no issues and didn’t feel the need to complete the questionnaire.</p> <p>Paris final conclusion was :</p> <p><i>“Most of the participants have not experienced discrimination, racism or racialisation at Beaver Road. Although this is a positive outcome, only a fraction of Beaver Road staff and parents completed the questionnaire which means we do not have a realistic depiction of adults racial or ethnic experiences.</i></p>

	<p>LH stated that everything through the school follows the Rights Respecting ethos; PSHE and RE curriculum is integral to how the school operates. There have been no racial incidents at Beaver Road this year and LH doesn't feel this is a key priority.</p> <p>The trustees have received and considered the report and thanked Paris for her time and work on the questionnaire and report.</p>
5	<p><b><u>CHAIR'S ACTION</u></b></p> <p>DA has been speaking to trustees individually about their future intentions regarding the M20 Trust Board and succession planning.</p>
6	<p><b><u>PART ONE REPORTS FROM COMMITTEES AND TRUSTEES WITH SPECIAL RESPONSIBILITIES.</u></b></p> <p>Mark O'Keefe gave an overview of the FOAR Committee meetings on the 27<sup>th</sup> June 2023.</p> <ul style="list-style-type: none"> <li>• The meeting was Policy heavy.</li> <li>• Financial budgets and 3-year forecasts were reviewed.</li> <li>• Cyber Security Audit was a useful report, MO'K requested it be sent to the rest of the trustees. <b>Action TS to upload the report onto the Drive.</b> There is a phishing exercise being conducted to see if staff will click on the link. TS will report back to the Board when she has the data.</li> </ul> <p>School Improvement and Standards 23<sup>rd</sup> May 2023.</p> <ul style="list-style-type: none"> <li>• Rhula Head of English talked through writing and the actions put in place and the impact on children.</li> <li>• Pupil progress reviewed in detail.</li> <li>• Ruth Byrne gave a curriculum update.</li> <li>• SEND and Safeguarding</li> <li>• Approved the Quality of Teaching policy and other policies.</li> <li>• Staff wellbeing.</li> </ul> <p>LGB minutes</p> <ul style="list-style-type: none"> <li>● The trustees received the minutes from the 4<sup>th</sup> May 2023, and noted the amount of questions the governors asked.</li> </ul>
7	<p><b><u>FINANCIAL MATTERS</u></b></p> <p>TS updated the trustees on the following:</p> <p>The draft budget for 2023/24, Staffing Structure and Three-year forecast has been presented to the FOAR committee.</p> <p><b>The 2022-23 Forecast</b></p> <ul style="list-style-type: none"> <li>● An in year deficit of £39k v Original budget of a surplus £22k.</li> <li>● Balanced brought forward £100k</li> <li>● The carry forward is £61k v £123k budget due to the unfunded pay awards.</li> </ul>

### Three Year Budget

Three-year budget.	2023-24	2024-25	2025-26
In Year Surplus / (Deficit)	40,269	34,816	-17,654
Surplus / (Deficit) Brought Fwd	31,707	71,976	106,792
Cumulative Surplus / (Deficit) C/Fwd	71,976	106,792	89,138
Pupil numbers	964	1028	1089

### M20 Learning Trust - Consolidated Budget Summary

	Beaver Road Primary	Central Trust	Trust Total
Total GAG Income:	3914613	20000	3934613
Total Other Income:	1996378	8000	2004378
<b>Total Revenue Income:</b>	<b>5910991</b>	<b>28000</b>	<b>5938991</b>
<b>Total Revenue Expenditure:</b>	<b>5870723</b>	<b>25900</b>	<b>5896623</b>
<b>In-Year Surplus:</b>	<b>40268</b>	<b>2100</b>	<b>42368</b>
<b>Balance Brought Forward:</b>	<b>31707</b>	<b>29597</b>	<b>61304</b>
<b>Balance Carry Forward:</b>	<b>71975</b>	<b>31697</b>	<b>103672</b>
<b>% Bal to GAG Income:</b>	<b>1.84%</b>	<b>n/a</b>	<b>2.63%</b>

**Q: Is there a point when we review what goes into Central services costs?**

R: Yes, we review it every year although it has stayed the same at £20k. TS is considering whether the Audit costs should be budgeted through the Central Trust. Other fees covered are HR ; professional fees; marketing, and communication.

TS is building the pot ready for when M20 merges and if there is any excess money in the Central fund, this is to be returned to Beaver Road budget.

The surplus budget was set to achieve the 2% for Reserves. The School Resource Manager visited TS yesterday and the EFSA are concerned about the low percentage of reserves at the trust. Nothing is documented on the recommended reserves to hold; the EFSA stated it should be between 5%-25%.

2% is on the low side and 5% would be ideal. Maintained primary schools can only have 8% before it is clawed back.

5% does cover one-month salaries for the Trust, TS is conscious of building the Reserves up to 5% as the budget was affected by the Covid in 2020-21.

**Q: What does the Charity Commission recommend?**

R: TS will investigate.

The trustee **approved** the budget for 2023-24 and the three-year forecast.

	<p><b>CIF Bids.</b></p> <p>The school was successful in the Mechanical bid; the contribution from the budget is £17k. The Accessibility bid was not successful.</p> <p>TS has received confirmation that ISG will be installing a new Sheridan lift over the summer holiday. The money the school has spent on the previous lift will be repaid TS confirmed.</p> <p>LH stated the lift comes with a guarantee for one year. The steps are too steep, and it is not safe. She would like a path to the lift.</p>																																																
8	<p><b><u>HEALTH AND SAFETY</u></b></p> <ul style="list-style-type: none"> <li>● Health and Safety was reviewed at the FOAR committee; the statutory compliance items were considered.</li> <li>● Risk Register The Risk Register has been reviewed also at the FOAR committee and there are no changes to the register until the Cyber phishing exercise is completed.</li> <li>● GDPR No new Subject Access Requests have been received this term.</li> </ul>																																																
9	<p><b><u>PART ONE CEO'S REPORT AND MATTERS ARISING.</u></b></p> <p>LH updated trustees on the following:</p> <ul style="list-style-type: none"> <li>● Martenscroft had the Ofsted call for the Childcare Inspection today. The partnership agreement for 1 year was <b>agreed</b> by the trustees.</li> <li>● Beaver Road has had another very successful year, as highlighted below.</li> </ul> <p>Pupils Performance unvalidated data on the school's calculations.</p> <table border="1" data-bbox="185 1205 1524 1637"> <thead> <tr> <th>Year 6</th> <th>Beaver Road 2022</th> <th>Beaver Road 2023</th> <th>GD</th> <th>National average</th> </tr> </thead> <tbody> <tr> <td>Maths</td> <td>79%</td> <td>90%</td> <td>49%</td> <td>73%</td> </tr> <tr> <td>Reading</td> <td>80%</td> <td>84%</td> <td>53%</td> <td>73%</td> </tr> <tr> <td>GPS</td> <td>80%</td> <td>82%</td> <td>45%</td> <td>72%</td> </tr> <tr> <td>Writing externally moderated</td> <td>72%</td> <td>73%</td> <td>22%</td> <td>71%</td> </tr> <tr> <td>Combined</td> <td></td> <td>Not known</td> <td></td> <td>59%</td> </tr> </tbody> </table> <table border="1" data-bbox="185 1688 1524 1816"> <tr> <td>Year 4 Multiplication tables check</td> <td>Average score TY 20.4</td> <td>81% made the average for LY</td> <td>GD 58% 23 + or more</td> <td>Full marks 27%</td> </tr> </table> <table border="1" data-bbox="185 1868 1524 1957"> <thead> <tr> <th>KS1</th> <th>Beaver Road 2022</th> <th>Beaver Road 2023</th> <th>GD</th> <th>National</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Year 6	Beaver Road 2022	Beaver Road 2023	GD	National average	Maths	79%	90%	49%	73%	Reading	80%	84%	53%	73%	GPS	80%	82%	45%	72%	Writing externally moderated	72%	73%	22%	71%	Combined		Not known		59%	Year 4 Multiplication tables check	Average score TY 20.4	81% made the average for LY	GD 58% 23 + or more	Full marks 27%	KS1	Beaver Road 2022	Beaver Road 2023	GD	National					
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Maths	72%	71%	24%	70%	
Reading	69%	72%	32%	68%	
Writing	55%	60%	15%	59%	
Phonics Year 2		63%			
Phonics Year 1	75%	83%		79.5%	
EYFS GLD	61%	72%		67%	

- There has been a great deal of transiency across the school with 17 new children in Year 2, which has affected the SATs.
- The Year 6 are the strongest year group, they have achieved these results without the curriculum being narrowed and having to be homeschooled at times through the pandemic.

**Q: How are you going to communicate these results to parents?**

R: As the data is unvalidated we can't communicate the results to parents until November.

*KW left the meeting 6:05pm returned 6:07pm*

**Wellbeing**

The Chair stated the mental wellbeing led by Ruth Byrne, was very impressive.

The priorities for next year are:

- Re-established our staff wellbeing group, advertised it widely and communicated updates and outcomes from the group.
- Undertaken and shared extensive research and reading.
- Established pupil wellbeing groups.
- Introduced wellbeing cupboards.
- Provided MHWB staff meeting CPD – see PowerPoint attached led by Ruth.
- Introduced wellbeing walls in staff rooms and in school.
- Started to develop a MHWB policy which we plan to be ready for Autumn 2023
- Established MHFirst Aid meetings.

**Attendance**

- Beaver Road attendance was 95.4 %.
- Persistent Absence is 12.25%.

	<ul style="list-style-type: none"> <li>● Parents are still taking their children on holiday in term time. If these pupils were kept in school attendance would be 97%.</li> <li>● LH has sent a letter to parents explaining how absence and being late has an effect on their child's learning.</li> <li>● The Fischer Family Trust has Beaver road in the top 20% in the country for the attendance.</li> </ul>
10	<p><b><u>M20 TRUST STRATEGIC DEVELOPMENT PLAN for 2023-24</u></b></p> <p><b>Priorities for next year are:</b></p> <ul style="list-style-type: none"> <li>● Writing, handwriting and formative assessment for staff.</li> <li>● Behaviour and wellbeing of pupils, attendance and being late.</li> <li>● Review Feedback, Marking, and Home learning/homework.</li> <li>● Inset day January 2024 will be on Coaching.</li> </ul> <p><b>Q: The two new Heads of school will they cover both schools?</b> R: Yes, they are going to rotate after half a term and then decide what to do for the spring term.</p> <p><b>Q: Was there any feedback as a parent on the new staffing structure?</b> R: He hadn't heard anything, just surprised/disappointed that Natalie was leaving Beaver road.</p>
11	<p><b><u>TRUSTEES TRAINING</u></b></p> <p>KW requested that trustees keep their training logs up to date. The NGA have updated their modules on the Learning Link. KW has completed the Ofsted module.</p> <p>The Development Day on the 15<sup>th</sup> June 2023, will be recorded as training.</p>
12	<p><b><u>NOMINATIONS FOR CHAIR AND VICE CHAIR</u></b></p> <p>The trustees noted the election for these posts will take place in September.</p>
13	<p><b><u>TRUST POLICIES</u></b></p> <ul style="list-style-type: none"> <li>● Health and Safety Policy</li> <li>● Data Protection Policy</li> <li>● Education Visits and School Trips Policy</li> <li>● Financial Scheme of Delegation</li> <li>● Scheme of Delegation</li> </ul> <p>The trustees have read, understood, and <b>approved</b> the above policies.</p>

14	<p><b><u>TRUST BOARD AND COMMITTEE MEETING DATES.</u></b></p> <p>The 2023-24 meeting dates are:</p> <p><b>M20 Trust Board</b></p> <ul style="list-style-type: none"> <li>● 26<sup>th</sup> September 2023</li> <li>● 12<sup>th</sup> December 2023</li> <li>● 26<sup>th</sup> March 2024</li> <li>● 9<sup>th</sup> July 2024</li> </ul> <p><b>M20 School Improvement and Standards</b></p> <ul style="list-style-type: none"> <li>● 21<sup>st</sup> November 2023</li> <li>● 21<sup>st</sup> May 2024</li> </ul> <p><b>FOAR</b></p> <ul style="list-style-type: none"> <li>● 10<sup>th</sup> October 2023</li> <li>● 5<sup>th</sup> December 2023</li> <li>● 12<sup>th</sup> March 2024</li> <li>● 14<sup>th</sup> May 2024</li> <li>● 2<sup>nd</sup> July 2024</li> </ul> <p><b>Remuneration Committee</b></p> <ul style="list-style-type: none"> <li>● 7<sup>th</sup> November 2023</li> </ul> <p><b>M20 AGM</b> 12<sup>th</sup> December 2023</p> <p><b>HTPM</b></p>
15	<p><b><u>AOB</u></b></p> <p>There was no AOB raised at the beginning of the meeting to discuss.</p>

The Part One meeting finished at **6:33pm**.

.....Chair

.....Dated