A picture containing text, night sky

Description automatically generated

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

**M20 LEARNING TRUST**

**HELD AT THE SCHOOL**

**27th September 2022**

**COMPANY NUMBER 08698831.**

**Trustees Present:**

David Allan Chair

Mark O’Keefe (MO’K)

Beverley Hughes (BH)

Karen Walkden. (KW)

Kate Dean (KD)

**Apologies:** Nicholas Brown

**Also, in attendance:** Alison Knowlson Governance Professional to M20 Learning Trust

Liz Hardy CEO/Headteacher Beaver Road Primary School Tina Smith Director of Finances and Resources

Emma Forrester Member of Beaver Road LGB.

**The meeting was quorate and commenced at 5:40pm.**

**PART ONE – NON-CONFIDENTIAL BUSINESS**

| **1** | **WELCOME AND APOLOGIES FOR ABSENCE**  The Chair welcomed the trustees to the meeting. Apologies were received and accepted from Nick Brown. |
| --- | --- |
| **2** | **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.   * BH declared an interest, her husband is a trustee at Great Manchester Education Trust (GMET).   The trustees completed their annual Declaration of Interests form - NB to complete Action.  TS is updating the register of business on the Trust website and Get Information About Schools.  **AOB**    There was no urgent AOB declared for the end of the meeting. |
| **3** | **ELECTION OF CHAIR**  The following nomination were received at the meeting:  *David Allan,*  No other nomination was received.  Mark O’Keefe proposed, and Kate Dean seconded the nomination.  Following a vote ***David Allan*** was elected Chair of Trustees and Chaired the meeting from this point.  The term of office for the Chair is **a year** as stated in the Articles of Association. |
| **4** | **ELECTION OF VICE-CHAIR**  The following nomination were received in advance to the meeting:  *Karen Walkden,*  David Allen proposed, and Bev Hughes seconded the nomination.  Following a vote ***Karen Walkden*** was elected Vice-Chair of Trustees.  The trustees agreed to the terms of office for the Vice-Chair for a **year**. |
| **5** | **MEMBERSHIP**   | **TRUSTEE** | **Date of Appointment** | **Appointment Type** | **Term** | **Date of Resignation/End of Term** | | --- | --- | --- | --- | --- | | David Allan | July 2019 | Trustee | 4 years | July 2023 | | Beverley Hughes | 19/11/2018 | Trustee | 4 years | 18/11/2022 retiring | | Mark O'Keefe | 19/3/2019 | Trustee | 4 years | 18/3/2023 | | Karen Walkden | 21/1/2020 | Trustee | 4 years | 20/1/2024 | | Kate Dean | 23/09/2022 | Trustee | 4 years | 23/09/2026 | | Nicholas Brown | 21/1/2020 | Trustee | 4 years | 20/1/2024 |   **Trustees.**  The Board agreed to Kate Dean’s term of office to be renewed for another four years.  David Allan’s term of office started in July 2019.  DA gave an update on the application for Michael Burke to be a trustee. The trustees after a discussion agreed the skill set of Michael would be similar to John Huntley who left the Board last year. DA has a meeting with members to discuss the diversity of the Board and a replacement trustee for Bev Hughes.  The trustees discussed co-opting Emma Forrester as a trustee – DA to talk to the members first.  **LGB membership** There will be an election for a parent governor in the autumn term.  The trustees **agreed** to the Code of Conduct, which the Chair will sign. |
| **6** | **TRUST BOARD MEMBERSHIP**  The trustees reviewed and **agreed** the membership of committees as follows:   | **Finance Oversight, Audit and Risk Committee**  Mark O’Keefe (Chair)  David Allan  Nick Brown  Tina Smith (CFOO)  To meet five times a year | **School Improvement and Standards Committee**  Kate Dean (Chair)  Karen Walkden  New trustee  Liz Hardy (CEO)  To meet twice a year in October /March | | --- | --- | | **CEO’s Performance Committee** | Lynne Allan Chair LGB and  David Allan Chair of M20 Trust Board  Kate Dean | | **Remuneration Committee** | Nick Brown Chair  David Allan  Karen Walkden | | **CFOO Performance Committee** | Joan Pennington external adviser  Mark O’Keefe  Liz Hardy | | **SEND Trustee** | Kate Dean | | **Safeguarding Trustee** | David Allan | | **Health and Safety Trustee** | Nick Brown | | **Training Trustee** | Karen Walkden | | **External adviser** | Debi Bailey is the external adviser and will visit Beaver Road four time a year |   The trustees reviewed the Terms of Reference for:   * + Remuneration Committee   + Executive team Performance Management   + FOAR Committee   + School Improvement and Standards Committee   + Remuneration Appeals Committee   + Complaints Committee   + Pupil Exclusion Committee   + Staff Grievance Committee   It was requested the Trust logo to be on the Terms of Reference Action: AK to apply. |
| **7** | **PART ONE MINUTES AND MATTERS ARISING**  The Part One minutes of the meeting of the M20 Learning Trust held on 1**9th July 2022** were **confirmed** as a correct record and will be signedby the Chair.  **Matters Arising:** James Burke name is Michael Burke AK to change; to update MNS section to “*The trustees are happy for the Trust to keep providing support for MNS, although the White paper has not included nursery schools in Trusts’.*  **The Action log** was reviewed, and all actions completed. |
| **8** | **FINANCIAL COMPLIANCE**  TS updated trustees on the following.   * The BFR3Y was submitted on 31st July 2022. * The trustees have **no**t received the EFSA letter, it was not published at the time of this Trust Board meeting. * The Academies Trust handbook came into effect on the 1st September 2022. * The annual external audit will take place on the 10th October 2022. |
| **9** | **PART ONE CEO’S REPORT AND MATTERS ARISING**  LH gave a verbal update on the following.   * The term has started positively, with good inset days on team building. LH reminded staff of the Vision and Values for the M20 Learning Trust. * Losing a member of staff last term was very difficult for staff. * Staffing levels are good, with some staff absent with Covid * Data and school performance; **KS2** SEND pupils LY were higher than normal with 10% of the cohort SEND with an EHCP. * Children in the Pupil Premium and SEND groups have done exceptionally well and the outcomes are to be celebrated. * LH stated the SLT recognised the level for writing had dropped, across the school it is lower and is a School Improvement Priority. It was noted the school level of 72% was above the national target 69%. Writing was moderated externally, with the inspector stating no child would have achieved Greater Depth (GD) before the moderation began. * It was noted there was GD in reading of 42%, maths 38% and writing 7%, this has impacted the combined figure, which is still above the national average. * **KS1** results are lower than the targets, which have been marked internally. There were 11 children left before SATs and 11 new children arrived. It was noted the drop in Maths and English is also to do with transiency The percentage of children within the school with EAL has gone up drastically. The SLT are looking at the children that arrived at school with EAL and how they are catered for. It is also a School Improvement Target. * **Phonics** achieved 75%,the target was missed by 4% due to transiency of pupils. * **EYFS** has suffered the effects of the pandemic the most. Good Levels of Development (GLD) 61% are from the children that attended the school’s nursery. Reception has 150 children 75 from the nursery and 75 from other places with no pre-school provision. The progress outcomes for the cohort not from the nursery are good, but they haven’t achieved GLD which the children from nursery achieved. * Progress measures will be reviewed at the SI&S. * The data dashboard shows the trend in Maths has been reversed thanks to Natalie the Maths leader. * The focus this year is on writing. * The school has been re-accredited as gold status for a Rights Respecting school. * Beaver road has achieved an Eco school green flag award. * The school is working towards the Arts mark award and the SEND team for the Dyslexia mark. * LH has updated the staff handbook, which includes SIP priorities and the new staff code of conduct.   **Q: What is the plan for Year 2 that has dipped a lot across writing and maths in Year 2?**  R: We know the reasons for writing due to the moderation process, Y2 is due to transiency.  LH was requested to give feedback to the LA who commissioned the moderation in writing. – Action. |
| **10** | **POLICIES**   * Attendance Policy - updated policy from the LA included in the Staff Handbook. * SafeguardingPolicy - updated policy from KCSIE Part 1. * KCSIE part 1 - <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2> * SEND policy - updated but no changes made. * Scheme of Delegation - updated * Staff Code of Conduct - new policy. * Conflicts of Interest Policy -new policy   **Q: The responsibility for issuing fines, for parents who take their child out of school during term time, stays with the LA?**  R: Yes. The LA will start fining parents to improve attendance; Beaver Road is in line with the Manchester average of 94%. This year’s target is 96%.  The trustees reviewed and **approved** the above policies. |
| **11** | **TRUSTEES TRAINING**   * KW gave trustees a reminder they committed to the target of 20 hours self-directed training annually.There is a template to complete when any training has been done. * The NGA Learning Link is a valuable resource. * An Induction framework for new trustees is being produced, with them having a buddy/mentor. |
| **12** | **DATES OF FUTURE MEETINGS**  The Trust Board meetings will be held on:    **M20 Trust Board**   * 20th October 2022 at 4pm. * 13th December 2022 * 28th March 2023 * 11th July 2023   **M20 School Improvement and Standards**   * 4th October 2022 * 9th May 2023   **FOAR**   * 11th October 2022 * 6th December 2022 * 14th March 2023 * 16th May 2023 * 27th June 2023   **Remuneration Committee**   * 8th November 2022   **HTA Committee**   * 23rd November 2022.   **M20 AGM**   * 13th December 2022 |
| **13** | **AOB**  There was no AOB raised at the beginning of the meeting. |

The Part One meeting finished at **6:50pm.**

...................................................Chair

...........................................Dated