

BEST Directors' Meeting

20th September 2017, 15:30-18:15

SWA, Block 20, Room 914

Attendees

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

Apologies

Julie Hollings (JH)

Minute taker: Yvonne Humphries (YH)

Notification of any perceived conflicts of interest: None

Approval of Minutes: Previous minutes approved and signed.

AL advised that Principals decided against facilities time, although AP is now reconsidering. Trustees felt that this decision has been made and will not be re-considered without a new proposal.

Agenda items:

1. **Election of Vice Chair** -IB
Nominations invited
2. **Report back from Member's meeting** - DS
3. **Performance** – SJ
Hand out: Key stage data
4. **Ofsted Reports** – AL
Hand out: LVA & GMA Ofsted reports
5. **BEST Strategic Objectives and Action Plans** –
AL **Hand out:** BEST Strategic Objectives
Hand out: Action Plans
6. **BEST Growth Strategy** - AL
Hand out: BEST Ofsted support & improvement Plan – Lawnside
Hawthorn Park Primary School
Pix Brook Academy
Etonbury Academy
Etonbury Nursery
Sandye Place Middle and Maple Tree
Lower BEST sixth form free school/college
7. **BEST Governance** - AL
Hand out: Governor Handbook/Scheme of delegation
Skills Audit and Training
NLG Training Centre
8. **Admission Policy** – CS/AL
Hand out: Work in progress – to be circulated added to GovHub on Tuesday
9. **Confidential Item**
Principal and CEO Appraisal/Pay Awards - IB

Welcome and Introductions

Nomination of the Vice Chair

IB proposed and AL seconded PW as VC. Trustees voted. **Decision:** unanimous vote that PW is the Vice Chair of Trustees; PW accepted the position.

Report back from Members meeting – DS Summary

New Members have been appointed: Ian Morfett, Martin Petts, Cathy Piotrowski (NLG) and as Chair of Trustees IB is also a Member. Minimum Member numbers have changed from 3 to 5. The Articles have been changed and submitted to reflect these changes.

The Members have appointed PW, DS, IB, JH and Carrie Traill as Trustees. TS and CM are co-opted Trustees. As CEO, AL is a Trustee.

All Trustees and Members have been appointed for their skill sets and experience to give a broad knowledge range.

Roles and responsibilities of Members and Trustees were discussed (see p4 of the BEST Governance Handbook).

Performance – SJ Summary

Key stage results were discussed. Both for individual schools and BEST, the results were the best ever. Trustees set 40 targets for 2016-17. Of these, 23 were achieved in the top 20% nationally, with a further 11 in the top 50%. Improvement was significant across all schools, English and Maths realising a 21% increase in the last two years at SWA and Combined Key Stage 2 outcomes at ETA rising by 20% in 2017, for instance.

AL advised that all the data is open and transparent. It is stored on Gov Hub and is available to all schools. National average in progress and attainment is the minimum expectation for all, with both being in the top 20% the aspirational target.

Ofsted Reports – AL Summary

During the summer term both LVA and GMA received an Ofsted visit. Both gained a 'Good' category in all areas.

BEST Strategic Objectives and Action Plan

A five year vision, approved by Members is in place. This contains BEST's Overall Aim and Strategic Objectives. This is delivered by a series of action plans, updated annually. Trustees discussed and commended the plans. PW requested that these be monetarised to ensure best value. Discussion followed on the difficulty of bench marking within a 3 tier structure and where schools sizes are at the extreme of national norms. AL explained that benchmarking does happen through the Finance Cte and Curriculum Groups. **Action:** YH to send Curriculum Reports to new Trustees. AL to monterise BEST Action Plans for 2017-18.

BEST Growth Strategy – AL Summary

Lawnside would like to Join BEST; due diligence has been completed. A decision will be made as to whether Lawnside can join BEST at the Head Teacher Board meeting on 4th October.

Hawthorn Park Primary in Houghton Regis, 'Inadequate' (Ofsted, Jan 2017). DfE have approached BEST to sponsor the school; it has an academy order on it. Due diligence process has begun. Once complete, this will be presented to Trustees.

Pix Brook Academy has now had three possible sites/locations proposed by CBC; discussions are ongoing between CBC and DfE. BEST await the outcome.

Etonbury Academy expansion project moving from a middle to an extended Secondary; years 5-11. Year 10 are taken for first time, September 2017.

Etonbury Nursery is currently being planned, subject to funding, with a view to opening in Easter 2018.

Sandye Middle School and Maple Tree Lower have approached BEST as they would like to join the Trust. Discussions are currently ongoing with the LA to further explore this.

BEST sixth form/free school/college is something the Trust would like to explore. **Action:** CS will set up a working party to investigate further.

BEST Governance

The Governor Handbook/Scheme of delegation is a working document, re-written during the spring term and then released at the start of the academic year. The revised handbook is now in circulation.

All LGB members have been asked to complete a skills audit; YH is coordinating this process. The results will be given to SJ to devise a Governor Training schedule. This process is completed annually.

The Teaching School has been awarded the status of a NLG Training Hub.

This academic year BEST are working towards achieving the National Governance Mark.

Admission Policy

Decision: Trustees agreed to adopt the proposed admission policy. The changes will include: ETA feeder to SWA to be removed; SWA PAN reduced to 400; Siblings to rank higher and not broken into sibling in/out of catchment as recommended by the LA; the Children of BEST staff ranked higher to help with recruitment and Wilstead to remain a feeder school to RBA. **Action:** Lisa Little is to re-circulate the proposed admission policy to Principals for approval prior to submitting the policy for consultation.

Confidential Item: Pay awards

Alan Lee, Craig Smith and Sharon Jeffs left the meeting.

The Principals' appraisals have not all been completed. **Decision:** IB's recommendation for AL and Alex Prior's pay award was approved by the Trustees.

AOB

Decision: Board meetings to be moved from 4-6pm to the earlier time 3:30-5:30pm going forward.

Decision: Board meeting scheduled to take place on 27th June will be moved to 20th June 2018. Action: YH to update the meeting schedule and outlook.

Next meeting: 6th December 2017

J. Bond 6/12/17

