



**DRAFT MINUTES OF A MEETING OF THE TRUSTEES OF  
M20 LEARNING TRUST  
HELD VIRTUALLY ON  
21<sup>st</sup> September 2021  
COMPANY NUMBER 08698831.**

**Trustees Present:**

David Allan Chair  
Mark O'Keefe (MO'K)  
Beverley Hughes (BH)  
Karen Walkden. (KW)  
Nicholas Brown (NB)  
Kate Dean (KD)

**Also, in attendance:** Alison Knowlson  
Liz Hardy  
Tina Smith  
Emma Forrester

Governance Professional to M20 Learning Trust  
CEO/Headteacher Beaver Road Primary School  
Director of Finances and Resources  
Member of Beaver Road LGB.

**The meeting was quorate and commenced at 5:04pm.**

**PART ONE – NON-CONFIDENTIAL BUSINESS**

<b>1</b>	<p><b>MICHAEL DAVENPORT PRESENTED TO TRUSTEES THE INTERNAL DATA.</b></p> <p>Michael explained due to the pandemic, there is no official data to be submitted to the DfE or MCC. However, the school wanted to continue to monitor pupil progress and conducted their own data analysis.</p> <p>It is expected the current Year 6 and Year 2 children will sit SATs this summer with the results submitted to the DfE, along with the Phonic screening in Year 1. This data will not be published with comparisons to schools, but it will be available to the DfE and OFSTED.</p> <p>The data on the school website is from the 20219 dashboard and shows three years' results.</p> <p><b>The School Performance Data sheet</b> shows the scores the Year 6 children would have achieved if they had sat their SATs tests.</p> <p>The SLT are very happy with this data, the data is from several sources and the process is very robust, it shows the pupils haven't fallen behind due to the pandemic.</p>
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**KS2**

Reading	88%	Working above expected level	47%
Writing	74%	Working above expected level	25%
Maths	81%	Working above expected level	41%
Combined	69%	Working above expected level	24%

**KS1**

Reading	76%	Working above expected level	29%
Writing	66%	Working above expected level	16%
Maths	77%	Working above expected level	18%

**Q: How and when do you separate the Pupil Premium children so their progress can be seen?**

R: The SENDco and the Pupil Premium leader track the children separately. This will be fully reviewed at the next School Improvement and Standards committee meeting.

**The Pupil Progress School Data Overview** – is completed by MD each term after completing Pupil progress meetings with teachers.

This data informs interventions, future planning, and the deployment of the TAs across the school. These children are carefully tracked and monitored.

The amber column is the children's progress from the autumn baseline; the blue column is the progress from the prior attainment group and the green column is the current attainment at the end of the term/year.

The highlights from this report are:

- Year 3
- Year 6 at Greater Depth
- Year 4 excelled at maths

**Q: The data up to July, is that based on tests or Teacher Assessment of the children?**

R: The Year 6 pupils sat a similar SAT styled test; the rest of the year groups are on Teacher Assessment. We used Testbase papers for the Year 6.

**Q: Has writing been impacted the most by Covid?**

R: Yes, and this subject is on the School Development Plan. We found writing for remote learning was the most difficult subject for parents and teachers. We have Talk for Writing, which is done collaboratively in the class, which didn't convert to remote learning.

**Q: How confident are you that these children won't suffer in the long term?**

R: MD is in conversations with the Writing leader who is devising a long-term plan. The Year 2 children who were learning how to write have missed this vital time due to the pandemic. They

	<p>have the writing expectations of the Year they are in, and they are having to catch up on the missed learning. The Catch-up funding will be used to support teaching and learning.</p> <p>MD has identified the disadvantaged and SEND pupils have been the most impacted, and they are the priority on the School Improvement Plan.</p> <p>KD thanked MD for the headlines, both schools have done well, please send our congratulations to the teaching staff. When the last National data was published in 2019 the national average was 65% at the end of KS2, this year the combined figure is 69%..</p> <p>KD requested at the School Improvement and Standards meeting on the 19<sup>th</sup> October the leaders explain why Year 3 has done well.</p> <p><i>MD left the meeting at 5:32pm</i></p>
2	<p><b><u>INTRODUCTIONS AND APOLOGIES FOR ABSENCE</u></b></p> <p>The Chair welcomed the trustees to the virtual meeting.</p>
3	<p><b><u>CONFLICTS OF INTEREST and AOB</u></b></p> <p>Trustees were asked to declare any potential pecuniary or conflicts of interest that may occur during the course of the meeting.</p> <ul style="list-style-type: none"> <li>• BH declared an interest, her husband is a trustee at Great Manchester Learning Trust (GMLT).</li> </ul> <p>The trustees are to complete their annual Declaration of Interests form and return it to AK.</p> <p>TS is updating the register of business on the Trust website and Get Information About Schools.</p> <p><b><u>AOB</u></b></p> <p>There was no urgent AOB declared for the end of the meeting.</p> <p><b>ACTION:</b> Trustees to complete their Declaration of Interest form and return it to AK.</p>
4	<p><b><u>ELECTION OF CHAIR</u></b></p> <p>The following nomination were received at the meeting:</p> <p><i>David Allan,</i></p> <p>No other nomination was received.</p> <p>Kate Dean proposed, and Beverley Hughes seconded the nomination.</p> <p>Following a vote <b>David Allan</b> was elected Chair of Trustees and Chaired the meeting from this point.</p> <p>The term of office for the Chair is <b>a year</b> as stated in the Articles of Association.</p>

5	<p><b><u>ELECTION OF VICE-CHAIR</u></b></p> <p>The following nomination were received in advance to the meeting:</p> <p><i>Karen Walkden,</i></p> <p>No other nomination was received.</p> <p>Mark O’Keefe proposed, and Nick Brown seconded the nomination.</p> <p>Following a vote <b>Karen Walkden</b> was elected Vice-Chair of Trustees.</p> <p>The trustees agreed to the terms of office for the Vice-Chair as <b>a year</b>.</p>
6	<p><b><u>MEMBERSHIP</u></b></p> <p><b>Trustees.</b></p> <p>John Huntley has resigned as a trustee, the trustees thanked him for his hard work and commitment to the M20 Trust Board.</p> <p>It was agreed the Trustees would complete the NGA new skills audit to identify the gaps on the Board and advertise for other trustees. The Board wants to attract diversity in the ethnicity, gender, and age of the new trustees. Once the skills audit is completed TS will place an advert on Governors for Schools.</p> <p><b>Members</b></p> <p>The trustees discussed the appointment of another Member. It was agreed to advertise on Governors for Schools; for trustees to recommend a potential candidate and for LH to approach Lucy Powell if there is a potential member at the Manchester Universities.</p> <p><b>Action:</b> LH to check with Lucy Powell if the University has a potential candidate to be a member. TS to advertise on Governor’s for Schools</p> <p><b>LGB membership</b></p> <p>There were no changes to the LGB membership.</p> <p>The trustees <b>agreed</b> to the Code of Conduct, which the Chair will sign.</p>
7	<p><b><u>CHAIR’S POWER TO ACT</u></b></p> <p>The trustees <b>agreed</b> to the Chair, and in the absence of the Chair, the VC, to be given <b>Chair’s Power to Act</b> on behalf of the Trust Board in the following circumstances:</p> <ol style="list-style-type: none"> <li>1. Any function of the Trust Board which can be delegated to an individual.</li> <li>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"> <li>○ the school;</li> <li>○ any pupil at the school, or their parent; or</li> <li>○ a person who works at the school.</li> </ul> </li> </ol>

## 8 TRUST BOARD MEMBERSHIP

<b><u>Finance Oversight, Audit and Risk Committee</u></b> Mark O'Keefe (Chair) David Allan Nick Brown Tina Smith (CFOO) To meet three times a year	<b><u>School Improvement and Standards Committee</u></b> Kate Dean (Chair) Beverley Hughes Karen Walkden Liz Hardy (CEO) To meet twice a year in October /March
<b><u>CEO's Performance Committee</u></b>	Lynne Allan Chair LGB and David Allan Chair of M20 Trust Board Beverley Hughes Kate Dean
<b><u>Remuneration Committee</u></b>	Nick Brown Chair David Allan Beverley Hughes
<b><u>CFOO Performance Committee</u></b>	Joan Pennington external adviser Mark O'Keefe Liz Hardy
<b>SEND Trustee</b>	Kate Dean
<b>Safeguarding Trustee</b>	David Allan
<b>Health and Safety Trustee</b>	Nick Brown
<b>Training Trustee</b>	Karen Walkden
<b>External adviser</b>	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

The trustees **agreed** to the FOAR committee Terms of Reference to temporarily reduce the quoracy to two. **ACTION: TS to amend.**

	<b>ACTION:</b> KW and AK to meet to discuss trustees training and the Link Learning on the NGA.
9	<p><b><u>PART ONE MINUTES AND MATTERS ARISING</u></b></p> <p>The Part One minutes of the meeting of the M20 Learning Trust held on <b>13<sup>th</sup> July 2021</b> were <b>confirmed</b> as a correct record and will be signed by the Chair.</p> <p><b>Matters Arising:</b> There were no matters arising</p> <p><b>The Action log</b> was reviewed,</p> <ul style="list-style-type: none"> <li>• TS to advertise for a trustee on the Governors for Schools website. <b><i>Once the trustees have completed their skills audit TS will advertise for a trustee.</i></b></li> <li>• TS to add the updated SRMSAT to the FOAR committee meeting on 12<sup>th</sup> October and present to the Board at the 14<sup>th</sup> December meeting. <b><i>This is actioned for the FOAR committee AK to add to the December Trust Board agenda.</i></b></li> <li>• Governance Professional (GP) to add the item Martenscroft division of funds. <b><i>Added to this meeting for approval.</i></b></li> <li>• TS to send to Trustees the GDPR audit report. <b><i>This is added to the FOAR committee.</i></b></li> <li>• MD to attend the Board meeting in September to present data to the trustees. GP to action. <b><i>Actioned.</i></b></li> <li>• TS to send to trustees the list of potential schools David How prepared. Unable to find the potential schools. DA to check emails and send them to trustees. <b><i>This was uploaded during the meeting.</i></b></li> </ul>
10	<p><b><u>TO REVIEW THE NEW MODEL ARTICLES OF ASSOCIATION.</u></b></p> <p>The Chair has reviewed the new Articles of Association (AA) issued by the DfE in June, which recommends if a Trust is reviewing their AA, they should consider adopting the new model.</p> <p>The DfE has summarised the changes, many are in the improvement of language; allows for remote and hybrid meetings, which allows Board meetings in person and trustees to attend remotely if all participants can communicate with each other; and the electronic signing of documents.</p> <p>The Chair proposed for the new AA to be adopted by the members and to increase the number of trustees appointed to a maximum of nine.</p> <p>The trustees <b>agreed</b> to the new AA being adopted by the members and the trustee number be increased to nine.</p> <p><b>ACTION:</b> TS to adapt the new AA and send it to the Chair.</p> <p><b>Trust Partnerships</b></p> <p>The DfE published a paper, which is non statutory guidance on Trust partnerships. The idea is for a school which is considering joining a Trust, to become a partner as a temporary measure. The partnership would be for 6/12 months, when a decision would be taken by the Trust and the school whether to join the Trust or not. The Chair saw this initiative a useful preliminary step for both parties to see if the partnership would work.</p> <p><b><i>Bev Hughes left the meeting at 6:21pm.</i></b></p>

11	<p><b><u>FINANCIAL COMPLIANCE</u></b></p> <p>The trustees <b>agreed</b> to the equal division of the Martenscroft funds between the LGB and Trust.</p> <p>TS updated trustees on the following.</p> <ul style="list-style-type: none"> <li>• The BFR3Y was submitted on 26<sup>th</sup> July 2021.</li> <li>• The EFSA Eileen Milner letter is in the backing papers and the GP recorded the trustees had reviewed the letter.</li> <li>• The Academies Trust handbook came into effect on the 1<sup>st</sup> September 2021.</li> <li>• The annual external audit will take place in the first week of November 2021.</li> </ul>
12	<p><b><u>PART ONE CEO'S REPORT AND MATTERS ARISING</u></b></p> <p>LH gave a verbal update on the following.</p> <ul style="list-style-type: none"> <li>• The children returned two weeks ago, currently there are very few Covid cases. Two staff members didn't return at the beginning of September due to Covid.</li> <li>• Masks and social distancing are not obligatory this term.</li> <li>• Children don't have to isolate if there is a positive case in the family.</li> <li>• If staff have been vaccinated twice, they don't need to isolate, unless they have tested positive.</li> <li>• Attendance is 96.4%, with 4 children abroad as they are unable to get flights back to Manchester from Pakistan.</li> <li>• Numbers on Roll - the school has encountered difficulties with MCC's new process, and the waiting list was two weeks late being published. There has been transiency over the holidays with children moving away. 882 children are on roll with 34 vacancies across the different Year groups. There are more than 34 children on the waiting list, the admissions officer thinks these vacancies will be filled, hopefully before Census Day.</li> <li>• Reception numbers are better than first thought, 143 children are attending with 134 accounted for in the budget.</li> <li>• Year 1 has the most vacancies.</li> <li>• Appeals have been going through even though the school has vacancies due to the new MCC system. MMC cancelled some of the appeals until the waiting list was published.</li> <li>• The Remote Provision is a different offer as the teachers are teaching in class and they monitoring the children at home.</li> <li>• Staff are completing lateral flow tests weekly.</li> <li>• Staff attendance and morale is high, the new staff that have started this term have found it overwhelming, due to re-adjusting to a new school, how it is organised and the amount of information available.</li> <li>• A new House system is being introduced across the school, with a member of staff's husband producing banners, plaques, and shields. The Houses are linked to the UNICEF global goals in a Rights Respecting Schools.</li> <li>• Teachers are offering extra classes; one is an Acts of Kindness club.</li> <li>• M20 growth opportunities, LH and TS is attending a meeting with Amanda Corcoran and Paul Marshall Director of Children Services on the 12<sup>th</sup> October 2021.</li> <li>• Martenscroft is going well.</li> <li>• The School Improvement Plan is in place based on the school priorities highlighted in MD's report.</li> <li>• The Trust website will be live by October 2021.</li> </ul>

	<p><b>Q: How many Early Career Teachers do you have this year?</b> R: We have three, two homegrown and one external, we have students across the school, and we are starting a volunteer programme.</p> <p><b>Q: LH has had discussion with the RSC?</b> R: LH is meeting Tom Jacob from the RSC tomorrow, he is interested in the details of what the trust is doing, and how we are operating. He is aware we are wanting to expand.</p>
13	<p style="text-align: center;"><b><u>DATES OF FUTURE MEETINGS</u></b></p> <p>The Trust Board meetings will be held on:</p> <p><b>M20 Trust Board</b></p> <ul style="list-style-type: none"> <li>• 14th December 2021</li> <li>• 29th March 2022</li> <li>• 19th July 2022</li> </ul> <p><b>M20 School Improvement and Standards Committee</b></p> <ul style="list-style-type: none"> <li>• 19th October 2021</li> <li>• 22nd March 2022</li> </ul> <p><b>FOAR Committee</b></p> <ul style="list-style-type: none"> <li>• 12<sup>th</sup> October 2021</li> <li>• 7th December 2021</li> <li>• 15th March 2022</li> <li>• 28th June 2022</li> </ul> <p><b>Remuneration Committee</b></p> <ul style="list-style-type: none"> <li>• 9<sup>th</sup> November 2021</li> </ul> <p><b>M20 AGM</b></p> <ul style="list-style-type: none"> <li>• 14th December 2021</li> </ul> <p><b>Trust and LGB meeting</b></p> <ul style="list-style-type: none"> <li>• 30th September 2021 12:30pm Didsbury Sports Ground with Covid protocols</li> </ul>
14	<p><b><u>AOB</u></b></p> <p>There was no AOB raised at the beginning of the meeting.</p>
15	<p><b><u>IMPACT STATEMENT</u></b></p> <p>The trustees have fulfilled their statutory duty at this meeting by:</p> <ul style="list-style-type: none"> <li>• <i>Received a presentation on data and the performance of Beaver Road school.</i></li> <li>• <i>Reviewed the Committees and the Terms of Reference.</i></li> <li>• <i>Agreed to adopt the new model Article of Association</i></li> <li>• <i>The trustees were informed the Attendance was 96.4% which was better than normal</i></li> </ul>



The Part One meeting finished at **6:45pm.**

.....Chair

.....Dated