



**MINUTES**  
**of the Full Board meeting of the Trustees of Osprey Learning Trust**  
**held on Tuesday 9 February at 9.30 am**  
**via MS Teams online due to COVID-19 social distancing restrictions.**

<b>Present:</b>		
<b>Name</b>	<b>Title/Role</b>	<b>Initials</b>
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
Katy Quinn	CEO	KQ
Paul Lilley	Vice Chair of Trust Board/Member of Finance, Audit & Risk Committee	PL
Jon Newman	CFO	JN
Tony Smith	Chair of Trust Board	TS
Katie York	Trustee/Member of Policy Review Group/Chair of Performance Committee	KY
Sam Trevorrow	Trustee/Link for Operations	ST
Gaby Willis	Clerk	GW
<b>Apologies:</b>		
Chantelle Mashiter	Chair of Finance, Audit & Risk Committee/Link for Careers	CM
<b>Absent:</b>		
None		

**Key to acronyms:**

DSL	Designated Safeguarding Lead	OLT	Osprey Learning Trust
EDEN	Exeter Diocesan Education Network	SoD	Scheme of Delegation
FAR	Finance, Audit & Risk Committee	TCS ER	Teignmouth Community School (secondary)
LGB	Local Governing Body	TCS ML	Teignmouth Community School (primary)

<b>Item</b>	<b>Content</b>	<b>Action</b>
3/1.1	<b>Apologies:</b> CM (hoping to join later).	
3/1.2	<b>Welcome and Declarations of Interest:</b> TS welcomed everyone and opened the meeting at 9.30 am. TS expressed thanks for those who serve on committees and address the details to enable the Board to be a strategic high-level meeting. He took it as read that all Board members would have read all the papers before the meeting. There were no declarations of interest for this meeting.	
3/2.1	<b>Matters Arising from the Meetings held on 15 December 2020 and EGM 12 January 2021:</b> TS handed over to KQ for matters arising.	
	2/1.2 It was confirmed that the Members appointed JJ and TS by written resolution.	
	2/2.1 JN and KQ attended LGB meetings where requested. Governance Review report was released to Trustees.	
	2/3.1 Relevant pages of Audit Completion Report were shared with LGBs and JN and KQ met all heads to go through operational implications of the reports and looked at updated Audit Completion Report at FAR Committee.  Budget meeting process is about to commence. JN has booked in meetings with all Heads for the first week after half term and this will be running into all LGB Finance committees in March.	
	2/5.1 Scheme of Delegation (SoD) in line with risk register – a Members meeting was held on 20 January and EDEN have picked up some discussion points on this. GW and KQ will be meeting with Christina Mabin, EDEN representative, after half term and KQ advised Trustees may see a slightly amended SoD coming to the Board.  TS commented that the Diocese are correct to say the SoD must match Articles and have thread of consistency.	
	2/6.1 Safeguarding Committee is on today's agenda – as is behaviour report within CEO Report.	

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	Figure for Fixed Term Exclusion – query on TCS ER. When JJ and KQ looked at HT2 figures this had been amended so was inaccurately presented originally boys' fixed term exclusions are higher than girls'.	
2/6.2	Collaboration plan for Heads – this was intended during the first week back in January but lockdown has meant this has been pushed back to give Heads and schools time to focus on remote learning offer – <b>ongoing action</b> .	<b>KQ</b>
2/7.1	Kenn and Kenton oversubscription criteria – query was responded to by Devon and that is completed. Governors at TCS – possible interest for other LGBs has been followed up.	
2/8.1-4	It was confirmed that the approved policies are on Trust website.	
2/9.1	KQ action plan for governance review has already been seen.	
E2/2.1	Typo in governance review from Bishop Fleming was amended.	
E2/3.1	Performance Committee Terms of Reference. One meeting has been held and agreed to go with current TOR and refine as the year progresses to focus across all schools.	
E2/3.2	Chairs' Group as a standing agenda item – TS is in the process of meeting and setting up meetings with Chairs and Heads so that is ongoing (GW for future agendas).	<b>TS/GW</b>
3/2.2	<b>Accept minutes of previous minutes as a true and accurate record:</b> KY 15.12.20 point 2/8-4 – typo remove second “where”. E2/3.3 – KY and PH not KQ. Subject to those amendments <b>ACCEPTED</b> .	
3/3.1	<b>CEO Report:</b> It was noted there is not much performance data in schools at the moment so the report focus is Ofsted, themed around children's engagement in learning and attendance particularly key worker and vulnerable groups. <b>Q:</b> Numbers of engagement appeared rather high compared to what we are hearing that there is a real struggle and challenge with engagement of online learning. Is it that we are counting someone as logged on but not drilling down. How is the measure triggered? <b>KQ:</b> 5-point scale ranging from 1 (not logging on) to 5 (completing every piece of work). This report has taken point scale 3, 4 and 5 children. Minimum expectations for each subject area for primary and secondary. This is about children logging on. <b>Q:</b> Is the number based on numbers of pupils at school or those who have access online? <b>KQ:</b> The number in the report is the total number of children on roll. DfE devices have been delivered and TCS ER and ML have had a private donation for some devices as well so most children are either in school if they have no device or school is printing work and delivering to home, or they are logging on remotely. <b>Q:</b> Parents are having trouble managing this, limited number of computers in a home, so think it is unreasonable to expect much more of a drill down at the moment as we can't judge every family's circumstances. <b>KQ:</b> Schools are tracking the children who are not logging on at all and making contact. We have loaned our own school devices, DfE have funded some and we have had donated devices been given to community. Some schools are recording the live lessons so if there are siblings and only one device, they can access the lessons at different parts of the day to work around this. <b>Q:</b> Decreased there from 82% to 78% which is disappointing at TCS ER. <b>KQ:</b> Trying to find new strategies to engage secondary children. <b>Q:</b> Alarmed from national perspective cohort of individuals whether voluntarily or not able to log on, and potential year of lost opportunity for the most disadvantaged students. Can we record those individuals that consistently aren't engaging to have a more proactive approach to look at different ways of re-engaging or will there be a plan of action to re-engage in a face to face situation? <b>KQ:</b> That data is there and each school is tracking those children. Recovery and catch up curriculum and funding are where the Heads need to focus and have a plan ready. <b>Action: KQ to report on those not engaging in future, in addition to Pupil Premium funding and how that is deployed.</b> Key worker children latest Devon figures were issued on Friday. Secondary figures for Devon 9% and TCS ER is currently 6% and national is 5%. Primary 31% attendance and national figure is 21%.	<b>KQ</b>

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	<p><b>Q: Higher attending numbers at Cockwood, Kenn and Kenton. Can you refer to that please for the Board?</b></p> <p>KQ: High numbers due to the number of key workers in the community and families who have both parents working so need the childcare. Evidence is requested by the schools if necessary.</p> <p>Staff absence, which was discussed in the FAR Committee very briefly, was brought to the Trust board for wider consideration. There is a concern around the number of staff currently working from home at TCS ER, which is potentially sustainable at the moment during remote learning. Trustees were surprised at the number of staff with childcare issues and suggested this needed to be looked at. It was noted that the unions have been very vocal about if you can work from home you should.</p> <p><b>Action: KQ - could be a follow up for the LGB to look at.</b></p> <p><b>Action: Need to look at how behaviour incidents are reported to the Board and KQ and JJ have discussed thresholds and what is reported.</b></p> <p>The SCR check is currently still outstanding for TCS ER but is being undertaken on 11 February and KQ will report back if that doesn't meet requirements. KQ confirmed OLT buy into Babcock level 2 safeguarding for visits.</p> <p><b>Q: SCR - is that just not being well managed?</b></p> <p>KQ: Change of personnel in May last year and change of Designated Safeguarding Lead in September. A check was done in October, and again two weeks ago and weren't satisfactory. Those responsible have clear targets for February and will look again on 11 February with support from Babcock.</p> <p><b>Action: KQ to report back after Babcock check.</b></p>	<p>KQ KQ/JJ</p> <p>KQ</p>
3/3.2	<p><b>Covid Update:</b> Included in CEO Report in terms of engagement figures. JN and PL may include in the FAR Committee update due to budget implications.</p>	
3/4.1	<p><b>Update from the Finance, Audit and Risk Committee of 26 January 2021:</b> PL gave this in CM's absence from the minutes on the portal. Focus currently is ensuring monitoring of numbers; claiming for eligible grants and funds, and making sure funds that have been directly associated with Covid are deployed to ensure no clawback of underuse of revenue. Usual high levels of fluctuation in agency staff are not the case so there should be an element of saving on the budget.</p> <p>PL invited JN to update on anything that has changed since this meeting. January figures looking steady with staffing coming in on or under budget. One risk area is trading services of OES Ltd. This has been mitigated and there is confidence costs have been pulled back. Alive staff have been furloughed. Catering operation will be looked at carefully and will work with partners to fulfil liabilities there.</p> <p><b>Q: Devon business managers meeting on 29 January – any updates from that?</b></p> <p>JN: The budget assumptions for next year were discussed. Despite the government announcement of a public sector pay freeze most colleagues in the meeting are anticipating some additional costs. This could be related to support staff and teachers. For support staff it is possible that holiday entitlement will be increased, with the result in increased costs. I am planning to assume a 2% increase on staffing to be included within the budget for 2021 to 22.</p> <p><b>Q: Alive –market check on this.</b></p> <p>KQ: Discussed this at FAR Committee to reduce liabilities and this will be looked at again at FAR once schools return.</p>	
3/4.2	<p><b>Update from Performance Committee meeting held on 14 January 2021:</b> KY ran through key points from the minutes which were on the portal and confirmed the focus is currently on TCS ER as a requires improvement category.</p> <p><b>Action: All encouraged to attend the online training data which is being arranged by KQ for all governors and trustees.</b></p> <p>It was noted that the committee would like to see more how catch up money has been used and what impact it has had.</p>	<p>All</p>

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	<p>KQ and KY will look further at moderation of assessment, and Trustees were advised that JJ will join the Performance Committee to give triangulation in these areas.</p> <p><b>Q: Humanities is a concern, Science staffing erratic, no head of history, maths better than it was, English isn't. How worried should we be?</b></p> <p>KQ: Too many departments are underperforming. Ofsted highlighted Humanities. Current situation with Covid is providing a challenge. Humanities advert is out. Moderation and QA of the system needs more rigour.</p> <p><b>Q: Will be difficult to do anything beyond getting to the depth of the problem.</b></p> <p>KQ: A wider school review is to be undertaken in June with Deb Wring who is an Ofsted inspector used to quality assuring schools and also the outgoing CEO of the Okehampton Partnership. It is hoped that students will be back in school by this time.</p> <p><b>Q: Is June soon enough?</b></p> <p>KQ: There is a balance between getting children back into school and giving teachers time to start curriculum planning. June is ahead of summer holidays and gives sufficient time for improvements if on Ofsted pathway.</p>	
3/4.3	<p><b>Update from Vulnerable Children Committee:</b> Verbal report this time. PH and JJ have spoken to the DSL in all schools this half term and will be speaking in the end of spring term to LGB safeguarding governors. Discussions focused on how schools are monitoring safety and wellbeing of all, particularly vulnerable children; how staff are coping and the support available to them. Attendance and engagement in online learning was reviewed, including how the schools are logging and monitoring concerns and maintaining home contact.</p> <p>It was noted that there should be a common base on recording behaviour incidents to ensure consistency of what Trustees are reviewing.</p> <p>Concern was expressed from all the schools about the lack of social services support with problems accessing social workers; very slow responses; frequent lack of meeting minutes and admin staff are being known to do the work which is not acceptable. Could this be a recruitment opportunity for the Trust, understanding there would be a cost implication but future challenges in this area are foreseen?</p> <p>KQ referred to a recent conversation with the Heads regarding the challenges presented by social care which is presently in a state of crisis due to staff absence, lack of agency staff and high level of referrals. Social Services have informed Heads the responsibility rests with schools at the present time until they can recruit more people. Some years ago, we had a Welfare Parent Support Adviser who was financed jointly through local learning community and this could be looked at again.</p> <p>It was noted that monitoring of the impact of interventions at TCS ER is required.</p> <p>With regard to performance data and safeguarding, KQ confirmed there is an action plan in place. <b>Action: KQ to report on this after 11 February audit.</b></p> <p>TS thanked PH and JJ for their report.</p> <p><b>Q: Looking at decrease of attendance is it worth having a review of student opinions?</b></p> <p>KQ confirmed this was part of the safeguarding audit – a pupil voice panel across the whole cohort, to include behaviour and attendance.</p>	KQ
3/5.1	<p><b>Risk Register:</b> One section of this is reviewed at each FAR Committee meeting and the changes highlighted in yellow for ease of reference. The Compliance Risks section was reviewed around the data protection with the increased risk of people working from home and use of different online platforms. Questions were invited and none received.</p>	
3/6.1 & 6.2	<p><b>Moved to Part II for these items</b></p>	
3/7.1	<p><b>Communication Sheets from the LGBS:</b></p> <p>Operational question raised by <b>Cockwood</b> around administering medications which KQ will pick up.</p> <p><b>Action: KQ to pick this question up.</b></p> <p><b>TCS - Approval sought for appointment of four new local governors:</b></p>	KQ

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	<p>Louise Dowler (parent elected, TCS ER), Simon Shadbolt (Co-Opted), Jim Prior (Co-Opted) and Sean Bromfield (parent elected, TCS ML). Redacted applications have been received for review by Trustees. Unanimously <b>APPROVED</b>.</p> <p><b>Cockwood</b> – approval sought for appointment of a new Clerk, Nicola Rose. Unanimously <b>APPROVED</b>.</p> <p><b>Action: GW to inform relevant Chairs and add to OLT comms sheet.</b></p>	<b>GW</b>
3/8.1-4	<p><b>Policy Review Group:</b> 4 policies reviewed this time. DBS Disclosure, Code of Conduct, Recruitment and Selection, and Redundancy. They have been scrutinised and discussed at length and are recommended to the Board for approval. It was noted that the review of the Redundancy policy was postponed from last year under HR advice as the TCS ER restructure process was already underway. No questions. All <b>APPROVED</b>.</p> <p><b>Action: GW to add approved policies to Trust website and advise Heads.</b></p>	<b>GW</b>
3/8.5	<p><b>Admissions Policies for 2022-2023:</b> KQ confirmed that Trustees saw these policies pre-consultation. They have been through the Devon consultation process which the Trust buys into and attention was drawn to the helpful summary from Andrew Brent, Policy Officer, on the changes. The policies have been scrutinised by the LGBs and are recommended to the Trust Board for approval today. Unanimously <b>APPROVED</b>.</p> <p><b>Action: Confirm to Andrew Brent at Devon County Council, and ask him to send appropriate policy to Diocese for their approval.</b></p>	<b>KQ/GW</b>
3/8.6	<p><b>Code of Conduct for Governors and Trustees:</b> This is linked with the recommendations from the 2020 Governance Review action plan. It has been put together by GW and KQ and is largely the NGA approved model. Questions invited. None received so moved to approval. Unanimously <b>ACCEPTED</b>.</p> <p><b>Action: GW to circulate and add to website.</b></p>	<b>GW</b>
3/9.1	<p><b>Governance Review:</b> KQ updated the action plan and highlighted changes in yellow for ease of reference. Note only one action now still red which is a skills audit for TCS LGB governors which is going out today now that more governors have been recruited.</p>	
	<p>TS thanked everyone for attending the meeting and confirmed he is speaking to Heads this week and Chairs in half term. TS would appreciate it if Trustees could have discussion with him at some point in the next month.</p> <p>There being no further business the meeting closed at 11.20 am.</p>	