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

**M20 LEARNING TRUST**

**HELD IN SCHOOL**

**ON**

**28th March 2023**

**COMPANY NUMBER 08698831.**

**Trustees Present:**

David Allan Chair

Mark O’Keefe (MO’K)

Karen Walkden (KW) virtually

Nicholas Brown (NB) virtually

Kate Dean (KD)

Emma Forrester (EF)

**Apologies: None**

**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.**

**PART ONE – NON-CONFIDENTIAL BUSINESS**

| **1** | **INTRODUCTIONS AND APOLOGIES FOR ABSENCE**  The Chair welcomed all present to the meeting.    There were no apologies. |
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| **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.  **AOB**  There was nothing raised for the end of the meeting. |
| **3** | **MEMBERSHIP**  **Trust Board**  Currently, there are no vacancies.  **LGB Membership**  The LGB has appointed two new staff governors Mel and Parris and has full membership. |
| **4** | **PART ONE MINUTES AND MATTERS ARISING**  The Part One minutes of the meeting of the M20 Learning Trust held on **13th December 2022** were **confirmed** as a correct record and will be signedby the Chair.  **Action Log**   * **Safeguarding** training in house on the 4th September 2023 for trustees to attend. If trustees are not available in person, they can do the Hays online safeguarding course. TS to check the dates and notify trustees Action. * LH has spoken to Sonia about the writing moderation, she was told to keep the work from the moderation, although it won’t change the outcome. There may be a KS1 moderation as there are new staff in the Year group. |
| **5** | **CHAIR’S ACTION**  The Chair informed trustees,   1. The Chair was informed of the closure of classes during the teachers strike. 2. The Chair received a letter from the DfE regarding an anonymous complaint; the department wanted to ensure the Trust Board was fulfilling their duties with regards to safeguarding. He did a detailed, well-constructed response to the department as the incident had been investigated thoroughly by the school.   The trustees **thanked** the Chair for responding to the complaint so thoroughly.  **Q: Did the staff tell you if they were striking?**  R: Yes, they informed the SLT.  It was raised by a trustee if the same teachers continue to strike it is to the detriment of the children in that class, as it cannot be covered by another teaching professional. |
| **6** | **PART ONE REPORTS FROM COMMITTEES AND TRUSTEES WITH SPECIAL RESPONSIBILITIES.**  **FOAR Committee** –21st March 2023 verbal.  Mark O’Keefe (chair) reported on the following:   * Policies were reviewed. * Budget changes. * Cyber audit booked in for the 4th May 2023 |
| **7** | **FINANCIAL MATTERS**  TS presented the Period 5 Monthly Management accounts, and stated the accounts are up to date due to the new SBM Serena Powell (SP) , who is proving to be a considerable support with the finances. The trustees expressed their appreciation, as this was an area that had lagged and wished for the new SBM to be notified of their thanks.   * Budget monitoring Period 4 was thoroughly reviewed for income and expense. * It has been assumed schools can afford 3% pay awards, TS is hoping anything above this will be funded by the government, but this has not been confirmed. TS assumption is that the pay awards will be un-funded. * The support staff proposed pay award of £1925 from April has been assumed in the budget. * When TS and SP reviewed the budget, they had not received the DfE budget, they were working to the new budget and with the subject leaders to get a balanced budget for next year. * It is predicted the Beaver Road account will end as a deficit of £43k. * At the next Trust Board meeting TS will present the final close down and the new budget for 2023-24. |
| **8** | **PART ONE CEO’S REPORT AND MATTERS ARISING.**  The CEO reported  The Chair asked about the Equality and Inclusion Report Questionnaire by Paris Brown-Gardner. Action to upload a copy to the One Drive.  **Q: Are there any actions from the report?**  R: There was very little feedback which was very positive with very few incidents. Racism does exist, Paris as the Diversity lead has ideas to educate children and parents on diversity. This year there have been 4 incidents of Racism.  **Q: The Year 4 in now four form entry?**  In the Admissions policy we can state a change to the PAN which we haven’t done before. We have stated Year 4 there are no spaces for children and have set a nil for this year group. There are children due to leave in the Year group that is why it is showing the above PAN number.    **Q: What is the change in circumstances to set nil?**  R: If a Year group has a lot of transiency, it affects the children - which we have noticed. We also can’t afford another teacher.  **Q: How transient are the arrivals, do they stay or move on quickly?**  R: It depends, we have had a few international arrivals who stay for only 6 months and move on with their parents’ job.  **Q: Debi Bailey visited the school and there was a discussion to change the SEF to outstanding. Has that happened?**  R: Yes, we are evaluating the school as Outstanding. The SEF shows for the first time white British pupils are in the minority.  *Liz Hardy Joined the meeting 5:45pm*  **Q: In the H&S report it refers to two incidents, what were they?**  R: Any accidents that are reported to RIDDOR are notified in the Executive Headteacher’s report. LH to check the incidents and report back to trustees. Action.  There is a module on the Every System to report RIDDOR accidents, it opens a ticket to check the area the accident took place, so the SLT can track the incidents and to see if there is a pattern, this will be instigated in the summer term. |
| **9** | **SCHOOL POLICIES**   * Anti-Bullying Policy. * Admissions Policy * Staff Absence Management Policy * Staff Disciplinary Policy * Staff Leave of Absence Policy * Pension Discretions * Data Protection Policy -there was no mention of trustees in the policy TS to review.   The new policies are from the School Bus, which the school subscribes to.  The trustees have read, understood, and **approved** the above policies.   * Appraisal Policy this was not presented and will go to the next FOAR meeting, also the Staff Grievance Policy. * TS to review the Data Protection policy Action. |
| **10** | **CLERKING ARRANGEMENTS FOR 2023-2024**  DA proposed to continue with SBMS for 2023-24, the Board **agreed** to reappoint the clerk. |
| **11** | **HOLIDAY AND TERM DATES FOR 2023-24**  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. |
| **12** | **TRUST BOARD AND COMMITTEE MEETING DATES.**  To approve the dates for 2023-24 meeting dates.  **M20 Trust Board**   * 26th September 2023 * 12th December 2023 * 26th March 2024 * 9th July 2024   **M20 School Improvement and Standards**   * 3rd October 2023 * 19th March 2024   **FOAR**   * 10th October 2023 * 5th December 2023 * 19th March 2024 * 14th May 2024 * 25th June 2024   **Remuneration Committee**   * 7th November 2023   **M20 AGM**   * 12th December 2023 |
| **13** | **DATES OF FUTURE MEETINGS**  The following meeting dates are:  **M20 Trust Board**   * 11th July 2023   **M20 School Improvement and Standards**   * 23rd  May 2023   **FOAR**   * 16th May 2023   27th June 2023  **M20 Development Day**   * 15th June 2023 12:30-3:30pm |
| **14** | **AOB**  There was nothing raised at the start of the meeting |

The meeting finished at **6:pm.**

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

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