

# Braunton Learning Cooperative Trust



| Member name      | Type    | Representing      |    | In attendance | Apologies |
|------------------|---------|-------------------|----|---------------|-----------|
| Jeremy Cooper    | P       | ACCT              | JC |               | Y         |
| Faye Bowler      | P       | Braunton Academy  | FB | Y             |           |
| Vacant           | P       | Braunton Academy  | -  |               |           |
| Anthony Wainer   | F       | Caen Primary      | AW | Y             |           |
| Sam Page         | F       | Caen Primary      | SP | Y             |           |
| Alison Smith     | F       | Georgeham Primary | AS | Y             |           |
| Julian Thomas    | P       | Georgeham Primary | JT | Y             |           |
| Briony Tuohey    | F       | Kingsacre Primary | BT |               | Y         |
| Claire Cole      | F       | Kingsacre Primary | CC | Y             |           |
| Alun Dobson      | F       | Marwood Primary   | AD | Y             |           |
| Liz Quick        | F       | Marwood Primary   | LQ | Y             |           |
| Brad Bunyard     | F       | Southmead Primary | MS |               | Y         |
| Nick Plumb       | F Chair | Southmead Primary | NP | Y             |           |
| In Attendance:   |         |                   |    |               |           |
| Natalie Stanbury |         | Company Secretary | NS | Y             |           |

| Trust Board Meeting<br>Monday 3rd October 2022, 6pm, Southmead Primary School |  |
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| Item  | Detail   |
| 1.  | <p><b>Welcome and Apologies</b><br/>Apologies were sanctioned as above.</p> <p>Reminder of our core responsibilities as trustees:<br/> <a href="https://drive.google.com/open?id=1o-WUvhwhNDDaV5owl0fdYakX-2bYKWe5">https://drive.google.com/open?id=1o-WUvhwhNDDaV5owl0fdYakX-2bYKWe5</a></p> <p>Our aims as an organisation are here:<br/> <a href="https://www.brauntonlearningcooperativetrust.org/about">https://www.brauntonlearningcooperativetrust.org/about</a></p> |
| 2.  | <p><b>Declaration of Pecuniary Interests</b></p> <p>To note any changes or new interests to the published register. Board members must declare an interest and leave the meeting when the appropriate item is dealt with.</p>  |

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|    | No new declarations reported.  |
| 3. | <p><b>To elect a Chair and Vice Chair</b></p> <p>The resignation of Nick Plumb was noted. Trustees thanked Nick for his time and dedication to the role of Chair for the last three years and the role he has played in the initial first three years of the Trust. There were no nominations received for the role of Chair at the meeting. Trustees agreed to appoint Nick Plumb to the role of Chair for the duration of this meeting. Trustees noted, with greater accountability one of our main priorities going forward, it would be preferable for the position of Chair to be filled by a non- head trustee. It was discussed that future succession plans could include the expectation that Trusteeship for non-head trustees could include a year as Chair. This would also ensure a healthy turnover of Trustees in the role of Chair.</p> <p>Trustees agreed the appointment of Sam Page to the position of Vice Chair following his self-nomination at the meeting.</p> <p><b>ACTION:</b> NS to liaise with non-head Trustees to progress nominations for the position of chair with the expectation the position will be filled at the next meeting.</p> |
| 4. | <p><b>Appointments</b></p> <p>Trustees noted the resignation of Mark Juby and thanked him for his time, dedication and commitment to the role and to the wider community over a number of years – he will be greatly missed.</p> <p>To formally appoint the following people as Trustees to the board:<br/>Update regarding the vacancy at Branton Academy – the new chair will be appraised of the work of the BLCT and a replacement found by the next meeting.</p> <p>To formally appoint the following people as Foundation Governors on individual boards:<br/>Sam Perrin - Marwood Primary School<br/>Tom Moore - Caen Primary School</p> <p>Trustees agreed the appointment of the above to the role of Foundation governors.</p>   |
| 5. | <p><b>Agree the minutes of the Trust meeting held on 01.02.22 and 29.06.22</b></p> <p><a href="#">01.02.22</a><br/><a href="#">29.06.22</a></p> <p>Minutes were agreed as an accurate and true record.</p> <p><b>Matters Arising from the previous meeting:</b></p> <p>ACTION – NS to update Foundation governor register as appropriate. Complete.</p> <p>ACTION - NS to circulate the Trust Improvement Plan. Complete.</p>  |



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|    | <p>ACTION – NS to circulate minutes of the previous meeting for approval via email and to be ratified at the next meeting. Complete.</p> <p>ACTION – NS to publish draft minutes on the website as soon as they are available. Complete and ongoing.</p> <p>ACTION – NS to prepare a written statement for the promotion of Trust membership to the constituencies outlined in our articles. Ongoing.</p> <p>ACTION – NS to clarify adequate arrangements are in place for the remuneration of a Company Secretary. Discussed under item 11.</p> <p>ACTION – NP to chase Stone King solicitors regarding the land and asset transfers. Discussed under item 11.</p> <p>Trustees noted the recent OFSTED inspection having taken place at Marwood Primary School. We await the publication of the inspection report.</p> <p><b>Items bought forward by the chair</b></p> <p>Fay Bowler discussed plans to increase capacity to 840 pupils at Braunton Academy, this will enable a building work to provide 6 new classrooms. This means the Braunton Academy will be able to accommodate bubble years where the cohort is larger than PAN without having to officially increase the PAN. This will also improve the quality of the teaching and learning offer in future years. Trustees were encouraged to respond to the consultation in order that support for the proposals is recorded by as many governors and parents within the BLCT community.</p> <p><b>ACTION:</b> Heads to coordinate the release of details of the Braunton Academy capacity consultation on Friday 7<sup>th</sup> October to parents.</p> <p><b>ACTION:</b> All governors to respond to the Braunton Academy capacity consultation</p> |
| 6. | <p><b>To agree key Trust documents</b></p> <p>Review the Memorandum of Understanding and agree:<br/> <a href="#">MOU BLCT 2022</a></p> <p>Trustees agreed the Memorandum of understanding. Future revisions were discussed to strengthen the terms in the MOU to underpin our plans to hold each other to account more stringently, to provide professional challenge and offer external eyes. This is a key theme in this year's Trust Improvement Plan.</p> <p>Review Foundation Governor Induction Information:<br/> <a href="#">Foundation Governor Induction Information</a></p> <p>Trustees agreed the induction information will be sent to chairs to be passed to new Foundation governors upon appointment.</p>  |
| 7. | <p><b>To agree the dormant accounts made up to 31/08/2022 and make arrangements for submission to Companies House</b></p> <p><a href="#">Accounts made up to 31.08.22</a></p> <p>Trustees agreed the dormant accounts.</p>  |



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|     | ACTION: NS to submit the dormant accounts to Companies House.   |
| 8.  | <p><b>To receive an update from Julian Thomas regarding managed partnership</b></p> <p>Julian reported the managed partnership with the Academies for Character and Excellence is supporting Georgeham in many ways. There have already been a number of visits both to ACE head quarters and ACE schools. The school is benefitting from a dedicated school improvement adviser provided by ACE. Julian reported that support is already providing opportunities for change, reflection and on-going improvement with a particular focus on achieving outstanding teaching and learning in the classroom.</p> <p>Alison Smith reiterated the commitment of the governing board of Georgeham to the BLCT. Thanks were given for the swift response made by the BLCT to the call for managed partnership organisations. The decision was governed by a number of factors and the strong response made by the BLCT was impressive and to be congratulated. Alison noted the many ways in which the BLCT are supporting Georgeham through its current offer. Ultimately, it is hoped the managed partnership will further strengthen Georgeham's position within the Trust and enable them to continue to be an active contributor to the Trust. The commitment to the BLCT is not and will not be diminished by the decision to enter a managed partnership with ACE.</p>   |
| 9.  | <p><b>To receive the Trust Impact Report and agree</b><br/> <a href="#">Trust Improvement Priorities 2022-2023</a></p> <p>Trustees discussed the impact report and agreed the content providing there are no amendments following receipt of the written report.</p> <p>ACTION: Trustees to read and suggest amendments where necessary prior to publication on the website.</p> <p>Trustees agreed the priorities outlined in the plan were in line with discussions. They asked that the priorities would be written into a plan and will include key outcomes and impact in order to measure the success of our plans.</p> <p>Trustees discussed the current capacity for school improvement in the primary maintained sector. It was noted the current offer for school improvement is becoming less financially viable both on the part of the local authority and in terms of schools financing a school improvement adviser themselves. Trustees were encouraged to attend the funding consultation in order to ensure school improvement is scrutinised through that particular lens. Trustees agreed and reiterated that external scrutiny is an important part of continuous improvement, in addition to our renewed focus on school to school accountability within the Trust.</p> <p><b>ACTION:</b> Heads to explore options going forward for employing an external scrutiny partner for school improvement.</p> |
| 10. | <p><b>To receive an update on the Trust Action Plan and discuss items where shared agreement would benefit</b><br/> <b>Term dates and placement of two week half term</b></p> <p><b>Authorisation of absence and consensus around fines for unauthorised absence</b></p>  |



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|     | <p>Trustees discussed further alignment in terms of absence policy and sanctioning of absence. All schools agreed that no holidays are currently authorised, in line with national policy. Fining of unauthorised absence varied. Trustees discussed the renewed focus by the Department for Education on attendance and the requirement for attendance from September 2023. Trustees also agreed that it would be sensible to align the message given to families regarding authorisation of holiday and expectations for attendance. It was important, in addition to abiding by DfE policy, that all schools continue to forge healthy relationships with families, enlisting Early Help and the Education and Welfare Officer where needed in order to ensure we continue to support families struggling with attendance. It was noted that advice from the Welfare Officer based at Chivenor had confirmed that service families do not automatically receive authorised holiday.</p> <p><b>ACTION:</b> NP to ask the Chivenor welfare officer to provide a statement regarding holiday authorisation for service families.</p> <p><b>ACTION:</b> All individual governing boards go discuss the proposed draft attendance policy when available from Devon County Council and agree to adopt a consensus regarding attendance and holiday absence authorisation.</p> |
| 11. | <p><b>Business Arrangements</b></p> <p>Arrangements to fund Trust Activities</p> <p>The Trust will continue to fund Trust activities individually. Devon County Council have acknowledged that this arrangement can continue so long as Academy funds are not held within a maintained school budget line. Services can continue to be invoiced on a case by case basis.</p> <p><b>ACTION:</b> SP and NS to discuss the arrangements for remuneration of Company Secretary as appropriate.</p> <p>Update on Land and Asset Transfers – these are ongoing and discussions continue between all parties.</p>   |
| 12. | <p><b>Summary of Positive Impact</b></p> <p>What have we discussed today to improve outcomes for children in our schools?</p> <p>Review of the previous academic year's impact and agreement of priorities for the coming academic year.</p> <p>Strengthening our offer in terms of accountability within the Trust and as a whole.</p> <p>Re election of Vice Chair and plans to appoint a Chair at the next meeting.</p> <p>Appointment of Foundation governors to the boards of Caen and Marwood – ensuring the values and work of the Trust continue to be promoted at school level.</p> <p>Plans to further alignment of within the Trust regarding our policy on attendance and absence authorisation and in particular unauthorised holiday.</p> <p>Arrangements in place for a Trust response to the capacity consultation for Braunton Academy.</p>   |



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|     | Agreement of key Trust documents, including the Memorandum of Understanding, dormant accounts made up to 31.08.22 and the Trust Impact and Improvement Plan – ensuring we continue to fulfil our responsibilities. |
| 13. | <b>To agree dates for a spring and summer term meeting.</b><br><br>30 <sup>th</sup> January 2023, 5pm Southmead School<br><br>26 <sup>th</sup> June 2023, 5pm, Southmead School                                    |

**ACTION:** NS to liaise with non-head Trustees to progress nominations for the position of Chair with the expectation the position will be filled at the next meeting.

**ACTION:** Heads to explore options going forward for employing an external scrutiny partner for school improvement.

**ACTION:** Heads to coordinate the release of details of the Braunton Academy capacity consultation on Friday 7<sup>th</sup> October to parents.

**ACTION:** All governors to respond to the Braunton Academy capacity consultation.

