



**DRAFT MINUTES OF A MEETING OF THE TRUSTEES OF
M20 LEARNING TRUST
HELD VIRTUALLY
ON
19th JULY 2022
COMPANY NUMBER 08698831.**

Trustees Present:

David Allan Chair/DA
 Mark O'Keefe (MO'K)
 Karen Walkden (KW)
 Nicholas Brown (NB)
 Bev Hughes (BH)

Apologies: Kate Dean

Also in attendance: Alison Knowlson Clerk to M20 Learning Trust
 Liz Hardy CEO M20 Learning Trust
 Tina Smith CFOO M20 Learning Trust
 Emma Forrester Member of Beaver Road LGB.

The meeting was quorate and commenced at 5pm.

PART ONE – NON-CONFIDENTIAL BUSINESS

1	<p><u>INTRODUCTIONS AND APOLOGIES FOR ABSENCE</u></p> <p>The Chair welcomed all present to the meeting, there were apologies received and accepted from Kate Dean.</p> <p>The Chair asked LH to say a dedication to Louise Rifkin, a member of staff that died suddenly this term. She read to trustees her speech that will be said at the funeral and a poem from the children.</p> <p>43 members of staff are due to attend the funeral, the school has enough staff to function without the need to close.</p> <p>The Chair thanked LH for the lovely tribute.</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</p>

	<p>during the course of the meeting.</p> <ul style="list-style-type: none"> • BH declared her husband is a trustee at Great Manchester Learning Trust (GMLT). <p><u>AOB</u></p> <p>There was no further business raised for the end of the meeting.</p>
<p>3</p>	<p><u>MEMBERSHIP</u></p> <p>Trust Membership</p> <p>The Chair informed trustees that Bev is not seeking to renew her term of office when it ends on the 18th November 2022. He said the trustees are grateful for her finishing her term of office when there are so many demands on her time. Her contribution to the trust has been enormous and which the trustees very much appreciated.</p> <p>An advert was placed on Governors' for Schools for a trustee; a candidate James Burke has put himself forward. DA has had an informal chat with him, he is a producer and director of documentaries. He has been a trustee for The Conversation, a charity funded by Universities to provide an impartial platform for articles written by academics.</p> <p>DA has asked James to complete the application form and DA will interview him, with another Member to see if he is suitable to be a trustee for the M20.</p> <p>Q: The Scheme of Delegation (SoD) states there is an obligation for succession planning. The SoD also states Trust Board may have up to 5 trustees appointed by members and trustees can co-op new trustees to the Board, what does that mean, 5 in total or any amount you wanted?</p> <p>R: We amended the number to up to 10 trustees in the new Articles of Association updated on the 14th December 2022. The SoD has not been updated, TS to Action.</p> <p>The trustees agreed to have a Succession planning session before the Trust Board meeting on the 27th September at 4pm. They will also look at improving the diversity of the Board.</p> <p>Action: LH and TS to prepare a document for recruiting trustees and governors showing the differential between the two roles. KW to review the document prior to the meeting on the 27th September.</p> <p>LGB Membership</p> <ul style="list-style-type: none"> • Jane Carroll's term of office has finished, and she is not standing for re-election. There will be an election for a parent governor in the autumn term. • Jennie Adie has resigned as the clerk but will continue until a replacement is recruited.
<p>4</p>	<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 29th March 2022 were confirmed as a correct record and will be signed by the Chair.</p> <p>Matters Arising:</p>

	<ul style="list-style-type: none"> • There were no matters arising. <p><u>Action Log</u> The log was reviewed, there were no actions outstanding.</p>
5	<p><u>CHAIR'S ACTION – Please see Part Two</u></p>
6	<p><u>PART ONE REPORTS FROM COMMITTEES AND TRUSTEES WITH SPECIAL RESPONSIBILITIES.</u></p> <p>Mark O’Keefe gave an overview of the FOAR Committee meetings on the 18th May and 28th June 2022.</p> <ul style="list-style-type: none"> • Draft minutes are available on the Drive • The Internal Audit report had a clean bill of health, the auditors did not request the minutes and questioned if the FOAR committee were regularly tracking KPIs. The trustees regularly track the schools KPIs. • There was a concern on the cash handling, the risk is small, TS will review the processes. <p>School Improvement and Standards 22nd March 2022. Bev Hughes in Kate Dean's absence gave an overview for the trustees.</p> <ul style="list-style-type: none"> • The Pupil Premium leaders were due to attend but were unwell and this will be rescheduled for the next meeting. • The committee reviewed the School Improvement Action plans and had an update on school performance. • A SEND report was discussed • The committee had seen the LGB minutes, and there was repetition between the school and trust. <p>LGB minutes 16th May and the 4th July 2022. Emma Forrester stated there was nothing to report to the Board from the LGB meetings.</p> <p>The SEND trustees KD, the Safeguarding trustee DA and NB the Health and Safety trustee were notified of the requirement for a report on their responsibility by the December Trust Board meeting.</p>
7	<p><u>FINANCIAL MATTERS</u></p> <p>TS updated the trustees on the following:</p> <ul style="list-style-type: none"> • The draft budget for 2022/23, has been presented to the FOAR committee and the LGB meeting 4th July 2022; there is a predicted surplus of £18k for Beaver Road Primary School. Carry forward of £73k, this is 2% of the GAG. • The Reserves Policy will be reviewed in the autumn term as it currently states a carry forward of between 3-5%. • The Central Trust had an income of £30k, expenditure of £25.9k.

- The total carry-forward for the Trust is: In year surplus £22k, brought forward balance of £80k, total carry forward of £101k which is 2.9%
- Staffing structure for 2022/23 and the three year forecast was in the backing papers.

The trustee **approved** the budget for 2022-23 and the three-year forecast.

Predicted outturn forecast

- TS has done a revised forecast for Period 8, which is predicting a deficit of £10k. The carry forward would be £55k.
- The Central Trust is predicted to have £9k surplus with a carry forward £24.5k
- The total carry forward will be £79.5k

The Sports Grant and Pupils premium are prepared by the PE and Pupil Premium leads, which are very informative.

8 **HEALTH AND SAFETY**

- Risk Register

The Risk Register has been reviewed at the FOAR committee and there are no changes since May.

- Health and Safety.

There are no reports to RIDDOR on Health and Safety issues for the spring and summer terms.

- GDPR.

There have been no GDPR breaches or Subject Access Requests.

9 **PART ONE CEO'S REPORT AND MATTERS ARISING.**

LH updated trustees on the following:

Pupils Performance unvalidated data

Year 6	Beaver Road	GD	National
Maths	79%	38%	71%
Reading	80%	42%	74%
SPAG	80%	35%	72%
Writing externally moderated	72%	7%	69%
Combined	Not known		59%

23% of the Year 6 cohort is SEND, with 10% of the cohort EHCP. Which is higher than the National average. There are challenges to some of the data LH expects these figures to improve.

KS1	Beaver Road	GD	National
Maths	72%	23%	

Reading	69%	30%	
Writing	55%	5%	
Phonics Year 1	75%		
Reception GLD	61%		

All bar two children in Reception have achieved GLD, a full analysis will be available in the autumn

The trustees congratulated LH on the results.

Q: Why do they moderate writing only?

R: The other subjects are teacher assessed.

Attendance

Beaver Road attendance was 94.5 %

Persistent Absence is 14.4%

Parents are taking children on holiday, with many missing the last week of term. There is a national campaign from the government and the LA on attendance, it is a major Safeguarding issue for vulnerable children not attending school. The Attendance policy is being updated and will be presented in September to trustees.

Q: Will the parents of the children off this week be fined?

R: Yes, the fine is less than the cost of the holiday.

Q: What is the fine?

R: £120 per child, per parent.

Matenscroft

The work with Martenscroft Nursery School (MNS) and Children's Centres continues to be positive and successful. We recently had a review meeting with the LA and the Governors at MNS. This term LH has been successful in appointing both a Headteacher and Assistant Headteacher for the school, who have been released early. We were successful in recovering the budget deficit within one year and have supported the school with a revised staffing structure and updated budget plan for the year ahead.

The governors and the LA want to extend the partnership, LH wants to know by Christmas as the support will end September 2023. The trustees are happy for the Trust to keep providing support for MNS, although the White paper has not included nursery schools in Trusts.

Website

LH had a link to the new website in her report. MO'K stated it looks great, it doesn't have to be perfect as it will evolve. Having the website to signpost potential schools looking to join the trust will be invaluable.

	<p>The Vision and Values statement is on the website, the Chair raised the following:</p> <ul style="list-style-type: none"> • In the Vision statement learning is emphasised but in the Values it doesn't appear. • One sentence stood out <i>However, it's really important to be a good listener and give our opinions in a gentle, thoughtful way. If our opinion might cause someone to feel offended, it's important that we don't share it out loud.</i> We therefore teach children to think carefully about the impact of their words on others. The Chair stated the children should be encouraged to express their opinions, to argue and debate, if someone is offended that is part of the process. • LH stated the sentence was written by the children in the context, if they say something mean. This was also discussed at the LGB meeting. The sentence <i>If our opinion might cause someone to feel offended</i>, that is so children do not call each other names. <p>Q: The website looks very good; it does funny things on a phone.</p> <p>R: TS has been working on it.</p>
10	<p><u>M20 TRUST STRATEGIC DEVELOPMENT PLAN</u></p> <p>Covered in Item 9</p>
11	<p><u>EXPANSION GROUP</u></p> <p>Please see Part Two</p>
12	<p><u>NOMINATIONS FOR CHAIR AND VICE CHAIR</u></p> <p>The trustees noted the election for these posts will take place in September.</p>
13	<p><u>SCHOOL POLICIES</u></p> <ul style="list-style-type: none"> • Health and Safety Policy reviewed no change. • Marketing Strategy Policy – this will start to be developed with the Growth Plan. • Scheme of Delegation TS to update this policy and to be returned in September for approval. <p>The trustees have read, understood, and approved the above policies.</p>
14	<p><u>TRUST BOARD AND COMMITTEE MEETING DATES.</u></p> <p>The 2022-23 meeting dates are:</p> <p>M20 Trust Board</p> <ul style="list-style-type: none"> • 27th September 2022 Succession Planning at 4pm Board meeting at 5pm • 13th December 2022 • 28th March 2023 • 11th July 2023 <p>M20 School Improvement and Standards</p> <ul style="list-style-type: none"> • 4th October 2022 • 9th May 2023

	<p>FOAR</p> <ul style="list-style-type: none"> • 11th October 2022 • 6th December 2022 • 14th March 2023 • 16th May 2023 • 27th June 2023 <p>Remuneration Committee</p> <ul style="list-style-type: none"> • 8th November 2022 <p>M20 AGM 13th December 2022</p>
15	<p><u>AOB</u></p> <p>There was no AOB raised at the beginning of the meeting to discuss.</p>

The Part One meeting finished at **6:25pm**.

.....Chair

.....Dated