



Board of Trustees/Directors

Minutes

Monday 10th February 2025

4.00pm

Held in person at Landscope School House and online via Microsoft 'Teams'

Attendance: Cheryl Mathieson (Chair) Nicky Dunford (CEO)
 Paul Waterworth (PW) Christopher Norman (CN)
 Kate Evans (KE) Dominic Course (DC)
 Graeme Scott (GS) Ben Thorne (BT)
 Christine Cottle (CC) Max Thomas (MT)
 Matt Matthew (MM)

In Attendance: Charlotte Roe- Governance Professional (GP)
 Lizzie Lethbridge- Director of Education (LL)- for item 3.
 Andy Keay- Director of School Improvement (AK)- for item 3.

Minutes: Nicol Bush- Clerk to the Trust

No	Item	Action
1.	Welcome and apologies	
2.	Declarations of interest There were no new declarations brought forward	
3.	SIMS MIS Data System The DoE and the DoSI gave a detailed presentation to the Trustees on the new data system and the following points/questions were highlighted: - <ul style="list-style-type: none"> AK mentioned that there had been technical issues while switching schools to the new data system, but they were now on track. AK explained the categories and breakdowns of the demographics across the Trust, including gender, SEND, and children in care. LL advised that the software could filter by Hub and groups of schools, as well as isolate individual schools. The SEND picture was being built and focused on, particularly speech and language, followed by social, emotional, and mental health. AK mentioned that the inclusion hub could use the breakdown to identify where to target support. LL added that this information also fed into the CPD provided across the Trust and into the strategic plan. <p><i>The Trustees asked if the software could provide a national average. AK confirmed that it could, allowing the Trust to compare their figures to national figures.</i></p> <p><i>The Trustees asked if Ofsted had access to the software? AK said the software was for internal use only.</i></p> <ul style="list-style-type: none"> AK explained the breakdown of data for EYFS, KS1, KS2, phonics screening etc. <p><i>The Trustees asked if the system would give an automatic flag if there was a concern?</i></p>	

	<p>AK mentioned that there wouldn't be an automatic flag; instead, it was the EIT's responsibility to flag issues. LL noted that this was included in the assessment milestone check processes planned for the EIT agendas. AK also shared that while the data was live, it wasn't fully accurate yet, and there was still work needed to finalise the outstanding schools' data input.</p> <p>AK confirmed that the change in roles with the school hubs had been beneficial, leading to more natural updates as the team regularly visited the schools. LL added that the hubs could better understand the schools by visiting more frequently, allowing for targeted support to be assigned.</p> <p>The Chair thanked LL and AK for their in-depth presentation and highlighted that it had answered some of the questions that were previously raised on data.</p>	
4.	<p>Any other business</p> <p>There was no other business brought forward to the meeting.</p>	
5.	<p>Approval of meeting minutes from 16th December 2024</p> <p>The Trustees approved the part I minutes as a true record and they were signed by the Chair electronically.</p> <p><i>Part II minutes were circulated separately by the Chair after the meeting. These were approved by the Trustees and signed by the Chair,</i></p>	
6.	<p>Matters arising from 16th December 2024 not on the agenda</p> <p>6.1- DCEO SIMs report on data analytics</p> <p>The DCEO said that the report was on track but would be completed following the setup of the new data system, as discussed in item 3.</p> <p>6.2 - CEO to identify responsible person within the Trust to monitor Home-schooling reasons</p> <p>The CEO said that as the previous attendance officer had resigned, the Trust were currently looking for staff to fill the position.</p> <p>6.3 - Sexual harassment policy discussed at Academy Headteacher meetings</p> <p>The CEO confirmed that she had presented the policy to the Academy Heads at their last AH meeting, who had agreed to discuss it with their staff in their school staff meetings.</p>	
7.	<p>Trust Risk Register</p> <p>The Trustees had a robust and lengthy discussion around the Risk register, its process and content, and the following comments were made: -</p> <ul style="list-style-type: none"> • The Chair reminded the meeting that it had been agreed to move the Risk register item higher up the agenda, to reflect its importance in informing discussions during the meeting. • There were currently 5 risks showing for Board consideration: - Trust Growth, reputation and competition, strategic risks, governance risks and policy management, which were all green. <p>The Chair noted that the financial situation did not currently appear as a risk for the Board of Trustees meeting. The DCEO mentioned that certain financial risks were assigned to specific committees and advised that the live document should be readily available for future Board meetings. <i>The Trustees questioned whether pupil outcomes being below national average, and a lack of detailed insight into outcomes data, should also be considered a major risk.</i></p> <p>The CEO added that the risk register needed further scrutiny, especially the RAG rating for the risks, and categories to be included. The Trustees agreed that the risk register required a thorough review.</p> <p>The CEO stated that the CEO, DCEO, and other relevant staff would conduct a deep dive into the risk register. The CEO also advised that she would start refining the risk register to ensure school risks were included.</p> <p><i>The Trustees asked about the risk review dates and whether the risks were being reviewed regularly enough.</i> The Chair expressed that the risks should be reviewed at every meeting.</p>	CEO
8.	<p>Chief Executive Officer's Report</p> <p>The CEO's report had been circulated prior to the meeting and questions were taken.</p> <p><i>The Trustees questioned why it was necessary to move a school to a different hub so early in the new hub arrangement. Had the support each school needed not</i></p>	

	<p><i>been considered when the new hub arrangements were planned as changing a school's line management and sources of support mid-year could be unsettling.</i></p> <p>The CEO explained that the two Newton and Teign schools had been paired from the outset and Widecombe, Ilsington, and Moretonhampstead were part of the Wray Valley. The school in question had started working more closely with Ilsington as they were not that far in distance and could share expertise etc. The planned move was to formalise this arrangement, but the CEO acknowledged that there had been a geographical oversight during the initial planning of the hubs.</p> <p>There were no further questions brought forward.</p> <p>Part II was taken</p>	
9.	<p>Trust Growth</p> <p>Part II was taken</p>	
10.	<p>Audit Committee</p> <p>The next Committee meeting was scheduled for 6th March 2025 and so there were no minutes to note. The Chair of the Committee noted that the internal audit visits in relation to the review of communication had been delayed due to a change in staff as a result of maternity leave. He explained that a new staff member would be observing Board, S&C and F&GP meetings as part of the audit and would also ask to speak with some Trustees.</p> <p>In addition, a change to the original schedule of audits for the year had been suggested. Rather than carry out an audit of due diligence, it was proposed to change the focus to financial sustainability as this was currently a more pertinent issue. The Trustees agreed to this change in audit direction.</p> <p>There were no questions brought forward.</p>	
11.	<p>Finance & General Purposes Committee</p> <p>The minutes from meeting held on 31st January 2025 had been circulated prior to the meeting. The Chair of Committee noted that the deficit recovery plan had been the focus of the meeting, and this had already been covered earlier.</p> <p>There were no questions brought forward.</p>	
12.	<p>Remuneration Committee</p> <p>The next meeting was scheduled for 21st March 2025 and so there were no minutes to note.</p> <p>The CEO mentioned that analysis of the recent staff wellbeing survey had not yet been completed, but feedback would be shared at the next Remuneration Committee and Board of Trustees meetings once it was available.</p>	
13.	<p>Standards & Curriculum Committee</p> <p>13.1 The minutes of the meeting held on 4th February 2025 were not available for the meeting and so the Chair of the Committee provided a verbal update. The Chair shared that the meeting had received a good first safeguarding report from the new CPOMS system. Safeguarding was a strength for the Trust and the report had highlighted that it was more about refining best practice rather than addressing any significant weaknesses. The meeting had focused on attendance for both children and staff and had also carried out a deep dive into English, and phonics in particular. Discussion had continued about SEND children and being able to show improvement and it was hoped that this information would be forthcoming soon. The full minutes would be circulated as soon as they were available. There were no questions brought forward.</p> <p>13.2 Local Boards</p> <p>The Chair noted that any issues raised had been dealt with by the GP via email and there were no issues outstanding to be brought forward to the meeting.</p>	
14.	<p>Governance</p> <p>14.1 Update</p> <p>The formal paperwork for EDEN in support of Paul Waterworth's appointment as a Foundation Director for a second four-year term from January 2025 still needed to be finalised. The GP agreed to follow up.</p> <p>14.2 Local Advisory Committees</p> <p>The GP requested permission for the Moorland LAC to appoint two Foundation governors for the two CofE schools as the existing Foundation Governor would not have capacity to cover two schools.</p> <p>14.3 MAT Governance Self Evaluation</p>	GP

	<p>The GP reminded Trustees to complete the MAT Governance Self Evaluation form. The Chair noted that she and the CEO had recently met with the Diocese - Sue Lockwood, Christina Mabin and Jo Hunter - at Littleham school for a general update on the Trust. The Chair said that it had been a very useful discussion and that it was clear from what was said that the Diocese held the Trust in high regard.</p>	
15.	<p>External Inspections 15.1 Ofsted: Harbertonford CofE Primary School 15.2 Ofsted: Bearnas Voluntary Primary 15.3 SIAMS: Wolborough CofE Primary School</p> <p>The Chair updated the meeting on the recent Ofsted and SIAMS inspections, the details of which had been included in the CEO's report. <i>The Trustees asked why there was more detail on the process and response of the school and inspector for SIAMS than for Ofsted. It was noted that it would be useful to have this level of summary for all inspections as it gave insights not captured in the reports. Were there any lessons to learn for other schools or the central team?</i> The CEO responded that SIAMS was much less formal and more general feedback was given at the final meeting. Ofsted were much less detailed in their formal feedback as what they said needed to be quality assured before it was finalised. She commented that she provided in her report all the information she could, but it was just a different approach between the two. The Chair shared some additional information from the Ofsted inspections based on what she had seen, including a comment from one of the inspectors as to how professional and knowledgeable one of the governors had been. However, she agreed that SIAMS appeared more open with feedback throughout the inspection. Additionally, the Chair praised the Governor who had stepped in last minute for the one of the Ofsted inspections. There were no further comments or questions brought forward to the meeting.</p>	
16.	<p>Safeguarding 16.1 Update on CPOMs reports GS noted that he had met with Alex Waterman recently and had a very successful strategic meeting. He explained the style and content of the report from the new CPOMS system. The report was designed to be less anecdotal and more data driven to capture some of the key policies and practices in place. Links to other documents had also been incorporated into the report. Further tweaks would be made to the report once all academies were on CPOMS. The Trustees thanked GS for the concise and thorough report and asked for thanks to be passed also to the safeguarding team. No further comments or questions were raised. 16.2 CEO to highlight any issues The CEO mentioned that there were a couple of issues, but they were being managed.</p>	
17.	<p>Health and Safety The CEO said there were no updates for the meeting.</p>	
18.	<p>Strategic Plan Growth and Capacity - Max Thomas (Deferred to the next Board of Trustees meeting)</p>	CLERK
19.	<p>Policies for approval The following policies have been reviewed and updated and are presented for approval: 19.1 Standards & Curriculum Committee</p> <ul style="list-style-type: none"> • First Aid Policy 2025 • Missing Pupil Policy and Procedure 2025 • Curriculum • Teaching and Learning (policy not yet available) <p>The Trustees approved each of the above policies. 19.2 Admissions Committee</p> <ul style="list-style-type: none"> • 2026 Admissions Policies <p>The Chair explained that Devon County Council annually drafts the policies, which are then reviewed by the Trust's HROM and AHs before being sent to the Admissions Committee for review in the Autumn term. They then go out to consultation via Devon County Council. There had been no challenges during the</p>	

	consultation period and so the policies were now ready to be determined by the Board. The Trustees approved the policies.	
20.	Evaluation of governance impact The CEO highlighted that moving the Risk register higher up the agenda was a success.	

The meeting ended at 6.20pm.