

BISHOP OTTER ACADEMY TRUST

Minutes of the Meeting held on Monday 17th October at 6:00pm

*St Nicolas & St Mary's CE Primary School,
Eastern Avenue, Shoreham-By Sea*

Present: Jenny Barnard-Langston (JBL) – Chair
Christine Bartley (CB)
Wendy Cooke (WC)
Trevor Cristin (TC)
David Etherton (DE)
Lesley Hurst (LH)
Martin Lloyd-Williams (MLW)
Claire Rivers (CR)

Observers: Julie Searle (JS)
Helen Harvey (HH)

Apologies: Matt Davis (MD)

1. Welcome and Opening Prayer

The Chair opened the meeting and welcomed HH, Foundation Governor and Vice Chair for the Local Governing Board (LGB) of St Nicolas & St Mary's as an observer of the meeting. ADM started the meeting with prayer. JS, Chair of the LGB of St Nicolas & St Mary's joined the meeting and was welcomed.

2. Declarations of interest

No new interests were declared.

3. Apologies for absence

Standing apologies were received from Matt Davis.

4. Minutes of last meeting

The minutes of the meeting held on 18th July 2022 were approved as a true reflection of the meeting.

• **Minutes approved**

Clerk

5. Matters arising (not covered elsewhere on the agenda)

There were no matters arising.

6. CEO Report

Trustees raised the following comments on the CEO report:

- Suggested the trusts' who's who' be added to the trust website and the website's content and language be reviewed.
- Questioned how many staff are currently completing an NPQ. DE to confirm.
- CR raised the potential of leading a teacher school hub to become a school led center of excellence. DE suggested this may be something we would want to consider when we have a group of schools in the trust and that we would need to identify if there was a DfE hub that would be a good fit.
- CB asked whom the CEO of The Good Shepherd Trust (Guildford) is. DE confirmed he had been appointed as his mentor as a CEO whom had been on a similar journey.

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| <ul style="list-style-type: none">• Review website content and language, include 'who's who'• Confirm number of staff currently completing an NPQ• Update block colours in the tables from red to amber where progress is in place | DE
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DE noted item 4.4 HR checklist in which the trusts needs to confirm:

- Some board members have safer recruitment training – LH confirmed she has completed the training. Trustees agreed, one trustee is sufficient.
- All trustees have safeguarding training.
- Some board members are willing and able to sit on staff panels - JBL is able to sit on staff panels (majority will be handled by LGB).
- Some board members are trained in handling safeguarding allegations – JBL confirmed she is trained in handling safeguarding allegations, but again the majority will be completed by the LGB.

DE noted the BOAT strategic priorities under appendix A and the invitation to inspiring pioneering leaders to join us whom are committed, motivated and open.

DE provided an update on the strategic priorities:

- Partnership and Growth: DE noted the stages of partnership and growth Stage 1 Proposing, Stage 2 Pioneering, Stage 3 Partnering, Stage 4 Performing. BOAT is currently at stage 1 inviting and inspiring. Trustees discussed the potential and opportunities of growth and how this may impact the strategic priorities.
- Educational excellence: This is another priority. Andy Lincoln (Head of St Nicolas & St Mary's) is able to focus on educational excellence as the trust is taking care of back office matters.
- Operational Excellence: There are challenges in establishing finance systems. The focus on compliance will transition to a focus on school improvement.

JS noted BOAT could move to stage 2 of the partnership and growth approach quite quickly. JBL noted the LGB of STNM will be a beacon for BOAT in these conversations to show how it has worked in practice.

LH questioned if the short, medium and long term goals should have a measure of time on them. Trustees agreed it would be a challenge to put a timeline on these goals and agreed a better measure would be; will have x invitations and discussions to a place where it can be moved forward.

ADM noted strategic priority 1 and 2 are linked and that BOAT would need to consider if they would consider a struggling school or only those schools in a 'good' position and how it may impact our goal of educational excellence.

TC suggested a report with an update on the conversations with each interested school should be provided for each meeting.

TC noted the diocese were having more conversation with potentially interested parties about BOAT as they see the potential of taking part in shaping a new trust. TC noted BOAT will not attract schools whom are insecure until well established. JBL noted we already have a strong school with a strong vision and we would want to be inclusive to all schools if we have the capacity.

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| <ul style="list-style-type: none">• Provide an timeline with approaches and expectations | DE |
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Appendix B: Proposed staff survey

Trustees agreed unless there was a specific theme of work, a separate survey from those already taking place through the LGB would not be required.

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| <ul style="list-style-type: none">• Work with JS to determine if any questionnaire would be beneficial | DE |
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7. Policies

DE presented the admissions policy and criteria for September 23/24 admissions for approval. Once the criteria has been approved it will go out for consultation for a period of 6 weeks. HH noted the changes to the criteria as proposed by the LGB as follows:

- Criteria 2: The requirement for a sibling to have a parent who was a regular worshipper was removed. This meant that Criteria 6 (siblings without a parent was a regular worshipper) was no longer required.
- Criteria 3-5: The area of residence was widened area from just parishes in Shoreham to the wider Adur area.

LH noted she was uncomfortable with option 3, HH confirmed option 3 will not be used. Subject to further consultation and changes approved by the diocese the trustees agreed the policy.

Trustees approved the following policies:

- Premises management
- Suspension and permanent exclusion
- Child protection and safeguarding
- Equality information and objectives statement
- Supporting pupils with medical conditions policy
- BOAT risk register
- Appraisal policy
- Children missing education
- Staff absence
- Reserves policy – With a reserve of 5% or higher if required taking into account item 3 of the policy.
- Trustee and governor code of conduct

• <i>Amend language in equality information and objectives statement from 'sex' to 'gender'</i>	DE
• <i>Consider need for an electronic tracker for medicines</i>	WDC
• <i>Remove narrative from appraisal policy and Trustees and Governor code of conduct</i>	DE
• <i>Draft support staff appraisal policy</i>	DE/HH
• <i>Review the parent code of conduct in line with the parent handbook and bring back for further discussion.</i>	DE

JBL noted the appraisal of the CEO has just been set up and trustees agreed to delegate the finalising this with the CEO to JBL and CR. JS noted Ruth Cummings will be taking part in the performance management process of the Head Teacher.

DE advised unions had recommended the trust adopt a long covid policy. After reviewing the policy and considering the trust's insurance would not cover the suggested paid leave within the policy it was agreed that long covid sufferers would be provided with the same care as those under critical illness.

HH noted the absence policy is very generous and suggested looking at changing the period of claim from 1 April – 31 March to a rolling year. WDC confirmed in practice it is a rolling year. Wording of policy to be reviewed.

• <i>Review period of claim in sickness absence policy and update wording</i>	WDC
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8. Premises strategy

a. CIF bid update

DE advised trustees the trust will be submitting a bid in the region of £300k for St Nicolas & St Mary's roof repairs. Surveys and evidence have been gathered. Submission must be in by 7 December. It is difficult to confirm an expected date for works to be completed.

9. CFO Report

a. Finance Report

WDC noted the CFO report and the lack of management accounts due to the financial systems not being able to produce the necessary reports. It is expected management accounts will be available for the next meeting. The next key task will be preparing documentation for the audit.

WDC noted trustees will need to determine how the £140k will be used, lettings have provided good income for the school, the nursery is currently not covering costs however attendance is on the up. The Breakfast Club and After School club have 15k profit, attendance is also rising.

The £30k playground project will provide KS2 with good play opportunities with an aim to have it in place by Easter. The project is not within the school budget and must be approved by trustees. £20k will be provided by the Governor Fund.

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| <ul style="list-style-type: none">• Confirm which fund the remaining £10k will be provided from for the KS2 project and circulate for approval. | DE/WDC |
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CR asked if the development of the early years play opportunities was included in this and DE confirmed that is already included in the budget as a separate project.

WDC noted the income from STNM Head Teacher consultancy work. DE noted BOAT may like to consider the relationship and next steps with the school. It was agreed this should be on hold for the time being and TC to discuss further with DE at a later date.

ADM left the meeting.

b. Pay Proposal

DE noted the trust must accept the pay proposal in line with the School Teacher Review Body recommendations. We are awaiting to hear the outcome of the support staff pay proposals.

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| <ul style="list-style-type: none">• School Teacher Review Body - Pay proposals approved | CFO |
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10. Safeguarding Update

Nothing to report.

11. Board of Trustees

- Director visitor report:* Nothing to report.
- Vacancies:* There is one interested applicant in the finance trustee vacancy, JBL awaiting to hear back.
- Skills Audit outcome:* Any outstanding audits to be completed.
- Outcome from Trustee Development Day:* Trustees noted how useful the session was and the next steps to prepare a trust development plan.

12. AOB

There was no other business.

13. Date of next BOAT meetings

DATE	MEETING	ATTENDEES
31 October 2022 St Nicolas & St Mary	INSET Day – Invitation to lunch to meet staff, possibility to say a few words in morning session	CR attending, time TBC

17 November 2022 St Nicolas & St Mary, 7pm	Local Governing Board Meeting at 7pm with an informal meet prior Fr Andrew will be in attendance.	JBL and CB attending, timings TBC
25 November 2022 Online, 12pm - 2pm	Finance, Audit and Risk Committee	FARC Committee Members
5 December 2022 Church House, 6pm – 8pm	Annual General Meeting	All
6 December 2022 St Nicolas & St Mary, 9am	St Nicolas Day Eucharist followed by mince and apple pies	Trustees welcome
December – dates tbc	Christmas nativity plays, concerts and services.	Trustees welcome
16 March 2023 St Nicolas & St Mary, 5:30pm-7pm	Local Governing Board Meeting at 7pm with an informal meet prior.	All

The Chair closed the meeting at 8:01pm



Jenny Barnard-Langston
Chair of Trustees