

**MINUTES OF A MEETING OF THE TRUSTEES OF
M20 LEARNING TRUST
HELD IN PERSON
ON
12th DECEMBER 2023
COMPANY NUMBER 08698831.**

Trustees Present:

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

Apologies: Nicholas Brown

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

PART ONE – NON-CONFIDENTIAL BUSINESS

The meeting was quorate and started **4:35pm**

1 FINANCIAL COMPLIANCE AUDITORS REPORT

Mr Ahmed, auditor from DJH Mitten Clarke presented the audited annual report and accounts.

- Total income for 2023 was 5,628m total expense was 5,792m with a deficit of 164k.
- 136k movement was due to the pension.
- Total funds carried forward 4,829m.
- Unrestricted funds are 185k.

Management Letter.

There were no regulatory concerns, and the auditors gave an unqualified audit report.

Audit Findings

- During expenditure testing, they found that for some invoices the purchase order was not raised, or it was raised after the invoice date. Also, it was noted that for 1 of the samples, the documentation was not on file.
- On the review of the year end bank reconciliation, a difference of £13 was identified. Whilst the value is trivial, the reconciliation should agree with a nil difference.
- TS stated the above points have been noted and the school procedures are being reviewed to ensure the Purchase Order is on the system before placing the order with the supplier. The £13 is historical and TS has asked for this to be removed from the system.

	<p>The trustees received and approved the accounts for the year .The accounts will be signed by LH and the Chair of Trustees.</p>
2	<p><u>WELCOME AND APOLOGIES FOR ABSENCE</u></p> <p>The Chair welcomed all present to the meeting; there were apologies received and accepted from Nick Brown.</p>
3	<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, none were declared.</p> <p>All trustees have completed their Declaration of Interest annual return.</p> <p><u>AOB</u></p> <p>There was nothing raised for later in the meeting.</p>
4	<p><u>MEMBERSHIP</u></p> <p>Trustees</p> <p>There are no vacancies on the Trust Board.</p> <p>LGB membership</p> <p>The LGB membership is 10 governors; currently, there are two vacancies; one for a parent governor and one for a co-opted governor, these won't be filled until the future of the M20 Trust is decided.</p>
5	<p><u>CHAIR'S ACTIONS</u></p> <p>There have been no Chair's actions since the last full Trust Board meeting on the 26th September 2023.</p>
6	<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 26th September 2023 were confirmed as a correct record, approved, and will be signed by the Chair.</p> <p>Matters Arising: There were no matters arising</p> <p>The Action log was reviewed, and all actions completed.</p>
7	<p><u>PART ONE REPORTS FROM COMMITTEES</u></p> <p>The School Improvement and Standards Committee met on the 21st November 2023, chair</p>

Kate Dean gave a verbal update.

- The SENCo Lucy Noden gave a presentation to trustees.
- The committee reviewed the curriculum priorities for 2024.
- Safeguarding update and the changes to KCSiE were presented to the trustees
- The website was reviewed alongside many policies.

FOAR Committee 10th October and 4th December 2023 –

MO'K gave the trustees an update of the meetings.

- Policies were updated and reviewed.
- The Audited accounts were reviewed in detail, including the monthly monitoring and financial matters.
- MO'K attended the SRMAR advisors report, as it was a third party's view on the financial health of the Trust, he found very informative.

LGB Minutes

These minutes were in the backing papers.

KD raised the possibility of attending LGB the Standards and Curriculum meetings as she is the Chair of the School Improvement and Standards committee for the trust. The next meeting is 21st March at 5pm.

8 PART ONE CEO REPORT AND MATTERS ARISING.

CEO's report highlighted the following:

- Beaver Road and Martenscroft continue to make very good progress in line with their school improvement action plans.
- Beaver Road's Ofsted Inspection Data Summary Report (IDSR) with the School Performance Overall Data for the last 3 years. These reports summarise the successful outcomes and progress made by children; as well as the key areas to focus on to improve going forward.
- Focus is on Pupil Premium children at KS1 as they are significantly below the national average.
- The long-term partnership agreement with Martenscroft has been very successful over the last year and will continue for at least another year. Martenscroft has received two Ofsted inspections in the last academic year. One for the school, which was an ungraded inspection in March 2023, and one for the childcare in July 2023. The inspections went very well overall. The school remains Outstanding but will receive another graded inspection within 18 months. The childcare has been graded at Good overall, but Martenscroft is aiming to be re-evaluated as Outstanding by the end of this

academic year, once the newly established curriculum is embedded.

- Beaver Road continues to be an NCETM Accredited School. (National Centre for Excellence in the Teaching of Mathematics) Sam Cullen is now leading this work across the school as Maths Leader.
- In October, Beaver Road was successfully accredited with the Silver EAL Quality Mark. This work is being led by Emma Holmes (Head of Nursery) who is ensuring we are on our way to achieving the Gold mark.
- We currently have 20 staff who have either recently achieved or are currently enrolled on an NPQ programme and we are compiling a list of the staff training that takes place for all members of staff for the SI&S committee.
- **Safeguarding**
- Safeguarding children remains the highest of priorities for Beaver Road and as a trust, we have recently reviewed our practices and policies in line with KCSIE 2023. In addition, this term the team have developed child friendly safeguarding overviews in order to further embed their understanding and awareness.
- Attendance remains a key priority and the overall attendance figures demonstrate the positive impact our approaches at Beaver Road continue to have. The key focus this year remains on the attendance of our most disadvantaged children and who are persistently absent. These children are being closely monitored (especially in Year 3) and families are being supported through a range of individualised approaches.
- LH asked the trustees to have an overview of the KCSiE document, not just Part 1.
Action.
- The Racist Incidents recorded have involved the same children, who have additional needs, but each incident is logged separately. There is on-going work with these children.

Q: Is there a strategic approach to staffing applying for an NPQ.

R: It is up to the individual, but they are linked to the staff members appraisals and their career path.

Q: Do they get time from school to complete their qualification?

R: They get time to attend the face-to-face training, but they also have to commit to doing some of the training in their own time.

Q: What does the 3.31 progress measure mean?

R: It is a scale that the government uses which is hard to explain but is based on the national averages.

Q: Is it natural to have more transiency in the KS1 years than in KS2?

R: A lot of the KS1 transient children were from immigrant families. The majority in KS2 have left to join private schools before they sit the entrance exam or have moved to another area.

The Year 2 cohort has the most leavers and arrivals in the year and are new to the country.

	<p>Q: SEND – why when you look at the percentage of SEND and EHCP in Manchester (who have some of the poorest communities in the country) they are the same as the national average?</p> <p>R: There is not enough of the provision to be accessed by those that need it. The waiting list for an Educational Psychologist in Manchester is over a year and one of the reasons the school pays for an Educational Psychologist.</p>
<p>9</p>	<p><u>RATIFICATION OF POLICIES</u></p> <ul style="list-style-type: none"> ● Charging and Remission Policy ● Gift, Hospitality and Anti-bribery Policy ● Managing serial and unreasonable complaints Policy . ● Complaints Policy and Procedure. ● Suspension and Exclusion Policy. ● Financial Procedures Policy ● Pay Policy ● Risk Management Policy ● Whistleblowing Policy ● Supporting Children with Medical Conditions Policy ● Equality Policy (New 3-year objectives) ● Accessibility Policy ● KCSiE <p>The trustees have read, understood, and approved the above policies.</p>
<p>10</p>	<p><u>TRUSTEE TRAINING AND DEVELOPMENT</u></p> <ul style="list-style-type: none"> - 20th October 2023 the trustees attended safeguarding training; Emma Forrester completed the training online. Outstanding MO’K to complete training. - Ofsted training on the 30th October 2023, by LH; a folder has been created on the shared drive for relevant documents. - Skills audit 30th January 5pm the trustees will complete the skills audit on the NGA site together. - Trustees are to have an overview of the KCSiE document.
<p>11</p>	<p><u>DATES OF FUTURE MEETINGS</u></p> <p>The following meeting dates were agreed:</p>

	<p>M20 Trust Board</p> <ul style="list-style-type: none"> ● 26th March 2024 ● 9th July 2024 <p>M20 School Improvement and Standards</p> <ul style="list-style-type: none"> ● 21st May 2024 <p>FOAR</p> <ul style="list-style-type: none"> ● 12th March 2024 ● 14th May 2024 ● 2nd July 2024 <p>The trustees discussed using the FOAR meeting dates above for potential extra Trust Board meetings.</p> <p>Remuneration Committee Meeting</p> <ul style="list-style-type: none"> ● 3rd January 2024 at 5pm
13	<p><u>AOB</u></p> <p>There was nothing raised at the beginning of the meeting to discuss.</p>

The meeting finished at **6:03pm**.

.....Chair

.....Dated