



**MINUTES OF A MEETING OF THE TRUSTEES OF
M20 LEARNING TRUST
HELD AT THE SCHOOL
26th September 2023
COMPANY NUMBER 08698831.**

Trustees Present:

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

Apologies: None

Also, in attendance: Alison Knowlson	Governance Professional
Liz Hardy	CEO
Tina Smith	CFOO

The meeting was quorate and commenced at 5:11pm.

PART ONE – NON-CONFIDENTIAL BUSINESS

1	<p><u>WELCOME AND APOLOGIES FOR ABSENCE</u></p> <p>The Chair welcomed the trustees to the meeting, there were no apologies.</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>The trustees completed their annual Declaration of Interests form, NB to complete. Action.</p> <p><u>AOB</u></p> <p>There was no urgent AOB declared for the end of the meeting.</p>

3 **ELECTION OF CHAIR**

The following nomination were received at the meeting:

David Allan,

No other nomination was received.

Kate Dean proposed, and Mark O'Keefe 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,

Mark O'Keefe proposed, and Emma Forrester 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 to be a **year**.

5 **MEMBERSHIP**

TRUSTEE	Date of Appointment	Appointment Type	Term	Date of Resignation/End of Term
David Allan	12/10/2018	Trustee	4 years	11/10/2026
Mark O'Keefe	19/3/2019	Trustee	4 years	18/3/2027
Karen Walkden	21/1/2020	Trustee	4 years	20/1/2024
Kate Dean	19/11/2018	Trustee	4 years	18/11/2026
Nicholas Brown	21/1/2020	Trustee	4 years	20/1/2024
Emma Forrester	13/12/2023	Trustee	4 years	13/12/2027

Trustees' vacancy.

There are no vacancies.

To review the attendance for 2022-23

The trustees reviewed and approved the attendance for 2022-23.

The trustees **agreed** to the Code of Conduct, which the Chair will sign.

	<p>LGB membership</p> <p>Sian has resigned, therefore the appointment of a new co-opted governor is required.</p>																			
6	<p><u>CHAIR'S POWER TO ACT</u></p> <p>The trustees agreed to the Chair, and in the absence of the Chair, the VC, to be given Chair's Power to Act on behalf of the Trust Board in the following circumstances:</p> <ol style="list-style-type: none"> 1. Any function of the Trust Board which can be delegated to an individual. 2. The circumstances are that the chair is of the opinion that a delay in exercising the function would be likely to be seriously detrimental to the interests of - <ul style="list-style-type: none"> ● the school; ● any pupil at the school, or their parent; or ● a person who works at the school. 																			
7	<p><u>TRUST BOARD MEMBERSHIP</u></p> <p>The trustees reviewed and agreed the membership of committees as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><u>Finance Oversight, Audit and Risk Committee</u></p> <p>Mark O'Keefe (Chair)</p> <p>David Allan</p> <p>Nick Brown</p> <p>Tina Smith (CFOO)</p> <p>To meet five times a year</p> </td> <td style="width: 50%; vertical-align: top;"> <p><u>School Improvement and Standards Committee</u></p> <p>Kate Dean (Chair)</p> <p>Karen Walkden</p> <p>Emma Forrester</p> <p>Liz Hardy (CEO)</p> <p>To meet twice a year in October /May</p> </td> </tr> <tr> <td style="vertical-align: top;"> <p><u>CEO's Performance Committee</u></p> </td> <td style="vertical-align: top;"> <p>Lynne Allan Chair LGB and</p> <p>David Allan Chair of M20 Trust Board</p> <p>Kate Dean</p> </td> </tr> <tr> <td style="vertical-align: top;"> <p><u>Remuneration Committee</u></p> </td> <td style="vertical-align: top;"> <p>Karen Walkden – Chair</p> <p>Nick Brown</p> <p>David Allan</p> </td> </tr> <tr> <td style="vertical-align: top;"> <p><u>CFOO Performance Committee</u></p> </td> <td style="vertical-align: top;"> <p>Joan Pennington external adviser</p> <p>Mark O'Keefe</p> <p>Liz Hardy</p> </td> </tr> <tr> <td style="vertical-align: top;"> <p>SEND Trustee</p> </td> <td style="vertical-align: top;"> <p>Kate Dean</p> </td> </tr> <tr> <td style="vertical-align: top;"> <p>Safeguarding Trustee</p> </td> <td style="vertical-align: top;"> <p>David Allan</p> </td> </tr> <tr> <td style="vertical-align: top;"> <p>Health and Safety Trustee</p> </td> <td style="vertical-align: top;"> <p>Karen Walkden</p> </td> </tr> <tr> <td style="vertical-align: top;"> <p>Training Trustee</p> </td> <td style="vertical-align: top;"> <p>Karen Walkden</p> </td> </tr> <tr> <td style="vertical-align: top;"> <p>External adviser</p> </td> <td style="vertical-align: top;"> <p>Debi Bailey is the external adviser and will visit Beaver Road four time a year</p> </td> </tr> </table>		<p><u>Finance Oversight, Audit and Risk Committee</u></p> <p>Mark O'Keefe (Chair)</p> <p>David Allan</p> <p>Nick Brown</p> <p>Tina Smith (CFOO)</p> <p>To meet five times a year</p>	<p><u>School Improvement and Standards Committee</u></p> <p>Kate Dean (Chair)</p> <p>Karen Walkden</p> <p>Emma Forrester</p> <p>Liz Hardy (CEO)</p> <p>To meet twice a year in October /May</p>	<p><u>CEO's Performance Committee</u></p>	<p>Lynne Allan Chair LGB and</p> <p>David Allan Chair of M20 Trust Board</p> <p>Kate Dean</p>	<p><u>Remuneration Committee</u></p>	<p>Karen Walkden – Chair</p> <p>Nick Brown</p> <p>David Allan</p>	<p><u>CFOO Performance Committee</u></p>	<p>Joan Pennington external adviser</p> <p>Mark O'Keefe</p> <p>Liz Hardy</p>	<p>SEND Trustee</p>	<p>Kate Dean</p>	<p>Safeguarding Trustee</p>	<p>David Allan</p>	<p>Health and Safety Trustee</p>	<p>Karen Walkden</p>	<p>Training Trustee</p>	<p>Karen Walkden</p>	<p>External adviser</p>	<p>Debi Bailey is the external adviser and will visit Beaver Road four time a year</p>
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	<p>The trustees reviewed the Terms of Reference for:</p> <ul style="list-style-type: none"> ○ Remuneration Committee ○ Executive team Performance Management ○ FOAR Committee ○ School Improvement and Standards Committee ○ Remuneration Appeals Committee ○ Complaints Committee ○ Pupil Exclusion Committee ○ Staff Grievance Committee <p>And made minor alterations.</p>
8	<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 11th July 2023 were confirmed as a correct record and will be signed by the Chair.</p> <p>Matters Arising: The Financial information from the minutes in July was discussed and agreed that TS would review the information prior to uploading the minutes on the website.</p> <p>The Action log and all actions were completed.</p>
9	<p><u>FINANCIAL COMPLIANCE</u></p> <p>TS updated trustees on the following.</p> <ul style="list-style-type: none"> ● The BFR3Y was submitted on 31st August 2023. ● The trustees have seen the EFSA letter. ● The Academies Trust handbook came into effect on the 1st September 2023 and the “musts” were circulated to the trustees. ● The annual external audit will take place on the 2nd October 2023. ● Trust Executive pay information for 2022-23 was presented to the trustees. ● Modular Construction there are no problems within the school. ● RAAC, there is no RAAC in the schools. ● CIF funding for 23/24 has been completed on 10th September 2023. TS is considering the funding to show in 2023 rather than 2024. <p>Q: Is it beneficial to spread it over two years?</p> <p>R: It would be if we have the funds to do it. We are contributing £19k for 2023-24 which is in the budget. If I can put that into 2022-23, we will have more capital to spend in other areas, in 2023-24.</p>
10	<p><u>PART ONE CEO'S REPORT AND MATTERS ARISING</u></p> <p>LH gave a verbal update on the following.</p> <ul style="list-style-type: none"> ● The start of the year has gone well.

- New staffing structure is very positive; it is organic, with a strength-based approach.
- Staff attendance is very good for teaching staff, support staff not so good.
- We have had notification that flu/covid doing the rounds.
- Pupil attendance, we are targeting the Pupil Premium (PP) children for Persistent Absence (PA) with support from the parents. PA was 14%, which is 143 pupils of which 60 are PP.
- The outcomes for the PP children, although the gap has narrowed, the gap is substantial. Attendance impacts on attainment.
- SEND attendance has been significantly narrowed.
- Attendance is 97%.

Q: There are no formal requirements to isolate if you have Covid, how are we treating that with the children?

R: The advice is the same, if you know you have Covid you should stay at home for 5 days for adults and 3 days for children. There is no need to test, but if you have flu-like symptoms don't go to work, to minimise the spread.

Q: Is there a correlation to lateness?

R: Yes, lateness does contribute to PA.

Attainment and Outcomes

LH had difficulty submitting the data file, absent children for the test have not been recorded correctly, which does affect the overall results.

LH has been in contact with the checking team, but it is too late for the data publication. It will be correct for the individual child in January 2024.

KS2

- Reading 85% EXP Greater Depth 53%
- Writing 72% GD 21%
- Maths 91%. GD 49%
- Combined 70%. GD 17 %

LA performance summary for EYFS, 74% Good Level of Development.

Phonics 83%

KS1 results are in line with what LH stated at the July Trust Board meeting.

KS1	Beaver Road 2022	Beaver Road 2023	GD	National
Maths	72%	71%	24%	70%
Reading	69%	72%	32%	68%
Writing	55%	60%	15%	59%

All the above data is unvalidated.

	<p>When the integrated data is received it will be reviewed at the Standards and School Improvement committee meeting.</p> <p>The team has reviewed the internal progress and outcomes data, for each year groups. The picture is very positive. The biggest impact from Covid is in the younger children, who missed their early years and now are in Year 1, 2, and 3.</p> <p>LH is looking at deliberate practice and a consistent approach to areas of learning that need a specific focus.</p> <p>SIP The new School Improvement Priorities have been set and last year plans have been updated and evaluated. The targets for 2024 are:</p> <ul style="list-style-type: none"> ● English, writing and curriculum. ● Formative assessment feedback and home learning ● Mental Health and Wellbeing. ● Development of the Trust. <p>Pupils with severe SEND needs, have the Den and the Hive areas to access, with targeted teaching and learning.</p>
11	<p><u>POLICIES</u></p> <ul style="list-style-type: none"> ● Safeguarding Policy - updated from the LA model policy. ● KCSIE part 1. ● SEND policy. New ● Staff Code of Conduct. ● Conflicts of Interest Policy. ● Grievance Policy. <p>The trustees have read and approved the above policies.</p> <p>Q: In the Staff Code of Conduct it states, “Staff should avoid contact with pupils outside of school hours if possible.” How can you reconcile that with staff that volunteer to carry out after school activities with children? R: The staff member would declare the activity. It is the transparency with staff in having contact with children out of school in an appropriate way.</p>
12	<p><u>TRUSTEES TRAINING</u></p> <p>Ofsted training by LH is on the 30th October 2023 at 5-5:30pm virtually. A link will be sent.</p>
13	<p style="text-align: center;"><u>DATES OF FUTURE MEETINGS</u></p> <p>The Trust Board meetings will be held on:</p>

	<p>M20 Trust Board</p> <ul style="list-style-type: none"> ● 12th December 2023 ● 26th March 2024 ● 9th July 2024 <p>M20 School Improvement and Standards</p> <ul style="list-style-type: none"> ● 21st November 2023 ● 21st May 2024 <p>FOAR</p> <ul style="list-style-type: none"> ● 10th October 2023 ● 4th December 2023 ● 12th March 2024 ● 14th May 2024 ● 2nd July 2024 <p>Remuneration Committee</p> <ul style="list-style-type: none"> ● January 2024. <p>M20 AGM</p> <ul style="list-style-type: none"> ● 12th December 2023 <p>CEO PM and CFOO PM.</p> <ul style="list-style-type: none"> ● TS 1st November 2023 ● LH 12th December 2023
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14	<p><u>AOB</u></p> <p>There was no AOB raised at the beginning of the meeting.</p>
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The Part One meeting finished at **6:50pm.**

.....Chair

.....Dated