

**BEST Trustees' Meeting**  
18<sup>th</sup> June 2019, 14:40 – 17:15  
Room 914, Block 20, SWA



**Attendees**

Ilona Bond (IB), Paul Walker (PW), David Shelvey (DS), Tony Sanderson (TS), Alan Lee (AL), David Morgan (DM), Craig Smith (CS), Alison Wilshaw (AW)

**Dialed in:** Claire Mycock (CM)

**Guests:** Nick Martin (NM), Sam Farmer (SF), Karen Davies (KD) and Caroline Indge (CI)

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

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

AL opened the meeting by welcoming attendees. He reminded all of the BEST value to deliver 'community-based provision' and hoped that the Board could support all BEST schools in their individual vision/plans going forward. AL provided copies of the D Carter 'School Improvement over time' diagram and compared RBA to model A: 'Good results but as the school changes, a model will need to be in place to ensure a continuation of good results.' SWA was likened to model E: 'A strong and steady school with good provision that needs to be pushed to ensure it continues to be best that it can be'.

**Two Tier Planning**

Meeting Purpose:

To ensure we do the best for our learners. Big decisions are to be made that will affect future generations; the process needs to be completed in a timely manner to enable a bid to be submitted with the executive to ensure we have equality of opportunity during times of structural changes for schools within Central Bedfordshire.

Trustees would like to support and approve the decision of the community provided it can work well for both schools; once agreed BEST can work with the local authority to develop the plans. A model needs to be agreed and submitted to the Local authority to enable it be considered within their feasibility studies.

Both SWA and RBA had prepared and shared their presentations with Trustees. The Presentations included two models.

1. RBA and SWA both becoming secondary schools
2. An all through school from Reception to year 13

Pupil numbers, curriculum, staffing, location, capacity, ethos and maximising pupil experiences/outcomes were all discussed in detailed for both models. In the absence of concrete information and data, Principals and LGBs struggled to find a general consensus for the agreed direction of travel required for the pending re-structure to two-tier.

Trustees asked the Principals of RBA and SWA as educational specialists to spend a couple of weeks reviewing the optimal educational vision for the learners of these communities. Detail around sites and budgets etc. will be investigated by the CEO and COO of BEST during the summer.

**Action:** Principals to produce a vision document/plan to share with the LGBs and Trustees by 2<sup>nd</sup> July 2019.

**Action:** Extra-ordinary LGB meeting between 3<sup>rd</sup>-5<sup>th</sup> July to discuss plans and feedback to the Trustees.

**Action:** Extra-ordinary Trustee meeting between 8-10<sup>th</sup> July to discuss plans and LGB feedback

**Action:** Subject to an agreement in principle, AL & CS will produce a plan with timelines over the summer to share with the wider community during the autumn term.

**Decision:** At the extra-ordinary meeting, Trustees will consider how the BEST lower schools transition to Primary.

Guests left the meeting.

**Approval of Trustees minutes:** Previous minutes (15.5.19) approved and signed

**Previous minutes:**

**Action:** YH to review safer recruitment training options for Trustees carried over to the September meeting

The local authority approached BEST, Chiltern Trust and Redborne School for a School Improvement package to support Houghton Regis; BEST have not received any feedback.

### **Finance Committee Update**

**Decision:** The Trustees unanimously approved the budgets for 2019/20 – The budgets were reviewed in detail at the Finance Committee on 12<sup>th</sup> June 2019.

Actuals are in surplus by almost £300,000. The SCA recovery plan is not entirely on track, however, the CFO is satisfied that the academy is being closely monitored to ensure no overspend.

AL commended the academies for their financial prudence over the past few years and going forward. Growth of the nursery provision will help improve reserves.

An external payroll audit has been completed and the Trust did well with no concerns identified. By coincidence an overview of the starter and induction process is currently being undertaken by CS and the compliance officer.

### **Performance Committee Update**

Each school produced a 'SOAP' (School on a page) document for the committee - the documents included predicted and mock exam data; the committee members found the documents useful but would like to see more consistency in data provided across the schools. The School Improvement termly reports were also reviewed.

The performance committee would like to see outcomes factored into the allocation of leftover SCA funds to help incentivise schools to maximise student outcomes.

Any academy not achieving outcomes at the minimum 50<sup>th</sup> percentile will be considered for a 'Cause for Concern'.

### **BEST Governance Handbook**

The September 2019/4<sup>th</sup> Edition of the BEST Governance Handbook has been completed following consultation with the LGBs and Executive Team. The handbook includes the 2019 updates that have been made to the Ofsted Framework and the DfEs' Governance Handbook.

**Decision:** The Trustees unanimously approved the September 2019 BEST Governance Handbook and commended AL on the quality of the finished product.

## Skills Audit

The results from LGBs skills audit have been collected, collated and shared with Trustees; the Director of Teaching skills is putting together a BEST Governors training schedule for 2019-20 based on learning needs identified.

**Action:** YH to chase SCA for completion of their skills audits.

## Pix Brook Academy – Plan B

The DfE will not release funds to the CBC to enable Wilmot Dixon's to be paid until a 'Plan B' is approved in case of any time slippage. The permanent build should be completed in August 2020 (phase one May 2020); the temporary PBA build located on the ETA site has only been approved for one year.

The CBC have submitted a request to use the temporary site for up to an additional year, should the need arise. Structural changes would be required to ensure safety, parking, catering facilities and sufficient play area and sports fields.

**Decision:** Trustees are keen to keep learners together as a single community but need to ensure learners are not disadvantaged. Trustees support the request in Principle but more information would be required. Any requests for planning permission are not to be submitted until 2020.

## Political Protocols:

Trustees were reminded as per the DfE Governance Handbook section 6.4.8 that they must not allow promotion of one sided political views. All trustees acknowledged understanding of the required political protocols.

**Date of the next Trustees' meeting:** 18<sup>th</sup> September 2019

J. Bond  
20/9/19

