

BISHOP OTTER ACADEMY TRUST

Minutes of the Meeting held on Thursday 17th February 2022 at 12.30pm

(Held via Zoom)

Present: Jenny Barnard-Langston (JBL) – Chair
Christine Bartley (CB)
Trevor Cristin (TC)
Matt Davis (MD)
David Etherton (DE)
Martin Lloyd-Williams (MLW)

Apologies: Lesley Hurst (LH)
Stephen Paynter (SP)

(Members' comments / queries are denoted by ➤ followed by the query/comment written in italics)

Welcome to all

Declarations of interest

No new interests were declared.

Apologies for absence

Apologies were received from Lesley Hurst and Stephen Paynter.

Minutes of last meeting

Members reviewed the minutes of the meeting held on 27th January 2022 and approved that they were a true reflection of the meeting.

• **Minutes approved**

Clerk

Matters arising (not covered elsewhere on the agenda)

JBL confirmed since the last Trustee meeting, solicitors LBMW were re-approached and able to match the price of other solicitor firms, making them the best value, providing a good service, experience of the current scout hut situation and academisation process. They have been appointed solicitors.

JBL advised she will be meeting with a prospective candidate for the trustee vacancy next week, with relevant education (Headteacher) experience and appointment within the Sussex Coast Schools Alliance. JBL will report back to Trustees. TC agreed they were a strong candidate for the role.

Briefing from Trevor Cristin

JBL welcomed TC to the meeting and thanked him for joining the meeting and providing an opportunity to see how BOAT can best fit into the Diocese.

TC noted the long journey BOAT has been on and is delighted and excited to see BOAT come into fruition. He advised there are currently three Trusts in the diocese in their early stages of development (BOAT, Bishop Luffa Learning Partnership and Hurst Education Trust) and noted although it is important to grow, it

must be done carefully and sustainably, making sure the foundations are set, structure, policies and procedures are in place so that we can transition smoothly and efficiently as stewards of what we have.

TC advised we are eagerly awaiting the next white paper release in spring, which is expected to include guidance on reading, writing and maths. It is expected there will be no new legislation and little to no new resources. The paper will address geographic inequalities. We will need to keep a close eye on the policies, what is being done by local authorities to remove any barriers or uncertainty.

The Diocese are in the process of establishing a forum for MAT CEOs whose focus will be strategic planning, both coherently and individually.

MLW asked if there was much opposition/challenge to the BOAT applications, TC noted the Local Authority (WSCC) questioned if BOAT had the capacity to take on an additional school. Other Trusts also questioned the reasoning for going outside the preferred partner scheme.

CB asked if St Andrew's joining BOAT now changed the reach of potential of other schools joining BOAT or if schools/academies must remain within their preferred partner scheme. TC confirmed St Andrews joining BOAT does widen opportunities and the preferred partner scheme is flexible if it is the right fit.

TC finished with reiterating the importance of fully establishing the trust, its policies to be able to grow with firm foundations and when exploring and developing other possibilities or associate partnerships to ensure it is manageable, the effects it will have on the MAT are clear and to tailor the level of the partnership with each relationship.

Executive Headteacher Report

The Trustees noted the Executive Headteacher Report. DE highlighted the £75k Trust Capacity Fund was making a huge difference in productivity.

DE will be meeting with the governing bodies of two Brighton & Hove schools next week to discuss the possibility of an associate scheme partnership. DE to report back to Trustees and Diocese on outcomes. TC advised the Diocese are separately advising the Chairs and Heads of schools that they may wish to open discussions with trusts.

Trustees needed to establish a criteria and process on how associate partnerships would develop, the impact it would have on the trust and the criteria to be met for a relationship with another school to begin. It is important to maintain transparency with the two schools set to be under the umbrella of BOAT to ensure they feel secure. CB agreed we need to set our formalities, policies and procedures before embarking on associate partnerships.

MLW suggested it would be a wise time to review and refresh on Trustees responsibilities and expectations.

JBL suggested that DE should not pursue/register with the Ofsted inspector role until a time the trust is more settled.

DE reported that Jenny Wise had been appointed Head of School for St Andrews.

- *DE to continue conversations with the interested schools and report back to Trustees and diocese.*
- *Look at Trustee responsibilities and expectations at future Trustee meeting.*

**DE
ALL**

Board of Trustees

Update re Memorandum and Articles of Association

Awaiting final, clean version from solicitors to be circulated to Trustees.

Update on Scheme of Delegation

DE will complete a final review next week and circulate to Trustees for final approval before publishing to the schools.

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| <ul style="list-style-type: none"> • Circulate final version of Memorandum and Articles of Association • Update and circulate Scheme of Delegation to Trustees | DE
DE |
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Appointment of 7th Trustee with educational experience

As discussed under matters arising.

Finance update

BLLP Memorandum of Understanding

The Memorandum of Understanding will set out how BLLP will support BOAT. DE advised around £10k has been budgeted from the TCaF fund to pay for working with BLLP. Day rates that BLLP will charge for different members of staff was discussed and agreed. It is expected 90% of the support will be provided by the accountant/assistant. Trustees should review the final MoU.

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| <ul style="list-style-type: none"> • Ensure Stephen is notified of the financial implications of BLLP MoU and that he report back to Trustees | DE |
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BOAT accounts for the year ended 30 April 2021

DE advised BOAT will be submitting a dormant account for year ending 30 April 2021 as there have been no transactions for period 1 May 2020 – 30 April 2021. Trustees approved and agreed they would like to see monthly accounts moving forward.

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| <ul style="list-style-type: none"> • Submit accounts for year ending 30 April 2021 • Provide monthly accounts to trustee meetings | WDC
WDC / DE |
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TCAF, Support Grant, EFA funding allocation pack update

Paperwork has been sent through so that we can access £25k per school support grant to cover conversion costs.

The Education Skills and Funding Agency (ESFA) funding allocation pack will be provided closer to conversion date.

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| <ul style="list-style-type: none"> • Provide TcaF spending at next trustee meeting | DE |
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Date of next BOAT meetings

The schedule of meetings and key dates agreed as below:

DATE	MEETING	ATTENDEES
Monday 28 th February – Time TBC	Joint INSET day - Shoreham	Matt Davis to attend.
Friday 18 th March at 2:00pm at Church House	BOAT leadership interview	Revd Martin Lloyd-Williams, Lesley Hurst and Jenny Barnard-Langston with David Etherton.
w/b 14 th March	St Nic's Headteacher interviews	One trustee to take part.
Wednesday 16 th March at 6:30pm	Joint Governor Meeting – Crawley	Christine Bartley to confirm if able to attend.

		Stephen Paynter will be in attendance.
Thursday 24 th March at 12:30pm via zoom	Trustee Meeting to look at: Responsibilities, Policies, Risks, Vision, associate partnership criteria and trustee responsibilities.	All
w/b 28 th March	St Andrew's Executive Headteacher interviews	One trustee to take part.
Monday 25 th April at 12:30pm via zoom	Trustee Meeting to make final agreement?	All
Monday 23 rd May at 12:30pm via zoom	Trustee Meeting	All

BOAT ACADEMISATION DATES AND CELEBRATIONS

Sunday 1 st May 2022 (Weekend)	AGREED TARGET DATE FOR ST NICOLAS & ST MARY'S JOINING BOAT	
Tuesday 3 rd May Approx. 2:00pm-3:30pm at St Nics	ST NIC'S JOINING BOAT CELEBRATION	Trustees to confirm availability.
Wednesday 1 st June (during half term)	AGREED TARGET DATE FOR ST ANDREW'S JOINING BOAT	
Monday 6 th June Approx. 2:00pm-3:30pm at St Andrews	ST ANDREW'S JOINING BOAT CELEBRATION	Trustees to confirm availability.
Monday 6 th June	RESERVE DATE #1 FOR ST NIC'S JOINING BOAT CELEBRATION	
Friday 1 st July	RESERVED DATE #1 FOR ST ANDREW'S JOINING BOAT CELEBRATION	

- Trustees to advise availability for tentative celebration dates

ALL

Staffing

Trustees agreed the interview panel for the CEO/Accounting Officer would be MLW, LH and JBL. The interview date was agreed for 18th March at 2:00pm at Church House. It was agreed only one candidate would be interviewed. The trustees agreed and delegated authority for the appointment to MLW, LH and JBL. Trustees will be notified of the outcome and salary range for confirmation.

Comparable job descriptions, salary and expectations will be provided to the panel before the interview process.

- Provide interview pack with job description, expectations and salary guidance to interview panel for Trust CEO vacancy.

JBL

The St Nicolas and St Mary's structure consultation was circulated to all STNM staff, governors, diocese contacts and BOAT Trustees on 9 February, proposing a structure of Executive Headteacher – Headteacher – Deputy Headteachers - SBM. The Governors of STNM would appreciate BOAT Trustees and Diocese views on the consultation. JBL advised it would be helpful to see what the financial impact and risks would be to the school. DE will circulate. Trustees to raise any queries or advise if in agreement to the proposed structure.

- Circulate financial impact of proposed STNM SLT structure.
- Provide feedback on STNM structure consultation

DE
ALL

The Trustees agreed to review responsibilities, policies, risks and vision at the next meeting.

MD left the meeting.

JBL suggested the CFO vacancy should be advertised more widely. DE confirmed having the SBM with high level support of BLLP is the best use of time and money as we are currently beginning training on the financial systems and processes. RSC have confirmed agreement with this arrangement. It was suggested BOAT would most likely require a dedicated CFO in the future. The Trustees agreed the interim appointment of CFO to the SBM which will tie in with the BLLP agreement, with a review in one years' time.

The Trustees delegated authority of interview panel and appointment for the CFO position to DE and SP.

Agreed a BOAT structure would be provided at the next Trustee meeting.

- *DE to provide Trustees with a proposed BOAT structure*
- *SP and DE to interview CFO candidate.*

DE
SP/DE

Any other business

There were no other items of business.

Closing Prayer

The meeting closed in prayer and wise words, and the Chair closed the meeting at 1:57pm.



Jenny Barnard-Langston

Chair of Trustees