

Meeting Minutes of Full Trustee meeting 9th November 2020 7pm – Zoom meeting

Present: Alistair Mack, Andrew MacLellan, Andrew Read, Cheryl Lowe, David Farrer, Gill Ambrose, Janet Bunker, Keith Carne, Marguerite Roberts, Matthew Pettifer, Stewart Taylor, Tricia Pritchard, Isobel Rawlinson (Director), Sarah Helme (Finance Officer & Admin), Victoria Goodman (Events)

- 1) **Opening Prayer** led by ST
- 2) **Apologies:** Andrew Day and Richard Summers. Ruth Adams - did not attend
Declaration of Interest – Nothing new (refer to conflicts of interest register)

3) Minutes of last meetings (20th May 2020) / Outstanding actions

The minutes were approved as an accurate account of the meeting. There were no questions about the minutes from other committee meetings. Outstanding actions either completed, ongoing or on the agenda. Those ongoing are the Risk Register which is being discussed at F&P and the Trustee Handbook which is being reviewed as part of the annual Safeguarding review.

- 4) **AOB** – None

5) Items for discussion

a) Overview of activity during lockdown

It has been a challenging year for schools and those that we provide grants to as well as the trust. The impact of lockdown has meant that normal activities ceased, and social distancing / bubbles have prevented normal delivery from September, when schools reopened to all year groups. Everyone is working hard to deliver education and services in new ways as the pandemic continues.

b) Funding priority discussions for 2021

CSoC Schools

St Lukes – GA

Low number of pupils following poor Ofsted as well as competition with University primary school. The school has great spacious grounds which is a USP to focus on for attracting parents, as well as the church ethos. Areas for development include the early years provision and additional IT.

St Pauls - AMack

Low numbers of pupils following last Ofsted and competition with private schools and lack of overseas lecturers' children in current pandemic, but school still aiming to maintain 7 forms. A lot of work has taken place and would expect a 'Good' at next Ofsted inspection.

Trustee and staff name abbreviations

Alistair Mack – AMack, Andrew Day – AD, Andrew MacLellan – AM, Andrew Read – AR, Cheryl Lowe – CL, David Farrer – DF, Gill Ambrose – GA, Janet Bunker – JB, Keith Carne – KC, Marguerite Roberts – MR, Matthew Pettifer – MP, Richard Summer – RS, Ruth Adams – RA, Stewart Taylor – ST, Tricia Pritchard – TP, Isobel Rawlinson – IR, Sarah Helme – SH, Victoria Goodman - VG

School numbers have declined, IR updated the meeting to say Helen had found that the number of children in school catchment were much higher than those attending the school, more is needed to understand why children are choosing an out of catchment school.

St Philips - AM

Numbers are 30 less than capacity. High needs within school with 25% children eligible for free school meals, 25% with English as a second language and 15% have additional needs. Lots of work at school since last inspection with a focus of writing and support for upper KS2, school expects 'good' at its next Ofsted. The nursery has moved under the school vs LA run this year. Plans to expand this provision but difficult to open more hours before children in place to fund this, an area where the trust might be able to help. High staff turnover (due to moves and promotions) means a new team which is developing. The Governing body continues to development and build relationships with the school following the IEB. AM feels that additional Foundation Governor training is required. The impact of COVID-19 on school continues as all except for the nursery has had to close at the weekend due to confirmed cases. The mixed year group bubbles have meant 1 case closes 2 year groups.

Park St – IR (due to no link Trustee present)

IR referred to the report provided by AD, the school is coping well with COVID-19 impact, the CSoC supported staff member is providing additional teacher capacity and focusing on RE provision following last SIAMS inspection. MR felt the new reception is a bit clinical. Sarah has mentioned a Mosaic project which might provide a wow factor on entering the school.

AR highlighted the link between the schools decreasing numbers and budgets. KC said that the school development plans and link trustee reports helps the trust to understand schools issues so we can understand where school needs will be to help with funding requests.

AM discussed an idea of forming a school support group with the CoC link Trustees to look at priorities next year, this would need to reflect the work that IR already does with CSoC Heads. All agreed this should be progressed. **Action: AMac/IR to follow up**

Support to CSoC appointed Foundation Governor was discussed as they are key to supporting the Christian ethos of our Trust schools. **Action: IR to explore a zoom session**

IR/Heads meeting feedback

IR summarised the key themes discussed at her last Heads meeting. All reported falling pupils' numbers, the poor are getting poorer and COVID-19 has impacted staff and pupils. The Heads would like to merge the Hardship and Core Grant. All have issues with property, Dan from, Bidwells will be having conversations with heads to understand each school's needs. They want to explore the idea of 'Brand CSoC' to help sell the USP of the Church Schools. KC commented that we need to ensure our schools are performing well before we promote them. All agreed that IR should work up an overall 2021 support plan for consideration at the December Executive meeting. **Action: IR to provide school support plan to Executive**

Spirituality

Several meetings have taken place and a work plan for 2021 will be presented at the Exec meeting. CL wanted to remind everyone of the success of the commissioned Class based Collective Worship pack to help children deal with the pandemic from a Christian perspective. The grants for Children and Young peoples work will be reviewed next week and work continues to find new ways to deliver in a virtual / social distanced manner. The group is looking at additional resources for research work next year. **Action: report to Executive**

Grants

Many of these have been impacted by the pandemic and funds not spent. The agreed principle is to extend these grants into 2021 to allow them to be used, if a request is made. All existing

grants have been contacted and updates/requests will be considered by the Executive in December. **Action: IR update/provide requests to Executive**

c) 2021 meeting structure and dates

In response to discussions at the September Executive, a plan has been developed for 2021 with less formal meetings and more working groups (F&P, Spirituality Schools group – to be developed). This involves all trustees be involved in a work group to support the operational aims of the charity and increase their knowledge and engagement. All groups would then report into Exec / Full Trustees meetings. The meeting welcomed the plan but asked that terms of reference be provided and a list of who is sitting on which working group along with an update to the trust rules. The revised meeting schedule, list of groups plus term of reference should be reviewed by the Executive and then circulated to all.

Action: IR/AMac to review and provide updates to the Executive

DF left the meeting at 8.45

6) Operational standing items

a) Directors report – annual review

Further to the report produced IR pointed out the amount of work that has taken place on the schools with LCVAP funding and thanked Rachel Lamb for all her work to enable this. Substantial work has taken place on the website and KC commented on the improvement. Ideas for sharing information trust activity each year were discussed. Previously a report was created. GA had an idea for a CSoC Christmas card with key points to be sent to heads and Foundation Governors. It was felt this should be a real card vs a virtual card.

Action: IR to explore if this is possible this year

b) Safeguarding update

No incidents have been reported. SH explained that all staff have carried out training over the year. Training and a conference attended have highlighted actions to consider as part of the annual review. These are being formed into a plan with CL and IR.

Action: CL / SH to update Executive and feedback to next Full trustees

7) Matters to report

a) 2020 spend vs budget

No questions were asked about the spend document. AR asked about if there were any concerns over income for 2021. AM explained that the portfolio is performing well and invested in UK and international so should not be impacted by Brexit.

b) Grant reports

None to share due to limited activity during pandemic. IR provided an update on a further extension of the GSM grant (agreed by Exec) due to underspend as the Education Officer - Becky has been furloughed since March. A plan for her to work 9 hours a week Dec – Oct is being discussed.

8) AOB - None

Next meeting - 19th January as per timetable discussed in the meeting

The meeting finished with grace at 9:05

Appendix 1 - actions from this and previous meetings

Meeting date	Action	Update
8.11.20	AMac/IR to follow up on school support group idea	
8.11.20	IR to explore a zoom session for Foundation Govs	
8.11.20	IR to provide school support plan to Executive	
8.11.20	Spirituality report for 21 to Executive	
8.11.20	IR update/provide grant requests to Executive	
8.11.20	IR/AMac to review meeting dates and provide updates to the Executive	
8.11.20	IR to explore if CSoC review or Christmas card is possible this year	
8.11.20	CL / SH to update Executive on Safeguarding review and feedback to next Full trustees	
21.1.20	AM and SH to look at Trustee handbook and report back any amends	Ongoing
21.1.20	IR and SH to review further simplifications of text (Risk register)	Dec Exec