



MINUTES
of the Full Board meeting of the Trustees of Osprey Learning Trust
held on Tuesday 15 February 2022 at 10 am via MS Teams

Present:		
Name	Title/Role	Initials
Babette Fuller	Trustee/Member of Performance Committee	BF
Pat Henchie	Foundation Trustee and Link for Ethos/Member of Policy Review Group/Member of Vulnerable Children Committee	PH
Jackie Jackson	Safeguarding Trustee/Chair of Vulnerable Children Committee	JJ
Steve Jackson	Trustee/Member of Finance, Audit & Risk Committee	
Paul Lilley	Vice Chair of Trust Board/Chair of Finance, Audit & Risk Committee	PL
Katy Quinn (in person)	CEO	KQ
Tony Smith (in person)	Chair of Trust Board	TS
Sam Trevorrow	Trustee	ST
Katie York	Trustee/Member of Policy Review Group/Chair of Performance Committee	KY
Gaby Willis (in person)	Clerk	GW
Apologies:		
None received		
Absent:		
None		

Key to acronyms:

DSL	Designated Safeguarding Lead	KK	Kenn CofE Primary and Kenton Primary
DCC	Devon County Council	PAN	Pupil Admission Number
FAR	Finance, Audit & Risk Committee	SCR	Single Central Record (for safeguarding)
LGB	Local Governing Body	TCS ER	Teignmouth Community School (secondary)
FTE	Fixed Term Exclusion (now called suspension)	TCS ML	Teignmouth Community School (primary)
EHT	Executive Headteacher		

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	The meeting opened at 10.03 am and TS welcomed everyone. It was agreed that item 10 Part II would move to the beginning of the meeting after the housekeeping items.	
21/3/1.1	Apologies: None received.	
21/3/1.2	Declarations of Interest: None declared.	
21/3/1.3	Appoint new Director of Osprey Educational Services Limited – Steve Jackson: TS proposed the appointment of SJ as a Director of OES. KQ seconded. Unanimously AGREED and duly APPOINTED . Action: GW to complete process on Trust website, and Companies House.	GW
21/3/2.1	Matters arising from the meeting held on 14 December 2021: Many are complete and the others will be picked up later in agenda. Astroturf reserves will be discussed under the FAR Committee item. Action: GW to post JJ and PH safer recruitment certs as still not meeting in person.	GW
21/3/2.2	Accept Minutes of the Previous Meeting as a True and Accurate Record: Unanimously ACCEPTED .	
21/3/10.1	Part II	
21/3/10.2	Part II	
21/3/3.1	CEO Report: KQ highlighted some key areas of the report which was shared in advance. Kenn and Kenton numbers had dropped but have gone back up at Kenn to 99 which is closer in line with their capacity. A number of parents elected to home educate during Covid and those pupils have now come back onto roll. Cockwood accommodation is being increased with Section 106 money being drawn down. One of the roof spaces will be converted which will give them 3 areas where they currently have one. It will also allow for study centres and a library, which they don't currently have so is an exciting development.	

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	<p>Attendance analysis: This is down across the schools but still above the national figure. There were a lot of Covid related illness in that half term and a local outbreak saw the primaries 2 weeks ahead of the secondary. Public Health England last week confirmed the area is still above national figures for Covid.</p> <p>Action: KQ to obtain Devon figures and circulate.</p> <p>Exclusions: These figures are for last half term so no real change at ER. A new behaviour system has been launched from January and the Executive Headteacher (EHT) is working on refining this. KQ alerted Trustees to an external review of the exclusions process highlighted by a governor panel that has brought to light some issues with systems at ER and thresholding around a single point of accountability. Only the Headteacher or Acting Headteacher can make this decision and the practice had changed so KQ has instructed the leadership team to have a single point of contact. GW and KQ are working on this with the LGB and have some recommendations from the report working with the EHT and Deputy Headteacher to ensure are implemented.</p> <p>Governance: There has been a shift at Kenn, Kenton and Cockwood to reflect the new leadership structure in post. Work has been undertaken with both LGBs to bring them together to form one overarching LGB for the 3 schools. This will be shared wider after half term and run in the summer term with a review process for September. The current Chair of Cockwood LGB will Chair this for the next 12 months so Trustees can be confident this will come together. TCS LGB have split into 2 committees, one for ER and one for ML. That governing body covering 2 schools doesn't give due diligence well to either so there is a push to move this to 2 LGBs with 2 roles for everything. TS asked if everyone is content with this as TCS is no longer an all-through school. Unanimously AGREED. KQ stated this separation will reflect the governance and leadership structure.</p> <p>Action: KQ to advise Chair of Governors for TCS.</p> <p>Q: Improvement fund application, fourth submission for ML. What is the history? KQ responded that CIFs are for smaller trusts to bid for capital works. A bid has been submitted for ML boilers as they are failing but has been unsuccessful. One more round of applications have been submitted but if the proposed merger is successful with the move into an expanded trust, that money will be allocated to the Trust annually instead of having to bid. This will mean the Trust knows its allocation of funding and can plan asset management. Boilers would be top of the list. Some years these bids have been very successful with roofs, heating systems, and canteen improvements and other years no funding has been received. One driver for growing is the Trust receiving and managing its own money.</p> <p>Q: Could you expand on the major capital builds information – thinking of Kenton. KQ advised this would come under building schools for the future. There is nothing currently in place and at Kenton there is a slowly developing plan for a new school with land so if a government initiative is launched the plan is ready. TS stated the school is still drying out from the last flooding and is prone to this in the future. It is hoped that repairs will happen over Easter and summer holidays as the insurance claim is there.</p> <p>Repairs have been done to prevent repeat flooding at the Arts Centre at ER but at Kenton the flood system is dependent on a flood gate in a field which is privately owned.</p> <p>Q: Is there any risk to health to staff and children working in such a damp environment? KQ confirmed that is taken into consideration and that is why dehumidifiers are there so it is much better now. The risk to physical harm and life is what puts the school at the top of the criteria list.</p> <p>Q: You mentioned an insurance claim is in. How is that going to be affected going forward? KQ stated the Trust has just rebrokered for insurance and don't buy into the government scheme, but have our own insurance and it has come in slightly less this year. This is possibly due to decreased activity of the public using the Alive gym which brings a significant public liability risk. There are several outstanding claims with Zurich. Insurance is a big cost across the Trust.</p> <p>Q: How far on are the plans for Cockwood? KQ advised this is at tender stage and have approached 3 companies for options to give more space. Will have to go back to Devon as it is section 106 money. The EHT and SD are working on the basis</p>	KQ

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	<p>that one classroom would have to temporarily relocate to the village hall and the best time to do that is in summer or Autumn half term 1. One classroom has a new staircase going in.</p> <p>Q: Will you need to get the DfE involved around the alterations to the school? KQ advised the PAN is not changing. The additional space will be for a library so capacity stays the same. SD has posed this question and that has been confirmed. It will just make a nicer environment for the children.</p> <p>Q: What about disabled access to that? KQ stated the ground floor is accessible and they have a ramp to the toilets with a disabled toilet. The building was built at a time when this was not applicable and it would be down to admission criteria with consideration for a disabled child to go there. The SEND team and Hospital School might feel another venue would be more suitable, also with consideration to possibly moving a wheelchair in the corridors.</p>	
21/3/4.1	<p>FAR Committee: Minutes of meeting were available in advance. PL summarised income over budget and that it is hoped OES will deliver a surplus this year.</p> <p>Teachers' Pay Award and Support Staff is a major item of expenditure so mapping and hopefully no surprises as the CFO is very much on the case. £1.3 million in the bank and the committee is mindful there is an opportunity for some smart management of those funds to maximise the return.</p> <p>Audit completion report feedback is working progressively through the key amber areas. In terms of risk management, a key area of concern is pupil numbers for 2022-23 particularly at ER.</p> <p>Policies – Teacher pensions Indexation with pay award zero trying to map what this will look like but hopefully will be addressed retrospectively. This is an area that we need to ensure is monitored, along with ensuring all due diligence in place for the merger.</p> <p>Astroturf - KQ stated the astroturf at ER was funded by the FA many years ago and one Member raised a query at their meeting around ring fencing of reserves. Issue of investments and ringfencing for the astro – It is requested for some of the reserve to be ringfenced for future replacing of the astro which has a 20-25-year life and is about 10-11 years into that. Some preventative maintenance has been carried out and the quote to replace the carpet is around £150k. Like a restricted element that wouldn't necessarily invest that money but would be earmarked for the astro and each year surplus top-up. This was unanimously AGREED.</p> <p>A discussion took place around overnight loans to banks and it was felt this is probably not worthwhile and that the Trust is getting the best it can at this moment in time. PL has made enquiries of reputable financial organisations as interest rates are moving upward and if there is an opportunity safely and securely to put some money on deposit this would be good. It was agreed to closely monitor this situation.</p> <p>It was noted that the astro should be making a contingency to replace assets. In the past the funding coming in from Trust lettings has not been as generous as required so there was no surplus to put aside. Advised to be mindful if taking funds from another sector the need to be open and transparent of the reasons.</p> <p>Q: Has there been any feedback on the Sixth Form taster day? KQ stated that the Sixth Form is holding one-to-one interviews after half term so that these can take place in person. The Director of Sixth Form is working very hard to hold tasters and events to recruit pupils. Some unusual A level tasters were really well attended, along with the Exeter City Football Club.</p> <p><i>Adjourned due to fire alarm. Reconvened at 11.14 am.</i></p>	
21/3/4.2	<p>Performance Committee: The agenda of the meeting this year has been altered to be two halves with secondary and primary performance. Secondary is proving frustrating over lack of forward thinking and planning and assessment process. It is hoped this will improve. Key changes at SLT and need to ensure actions requested such as the assessment evaluation is with KY by the end of February as there is not another meeting until the end of April.</p>	

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	<p>KQ suggested given the circumstances for KY to come and meet Steve Murphy, Deputy Headteacher, who will now pick up assessment tracking, and possibly Paul Cornish, Executive Headteacher.</p> <p>Action: This to be arranged after half term.</p> <p>It was noted that some members of staff need to be identified, supported and trained to ensure strategies discussed are effective. Noted the new raising standards leader is in place and this needs to be moved forward quickly. Year 11 DS and key pupils at least one grade or more below where they should be is 25% of the cohort and Year 10 is 37% of cohort so Year 10 must be supported and addressed quickly. The question needs to be asked of when you teach are you aware of who your SEND children are and are they secure in the classroom and are things done to make them feel secure. The needs of all children in the classroom must be met.</p> <p>Comments were made on the SIP to do with presentation of information and clarity. Questions invited, none received.</p> <p>Primary: KY stated it is good to see the move to all 4 primaries using the same performance and tracking systems. Some work is needed at Kenton to align with the others which the EHT is aware of. This will make data analysis much easier. It is clear that Covid has had an impact on different year groups in the schools which can be seen. Headteachers are aware and clear in the requirement of catch up strategies and sound method is being used with familiar teachers.</p> <p>Move to an EHT for Kenn, Kenton and Cockwood gives great capacity and scope there for improvement and development. It was commented that KQ's knowledge on the primary sector is invaluable and provides clear answers to questions. Governance and leadership changes is the way forward to enable each school to stand on their own with new leaders. Very positive parental feedback about Kenn and Kenton. Next time the primary Heads will be invited to attend the meeting, and possibly the Heads of School to talk about their schools and their uniqueness which wasn't possible for this meeting due to high Covid figures and the need to be in their schools. KQ commented the Trust has a good blueprint going forward with the merger for 5 primaries and can replicate this with the 3 secondaries.</p> <p>It was noted that the new Trust may require separate primary and secondary Performance Committees.</p>	KQ/KY
21/3/5.1	<p>Risk Management: School risk registers were shared on the portal in advance and follow the same format as the Trust register. KQ highlighted for Trustees that she looked closely at ER being one responsibility of the tasks currently split between KQ and the EHT. KQ reported a further data breach at ER. The leadership situation and low pupil numbers coming in to Y7 at 139 were discussed. Another local Covid outbreak was discussed, and KQ flagged that recruitment is difficult at the moment so the Trust is looking at other strategies and platforms. This was edited in the risk register to reflect and acknowledge the ER situation and KQ will look at again for the next board meeting and once a Headteacher is appointed. No action required.</p> <p>Action: KQ to review again for next Board meeting.</p>	KQ
21/3/6.1	<p>Schools/LGBS: Cockwood: 2 redacted applications for co-opted governors have been shared with recommendation for appointment from the LGB. These are Frances Parr and Tracey Roberts. Unanimously AGREED and duly APPOINTED. Action: GW to advise the Clerk to Cockwood LGB.</p> <p>TCS: KQ recommended the removal of Sean Bromfield from the LGB due to non-attendance at meetings. The importance of commitment and engagement from local governors was noted, especially with the planned changes to the Trust. Trustees were advised that GW contacted Sean Bromfield last week to check all was OK and discuss the opportunity for him to step back. Time was given to think about this and GW received no response by the agreed deadline. This is not the commitment expected for local governors. Unanimously AGREED. Action: GW to remove with immediate effect and advise the Chair of Governors.</p>	GW
21/3/7.1	Covid-19 Risk Assessments (RA100 Forms): These are on the portal. Masks are back in use and will be reviewed with Public Health England after half term. Peak is starting to come down.	GW
21/3/8.1	Policies and Procedures: Admissions for all Trust schools 2023-24: KQ stated these policies are seen before the public consultation and after. They have been on portal and through the LGBs	

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	<p>and consultation via Devon County Admissions. This is the ratification of the policies for the school year of 2023-24. KQ recommended for approval. Unanimously AGREED.</p> <p>Action: GW to upload to Trust website and advise Headteachers to upload to their school websites before the deadline of 15 March 2022.</p>	GW
21/3/8.2	<p>Scheme of Delegation: This is on the portal with changes highlighted in yellow. There has been consultation with the Diocese and their suggestions have been made. Slight change in local governance for Kenn, Kenton and Cockwood moving to a joint LGB, with a plan to separate the LGBs at TCS. The document was reviewed as part of the annual cycle by GW and KQ, and it was considered best practice to update ahead of merger. There are no significant procedural changes and it will be looked at again at the merger. Unanimously AGREED.</p> <p>Action: GW to circulate and upload to portal.</p>	GW
21/3/9.1	<p>Training and Visits: All documents from the recent Trust-wide Ofsted training are on the portal. Safeguarding training has taken place with Jon Galling of Babcock for TS, JJ and PH on the roles and responsibilities of trustees and governors. It was felt this was very helpful and a session for the link safeguarding governors is also scheduled.</p> <p>KY and BF met for mentoring. JJ confirmed has completed some NGA Learning Link module training. TS thanked trustees for their support and hard work and commented that young people will benefit from this.</p>	
	The meeting closed at 11.36 am.	