

Y. Bond  
13/3/19



## **BEST Trustees' Meeting**

19<sup>th</sup> September 2018, 15:00-17:00

Room 914, Block 20, SWA

### **Attendees**

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

**Apologies:** David Shelvey (DS)

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

### **Approval of Trustee minutes – 20<sup>th</sup> June 2018**

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

1. Completion and submission to Clerk of the 2018-19 Declarations of Pecuniary Interest forms – YH
2. Election of a new Chair and Vice Chair of Trustees; as per article 82 of the articles of association - YH
3. Outstanding actions - CS  
CS to update who is legally responsible re: 'Little BEST'  
CS to update Trustees following LVA LGB meeting regarding the LVA Nursery proposal
4. Report back from the Members' meeting – AL
5. Performance - AL  
**Attachment:** Key stage data
6. BEST Strategic Objectives and Action Plans - AL  
**Attachment:** BEST Strategic Objectives/Action Plans
7. BEST Growth Strategy - CS  
Pix Brook  
Lawnside
8. BEST Governance - CS  
National Governance Mark  
Governance Conference – 6<sup>th</sup> October 2018
9. Teachers' Pay Awards – AL  
**Attachment:** Teachers' pay rise analysis
10. Review and approval of Policies - CS  
**Attachment:** Admissions Policy (Trustees to discuss and agree LVA PAN as per 9.5.18 Trustee minutes)  
**Attachment:** Pay Policy  
**Attachment:** Family Friendly Policy
11. COO Update/Matters arising - CS  
H&S Update  
GDPR Update
12. Commercially Confidential Item

### **Annual nomination of the Chair and Vice Chair of Trustees**

AL proposed IB remains as Chair of Trustees and PW remains as the Vice Chair of Trustees.

**Decision:** The Trustees voted unanimously to keep IB as the Chair of Trustees; IB accepted the position

**Decision:** The Trustees voted unanimously to keep PW as the Vice Chair of Trustees; PW accepted the position

### **Previous Minutes**

CS had sought legal advice and confirmed that the BEST Trustees have no liability for Bedfordshire East Schools Trust Ltd; this is only applicable for Shadow Directors.

The GHA/LVA LGB support the decision for a new BEST Nursery at Langford school; the nursery will be run by BEST nurseries. The cost, space and risk involved with the LVA nursery project are currently being reviewed by AMR; a decision will be made as to whether the project is viable within 10 days. If the nursery is deemed viable, the case will be referred to the LA.

### **Feedback from the Members' meeting**

The Members received the BEST 2018-19 Objectives, Strategic Plan and Governor Handbook; the Members were happy with all three of the documents and commended AL for the work that had been done on them.

The Members will attend the AGM on 5<sup>th</sup> December to receive the accounts for 2017-18.

### **Performance**

PW questioned whether AL had been surprised by the results given that previous minutes state that Principals were confident that they'd achieve 98% of targets.

**Action:** YH to review and report back to Trustees, the difference between predicted, mid-year review and actual results.

The EYFS and Phonics results across the BEST lower schools were strong.

AL discussed the challenges of the three tier system, demonstrated by reviewing a document in which all middle and upper schools within Central Bedfordshire struggle to achieve above national on progress, owing to the high levels achieved by KS1. Attainment remains high for BEST schools – the attainment needs to be at least 12% above national average at KS2 to achieve average on progress.

The average PAN at KS2 is 60; RBA at 240 and ETA at 180 have a PAN significantly above the national average.

From 2006-2015 SWAs results flat-lined in the low 50's for EM (A\*-C); in 2016 SWA had its best results ever and then went on to get achieve an impressive 72% (9-4); with remarks the 2018 SWA KS4 results should come in at 72% thus consolidating the success of 2017. AL advised that SWA has a PAN double the national average and that the children are only taught 60% of the curriculum time by SWA (years 9-11) and despite this, the attainment results are good (above national). AL would like to see SWA build on this achievement obtaining higher results for 2019 and, in particular P8 going positive. Value Added at KS5 is very good at +0.6.

## Strategic Objectives and Action Plan

Bemat/BEST held a Vision and Values days in May 2016 from which the Strategic Objectives and BEST Action Plan was created; the Trustees are happy with the documents. AL will be looking to review and amend the documents during the spring term 2019. AL advised that he'd be looking to make communications a bigger focus; a more robust process around autonomy and 'Cause for Concern'; a higher value placed on school improvement and succession planning.

The BEST Director of Education due to start January 2019, is the Sub-Regional Lead for Teaching Schools and will help raise the profile.

The relationship/partnership between RBA and SWA is strong and much improved from the pre-BEST days.

Externally sourced central services now have tighter performance management and regular contract reviews.

AL feels the size of BEST/range of schools structures does not allow for significant economies of scale, but what members do get is expert advice from an NLE, NLG and regional Teaching School lead.

PW questioned the costs assigned to publications. Explanation offered but exact numbers were not to hand.

**Action:** CS to obtain clarification and provide Trustees with a breakdown on how the publication/comms costs were derived.

## Pix Brook:

Delays have been encountered whilst CBC have been looking at the self-build options. Pix Brook PSG meetings took place over the summer to minimise any further delays with the project. The DfE had concerns regarding the viability of a Pix Brook build being ready for September 2019 and the associated costs for a temporary solution. The DfE have asked CBC to review its options incl. talking with BEST.

## Current position:

The estimated costs associated with the temporary build would be £600,000 more than the DfE are prepared to pay. The CBC have agreed to fund the shortfall and any costs that may occur in year two, should the permanent build be delayed. A Gant Chart has been produced and shows that the new build year 5 & 6 block would be ready for March 2020.

If BEST agreed to the project as proposed, VW from CBC will produce and submit a report to the DfE confirming the agreed way forward.

**Decision:** The Trustees unanimously approved the offering of the CBC in relation to the Pix Brook build.

The Trustees thanked and commended CS and AL for their diligence and persistence in keeping the project on plan.

## Lawnside:

Lawnside joining BEST has been delayed owing to the commercial transfer agreement (CTA); BEST have now signed the agreement following advice from the DfE that they were happy for BEST to do so. TUPE now needs to take place and 1 January 2019 is looking more realistic as the date for transfer

### **Governor Mark**

BEST have registered an interest in obtaining the National Governance Mark; all the Clerks across the trust are working together overseen by CS and the Trust Administrator. **Action:** CS to forward the framework onto the Trustees.

### **Governor Conference**

The annual Governor Conference will be taking place on Saturday 6<sup>th</sup> October; the final agenda will be circulated shortly. The BEST Choir will be performing at the conference – this will evidence how well the BEST community works together across the BEST schools.

### **Pay award**

The Principals have confirmed that they would like to go with the DfE's recommendation for pay awards but with one change: A 3.5% uplift for the main and unqualified pay scales and 2% for the UPS instead of just a minima and maxima; an uplift of 1.5% for the leadership spine and a 2% uplift on allowances e.g. SEN & TLRs.

**Decision:** The Trustees unanimously supported the decision to go along with the DfE/Principals recommendations as listed above. The pay award is to be backdated to 1<sup>st</sup> September 2018.

**Action:** YH to check the proposed pay policy in light of the Trustees decision to ensure it is still correct; if the policy is no longer correct, YH to notify the BEST HR provider accordingly.

### **Review and approval of policies**

**Decision:** The Trustees unanimously agreed to reduce the LVA PAN to 30 with effect from 2020; with a view to increasing at a later date if needed.

**Decision:** The Trustees unanimously approved the proposed Admission policy; this will now go to consultation.

**Decision:** The Trustees unanimously approved the proposed Pay Policy (as per earlier in the notes, policy to be reviewed to see if it is still valid given the decision to adopt the DfE's pay award recommendation) – Once checked, the policy is to be sent for consultation with unions.

**Decision:** The Trustees unanimously approved the proposed Family Friendly Policy – The policy will now be sent for consultation with unions.

### **COO Update/Matters arising**

The Principals are scheduled to attend a half day health and safety training session on Friday.

All the Health and safety audits are on track; after the training has been completed, CS will put together a training plan.

BEST has had one reportable GDPR incident; lessons have been learned and preventative measures have been put in place to ensure the same incident does not happen again. Findings will be shared with the DPLs at their next GDPR review meeting.

**Next Meeting:** AGM on Wednesday 5<sup>th</sup> December at 2:00pm