

Trust Board Meeting Minutes

Thursday 08 February 2024 – Teams

Present: Paul Howieson (PH), Sue Bowen (SB), Brendan McCarthy (BMc), Jo Levasier (JL), Louise Ellis (LE) (Chair), Brendan Mullany (BM), Les Lane (LL), Michael Crane (MCR), Martin Tiffin (MT), Kat Hearn (KH)

In Attendance: Sue Bennett (SEB) Minutes

Apologies: Martin Copsey (MCO)

		Action
1.	Welcome and Apologies Apologies were received from MCO	
2.	Declarations of Interest for items on this agenda There were no declarations of interest.	
3.	Draft Minutes and actions from the Trust Board Meeting on 14 December 2023 The minutes of 14 December 2023 were agreed as a true and accurate record.	
3b	<u>Actions arising from the minutes</u> <i>Pay Committee plus LE to meet to discuss possible pay revisions:</i> BM advised that they would meet once the anticipated revised guidance from government about performance related pay had been published. PH added that they have also paused reviewing the appraisal process pending updated guidance. All other actions are complete.	
3c	<u>Achievement Committee 24 January 2024</u> BM outlined the main points from the meeting: • CM was unavailable for this meeting so it was shortened to one hour and another meeting was added in March. • Discussed the issues at St Luke's in depth. • The ongoing difficult situation with SEN was discussed. • Esther Curry (EC) attended the meeting to summarise all actions being taken with regard to inclusion. Trustees agreed EC is making a positive difference in this area and is progressing many significant streams. • SEN will be on the agenda for a long time to come and we need to try and maximise the impact of the limited funds available.	
3d	<u>Resources Committee 11 December 2023</u> BMc outlined the main points from the meeting: • Discussed the operations report which highlighted some major financial challenges due to building work that needs to be done urgently. There will be a re-ordering of priorities as the SCA money won't cover what needs doing. • Approved two tenders, Ricoh for the photocopier contract and SchoolCare for ICT across the Trust.	

		Action
Q. The difficulties of recruiting TAs was discussed and the impact this is having on school finances. A. Good to see the number of people who have complied with the cyber security training. Q. How long ago was the roof at BPSP replaced and does it have a warranty? A. It was at least 15 years ago, possibly more and there is no longer a valid warranty. Q. Are DfE loans available at low interest rates? A. Action: PH to find out more about the cost of DfE loans and let trustees know. Q. Is any of the damage to the roof at BPSP covered by insurance? A. In general, some of the works that require improvement are covered by insurance, and everything that can be claimed, will be claimed; all funding streams will be explored.		PH
4. Admissions Policy (documents circulated with the agenda) 4a Admissions Policy 2025-2026 Trustees are asked to approve the 2025-2026 Admissions Policy. Q. Where a pan is reduced to 15, what is the long term process for amalgamating classes? A. There are different ways of doing this, at Wool they have 15 pupils in reception and then mixed classes of 30 going up the school. D. MC proposed and MT seconded to approve the Admissions Policy 2025-2026, trustees unanimously approved. 4b Admissions Policy 2025-2026 for the four schools who joined on 1 January 2024 Trustees are asked to approve the Admissions Policies 2025-2026 for Swanage, Lulworth and Winfrith, St George's and Stoborough All of these policies were created prior to the schools joining CLP on 1 January 2024. Q. Some of the information on Swanage Primary and Lulworth is irrelevant and consideration should be given to removing this prior to publication. A. Action: Where possible, PH remove any irrelevant information from the Swanage and Lulworth Admissions Policies. KH proposed and BM seconded to approve Admissions Policies 2025-2026 for Swanage Primary, Lulworth and Winfrith, St George's and Stoborough, trustees unanimously approved.		PH
5. Whistleblowing Policy (document circulated with the agenda) One minor change to the Whistleblowing Policy has been made following a recommendation which came out of the safeguarding review. Trustees unanimously approved the changes to the Whistleblowing Policy.		
6. Growth (document circulated with the agenda) 6a Pre-schools joining CLP PH advised that the business case for Corfe Castle pre-school to join CLP has been submitted to the DfE and they will consider it in March / April. TUPE will start with staff at the pre-school immediately after February half term. It is anticipated that the pre-school will move into the buildings at Corfe Castle Infant School, and Salisbury Diocese have indicated they would like to be released from the lease on the pre-school building, discussions are ongoing.		

		Action
Q. A. 6b	When does the issue with the building need to be resolved? We will need to have this resolved by the time the DfE make their decision. PH advised that they will start due diligence at St George's pre-school after half term, and then at a later date they will commence discussions with the pre-school at Swanage. <u>Capacity of central team to service 20 schools effectively</u> Confidential minute.	
7.	St Luke's Primary School (document circulated with the agenda) Confidential minute.	
8. 8a Q. A. Q. A. 8b 8c	Strategy for Managing Falling Roll (documents circulated with the agenda) <u>Pupil numbers forecast for September 2024</u> PH advised trustees that the numbers were as he was expecting and he is confident that they are doing the right things to manage the shortfall. It looks like CLP will be around 88% full. The deficit resulting from the low numbers is £330k. Two schools in particular are a cause for concern, OTIS and Wareham. When do we need to make decision about these two schools? For this year, we could agree to take the deficit for now and support the school financially to ensure the quality of education is as good as it can be. We have offered the local authority another classroom for specialist provision at OTIS but that offer has been turned down. We will continue to look at ways to manage the numbers at both schools. Are any of our schools in areas where new housing is planned? Wareham is in an area where new housing is expected but this is likely to take a number of years. <u>Strategy for organising schools in the Purbecks</u> A paper was circulated setting out issues and a variety of strategies on how we move forward in the next few years. PH advised that he is waiting on feedback from DCC on the potential proposals. Action: Bring this back to the next agenda in March. <u>St Clements, St Johns and Bethany becoming a single school</u> The most recent communications that has gone to staff and the community were circulated. PH advised that they are coming to the end of consultation with the SLTs of both schools and this has gone well. They are proposing a senior leadership structure that has more capacity in the first two years and will then gradually reduce naturally. PH is meeting with all staff at both schools tomorrow and will be inviting questions. Nothing has been received in writing from the community. SB advised that she has been booked by the headteacher at the start of September to work with staff on the new vision for the school.	PH
9.	Trustee Recruitment LE advised that interviews took place with two potential applicants with one applicant being put forward for the trustee role.	

		Action
	Rod Woodford (RW) is very measured, objective, organised and well spoken, and seems to have a good appreciation of the types of discussions that take place. RW is currently a governor at Parkstone Grammar, has quite a lot of time available and has a good knowledge of the pressures and challenges in education. RW could sit on either committee as he has a good background in both commerce and also education. Member approval will be sought on 26 February and once the DBS clearance has been confirmed RW will be given a start date. LE told trustees that she will be standing down at the end of this academic year which will create a further vacancy from 1 September 2024.	
10.	Links to Schools (document circulated with the agenda) BM circulated a summary of trustee link reports for the autumn term and asked trustees if there is anything else they think would help to prepare for the visits. Q. Would it be possible to have a question about safeguarding during visits as this dialogue would help with inspections? A. It wouldn't be appropriate to have a number of key points on the report but one or two would be ok. It needs to be an informal process about relationship building and engagement. Q. We now need to consider the four new schools who don't at the moment have link trustees. JL advised that she already has a relationship with three out of the four new schools as both a trustee and a member of the diocese. Action: LE to re-looking at which schools trustees should link to.	
11.	Items from LGBs (document circulated with the agenda) <u>Chairs Forum Notes</u> There were no comments.	
12.	Key messages for Staff and Governors • Admissions Policies 2025-2026 for CLP and all four new schools were approved. • A minor update to the Whistleblowing Policy was approved • Trustees would like to give a warm welcome to all governors and staff at the four new schools • Further discussions are taking place with some pre-schools with a view to them joining CLP. • Trustees are having in-depth discussions about SEND and how we can share resources across the whole trust. • Considered the financial implications relating to some urgent premises repairs.	
13.	Any Other Business A small panel of trustees have been looking at a proposal for the dismissal of governors and have made some suggested modifications on the scheme of delegation. The changes make it clear that the discipline and removal of governors is the Board's responsibility. Trustees unanimously approved these changes to take effect immediately	

Actions

Paul Howieson:

- Find out more information about the cost of DfE loans and share this information with Trustees.
- Where possible, remove any irrelevant information from the Admissions Policies 2025-2026 for Swanage and Lulworth and Winfrith
- Strategy for organising schools in the Purbecks to be added to the March agenda.

Louise Ellis

- Re-look at the allocation of link trustees to schools

Meeting closed at 21:10

Next meeting: Thursday 21 March 2023