

## **BEST Trustees' Meeting**

23<sup>rd</sup> January 2019, 15:00-18:00

Room 914, Block 20, SWA

### **Attendees**

Ilona Bond (IB), Paul Walker (PW), David Shelvey (DS), Tony Sanderson (TS), Alan Lee (AL) and Craig Smith (CS)

**Apologies:** Claire Mycock

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

**Approval of Trustees minutes:** Amendment to be made to the 19<sup>th</sup> September 2018 minutes – Minutes to be signed off at the next Trustees meeting.

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

### **Matters arising**

**GDPR:** CS confirmed as DPO that all schools are GDPR compliant and that systems are working; full report to be brought to the Trustees' meeting in March.

**Health & Safety:** CS as COO confirmed that no reportable H&S incidents have occurred. An annual H&S review and full report are due March 2019.

**Monthly cash flow and management accounts:** Trustees reviewed the documents and unanimously agreed that they are happy with the accounts and are satisfied that the Trust is financially sound.

1. BEST School Support Model – AL
2. BEST Growth Strategy – AL  
Lawnside Academy – CS  
Pix Brook Academy – CS  
Langford Nursery – CS
3. Review and Approval of Policies – AL  
Responses from Admission Policy Consultation - IB
4. National Governor Mark update – CS
5. HR Matters  
Update (confidential) – IB  
CPD - YH
6. Recommendation to appoint a new Trustee
7. AOB – Pix Brook/Scheme of Delegation

## **Previous Actions**

A document was presented to the Trustees, comparing the predicted results versus actual results achieved in 2017/18. AL in conjunction with AW, the Director of Education, and Chris Beedon (External Data Manager) have produced a revised data capture sheet for 2019/20. The document will provide a more comprehensive view of key stage performance, across our 3-tier system. Of course, Trustees are provided with Ofsted's ISDR reports, stored on GovHub.

Attainment figures for all BEST schools continue to outperform national data, many appearing to the top 20%. However, figures for progress are more variable, with the KS being split across schools. Some of the 'feeder' schools are within BEST, many are not.

Trustees noted that the 'Outcomes' section has been removed from the Ofsted framework currently out for consultation. A discussion on the implications of this for BEST's values followed.

**Decision:** Outcomes are a key ingredient of our educational offer. They will remain a BEST value.

CS provided a breakdown of costs in relation to Comms/images and publications – total cost £51,000.

## **BEST School Support Model**

AL explained the importance of continually re-visiting BEST's strategic documents ie they need to be lived throughout our school communities. He shared the 'BEST School Support Model' with the Trustees; the document identifies the areas of support BEST provide to the schools.

For 2018-19, 46% of BEST's central funds will go on targeted SI work, as outlined in the BEST Support Model. NPQ qualifications are offered via the BEST Teaching School; all BEST Principals have NPQH; Safeguarding audits have taken place and all BEST schools are very good; compliance is tight and, SEFs are centralised and SIPs are in the process of being centralised.

Trustees challenged AL, with regard to expenditure on communications and understanding what the parental community knowledge of BEST was. AL explained that he understood the need to communicate with community more – it is a BEST value – but there is an opportunity costs to all expenditure. BEST has always prioritised spending on improving classroom practice.

PW asked about what survey work BEST completes to understand what parents think of BEST. AL suggested that the schools are the face of BEST, if they are doing well, BEST is. Nonetheless, it is important to understand what parents think of our schools.

Action: AL to amend the scheme of delegation to require schools to produce an annual Stakeholder report. AL to explore Communications Strategy in other Trusts.

## **BEST Growth Strategy**

CBC School Organisation Plan 2018-2023

Having reviewed the CBC's organisational plan, Trustees were concerned at the absence of provision for sixth form places.

AL shared the BEST Growth Strategy 2018-23 with the Trustees. The document outlines the structure, NOR, Ofsted rating and budget for each strand of BEST i.e. Schools, Nurseries and Teaching school etc. The Trustees unanimously agreed that they support CBC in their move towards a two tier system; growth is required for the sixth form provision and that BEST have a preference for all its lower schools to become primary schools.



Lawnside Academy (LNA) completed their transfer to BEST on 1<sup>st</sup> January 2019. AL, AW and CS have attended teaching training sessions and a welcome event at LNA. The BEST Director of Education (AW) is working with the school to provide mentoring for the Principal; a SI plan is being put together and resources (SLEs) are being coordinated. The BEST SIA is currently benchmarking LNA and will prepare a report that will be presented to Trustees at the Performance Committee in February.

The LNA LGB currently has four members, two of which are staff. CS advised that there is an action plan in place to move the LGB forward/recruitment. One of the Governors has excellent governance experience – the LNA Principal is to ask whether he'd be happy to become the interim Chair to the LGB.

Langford Nursery is moving forward with a proposed opening date of September 2019 (subject to Ofsted registration and planning permission). CBC has given 50% of the funds towards the cost of the project from section 106 monies. BEST are forward funding the rest of the project; CBC has confirmed that they will pay the funds back once the new builds have been occupied.

The Educational, Governance and Financial Plans for Pix Brook are required by the DfE by 31<sup>st</sup> January 2019 in order to ensure that the funding agreement is in place by 31<sup>st</sup> March 2019. Once the funding agreement is in place, the CBC can formally offer places.

PBA Staff will have limited access to the school over the summer and full access from 28<sup>th</sup> August 2019.

3 ITT submissions have been received in relation to the permanent build; the two contractors shortlisted are Willmott Dixon and Kier Construction. Weekly SEMS engagement meetings will commence on Friday for a period of six weeks.

**Decision:** Trustees (and DfE) unanimously approve the appointment of Sue Howley as Chair of PBA LGB – subject to formalities.

### **Review and Approval of Policies**

Trustees reviewed the responses from the 'Admissions 2020 consultation'. PW asked why the 'staff' Criterion had not been applied for LNA; CS advised that at the point of consultation LNA had not yet joined BEST and as such, could not be included.

It was noted that during consultation, the CBC had opposed the proposed reduction in PAN at LVA (45→30), despite having recently reduced the PAN at Linslade from 45 to 30 - stating that there is capacity and that a PAN of 45 is not financially viable.

**Decision:** The LVA PAN of 45 is to remain unchanged for another year.

**Decision:** ETA is removed from the sibling criterion within the oversubscription criteria for PBA.

**Decision:** Trustees unanimously approved the Admission 2020 policy subject to the above amendments.

**Decision:** Trustees unanimously approved the Family Friendly Policy.

**Decision:** Trustees unanimously approved the Appraisal Policy.

### **AL, CS and YH left the room (Conflict of personal interest)**

**Decision:** Trustees unanimously approved the Redundancy policy using 'Actual Salary'.

**Decision:** The Redundancy Policy is to be reviewed annually.

**Action:** The policy is to be adjusted to reflect the Trustees' decision. The policy will be circulated to schools prior to February half-term and with a view to taking effect from 18<sup>th</sup> February 2019.

### **AL, CS and YH re-joined the meeting**

### **National Governor Mark update**

CS advised that BEST have enrolled in Governor Mark. The Principals have been updated and will now discuss next steps with their LGBs to progress through the next steps of gathering information/evidence.

### **HR Matters**

**Confidential items discussed/not for disclosure.**

### **CPD**

Herts for Learning have offered to run a bespoke 'BEST' training programme for 'managing staff conduct and disciplinary procedures' at a cost of approximately £250 plus VAT and costs for hand-out materials.

**Decision:** All Trustees would like to attend the workshop and extend the offer of training to Principals, LGB Chairs and Vice Chairs.

**Action:** YH to contact Herts for Learning to organise a 'managing staff conduct and disciplinary procedures' workshop at BEST House during the day on either 2<sup>nd</sup> or 3<sup>rd</sup> April (if available).

### **Trustee Recruitment**

IB and AL interviewed a prospective Trustee before Christmas. The candidate has strong corporate/financial experience; he governs on a LGB; has experience with two MATs and is a Trustee on another board (Non education).

The prospective Trustee will be visiting the BEST schools for a tour on Tuesday 29<sup>th</sup> January.

**Decision:** The Trustees unanimously approved the appointment of DM as a Trustee - subject to checks and formalities.

### **AOB – Pix Brook/Scheme of Delegation**

The Trustees reviewed the DfE feedback document in relation to the BEST Scheme of Delegation. The suggested amendments/recommendations are minor and will be completed by one week today.

**Action:** AL to revise the BEST Scheme of Delegation.

**Date of the next Trustees' meeting:** 13<sup>th</sup> March 2019 @ 3:00pm

J. Bond 13/3/19