

SOUTH BANK MULTI ACADEMY TRUST

Minutes of the Meeting of the Trust Board held at Millthorpe School on Wednesday 13 April 2016 at 6.00 pm

Present:	Trevor Burton	Executive Trustee (Millthorpe School)
	Adam Cooper	Executive Trustee (Knavesmire Primary School)
	Reuben Barrett	Non-Executive Trustee
	Martin Frost	Non-Executive Trustee
	Nicki Mitchell	Vice Chair of Trustees
	Andrea Preston	Non-Executive Trustee
	Helen Priestley	Non-Executive Trustee
	Jon Stonehouse	Non-Executive Trustee
	Edwin Thomas	Chair of Trustees

In attendance: Lesley Buckley Clerk to the Board of Trustees

		Action						
1	<p>Welcome and Introductions</p> <p>The Chair welcomed everyone, particularly Reuben Barrett to his first meeting.</p>							
2	<p>Apologies for Absence and Declarations of Interest</p> <p>Apologies for absence were received, with consent, from Anna Cornhill (Executive Trustee - Scarcroft School).</p> <p>There were no declarations of interest.</p>							
3	<p>Minutes of the Trust Board meeting held on 21 March 2016</p> <p>The minutes of the meeting held on 21 March 2016 were agreed as a true and accurate record of the meeting and signed by the Chair.</p>							
4	<p>Matters Arising and Action Plan</p> <p>4.1 Matters Arising With regard to the 'slip and trip' claim against Millthorpe School made prior to 1 April 2016, lawyers checked the Commercial Transfer Agreement and confirmed that the responsibility for the claim rested with the Local Authority rather than a liability to be picked up by the MAT.</p> <p>A vote had previously been taken to change the name of the Company from SB to South Bank Multi Academy Trust and official confirmation had been received today of this change. No hyphen to be used in Multi Academy.</p> <p>4.2 Action Plan</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">By Whom</th> <th style="width: 50%;">Action</th> <th style="width: 25%;">Date</th> </tr> </thead> <tbody> <tr> <td>Edwin Thomas</td> <td>Confirm in writing the two year appointment of Trevor Burton as Accounting Officer.</td> <td>ASAP Complete</td> </tr> </tbody> </table>	By Whom	Action	Date	Edwin Thomas	Confirm in writing the two year appointment of Trevor Burton as Accounting Officer.	ASAP Complete	
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5	<p>Conversion Update</p> <p>Trevor Burton and Edwin Thomas gave an update post conversion.</p> <ul style="list-style-type: none"> • A congratulatory letter had been received from the DfE. • Letter received by individual Trustees from Companies House congratulating them on being appointed as a Director of the MAT together with a leaflet (Directors' duties). 	
5a	<p>Budget and Staffing</p> <ul style="list-style-type: none"> • GAG (General Annual Grant) funding for April credited to the bank account of each individual school. A fourth MAT bank account held the original grant paid pre conversion. • Individual schools preparing and agreeing budgets. • Becky Guest had met with Tim Priestley to look at the FMGS return. • City of York had withdrawn all monies from individual school bank accounts on the 31 March 2016 to settle any outstanding creditors. • P45s had been issued to all members of staff and assurances received that there should be no problems with April payroll. • The Board discussed whether vacancies should be advertised internally or across the MAT. It was felt that in principle, unless there was a clear reason not to do so, vacancies should be advertised across the MAT. It would send a very positive message and create greater opportunities. • In response to a request for guidance from the CFO, it was agreed that she should budget for a 1% increase for all staff salaries, and for the Trust to pay the 'living wage', as paid to existing employees of City of York. It was emphasised that these decisions were for budgeting purposes only, and that actual decisions on pay increases and adopting the living wage would be taken at a later date. 	
6	<p>Strategy: Principles and Framework</p> <p>It was felt worthwhile spending some time to think about the structure and what the MAT was set up to deliver. The Chair had circulated a document 'MATMath' to Trustees prior to the meeting with a hypothetical but realistic scenario for consideration. Helen Priestley presented a number of possible governance models that would respond to the issues raised by the scenario. The Board discussed decision-making within a MAT, how autonomy might work in practice and how to ensure objectives were met. It was felt that due to time constraints, this should be placed as a rolling item on future Agendas.</p> <p>6.55 pm Adam Cooper left the meeting.</p> <p>The Board agreed that Headteacher Group would be the critical decision making body, and Terms of Reference for this group needed to be written, addressing how decisions should be made.</p> <p>Headteacher Group to consider the Trust's decision making process, including different ways in which key decisions might be taken, and report back to the 15 June 2016 meeting.</p>	<p>Action 1</p>

<p>7</p>	<p>Strategy: Objectives and Priorities</p> <p>A paper 'To deliver an excellent education for every pupil' had been circulated to the Board for consideration. This outlines the Trust's core purpose, its strategic objectives, and its priorities for achieving those objectives.</p> <p>Approval granted for: Box 1 - Becky Guest to lead; Box 2 - Trevor Burton to lead; Box 3 - Headteachers Group to lead</p> <p>Trustees proposed various amendments to the document, to better reflect the value the Trust places on supporting and developing staff and governors.</p> <p>The Chair will revise the strategy document and bring to the next meeting for approval.</p>	<p>Action 2</p>
<p>8</p>	<p>Documents for Approval</p> <p>8a) Local Governing Body membership Proposal that all existing Governors at individual schools be appointed to the Local Governing Bodies of those schools, to continue in the positions they hold and to complete their existing terms of office. Edwin Thomas had discussed with each of the Governing Bodies and they confirmed that they were happy with the proposal.</p> <p>Proposal carried unanimously.</p> <p>Discussion needed around Governance arrangements: sharing; focusing; size of Governing Bodies; standards; peer support; good practice.</p> <p>8b) Subcommittee Terms of Reference (ToR) The ToR had been prepared by Browne Jacobson and checked by Edwin Thomas, prior to sending out to Trustees prior to today's meeting. Unless any Trustee had anything they wished to raise, it was proposed that the ToR be approved.</p> <p>Proposal carried unanimously.</p> <p>8c) Scheme of Delegation It was acknowledged that whilst this would require further clarification and amendment, it needed to be approved today in the form it had been approved by the Governing Bodies prior to conversion. We would then look at again in the future. It was proposed that the document be approved.</p> <p>Proposal carried unanimously.</p> <p>8d) Staff Contracts - All members of staff have existing City of York contracts:</p> <ul style="list-style-type: none"> • Teachers' contracts complied with School Teachers' Pay and Conditions; • contracts for Support Staff complied with National Joint Council. <p>At Trevor Burton's request, Andrea Preston had looked through the contracts and minor changes had been made. It was proposed that the contracts be adopted with Andrea's changes, and any other changes she and Trevor might deem necessary, subject to approval by lawyers.</p> <p>Proposal carried unanimously.</p>	<p>Action 3</p>

9	<p>Appointment of Responsible Officer</p> <p>The Responsible Officer is the person who is named as being responsible for certain internal audit functions, as well as making sure they are carried out effectively. As finance Trustee, Reuben Barrett proposed as Responsible Officer.</p> <p>Proposal carried unanimously.</p> <p>Reuben advised to speak to Becky Guest and Tim Priestley for advice on the role.</p>	
10	<p>Financial Management and Governance Self-Assessment</p> <p>A paper had been sent to Trustees in advance of the meeting, which had been updated with a RAG rating (red, amber, green). The paper detailed questions which needed responses and submission to the DfE within the first four months of becoming an Adademy in order for us to be FMGS compliant.</p>	
11	<p>Timetable of Official Submissions</p> <p>Becky Guest had produced key dates, which could be put into an ‘iCalendar’.</p> <p>Reuben Barrett requested that progress reports be produced from Trello if possible.</p> <p>Trevor Burton to produce iCalendar and investigate Trello reports.</p>	Action 4
12	<p>Document Sharing Arrangements</p> <p>As the meeting had run past two hours, it was decided to postpone this item until a later meeting.</p>	
13	<p>Logo and Letterhead</p> <p>One entry for a proposed logo had been received from Anna Cornhill. Various other options proposed by Millthorpe’s Communications Officer looked at. Reuben Barrett and Helen Priestley agreed to look at a MAT logo with the aim of bringing options to the next meeting.</p> <p>Trevor Burton to produce an appropriate email signature and letterhead footer including essential company information.</p> <p>Reuben Barrett and Helen Priestley to look at options for MAT logo. Trevor Burton to produce email signature and letter footer including essential company information.</p>	Action 5 Action 6
14	<p>Scarcroft Expansion Update</p> <p>Trevor Burton had put this item on the Agenda to ensure that everyone was aware officially of the latest position. City of York were in the process of undertaking a consultation to help meet the likely shortfall of 21 reception class places. This would involve some building work at Scarcroft which would require support from the Trust. It was now less likely that any building work would take place on the Millthorpe site which had originally been suggested. City of York will keep in touch with the Trust about this.</p>	

15	Any Other Business													
	Trevor Burton informed Trustees of the document sharing facility on OneDrive.													
16	Close and Future Meeting Dates													
	Edwin Thomas stated the venue was yet to be confirmed for Finance Training scheduled on <u>Thursday 28 April</u> 2016, not the 27 April as shown on the Agenda.													
	There being no further business, the meeting closed (9.10 pm), and it was noted that the next meetings of the Trustees would be held on the following dates.													
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Chair of Trustees

ACTIONS

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1	Headteacher Group	Consider the Trust's decision making process and report back to the 15 June meeting.	15 June 2016
2	Edwin Thomas	The Chair will revise the strategy document and bring to the next meeting for approval.	11 May 2016
3	All	Discussion on Governance arrangements: sharing; focusing; size of Governing Bodies; standards; peer support; good practice.	Ongoing
4	Trevor Burton	Produce iCalendar and investigate Trello reports.	ASAP
5	Reuben Barrett Helen Priestley	Look at MAT log options and bring to 11 May meeting	11 May 2016
6	Trevor Burton	Trevor Burton to produce an appropriate email signature and letterhead footer including essential company information. Martin Frost to advise on compliance with relevant legislation.	ASAP