

## **BEST Trustees' Meeting**

9<sup>th</sup> May 2018, 15:30-17:30

SWA, Block 20, Room 914

### **Attendees**

Ilona Bond (IB), Alan Lee (AL), Paul Walker (PW), Claire Mycock (CM), Tony Sanderson (TS), Sharon Jeffs (SJ) and Craig Smith (CS)

**Apologies:** Julie Hollings (JH) and David Shelvey (DS)

**Minute taker:** Yvonne Humphries (YH)

**Notification of any perceived conflicts of interest:** None

**Approval of Minutes:** Previous minutes (14.3.18) approved and signed

### **Agenda items:**

1. Matters arising
2. Performance Update/ KS Targets/GHA Challenge Partners report - AL
3. Leadership (Principals/Director of Education) - AL
4. Trustees - AL
5. ETA Update - AL
6. LVA Numbers - AL
7. H&S Update - CS
8. Governance update - CS
9. GDPR Policy and Update – CS
10. Policies – CS
  - Appraisal Policy
  - Pay Policy
  - Sickness Absence Policy
11. AOB

### **Performance**

AL provided the Trustees with an update on the predicted 2018 results as per the Principals rag rated documents.

Last year across the all three tiers of schooling there were 41 targets; 50% were in the top 20% and 85% of the targets were in the in top 50%.

This year there are 57 targets of which the Principals have predicted achieving 76% of the targets in the top 20% and 98% of targets in the top 50%.

Any areas identified by the Principals as 'red' meaning it is at risk of not being achieved will receive significant support; these areas will be addressed in more detail at the performance committee on 13<sup>th</sup> June.

## Leadership

RBA Principal is stepping down at the end of this academic year. The recruitment process has been completed. There was a strong field of candidates; Sam Farmer has been appointed.

The recruitment process for the Etonbury Principal has started and there has been a lot of interest. Interviews will be held on 21<sup>st</sup> May.

SJ will be retiring and stepping down as a member of the board of Trustees at the end of this academic year. However, SJ has offered to fulfil her role during the autumn term; the Director of Education role will be replaced with effect from 1<sup>st</sup> January 2019.

David Bray has been appointed to support BEST next year in mitigating risk; DB will check SEFs, complete periodic school visits and will report back to the Trust.

## Pix Brook

Fortnightly meetings have been scheduled with a new contact from EFSA, James Bougher, CS, Victor Wan and two other ESFA/DfE members to ensure the projects continues to move forward to secure at least a partial opening to accommodate the 2019 cohort of BEST learners.

CS is working closely with the LA and is awaiting clarity re: the Governance structure for the Pix Brook programme.

## Trustees

Julie Hollings has stood down as Trustee with immediate effect. **Action:** YH to update Companies House.

Carrie Traill will stand down as Trustee at the end of the academic year.

**Action:** YH to contact Academy Ambassadors to support with appointing a new Trustee to join the BEST Board.

## ETA

ETA offers a wide curriculum, which whilst this is good is not affordable; this is being reviewed.

Robust systems have been put into place to ensure accountability, monitoring and tracking. There are regular meetings, feedback, accurate minutes and actions being completed.

AL will become acting Principal at ETA three days per week after the May half term.

## GHA Challenge Partners

GHA currently rated Ofsted Outstanding received a solid good in a recent Challenge Partners inspection; SJ is working with GHA to address the 'what ifs'.

## LVA Numbers

LVA has a current PAN of 45, the Principal DR would like the PAN increased to 60. The Trustees have concerns about the costs associated with a PAN of 45 and discussed the viability of attracting 60 pupils.

**Action:** Trustees to review the LVA PAN during the September 2018 Trustees' meeting.

## H&S

CS advised that the H&S Policy is available on the BEST website.

The H&S Policy states that the COO will provide six monthly reports and collate LGB safety reports; CS confirmed that he'll provide a full H&S report for the September Trustees meeting.

H&S SLAs, training and compliance is currently being reviewed by CS in conjunction with the Principals to ensure BEST is kept compliant and legal.

## Governance

AL is currently working on the 3<sup>rd</sup> edition of the Scheme of delegation; this should be completed and circulated by the end of June 2018.

Once GDPR has been launched on 25<sup>th</sup> May, BEST will be working towards achieving the Governor Mark. To support with this, BEST Clerks have been offered the opportunity to enrol on Clerks training programme; the training will commence in September 2018.

IB, AL, TS and CS will be attending Trustees training 11<sup>th</sup>-12<sup>th</sup> May.

Sharon Dickman will become the new Chair of SWA LGB when CT stands down at the end of this academic year.

AL advised that Governance is about Vision, accountability and finance. The BEST Governance annual conference scheduled to take place on 6<sup>th</sup> October will help set the vision.

AL and CS are working closely with the ETA Governors who are engaging with improving governance and standards at ETA.

### **B.E.S.T (Little BEST)**

B.E.S.T looks after the Nurseries and BEST House; this will be included in the Scheme of Delegation.

The B.E.S.T board of Trustees will meet three times per year. AL and CS have become Trustees of B.E.S.T and Companies House has been updated accordingly.

**Action:** The financial arrangements for how B.E.S.T is legally configured to be reviewed at the next Trustees meeting.

The Etonbury Nursery will not go ahead. The project became unaffordable and could not be completed on time for the DfE. The funds were returned by CBC to the DfE.

### **GDPR**

CS thanks LL for all the work she has done in ensuring the Trust is compliant and ready for the launch of GDPR on 25<sup>th</sup> May 2018. Key things to note: CS is the Trusts' Data Protection Officer, each school has an assigned Data Protection Lead and the length of time different information should be kept for.

The GDPR policy was put to Trustees for approval. **Decision:** The Trustees unanimously approved the GDPR Policy.

The Trustees thanked both CS and LL for all their work on GDPR.

### **HR Policies:**

#### **Teaching Appraisal Policy**

AL advised that the Teacher appraisal policy had been written to ensure that the primary objective is aligned to the aims of the Trust and that no child will fall below the 50<sup>th</sup> percentile... great teaching = great outcomes.

The Teacher appraisal policy was put to Trustees for approval.

**Decision:** The Trustees unanimously approved the Teacher appraisal policy to take effect from 1<sup>st</sup> June 2018.

#### **Pay Policy**

The pay policy was put to Trustees for approval on the advice that the CEO & COO pay scale is to be inserted.

**Decision:** The Trustees unanimously approved the pay policy with the insertion of the CEO & COO pay scale.

#### **Sickness Absence Policy**

The Policy does not mention following local and national arrangements and that the Trustees reserve the right to hold.

PW questioned whether the policy has been discussed with trade unions as the policy presented to Trustees differed to that seen by PW in discussions with trade unions previously. Further clarity required.

**Action:** Sickness Absence Policy to be reviewed at the next Trustees meeting on 20<sup>th</sup> June 2018.

### **AOB**

**Action:** Further discussion and advice required on whether we separate the HR services bought in: policies-v-advice.

**Apologies:** TS is unable to attend the next Trustees meeting scheduled to take place on 20<sup>th</sup> June.

*J. Bond* 20.6.18

**Next meeting: 20<sup>th</sup> June 2018**

