



**MINUTES OF A MEETING OF THE TRUSTEES OF
M20 LEARNING TRUST
HELD IN SCHOOL
ON
26th March 2024
COMPANY NUMBER 08698831.**

Trustees Present:

David Allan Chair
Mark O'Keefe (MO'K)
Karen Walkden (KW)
Kate Dean (KD)
Emma Forrester (EF)

Apologies: Nicholas Brown

Also in attendance: Alison Knowlson Governance Professional
Liz Hardy CEO joined the meeting at 5:45pm
Tina Smith CFOO M20 Learning Trust

The meeting was quorate and commenced at 5:08pm with PART TWO.

PART ONE – NON-CONFIDENTIAL BUSINESS

1	<p><u>INTRODUCTIONS AND APOLOGIES FOR ABSENCE</u></p> <p>The Chair welcomed all present to the meeting.</p> <p>There were apologies from NB.</p>
2	<p><u>DECLARATIONS OF INTEREST and AOB</u></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><u>AOB</u></p> <p>There was nothing raised for the end of the meeting.</p>
3	<p><u>MEMBERSHIP</u></p> <p>Trust Board</p>

	<p>Currently, there are no vacancies on the Trust Board.</p> <p>LGB Membership The LGB are to have a Parent Governor election after Easter.</p>
4	<p><u>PART ONE MINUTES AND MATTERS ARISING</u></p> <p>The Part One minutes of the meeting of the M20 Learning Trust held on 12th December 2023 were confirmed as a correct record and will be signed by the Chair.</p> <p>Action Log</p> <ul style="list-style-type: none"> • Safeguarding training outstanding NB.
5	<p><u>CHAIR'S ACTION</u></p> <p>There have been no Chair's actions since the last full Trust Board meeting on the 12th December 2023.</p>
6	<p><u>PART ONE REPORTS FROM COMMITTEES AND TRUSTEES WITH SPECIAL RESPONSIBILITIES.</u></p> <p>FOAR Committee –12th March 2024 verbal report.</p> <p>Mark O'Keefe (chair) reported on the following:</p> <ul style="list-style-type: none"> • Revised budget changes. • Policies reviewed. • Kreston Benchmarking report. • Internal Audit Report one yellow item for Risk Assessment. All staff to be responsible for RAs and training will be actioned. • Discussed pay awards for Support staff and Teachers. <p>Safeguarding Trustee Visit. DA, as the trustee with responsibility for Safeguarding, met Michael Davenport DSL to review Safeguarding and the CPOMs systems.</p> <p>The CPOMs system is key in how teaching staff record the matter of concern; details of how it was resolved; a note of actions taken; the decisions reached and the outcome.</p> <p>The breakout Intervention spaces are for challenging pupils with severe needs to be moved to, for part of their timetable, these children are on the waiting list for Special school places.</p> <p>The school is implementing a system called Staff Safe, where the Central Record will be kept on CPOMs.</p> <p>Q: Some children have an EHCP, who determines whether a child gets a plan? R: Any parents can apply for a EHCP through their Doctor, or the school can apply on behalf of the parent. The LA decides on the EHCP, it is a slower process for the school applying for the EHCP, and the thresholds are lower for parents than the school.</p> <p>Q: A child has an EHCP, and their education needs are assessed, who decides whether they need a special school.</p>

	<p>R: It is the LA who places a child in a Special school, with the Multi-Agency advice from experts i.e, Educational Psychologist and with the school's view.</p> <p>The Board noted there are very few places available for children to access Special Schools</p> <p>DA to write a short report on his Safeguarding visit. Action</p> <p>The CPOMs descriptive are to be distributed to trustees. Action.</p> <p>KD to complete a report on her SEND visit. Action.</p>
7	<p><u>FINANCIAL MATTERS</u></p> <p>TS sent the Period 6 Monthly Management accounts to trustees before the meeting.</p> <ul style="list-style-type: none"> ● The budget was discussed at the FOAR meeting, the period 5 monitoring, was re-worked resulting in an increase of £935. ● The budget is on track, the school has received another grant for Teacher's pension as there is a 5% increase in the employer's cost. The grant variance is £5k for this financial year. ● GAG funding has substantially increased due to the split site funding, which is based on a national funding formula, it has increased from £45k-£81k. ● The school also receives a mobility grant for children moving in from Britannia Hotel this has increased from £91- £9k. ● TS is working on the Kreston Benchmarking for the next FOAR meeting. <p><i>KD left the meeting at 7pm.</i></p>
8	<p><u>PART ONE CEO'S REPORT AND MATTERS ARISING.</u></p> <p>The CEO reported on the following:</p> <ul style="list-style-type: none"> ● The QA visit took place on the 6th February and the report was in the backing papers, a return visit is scheduled for 3rd June 2024. ● The focus will be on the KS1 outcomes; these children have made great progress but there is more to do as these children did not have early years provision, due to Covid. LH listed the support available for them. ● The Prevent issue was worrying and has been closed. ● Two pupils have been suspended, this is in relation to the racist incidents. ● Martinscroft Nursery is in the inspection window, they are going for Outstanding again and would like to continue with the partnership agreement with M20. ● LH highlighted the new Academy Trust handbook. <p>Q: In the Ofsted gradings at the front of the QA report, all bar the school's current judgement of leadership and management is Outstanding. Why is this one ranked Good?</p> <p>R: It was the confidence level of the Senior leadership team. In terms of articulation for new Subject leaders there is more development in this area needed, we have stated Good plus, but we will go for outstanding. In our SEF we have said Outstanding.</p>

	<p>Q: The racism incidents have increased greatly? R: There is an issue in Year 5 with SEND children targeting a range of different children. There is an action plan in place and the school is working with the parents.</p> <p>The trustees asked for the CEO's report to highlight the Racist and Bullying incidents by how many children have been affected by the incidents and how many are the same child inflicting the bullying/racism incidents. Action</p>
9	<p><u>SCHOOL POLICIES</u></p> <ul style="list-style-type: none"> • Admission Arrangements • Appraisal Policy • Pension Discretions • Staff Disciplinary • Staff Grievance • Staff Leave of Absence • Staff Paternity • Staff Shared Parental Leave <p>The trustees have read, understood, and approved the above policies. The Staff Maternity policy is to be deferred to the summer Trust Board meeting. Action</p>
10	<p><u>CLERKING ARRANGEMENTS FOR 2024-2025</u></p> <p>DA proposed to continue with SBMS for 2024-25, the Board agreed to reappoint the clerk.</p>
11	<p><u>HOLIDAY AND TERM DATES FOR 2024-25</u></p> <p>The dates have been reviewed and agreed by the LGB and were ratified by the Trust Board. The school is following Manchester City Council term dates.</p>
12	<p><u>TRUSTEES TRAINING</u></p> <p>The trustees discussed a Development day and agreed to meet on the 9th July 2024 at 2pm. KW highlighted to trustees in the Skills Audit, Stakeholder engagement was graded yellow. There is a module on the NGA which she will do and report back to trustees.</p>
13	<p><u>TRUST BOARD AND COMMITTEE MEETING DATES.</u></p> <p>To approve the dates for 2024-25 meetings.</p> <p>M20 Trust Board</p> <ul style="list-style-type: none"> • 24th September 2024 • 10th December 2024

	<ul style="list-style-type: none"> • 25th March 2025 • 15th July 2025 <p>M20 School Improvement and Standards</p> <ul style="list-style-type: none"> • 19th November 2024 • 20th May 2025 <p>FOAR</p> <ul style="list-style-type: none"> • 8th October 2024 • 3rd December 2024 • 11th March 2025 • 13th May 2025 • 8th July 2025 <p>Remuneration Committee</p> <ul style="list-style-type: none"> • 26th November 2024 <p>M20 AGM</p> <ul style="list-style-type: none"> • 10th December 2024
13	<p><u>DATES OF FUTURE MEETINGS</u></p> <p>The following meeting dates are:</p> <p>M20 Trust Board</p> <ul style="list-style-type: none"> • 9th July 2024 to start at 2pm. <p>M20 School Improvement and Standards</p> <ul style="list-style-type: none"> • 21st May 2024 <p>FOAR</p> <ul style="list-style-type: none"> • 14th May 2024 • 1st July 2024
14	<p><u>AOB</u></p> <p>There was nothing raised at the start of the meeting to discuss in AOB.</p>

The meeting finished at **7:27pm**.

.....Chair

.....Dated