

SOUTH BANK MULTI ACADEMY TRUST

Minutes of the Meeting of the Trust Board
Held at Scarcroft School on Monday 13 February 2017 at 6.00 pm

Present: Trevor Burton (TB) Headteacher (Millthorpe School)
 Adam Cooper (AC) Headteacher (Knavesmire Primary School)
 Anna Cornhill (ATC) Headteacher (Scarcroft Primary School)
 Reuben Barrett (RB) Non-Executive Trustee
 Martin Frost (MF) Non-Executive Trustee
 Becky Guest (BG) Chief Finance Officer (part of meeting only)
 Andrea Preston (AP) Non-Executive Trustee
 Helen Priestley (HP) Non-Executive Trustee
 Edwin Thomas (ET) Chair of Trustees
 Nicki Mitchell (NM) Non-Executive Trustee

Apologies: Jon Stonehouse (JS) Non-Executive Trustee

In attendance: Lesley Buckley (LAB) Clerk to the Board of Trustees

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| 1 | <p>Welcome and Introductions</p> <p>The Chair welcomed everyone to the meeting. The agenda for today's meeting included hypothetical timings (in brackets) for each item. As far as possible we should try to keep to these timings, resulting in a meeting of no longer than three hours.</p> | | | | | | | | | | | | | | | | | |
| 2 | <p>Apologies for Absence and Declarations of Interest</p> <p>Apologies for absence received, with consent, from Jon Stonehouse.</p> <p>There were no declarations of interest.</p> | | | | | | | | | | | | | | | | | |
| 3 | <p>Minutes of the Trust Board meeting held 24 January 2017</p> <p>Item 7 Change pfs to PSF. Item 11 Insert 'followed by submission to the Education and Standards Committee' to the final sentence of the penultimate paragraph.</p> <p>Subject to the above changes, the minutes of the meeting held on 24 January 2017 were agreed as a true and accurate record and signed by the Chair of Trustees.</p> | | | | | | | | | | | | | | | | | |
| 4 | <p>Matters Arising and Actions</p> <p>Carried forward from 29 November 2016</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Action</th> <th style="width: 15%;">By Whom</th> <th style="width: 55%;">Action</th> <th style="width: 20%;">Date</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">Edwin Andrea Nicki</td> <td>Agenda Item 6d. Reviewed Risk Register and Action Plan. Report back to the 16 May Board meeting.</td> <td style="text-align: center;">16 05 2017</td> </tr> <tr> <td style="text-align: center;">4</td> <td style="text-align: center;">Trevor Becky</td> <td>Agenda Item 7. Centralisation of Finance Function. Update the Board at March meeting.</td> <td style="text-align: center;">14 03 2017</td> </tr> <tr> <td style="text-align: center;">7</td> <td style="text-align: center;">HTG</td> <td>Trevor to inform Companies House in March. HTG to look at process for Scheme of Delegation.</td> <td style="text-align: center;">14 03 2017</td> </tr> </tbody> </table> | Action | By Whom | Action | Date | 3 | Edwin Andrea Nicki | Agenda Item 6d. Reviewed Risk Register and Action Plan. Report back to the 16 May Board meeting. | 16 05 2017 | 4 | Trevor Becky | Agenda Item 7. Centralisation of Finance Function. Update the Board at March meeting. | 14 03 2017 | 7 | HTG | Trevor to inform Companies House in March. HTG to look at process for Scheme of Delegation. | 14 03 2017 | |
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Actions from 24 January 2017

| Action | By Whom | Action | Date |
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| 3 | Trevor | Trevor to submit an application to become an approved sponsor for schools as soon as possible. Included on 13 February Agenda. | 13 02 2017 |
| 4 | Edwin | Reviewed Statement of Principles to be put to Members for approval. Also to show the Principles to LGBs. <i>Members approved the changes we requested on the criteria for selection of new Members and three Trustees with educational experience. Edwin has taken other revisions to local governing boards.</i> Complete | 14 03 2017 |
| 5 | Edwin | Agenda Item 11. Edwin to select interview panel for the two new members. <i>The interview panel includes Edwin, Helen Priestley and Tanya Wheatley and interviews will be held on Thursday 16 February. Four applications have been received, but one candidate has withdrawn due to Related Party Transaction rules. Only one candidate applied as a result of advertising. Hopefully the successful candidates will be appointed on Friday 17 February and it would be good to have Trustees' formal approval to the appointments prior to sending to Members. Could Trustees please respond to Edwin's email (when sent) signifying their approval.</i> Complete | ASAP |
| 6 | Andrea | Agenda item 12. Agreement to the NGA on-line survey. Andrea to progress as reviewed. <i>We have signed up to the survey and Becky has received the invoice today. Lesley to circulate the link as soon as she has received it.</i> Complete | ASAP |
| 7 | Edwin and Nicki | Agenda item 13a. Edwin and Nicki to circulate a paper to governors detailing some of the major issues the MAT is addressing, and attend meetings of all LGBs this term. <i>Edwin and Nicki circulated a paper to governors, which worked very well. Feedback is that governors found it useful and helpful, and appreciated being linked in to the work of the Trust.</i> Complete | ASAP |
| 8 | HTG | Agenda item 13b. At Governor's Sub-committee meetings, Chairs to put forward anyone interested in joining our Committees. <i>Adam reported that he had a couple of volunteers from Knavesmire and he will chase up with a deadline of half-term.</i> Complete | ASAP |
| 9 | Edwin | Agenda item 14. Edwin to speak to CYC informing them that Trustees still believe the MUGA at Millthorpe is necessary to provide adequate outdoor sports space for the expanded Scarcroft school. <i>Edwin spoke to CYC along the above lines. Included on Agenda later.</i> Complete | ASAP |

Time Check - 6.25 pm

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Accounts and Auditors' Report (paper previously issued)

Trevor reported that the Accounts and Auditor's report had been scrutinised by the Finance and Audit Committee at their meeting on 7 February 2017 and subsequently approved by them. The report will be submitted to the EFA by the 21 February deadline (*since extended to the 28 February*).

Unfortunately our MAT branding could not be accommodated by the auditors throughout the whole report.

Edwin opened the meeting to questions or comments.

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| | <p>Becky needed the audit report and two letters of representation in the Trustees’ report signing by Trevor and Edwin, on behalf of the Trustees:</p> <ul style="list-style-type: none"> • Trustees’ Report Edwin (Chair of Trustees), confirming that the report was approved by the Board of Trustees on 13 February; • Governance Statement Trevor (Accounting Officer) and Edwin (Chair of Trustees), to confirm that The Trust’s financial controls conform with the requirements of propriety and good financial management; • Letters of Representation Trevor (Accounting Officer). <p>The above documents, duly signed, will be delivered by Becky to the auditors’ offices tomorrow, 14 February.</p> <p>Reuben thanked Becky, Trevor and all of the Finance Team for their considerable work and attention to detail, which had also been acknowledged by the auditors.</p> <p>Edwin had received an email today from BHP regarding a series of free Breakfast Seminars in Leeds at 8.00 am on the 1, 7 and 8 March to launch the Academies Benchmark Report 2017, should anyone be interested in attending. The seminars would be of interest to Headteachers, Business Managers and Trustees/Governors.</p> <p>A limited number of copies of the Benchmarking report had been distributed at the Finance and Audit meeting, as only a certain amount had been produced. Lesley to check whether a pdf copy is available.</p> | Action 1 |
| 6 | <p>Finance and Audit Committee Report (verbal update)</p> <p>The Finance and Audit Committee met on the 7 February, joined by Mike Jackson and Jonathan Verrier (BHP), in order to go through in detail the Annual Report and Financial Statements for the Financial period 16 March to 31 August 2016. As a consequence, there is very little to report, other than:</p> <ul style="list-style-type: none"> • the Trust will need to conduct two internal audits annually (Spring and Summer terms) and an annual audit in August; • BHP has offered to provide us with an internal audit tender document, albeit wide reaching, which we can scope to our requirements. <p>There being no further financial input required, Becky left the meeting at 6.30 pm.</p> | |
| 7 | <p>Standards and Education Committee Report (paper previously issued)</p> <p>Nicki reported that the Standards and Education Committee had also met last week, on the 6 February. The majority of the meeting took the form of RAISEonline data training provided by Adam and Trevor, covering both primary and secondary schools.</p> <p>The 2016 Standards Dashboard included in today’s papers had already been through their Committee meeting on 6 February and they welcomed any questions or comments.</p> <p>Comments included:</p> <ul style="list-style-type: none"> • Understand in principle only. A number of schools’ classifications are quite old now. Do these indicators give a direction of travel as to where those schools are heading? | |

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| | <ul style="list-style-type: none"> • The challenge is over three years. Measurements change, so it is hard to get a trend. • The significant point is that it replicates ‘this is where we are at, this is what we are doing about it’, noting our strengths and weaknesses. • In 2014-15 primaries knew how they were being measured in advance and what the indicators would be. In 2016 it was retrospective. 2017 we have an idea of the benchmarks. Makes predictions very hard. • The LA categorises its schools every year into 5 categories and all are category A ‘securely good or better’. They don’t match Ofsted categories, it is the LA’s opinion on a termly basis. • It is difficult at times to understand data and we should consider and discuss how much the Board wishes to delegate to Standards and Education. • It is nice to have openness but happy to delegate to the Committee. • The data is not easy to understand. Given our priority No 1 is education, data training would be extremely helpful. <p>Adam confirmed that he is happy to provide training, on an individual or group basis, upon request.</p> | |
| <p>8</p> | <p>Headteacher Group Report (paper previously issued)</p> <p>Child Protection Policy - Due to the short interval between Board meetings, Anna had nothing to report other than reviewing with Trustees the latest draft of the Child Protection Policy.</p> <p>Front Cover Remove the sections not relevant to your school. The Designated Safeguarding Lead information is very important.</p> <p>Point 1 Check that all these policies are required/in place.</p> <p>Point 3.2 Designated Safeguarding Lead - a Trustee suggested that the named person should have a separate bullet point. With regard to centralised MAT staff, the Designated Safeguarding Lead would be the person in the school they are either based in, or working in at that particular time.</p> <p>Points 4 and 5 Query as to whether the section on Objectives is required as it appears to be a repeat of Point 4 - Rationale? Trustees’ considered that the two sections differ, particularly the highlighted text (ie ‘this is what we will do, this is what we want to achieve’). Agreement to include both sections in the policy.</p> <p>Point 7.4 ‘Including Premises Staff’ to remain in the policy.</p> <p>Point 13.9 Contractors engaged in regulated activity - highlighted sections to remain.</p> <p>Point 19 Each governing board must comply with this and we should ask Headteachers to demonstrate their school’s compliance on an annual basis. To be dealt with at HTG level as it is a legal requirement?</p> <p>Anna reminded Trustees that there is an automatic procedure to be followed if an allegation is made by anyone against a member of staff (the formal procedure is referred to on page 21).</p> | |

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| | <p>Trustees felt that the policy must be easy to follow and consideration should be given to having Section 1 and the Safeguarding Leads as an appendix. However, best practice was seen as providing this information at the beginning of the policy for ease of accessibility.</p> <p>Lesley has sent the link to Trustees for online Basic Level Safeguarding Children training. Please undertake the training by the next meeting and send printed certificates to Lesley for filing.</p> | Action 2 |
| <p>9</p> <p>9.1</p> <p>9.2</p> | <p>Expansion of the MAT (papers previously issued)</p> <p>In support of Trevor’s update paper on the proposal to sponsor York High School, he wished to open dialogue both generally and specifically regarding:</p> <ul style="list-style-type: none"> • benefits to the education of our students - strategically would give us a bigger presence in York; • as a realistic prospect, we needed to be fully aware of potential risks and ensure that Millthorpe continues its positive trajectory; • benefits to staff across the MAT (ie increased opportunities for staff and succession planning). <p>Edwin, Nicki, Helen and Martin met with Millthorpe’s senior leadership team and had a useful, open and frank discussion regarding their thoughts on the proposal. In summary, whilst they had reservations, they unanimously felt that with the right structures in place, they could make a real difference to York High. They are aware of the challenges to them as a team, and Millthorpe, but equally felt a very strong sense of moral purpose.</p> <p>Presentations on the proposal have been made to Millthorpe staff at two full staff meetings when they were asked to submit any comments, questions or concerns anonymously. A summary of the responses has been included in the papers for today’s meeting.</p> <p>An Extra-ordinary Meeting of Millthorpe’s Governing Body had been held at the School on Wednesday 1 February 2017, attended by Edwin and Nicki, when Governors were given the opportunity to put forward their views on the proposal. Minutes of the meeting have also been included in the papers for today’s meeting.</p> <p>An in-depth discussion about the risks and benefits of sponsoring York High ensued. Trustees agreed that communication with stakeholders was key. They agreed that Millthorpe continuing its progress towards outstanding was an essential outcome for the success of the project.</p> <p>Edwin proposed that the Board approves Trevor’s recommendation, and timeline, to apply for sponsorship from the Regional Schools Commissioner to enable the Trust to sponsor York High School.</p> <p>Approved unanimously by both the Headteacher’ Group and Trust Board.</p> <p>Since the last Trust Board meeting, Edwin reported that he had received an email from the Chair of the Governing Body of a Church of England Primary School as they had expressed an interest in joining our MAT. As a Church school, in order to consider them joining us, we would need to change our constitution. We are unlikely to consider changing our constitution in the near future, which would in any case be a very lengthy process.</p> <p>Edwin asked Trustees whether they were in agreement to the response of ‘thanking the Church School for their interest, but at this point in time we were unable to accept an application’.</p> <p>Trustees agreed unanimously to Edwin’s approach.</p> | |

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| 9.3 | <p>Edwin had also received requests for basic information (brochure) on our MAT from two other primary schools. Edwin has arranged to meet their respective Chairs of Governors and will report back in due course.</p> | |
| 10 | <p>Sponsor Application (paper to be tabled)</p> <p>Trevor reported that he hoped we would have a draft for today's meeting but it was taking longer than anticipated. He was currently working with Anna on the draft and it needed to be submitted to the RSC by 24 February.</p> <p>A Trustee asked whether the application would become a public document. Trevor responded that whilst it is not be a public document, we would appear on an approved list of sponsors.</p> <p>The draft to be sent to Edwin for his comments shortly, prior to submission to the RSC.</p> | <p>Action 3</p> |
| 11 | <p>Scarcroft Expansion (paper previously issued)</p> <p>Edwin informed Trustees that he had attended a meeting with Maxine Squire and Mark Ellis of CYC a few weeks ago regarding additional primary school places for Micklegate. The report included with today's paper is the draft proposal for submission to the executive. Mark had sent the latest draft to Edwin earlier today, which was very similar in content.</p> <p>CYC are encouraging the Trust to consult with the community about where the Multi Use Games Area (MUGA) and additional parking should be sited at Millthorpe. It would be a full sized MUGA, available for use by a number of schools in the area, including Scarcroft.</p> <p>Edwin asked Trustees whether they would like CYC to project manage the whole of the works on behalf of the Trust. Following discussion, it was decided that the Board would put the project management out to competitive tender.</p> <p>Trustees agreed to the provision of a MUGA at Millthorpe School and to consult with the community on the siting of both the MUGA and additional car parking.</p> | |
| 12 | <p>Trust Principal (verbal update)</p> <p>Edwin informed Trustees that at this point in time, there was little to definitively report. The Headteacher Group was in the process of drawing up a job specification, to be shared with Edwin, Nicki and Andrea as the Headteacher Capacity Group. Trevor and Edwin were also working on timescales, with paperwork to be submitted for discussion and approval at the 14 March meeting. Once approved the post would be advertised, with interviews taking place shortly after the Easter holidays. The Governing Boards had already been consulted on the post.</p> <p>Trustees discussed in detail the scope of this important key role. They would be particularly interested in candidates with an educational background coupled with a broader management skills set. Trustees agreed that the Trust should not appoint if the right candidate isn't available at this stage.</p> <p>Various contracts were being considered, including fixed term, and whether the post should be full or part-time. Trustees agreed the contract should give the Trust maximum flexibility. As yet, the salary level had not been agreed.</p> <p>Trustees agreed that it needed to be an outward facing role, particularly with regard to expansion, and how we shaped the role effectively defined our MAT.</p> <p>Edwin confirmed that we had applied for a capacity grant.</p> | |

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| 13 | <p>Local Governing Bodies (verbal update)</p> <p>a) Communication Nicki and Edwin had attended GB meetings at Scarcroft and Knavesmire schools. Feedback received from Governors was that their presence and interest was both very positive and useful.</p> <p>b) Committee Membership</p> <p>Edwin sought approval from Trustees to the appointment of two new Governors at Scarcroft School:</p> <ul style="list-style-type: none"> • Anne Hurst co-opted Community Governor via the LA; • Samuel Healey co-opted parent. <p>Proposal unanimously approved.</p> | |
| 14 | <p>Communications from Official Bodies</p> <p>Included in today's papers was a letter Trevor had received from the EFA dated 17 January 2017 regarding the Condition Data Collection Programme. No discussion required; it was simply to keep everyone informed of communications received.</p> | |
| 15 | <p>Any Other Business</p> <p>15.1 Minuted under 'Confidential' status.</p> <p>There being no further business, the Chair declared the meeting closed at 9.05 pm.</p> | |

ACTIONS

| Action | By Whom | Action | Date |
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| 1 | Lesley | Agenda Item 5. Check with BHP whether a pdf copy of their Benchmarking report is available. | ASAP |
| 2 | All | Agenda Item 7 Undertake online training 'Basic Level Safeguarding Children'. Send printed certificates to Lesley for filing. | 14 03 2017 |
| 3 | HTG | Agenda Item 10 Draft sponsor application to be sent to Edwin for his comments prior to submission to the RSC. | ASAP |

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Chair of Trustees