

**Circulation Date: 2 September 2020**

**The Bath and Mendip Partnership Trust ("the Company")**

**Company number 07728112**

**MEMBERS' WRITTEN RESOLUTION**

Pursuant to Chapter 2 of Part 13 of the Companies Act 2006, the Members of the Company propose that the following resolution is passed as a special resolution (**Resolution**).

**SPECIAL RESOLUTION**

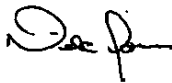
1. That the registered name of the Company be changed to "**The Partnership Trust**" pursuant to Section 77 Companies Act 2006.
2. That within 15 days of the date of the Members' Resolution to change the name of the Company, the Directors of the Company file the relevant paperwork at Companies House.

**AGREEMENT**

Please read the notes at the end of this document before signifying your agreement to the Resolution.

The undersigned, a person entitled to vote on the Resolution on the above circulation date, hereby irrevocably agrees to the Resolution:

Signed by John Nick Jones (known as  
Nick Jones)



\*R8VP6LZ6\*

RC2 2410912020 #9  
COMPANIES HOUSE

Date

..... 16 September 2020

**NOTES**

1. If you agree to resolution, please indicate your agreement by signing and dating this document where indicated above and returning it to the Company using one of the following methods:

**By Hand:** delivering the signed copy to a director of the Company or the Company's secretary at the below address

**Post:** returning the signed copy by post to the Company Secretary, The Bath and Mendip Partnership Trust, Fosse Way School, Longfellow Road, Radstock, Bath BA3 3AL

**E-mail:** by attaching a scanned copy of the signed document to an e-mail and sending it to [svernau@thebathandmendippartnershiptrust.com](mailto:svernau@thebathandmendippartnershiptrust.com).

If you do not agree to the Resolution, you do not need to do anything: you will not be deemed to agree if you fail to reply.

2. Once you have indicated your agreement to the Resolution, you may not revoke your agreement.

**3. Unless, by 28 calendar days after the circulation date sufficient agreement has been received for the Resolution to pass, it will lapse. If you agree to the Resolution, please ensure that your agreement reaches us before or during this date.**

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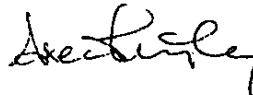
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Signed by Steve Murphy



Date

16 September 2020

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Signed by .....

On behalf of the Diocese of Bath and Wells



.....  
Date ..... 16<sup>th</sup> September 2020.....

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**TRUST BOARD****MINUTES**

<b>Meeting</b>	Trust Board	<b>Date:</b>	2 September 2020
<b>Venue:</b>	Fosse Way School	<b>Time:</b>	9.40am
<b>Attendees:</b>	Nick Jones (NJ); Chris Nye (CN); Phil Marten (PM); Peter Turner (PT); Fiona Randle (FR); Steve Murphy (SM); Richard Denning (RD); David Tilling (DT); Belinda Deery (BD)		
<b>In attendance :</b>	Emily Massey, CEO (EM); Suzy Dinning, Trust Business Director (SD); Steve Cooke, Prospective Trustee (SC); Julian Myers (JM); Sam Vernau, Clerk to Trust Board (SV)		
<b>Apologies:</b>	Dawn Wilde (DW)		
<b>Absent:</b>	Phil Marten (PM)		
1.	<b>Welcome and apologies (NJ)</b> DW apologies accepted. Welcome to BD, SC, and JM, applicants for a position as a Trustee (see agenda item 5 below) This meeting is a 'single agenda' item meeting to ensure that Trustees are satisfied with the arrangements in place for the full opening of schools at the start of the academic year.		
2.	<b>No business interests (NJ)</b> None to declare		
3.	<b>AOB (NJ)</b> None		
4.	<b>Minutes of last meeting and matters arising (NJ)</b> Confirming that all actions carried out Recirculation of the Trust Central Services Brochure St Mary's School converted 01.08.20 Paulton Infants conversion delayed, land issue, aiming for 01.10.20. Approval of minutes of meeting		
5.	<b>Change of Name (NJ)</b> Following agreement at previous Board meeting regarding the change of company name to The Partnership Trust, in order to effect the Board should pass a resolution approving that a written resolution in the following terms to be sent to members : <ul style="list-style-type: none"> <li>- That the registered name of the company be changed to The Partnership Trust pursuant to section 77 Companies Act 2006.</li> <li>- That within 15 days of the members resolution to change the name of the company the Directors of the Company file the relevant paperwork at Companies House.</li> </ul> Thereafter, upon reporting to the Board that the written Resolution has been passed, it is agreed that the Chairperson is to instruct the Company Secretary to: <ul style="list-style-type: none"> <li>- Make all necessary and appropriate entries in the books and registers of the Company.</li> <li>- arrange for the following to be filed at Companies House:               <ul style="list-style-type: none"> <li>(a) A copy of the Written Resolution.</li> <li>(b) The relevant form NM01.</li> <li>(c) The fee in respect of the change of name</li> </ul> </li> </ul>		

Signed:

Chair of the Board

Dated: 22 September 2020

	<ul style="list-style-type: none"><li>- Arrange for the display and disclosure of the new company name as and when necessary at the Company's office(s) and on the Company's stationery.</li></ul> <p><b>Proposal of resolution: NJ , seconded DT; unanimous approval of all Trustees present</b></p>
6.	<p><b>Board composition (NJ)</b></p> <ul style="list-style-type: none"><li>- Interest invited for positions of Chairs of Audit and Standards Committee – please contact NJ/SV</li><li>- Trustees have, via e mail agreed to the appointment of BD, SC and JM as new Trustees.</li><li>- Safeguarding checks have been completed for BD, formal appointment effective from today's date.</li></ul> <p><b>Proposed NJ – appointment of BD as a Trustee. All Trustees present in agreement</b></p> <p>Safeguarding checks for JM and SC are in progress. Anticipated that will be in position for formal appointment at next meeting. Formal approval of appointment of BD (DBS is through)</p> <p><i>(welcome to Fiona Randle 9.56)</i></p>
7.	<p><b>Articles (NJ)</b></p> <ul style="list-style-type: none"><li>- Thanking all Trustees for the completion and return of appropriate documentation. New Articles are now formally adopted and in place.</li></ul>
8.	<p><b>Opening of Schools (NJ/EM)</b></p> <p>Trustees using the Confederation of School Trusts framework for decision making for Trust Boards on the full opening of schools as a template to guide through the various areas that Trustees should be reassured about concerning the wider opening of schools.</p> <p>EM outlining the process for the Risk Assessments which have been influenced by the work carried out for wider opening in May and June and documentation from DfE and other guidance. Risk assessments are 'living documents' which will be reviewed at least weekly.</p> <p>Draft Risk Assessments were prepared by each Headteacher and shared with their Leadership Partner for 'quality assurance' before being shared with staff and Governors for comment. Final Risk Assessments will be placed on the shared Governor drive for all schools. Sample shared with Trustees today include Nunney, Fosse Way, Farmborough and Hayesdown.</p> <p>Q: Heads may be nervous about the opening, do you have a helpline for Heads?</p> <p>A: All Heads have a Leadership Partner with whom they have a close working relationship. Heads can go to Leadership Partner or CEO and staff can go to their Headteacher or central Trust.</p> <p>Q: Is there any change to the Trustees' liabilities due to Covid 19?</p> <p>A: There is no change to the liability.</p> <p>Q: Ventilation – there has been conflicting advice from Government, one was to keep all of the windows and doors open. Has there been consideration as to what will happen when the weather gets cold and impact on the budgets regarding heating bills.</p> <p>A: It is hoped that further guidance will be provided as the winter months approach and risk assessments will continue to be reviewed in line with that advice and practicalities depending on the school site.</p> <p>Q: A lot of hard work has gone into the Risk Assessments, there appears however to be no 'high risk' areas, is that correct reading?</p> <p>A: Yes, because of measure that are in place, however risk assessments will continue to be reviewed and there may be changes.</p> <p>Q: Looking at the checklist, we are asked to consider the use of catch up funding but understand that you cannot do this until the diagnosis has been carried out. The plan for catch up needs to be meaningful.</p> <p>A: Yes, this will be presented more detail at Standards Board on 22 September, plans are in place for the diagnostic process and potential outcomes.</p> <p>Q: It would be useful on 22 September if we could have an idea of where the learning catch up needs to be in place.</p>

Signed:



Chair of the Board

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A: On the 22 we will be able to give you further detail of our planning, Trust Leaders will not have carried out their assessments until week beginning 5 October to allow children to be welcomed and more familiar with setting (lessons learnt from the partial reopening indicated that children needed some time to settle to provide an accurate assessment of where they were in their learning and readiness to learn).

Q: Are all schools happy with the timescales?

A: Yes discussed at length with Trust Leaders who came together towards the end of the summer break.

Q: What are the current expectations regarding parental confidence and therefore attendance.

A: Expecting attendance by all in line with DfE Guidance. Know that there will be some parents more concerned and cautious. School will be taking pragmatic approach to encourage and support return to school, building confidence to show schools safe. All schools have been communicating with parents regularly, communication has included processes and procedures and changes that have been made to the school.

Q: Are you expecting to have a full staff complement?

A: We have very few staff who are not returning. For those staff that are anxious or who are returning from shielding, individual return to work assessments are being carried out with their line manager to establish their concerns and to work with them to alleviate them, these will be then be reviewed. The number of staff not currently returning is minimal and will not have an impact on opening, learning or budgets

Trustees considering the Confederation for School Trusts Checklist. Requesting that details of areas that were particularly challenged be highlighted.

- Health and Safety – incorporated into risk assessments, guidance all shared and followed. There are clear procedures should an adult or child fall ill. Advice and guidance from the local health protection team will be followed in the event of a case at a school.
- Contingency planning will be provided by all schools by 15 September and come to the next Board meeting (reflecting the most up to date guidance/advice from the DfE)
- Transport: This has been complicated, in particular in relation to the two special schools who a significant number of children coming in on transport. Schools have worked with BANES and Somerset to ensure that where possible children can come in with bubbles (Somerset). BANES are not able to do that, but the schools have a series of controls in place when children come off of the bus. In the mainstreams schools, Marksbury has been impacted and where possible bubbles are maintained on transport. There will always be cross contamination where there are siblings, but this is about reducing the risks and taking all steps that we can to minimise this. Some parents are choosing not to send children on transport, this may impact on traffic on school sites and again, this is something that will be reflected in the reviews of school's risk assessments.

Q: Press report concerns re air conditioning on public transport. Are there any actions that are being taken? A: The mini buses that the schools use are quite old and more reliant on the windows.

- Pupils and Parents – All families have received communication from school outlining changes to ensure that they are as confident as possible, messages from schools are welcoming, positive and reassuring regarding the changes which will not stop us delivering a curriculum in as familiar environment as possible. Parents and pupils have been sign posted since lockdown regarding welfare as well as posters to parents to show what would happen if there were a confirmed case or suspected case within school in addition to setting out to parents their responsibilities in relation to informing the school.
- Workforce and HR – all schools can open with appropriate staffing in place. Return to work assessments to support staff that are anxious or returning from shielding.

Q: Are schools carrying out a 'pulse survey' to see how staff are feeling? .

A: Some are and examples will be shared with Trust Leaders. Mental health and well being of staff is well considered and reflected in risk assessment

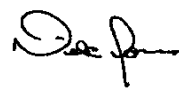
Signed:



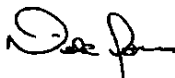
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Dated: 22 September 2020

	<ul style="list-style-type: none"><li>- Curriculum and timetabling – Recovery curriculum plans will be updated and shared for the first Standards Committee of the academic year (September 22)</li><li>- Contingency planning on local, bubble and national lockdowns - schools all have their own arrangements in place. Contingency planning will be shared with the Board at their next meeting.</li><li>- After school provision : acknowledged that to support parents in return to workplace, wraparound care needs to return. This is being carried out in line with guidance and risk assessments.</li><li>- Policies and procedures – all schools have looked at their policies and added appendices to their policies where needed, for example, Health and Safety Policy and Safeguarding policies have been revised Covid 19 Appendix included (see agenda item 8 below)</li><li>- School kitchens, supply chains and contracts – all children will be able to have a hot meal if they require one either free school meal or choice. School kitchens are compliant with guidance for food business on Covid 19 and appropriate Risk Assessments in place. Logistical changes have been required to seat all children for meals, including for example, staggered starts to meals, eating in space other than the dining room etc.</li><li>- Communications- team and whole staff meetings continue via Zoom/Microsoft teams. Staff have seen and commented on the Risk assessment. Communication is effective within schools and across Trust Leaders/Trust Executive.</li></ul> <p>Q: What is the volume of parent enquiries which find their way to the CEO ?</p> <p>A: there have been 3 concerns as well as numerous positive correspondence from parents at several different schools regarding the communication from schools.</p> <ul style="list-style-type: none"><li>- Educational impacts – To be discussed further at the first Standards meeting of the year. All children will be receiving a full curriculum with some adaptations</li><li>- Financial impacts – To be discussed further at the first Audit meeting of the year, including consideration of the financial impact of Covid 19, eg loss of income through breakfast and afterschool clubs where staff are employed and for those schools that provide others with a hot meal service. EFSA letter with changes for key dates has been circulated to Trustees.</li><li>- Accountability environment – Awaiting clarification on various matters to come through from the DfE. Are not expecting Ofsted inspections in usual way but they could ask schools if they would like to volunteer to be part of ofsted coming into schools to establish impact of covid, no reports in the usual way. FWS is generally asked to be part of the pilot from Ofsted. Trustees commenting that part of HMIs role is to advise government of the impact of its policies on schools and to be part of that project could have an impact on additional funding to schools by the Government, they would be a very different kind of visit and should not be expected to involve the same amount of work as a usual inspection.</li></ul> <p>All Trustees present confirming that they are content with the detailed documentation and explanations that have been given. Thanks passed to Trust Leaders and Leadership Partners who have been involved and an appreciation of the work that has been carried out to put in place comprehensive planning and risk assessments. .</p>
9.	<p><b>Policy Approval (EM/NJ)</b></p> <p>Two policies are before the Board as relate to the impact of Covid 19 and opening of schools:</p> <ul style="list-style-type: none"><li>- Safeguarding Policy –Safeguarding policy needs to be updated at least annually in line with Keeping Children Safe in Education. All schools bespoke the standard policy and the policy is appended with specifically in relation to Covid 19. Policy will return to Board on 22 following request for changes from Special Schools.</li><li>- Approval of the Health and Safety Policy – policy before the Board. Proposed by RD, seconded DT, all Trustees present in favour.</li></ul> <p>Q: How are policies communicated to schools and within schools?</p>

Signed:   
Chair of the Board  
Dated: 22 September 2020

	A: Trust Policies held centrally, circulated and on website. All staff are required to read a set of policies at beginning of each academic year/on employment, including safeguarding and child protection. The Trust produce a policy list with statutory and Trust requirements indicating responsibility either at Board or LGB level. Schools produce their own policy list and cycle based upon this and their own setting.
10.	<b>Trust Board Calendar (NJ):</b> Discussion regarding timing of Board meetings and need to balance the employment related demands on Trustees, workload of Executive; potential to use combination of Zoom and (when appropriate face to face) and varied meeting times. Review of timings to be considered at next meeting.
11.	<b>AOB (NJ)</b> None. End of meeting 11am.
<b>Decisions</b>	
<ul style="list-style-type: none"><li>- Approval of minutes of last meeting</li><li>- Appointment of BD as a Trustee</li></ul>	
<b>Actions</b>	
<ul style="list-style-type: none"><li>- Review of meeting times 20-21</li></ul>	

  
 Signed:  
 Chair of the Board  
 Dated: 22 September 2020



**FILE COPY**

**CERTIFICATE OF INCORPORATION  
ON CHANGE OF NAME**

Company Number **7728112**

The Registrar of Companies for England and Wales hereby certifies that  
under the Companies Act 2006:

**THE BATH AND MENDIP PARTNERSHIP TRUST**

a company incorporated as private limited by guarantee; having its  
registered office situated in England and Wales; has changed its name to:

**THE PARTNERSHIP TRUST**

Given at Companies House on **9th November 2020**



**Companies House**



**THE OFFICIAL SEAL OF THE  
REGISTRAR OF COMPANIES**