

# Braunton Learning Cooperative Trust

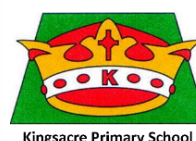


Trust Board Meeting Minutes			
Date/Time	04.11.20 1.30pm	Location	Virtual, via Zoom

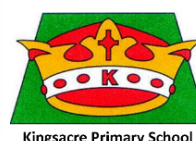
Member name	Type	Representing		In attendance	Apologies
Jeremy Cooper	P	ACCT	JC		Y
Mick Cammack	P	Braunton Academy	MC	Y	
Mark Juby	P	Braunton Academy	MJ		
Sonia Grant	F	Caen Primary	SG	Y	
Sam Page	F	Caen Primary	SP	Y	
Alison Smith	F	Georgeham Primary	AS		Y
Julian Thomas	P	Georgeham Primary	JT	Y	
Briony 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 Wednesday 4 <sup>th</sup> November 2020, 1.30pm, via Zoom	
Item	Detail
1.	<p><b>Welcome and Apologies</b></p> <p>Apologies were sanctioned from Briony Tuohey, Alison Smith, Liz Quick and Jeremy Cooper.</p> <p>Reminder of our core responsibilities as trustees:  <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:  <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>

	<p>Nick Plumb added Governor at Braunton Academy to his declared interests.</p> <p>ACTION - All governors to review their current declared business interests via Google Form to be sent out by Natalie Stanbury</p>
3.	<p><b>Appointments</b></p> <p>To formally appoint the following people as Trustees to the board: Brad Bunyard – Co-Chair of Southmead Governing Board, Trustees noted the appointment</p> <p>ACTION – Natalie Stanbury to send out the relevant paperwork to Brad Bunyard and update Companies House with details of the appointment.</p> <p>To formally appoint the following people as Foundation Governors on individual boards: Tom Barfield – Marwood Primary School Sarah Nichols – Southmead Primary School Margaret Robinson – Southmead Primary School</p> <p>Trustees appointed the above as foundation governors within their respective boards for a period of four years from the date of today’s meeting.</p> <p>ACTION- Natalie Stanbury to liaise with the relevant governing board clerks to ensure eligibility to serve paperwork is in place.</p> <p>Trustees agreed the re-appointment of Nick Plumb as Chair for one year.</p> <p>Trustees discussed the election of a Trustee to a vice chair position. It was agreed this would be discussed and actioned at the next meeting in the spring term.</p> <p>ACTION – All trustees to consider self-nominations for the position of vice chair.</p>
4.	<p><b>Agree the minutes of the Trust meeting held on 03.10.19</b></p> <p><b>Minutes are here:</b> <a href="https://drive.google.com/open?id=1PopYJm3_FYhzD_Y7S1HzLU5BsleQYvE">https://drive.google.com/open?id=1PopYJm3_FYhzD_Y7S1HzLU5BsleQYvE</a></p> <p><b>Trustees agreed the above minutes as an accurate and true record.</b></p> <p><b>To note correspondence from HMRC and our response.</b> Correspondence has been received from HMRC regarding the submission of a company tax return. Following advice from the Cooperative Schools Network – a letter has been sent to HMRC to confirm our position as an educational Trust without its own funds and therefore exempt from the need to complete a tax return.</p> <p><b>Matters Arising from the previous meeting:</b> ACTION – NS to chase any outstanding register of business interest forms. <b>Complete.</b></p>



	<p>ACTION – JC to ask ACCT for information regarding contracts/service level agreements and method of invoicing etc. <b>Complete – NS to liaise.</b></p> <p>ACTION NS – to confirm the appointments of Foundation governors to individual boards. <b>Complete.</b></p> <p>ACTION – NS to email those with outstanding forms, collect the relevant information and oversee the registration as Trustees with Companies House. <b>Complete.</b></p> <p>ACTION – NS to circulate the MOU document as compiled by DM. Trustees to read and agree at the next Trust meeting in March. <b>Complete.</b></p> <p>ACTION - Heads to minute all meetings and share with Trustees via Google Drive. <b>Complete and ongoing.</b></p> <p>ACTION – NP to circulate Trust action plan. <b>Complete.</b></p>
5.	<p><b>To agree key Trust documents</b>  Memorandum of Understanding is here:  <a href="https://drive.google.com/file/d/16nSsWMyGG87orCrxoL7tjCqpyqgwHVLi/view?usp=sharing">https://drive.google.com/file/d/16nSsWMyGG87orCrxoL7tjCqpyqgwHVLi/view?usp=sharing</a></p> <p>Trustees agreed the MOU and to confirm the agreement by email and digitally signing the document via Google Drive.</p>
6.	<p><b>Receive an update on shared trust activities and impact for children</b>  Report on the impact of planned events and activities:</p> <p>The Trust strives to create an ethos of mutual support and transparency in working towards school improvement across schools within the partnership. This area is evident in the head to head support throughout the spring and summer terms in 2020. Meetings continued on a weekly basis and included the sharing of information. School to school support is also in place between subject leads.</p> <p>We continue to aim to improve progress and outcomes for all children, young people and staff by analysing data across the partnership to inform how we work and how we measure success. Work continues in this area, there will not be any published data for the 2019/2020 academic year but work will continue via planned moderation activities across schools and utilising the shared expertise with schools.</p> <p>We planned opportunities for all our children, young people, staff, leaders and governors to work and grow alongside one another, building positive relationships across a variety of curriculum and enrichment activities. Unfortunately, most of the planned enrichment activities due to take place in the summer term had to be postponed due to COVID19. The infant music festival took place and this offered pupils across our schools an opportunity to broaden their world by taking part in a large</p>



group performance along a current theme. It is hoped that all planned activities will be re-scheduled for sometime during this academic year, when circumstances allow. Sports activities took place at Braunton Academy, again giving pupils across our schools an opportunity to broaden their skills and work in larger groups. Staff across our schools took part in a curriculum planning session. This offered an opportunity to share ideas, pool resources and offer school to school support. Moderation activities will continue into this academic year where possible, drawing on the expertise of staff and subject leads across our schools. There continues to be an appetite with individual governing boards to form a governor to governor support group to share best practice, information and resources. Joint community activities took place for charity across the schools.

We identify teams across the partnership to share subject expertise in curriculum, training and 'business' areas of school life so that we take advantage of economies of scale. Head to head support continues in the form of weekly virtual meetings. Subject leaders in each school are in contact, joint curriculum planning is in place as mentioned above and moderation events will continue. Membership of CSNET continues and it is hoped we can take advantage of offers on energy pricing in the future. Discounted access to an online programme for school councils has been negotiated should schools wish to participate for the benefit of their pupils. Governor to governor support is planned to begin. The Trust continues to look for ways to develop smart solutions to staff CPD, without putting additional time pressures on staff and as a result we continue to plan for some shared CPD time could be gained through synchronising INSET days across the school calendars where possible, building on the success of our shared curriculum planning session. Participation in the Devon wide shared inclusion project (funded as a pilot by the Devon Education Fund) was made easier for our schools as a result of the formal partnership being already established, at the time of writing 5 of our Trust schools will be taking part. In terms of collaboration, the Trust remains in a healthy position by virtue of the formal arrangement in place.

We continue to build additional partnerships with supportive organisations, to encourage our communities to be outward-looking. Discussion has continued in this area and appropriate organisations have been approached and it is hoped we will continue to grow our membership to benefit our children and the experiences we can offer as a result.

The Trust does not hold any funds and therefore there are no accounts due at this AGM. Ongoing discussions will continue regarding the funding of Trust activities.

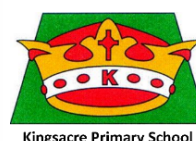
7. **To receive an update on the Trust Action Plan progress –**  
Trust Action Plan is currently being updated.

ACTION -Nick Plumb to share an updated summary and plan for 2020/2021

8. **Update on Trust Website**  
Our website address is: [brauntonlearningcooperativetrust.org](http://brauntonlearningcooperativetrust.org)



	<p>Trustees present agreed to the publication of their name and business interests on the Trust website.</p> <p>Information and photos of our activities have been published and this continues to be updated.</p> <p>ACTION – Natalie Stanbury to ensure Trustee details are published to the Trust website.</p>
9.	<p><b>To discuss possible candidates for corporate membership</b></p> <p>Approaches have been made to North Devon Theatres who were initially very keen to become corporate members, having planned to appoint an education officer. The onset of COVID19 has halted communication. Tyspane Health Care have also been approached with similar problems regarding communication as a result of COVID19.</p> <p>ACTION- to ensure corporate membership is discussed and actioned at the next meeting.</p>
10.	<p><b>Business Arrangements</b></p> <p>Arrangements to fund Trust Activities:</p> <p>Trustees discussed financial arrangements and the funding of activities. It was agreed the Trust would continue to self-fund, with Caen Primary School holding the budget line and invoicing any cost out to individual schools – e.g. the employment of the company secretary.</p> <p>Update on Land and Asset Transfers:</p> <p>Following an update from Stone King Solicitors – we await action from Devon County Council in order to progress any land and asset transfers further. Land and asset transfers to remain on the agenda until complete</p>
11.	<p><b>Summary of Positive Impact</b></p> <p>What have we discussed today to improve outcomes for children in our schools, with our 6 core duties as trustees in mind?</p> <p>The Trust continues to strive to fulfil its aims and values via the implementation of the Trust plan. Summary of activities and planned activities can be found above.</p>
12.	<p><b>To agree dates for a spring and summer term meeting:</b></p> <p>Tuesday 9<sup>th</sup> March, 5pm, venue TBC</p> <p>Tuesday 6<sup>th</sup> July, 5pm, venue TBC</p>



ACTION - All governors to review their current declared business interests via Google Form to be sent out by Natalie Stanbury

ACTION – Natalie Stanbury to send out the relevant paperwork to Brad Bunyard and update Companies House with details of the appointment.

ACTION- Natalie Stanbury to liaise with the relevant governing board clerks to ensure eligibility to serve paperwork is in place.

ACTION – All trustees to consider self-nominations for the position of vice chair.

ACTION -Nick Plumb to share an updated summary and plan for 2020/2021

ACTION – Natalie Stanbury to ensure Trustee details are published to the Trust website

ACTION- to ensure corporate membership is discussed and actioned at the next meeting.

