

South Bank Multi Academy Trust

Trust Board

Minutes of the Meeting held on Tuesday 14 March 2017

6.00 pm at Millthorpe School (Library)

Present:	Edwin Thomas	Chair of Trustees
	Reuben Barrett	Non-Executive Trustees
	Martin Frost	
	Nicki Mitchell	
	Andrea Preston	
	Helen Priestley	
In attendance:	Trevor Burton	Headteacher (Millthorpe)
	Adam Cooper	Headteacher (Knavesmire)
	Anna Cornhill	Headteacher (Scarcroft)
	Rebecca Guest	Chief Finance Officer
	Lesley Buckley	Clerk to the Board of Trustees

1 WELCOME AND INTRODUCTIONS

- 1.1 Edwin welcomed attendees to this, our one year anniversary of the first MAT meeting held on 21 March 2016. At that point in time ten Trustees and three Members were in place, six of whom are still in their original positions.

2 APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

- 2.1 Apologies for late attendance had been received from Helen, Andrea and Adam. Due to work commitments, they may not arrive at 6.00 pm.
- 2.2 With effect from today's meeting, Jon Stonehouse had officially resigned as a Trustee of the MAT. Trevor to update Edubase and Becky to inform Companies House.
Actions 1 and 2
- 2.3 Both Anna and Trevor declared an interest in matters to be discussed under Item 13 of today's agenda.

3 MINUTES OF THE TRUST BOARD MEETING HELD 13 FEBRUARY 2017

- 3.1 Item 5: Second sentence should read “The report will be submitted to the EFA by the 21 February deadline (*since extended to the 28 February*)”.

Item 8: Penultimate paragraph, additional sentence added ‘However, best practice was seen as providing this information at the beginning of the policy for ease of accessibility’.

Item 11: Delete final sentence of second paragraph. Third paragraph to read “Edwin asked Trustees to consider 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.

Item 12: Final sentence of first paragraph should read “The Governing Boards had already been consulted on the post”.

Item 15.1: To be minuted under ‘Confidential’ status.

- 3.2 Subject to the above changes, the minutes of the meeting held on 13 February 2017 were agreed as a true and accurate record and signed by Edwin, as Chair of Trustees.

4 MATTERS ARISING AND ACTION PLAN

Matters Arising

- 4.1 At the beginning of March, an advertisement and job specification had been publicised in an effort to recruit three new Trustees to replace the three Headteachers stepping down due to changes in DfE policy. With a deadline of 24 March, as yet no applications had been received. Consideration should be given to advertising wider, on CYC’s website for instance. If Trustees are aware of anyone with senior leadership experience in teaching and education, who might be encouraged to apply, they should do so. Suggestions offered included:
- the Chair of Trustees of a MAT in Hull, and ex-Headteacher, who had hinted he might be interested in the role of Trustee;
 - in the Autumn Green Paper on Education, one of the strands talked about private schools becoming more involved in academies, or risk losing their charitable status;
 - a suggestion from one of Knavesmire’s Governors had been former CYC employees. HTG to liaise on this. **Action 3**
- 4.2 As agreed and previously discussed, each Academy would continue to use CYC’s Admissions Policy, as consulted on and facilitated by the local authority.

4.3 Following a successful advertising campaign, two new Members had been appointed by special resolution to join the Trust; supporting paperwork handed to the Clerk for archiving:

- Claire Antrobus - an independent arts professional working with cultural and educational organisations across the UK;
- Peter Quinn - former Director of Student Support at the University of York, who now runs an educational consultancy focusing on equality, diversity and inclusion in higher education.

Action Plan (Carried forward from 13 February 2017)

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

5 ELECTION OF CHAIR AND VICE-CHAIR (*paper previously issued*)

- 5.1 Edwin informed Trustees that both he and Nicki would like to continue in their present roles of Chair and Vice-Chair of the Trust and his accompanying paper set down principles for the process to be followed regarding election/re-election.
- 5.2 Trustees were asked if they considered the three scenarios reasonable and to consider whether a maximum term of office should be built in, as recommended in the Governors' Handbook, for example six years.

Trustees agreed to 6 years as the maximum term of office and the process approved unanimously.

5.3 6.35 pm *Nicki requested that Edwin leave the meeting.*

Nicki proposed that Trustees approve the existing appointment of Edwin as Chair to continue. Seconded by Reuben.

Proposal carried unanimously.

6.36 pm *Edwin asked to return to the meeting.*

5.4 6.37 pm *Edwin requested Nicki to leave the meeting.*

Edwin proposed that Trustees approve the existing appointment of Nicki as Vice-Chair to continue. Seconded by Martin.

6.38 pm *Nicki asked to return to the meeting.*

Proposal carried unanimously.

5.5 Trustees discussed whether the terms of office should run for one year from today or be married up to the academic year. **Trustees agreed that terms of office should be for one year from the date of this meeting.**

6.37 pm *Andrea joined the meeting.*

6 CHAIR'S 360° (*paper previously issued*)

6.1 Edwin thanked Trustees for completing his 360°. The messages received via feedback were both very clear and useful. From the summary page included in today's papers, it was noted that in the green box (how competencies are ranked), all Trustees had chosen the same top three competencies. The blue box scores how well the competencies are demonstrated. Responses indicated a good, healthy balance.

6.2 Items to work on included: length of meetings, delegation, setting deadlines with clear expectations and 'being able to say no'.

6.3 Edwin thanked Andrea for setting up the 360° process.

7 FINANCE UPDATE (*verbal*)

Becky reported that a lot of work had been covered since the last meeting and she would update the meeting via bullet points.

7.1 Centralisation

- The Finance and Audit Committee were due to meet on 27 March when a written proposal on centralisation would be discussed.
- Becky had met with the Headteachers of all finance staff concerned, as well as three finance directors of other MATs in York, in order to gain insight into their experience of centralisation.
- Becky had also met with Acomb and Woodthorpe schools to discuss centralisation in general terms only at this stage, although they were aware that it was happening and seemed comfortable with this.
- Becky had sought input from finance staff. They were largely positive and looking at how we could manage and work around things.

- 7.2 Capacity grant update. Becky reported that the Trust had been successful with this and as a consequence, 50% of the finance team's salary for one year (excluding the CFO's salary) and 50% of the Trust Principal's for the first two years in post, would be covered.
- 7.3 The accounts return had been completed and submitted to the EFA.
- 7.4 The bank reconciliation for February had gone well and everything was in place with the teams.
PSF seemed to be working as it should.
Monitoring reports were now being submitted to Headteachers.
The consolidated report would be submitted to the F&A Committee meeting on 27 March.
- 7.5 Becky was working on the due diligence of Acomb and Woodthorpe primaries, which she would submit to Adam and Anna. There was a substantial amount of work to be done within the two schools to convert them from a financial point of view (systems, funding, banking) and Becky would be working with them over the next two months. Alex Collins would assist with some of the contract work (to be discussed at the F&A Committee meeting).
- 7.6 **IT Procurement**
- Becky requested that the Board delegate IT procurement to the F&A Committee, which would enable a proposal to be presented at the 27 March meeting.
Proposal unanimously approved.
- 7.7 Anna reported that she had received an email from her IT Technician stating that he would like to offer his services to the MAT. Anna agreed to forward the email to Becky so that she could assess whether there was any scope for additional services.

Edwin thanked Becky for her update.

- 7.8 Edwin informed Trustees that ESG additional funding provided by the EFA (funding received per pupil to pay for additional needs) is to be abolished. Schools with academy status up to the 1 September, would receive a year's guaranteed amount. Therefore, if Acomb and Woodthorpe join the Trust before September, they would also receive an ESG grant. After this additional year, the funding will no longer be available.

8 HEADTEACHER GROUP REPORT *(paper previously issued)*

- 8.1 Anna ran through her report which reflected good news for Trustees. It was particularly exciting to see the teaching and learning project off the ground. A spreadsheet for Trustees is to be submitted to the Education and Standards Committee.
- 8.2 Scheme of Delegation will be discussed separately under Item 9.
- 8.3 The Business Recovery Plan is to be submitted to the F&A Committee.

8.4 Examples of letters written by two Y2 Scarcroft pupils to their friends at Knavesmire had been included in today's agenda pack. Being part of a MAT, with links to other schools, had given them a real reason to write and it was nice to see that children were boasting about having pen-pals in another school. A Trustee felt that it would be good to communicate such things to parents. The MAT needs to have a strong identity and impact on people. In due course, Edwin intended to put out a newsletter outlining the positive aspects of being part of a MAT.

6.55 pm *Adam joined the meeting.*

9 SCHEME OF DELEGATION *(paper previously issued)*

9.1 Anna informed Trustees that she would purely report on content that differed to that previously issued. The SoD was primarily for Trustees' use. Behind every line there had been quite a lengthy debate. As part of this process, input had been sought from the Headteachers of Acomb and Woodthorpe, which proved powerful as they now understood the thinking before they come on board.

7.00 pm *Helen joined the meeting.*

9.2 Trustees discussed the following:

- the definition of delegated and delegating responsibility, ie delegating the task not the responsibility;
- where accountability sits;
- processes to check consistency;
- forum for accountability, sub committees rather than the Trust;
- language check, eg schools/academies;
- agreement that financial and HR operational items are submitted to the F&A Committee.
- define what the school does, what does the MAT do? (which would be of interest to prospective schools).

9.3 The next step might be for the two sub committees to include on their agendas and bring back to the HTG, raising any queries. The Scheme of Delegation is based on a model put together by the Governing Body. Any major changes (other than formatting or inclusion of guidelines) would need to be submitted to the Governing Body for approval. Diarise for the F&A Committee meeting on 27 March and then back to the LGB.

9.4 Edwin thanked the HTG for producing such an excellent, large piece of work. There were two very small changes he would like to be made, which Anna requested be highlighted and emailed to her.

10 COMMUNICATION: MAT PROSPECTUS AND LOGO *(paper previously issued)*

10.1 Prospectus

The prospectus included in today's papers was very much a draft and new pictures would be available shortly. The prospectus had been through the HTG and was now ready for Trustees' comments/approval.

Comments received included:

- it does not 'sell' the Academy sufficiently;
- a little bit too technical and visually quite a lot of text;
- possibly needed to be more upbeat with a brighter tone;
- 'what the Trust will do for you' should be the first bullet point;
- as a Governor, does it get the pulse racing?
- we needed to be a bit more emotive - why choose us?
- sells autonomy too much;
- we are trying to create a collaborative ethos, inclusive environment of transparency and shared goals but this doesn't seem to come across;
- reduce our ethos and values to three or four key bullet points;
- would perhaps only be read once so needed to be concise and have impact.

Agreed that Edwin and Helen would go through the prospectus and then meet with Jonathan Deamer. Trevor to forward the text to Edwin and Helen. **Action 4**

10.2 Logo

Anna opened the discussion by stating that 'South Bank **Multi** Academy Trust' had been deliberately chosen as our company name. Multi had been dropped on a day to day basis, not legally, and should we therefore consider going back to using Multi? Two examples of our logo had been included in today's agenda pack.

Trustees pointed out that this had been raised in the past, initially when a survey of options favoured the existing logo aesthetically, with as few words as possible. It was also felt that dropping 'multi' made the logo 'manageable'. It was common not to have your legal name in the logo (it currently sits in the 'footer').

If our current logo is creating confusion and people are muddling us with someone else, there is a case for reverting back to using 'multi'; however, there needs to be strong case to do so as it is expensive. Contracts have been signed, bank accounts set up and signs produced, which would need to be changed. Branding needs to be professional and consistent. However, we may be able to change the website address?

Trevor to ascertain whether it would be easy (and the consequential cost) to change our website address. **Action 5**

11 LOCAL GOVERNING BODIES *(verbal)*

11.1 Edwin reported that two new Governors had been elected at Knavesmire School:

- Abigail Gaines (parent governor);
- Joe Maitland (parent governor).

Trustees approved both appointments, with terms commencing on the 20 March 2017.

11.2 Three volunteers would be joining our committees - two from Knavesmire and one from Millthorpe (two for Finance and one for Education).

It was agreed that Reuben and Nicki would speak to the volunteers and invite them to the next or following Committee meeting.

Edwin to email Reuben and Nicki the details in order that they can make contact as soon as possible. **Action 6**

12 YORK HIGH *(paper previously issued)*

Trevor had included York High's latest Ofsted report (January 2017) in today's papers to keep Trustees fully informed. The discussion around York High would necessarily be in depth and lengthy and a session had been dedicated to this at the forthcoming Away Day on 1 April 2017.

13 NEW JOB DESCRIPTIONS *(paper previously issued)*

13.1 Edwin tabled additional pages for the Trust Principal post, as this job description had been updated since distribution, and asked for comments on any of the job descriptions.

Discussion minuted under 'confidential' status.

13.2 The Head of School posts would need to be advertised by the end of this week. Edwin and the Headteacher Group tasked with progressing to advertisement.

Action 7

14 RECRUITMENT AND REMUNERATION *(verbal)*

14.1 Bearing in mind the content of this item, Edwin requested that Becky plus the three Headteachers leave the meeting at this point. He asked whether they wished to put anything to the Trustees before they left the meeting.

Anna wished to point out the following.

1. Her interest in the Trust Principal post would not be instead of her current post as Headteacher of Scarcroft, rather the application would be 'with both hats on'.
2. Anna confirmed that she had taken the opportunity to speak to both her staff and governing body prior to reaching this point, as she did not want either to feel uncomfortable with this. Anna was also mindful of the impact on her deputies. #
3. Anna had received no objections from either body of stakeholders.

8.40 pm *Becky plus the three Headteachers left the meeting.*

The remainder of this agenda item is minuted under 'confidential' status.

15 ANY OTHER BUSINESS *(verbal)*

There being no further business, the Chair declared the meeting closed 9.30 pm.

ACTIONS

Item	By	Action	Date
2.2	Trevor Becky	Actions 1 and 2 Resignation of Jon Stonehouse. Trevor to update Edubase in 13 days' time (after the RSC meeting) and Becky to inform Companies House.	30 03 2017
4.1	HTG	Action 3 Liaise on potential candidates for Trustee vacancies and post advertisement on CYC website.	ASAP
10.1	Edwin Helen Trevor	Action 4 Look at prospectus and then meet with Jonathan Deamer. Trevor to forward the text to Edwin and Helen.	ASAP
10.2	Trevor	Action 5 Look into whether it would be easy (and the cost) to change our website address.	ASAP
11.2	Edwin	Action 6 Email Reuben and Nicki contact details for the three new volunteers in order that they can make contact	ASAP

13.2	Edwin HTG	Action 7 Progress the Head of School posts to advertising by the end of the week.	17 03 2017
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Chair of South Bank Academy Trust