

SOUTH BANK MULTI ACADEMY TRUST

Minutes of the Meeting of the Trust Board held at Scarcroft School on Tuesday 11 October 2016 at 6.00 pm

Present:	Trevor Burton (TB)	Executive Trustee (Millthorpe School)
	Adam Cooper (AC)	Executive Trustee (Knavesmire Primary School)
	Anna Cornhill (ATC)	Executive Trustee (Scarcroft Primary School)
	Reuben Barrett (RB)	Non-Executive Trustee
	Martin Frost (MF)	Non-Executive Trustee
	Nicki Mitchell (NM)	Non-Executive Trustee
	Andrea Preston (AP)	Non-Executive Trustee
	Helen Priestley (HP)	Non-Executive Trustee
	Edwin Thomas (ET)	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 to the meeting.</p>																	
2	<p>Apologies for Absence and Declarations of Interest</p> <p>Apologies for absence received, with consent, from Jon Stonehouse</p> <p>Adam Cooper advised that he had updated his entry on the Register of Business Interests indicating his relationship with a member of the school/MAT staff.</p> <p>There were no further declarations of interest.</p>																	
3	<p>Minutes of the Trust Board meeting held on 20 July 2016</p> <p>Under 7c Reserves Policy, 'light funding' should read 'lag funding'. Subject to this amendment, the minutes of the meeting held on 20 July 2016 were agreed as a true and accurate record and signed by the Chair of Trustees.</p>																	
4	<p>Matters Arising and Action Plan</p> <p>Edwin advised that there would be some jumping around on the order of agenda items.</p> <table border="0" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th style="text-align: left;">Action</th> <th style="text-align: left;">By Whom</th> <th style="text-align: left;">Action</th> <th style="text-align: left;">Date</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">1</td> <td style="vertical-align: top;">Trevor</td> <td>Trevor to produce instruction on Disclosure and Barring Service and submit to HTG for consideration. <i>Will be included within the Safer Recruitment Policy at the next Trust Board meeting.</i></td> <td style="vertical-align: top;">29 11 2016</td> </tr> <tr> <td style="vertical-align: top;">2</td> <td style="vertical-align: top;">Trevor</td> <td>Produce a contingency plan at school level. <i>Business teams to produce. In hand and should be available November.</i></td> <td style="vertical-align: top;">29 11 2016</td> </tr> <tr> <td style="vertical-align: top;">3</td> <td style="vertical-align: top;">Becky</td> <td>Becky to give thought to Finance Team contingency planning. <i>Becky had reported to Trevor via email the contingency plans in place for the Finance Team, which would involve staff working across the three schools as necessary. They would basically 'pull together'.</i></td> <td></td> </tr> </tbody> </table> <p>Complete</p>	Action	By Whom	Action	Date	1	Trevor	Trevor to produce instruction on Disclosure and Barring Service and submit to HTG for consideration. <i>Will be included within the Safer Recruitment Policy at the next Trust Board meeting.</i>	29 11 2016	2	Trevor	Produce a contingency plan at school level. <i>Business teams to produce. In hand and should be available November.</i>	29 11 2016	3	Becky	Becky to give thought to Finance Team contingency planning. <i>Becky had reported to Trevor via email the contingency plans in place for the Finance Team, which would involve staff working across the three schools as necessary. They would basically 'pull together'.</i>		
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	<p>4 All Members discussed which of the KPIs listed they would find useful and the timing of the information. Becky asked everyone to let her know via email what they would like to see and when. <i>Trustees felt that all the KPIs listed would be required. Becky to be informed by Lesley</i> Complete</p> <p>5 Trevor Write to the Chair of each LGB asking them to complete a current list of Governors together with a register of business interests for each. Edubase website to be updated and required information published on South Bank Trust website. <i>The information requested by Edubase is both intrusive and sensitive and Governors are reluctant to give the information. Trevor to upload a blank version and look at the response.</i></p> <p>6 Becky Becky to add a commentary to the Action Plan for questions 15, 22, 27 and 30 explaining why they are not 'done'. Complete</p> <p>7 All Edwin requests Trustees to read through 'the musts' carefully. Complete</p> <p>8 Trevor Discuss and agree a procedure for notifying Governors of new policies. Edwin Wider issue of communication. Also, which policies are set at Trust Board and LGB level and how we consult Governing Bodies.</p> <p>9 Trevor Submit Sponsor Questionnaire survey. Edwin Complete</p> <p>10 All Positive, good news to be communicated to stakeholders. <i>Newsletters / Millthorpeian at the end of term.</i> Complete and Ongoing</p> <p>11 All Read and note the Academies Financial Handbook. Complete</p> <p>12 Trevor Write to Chair of each LBG asking them to complete a current list of Governors plus register of business interests for each. Repeat of Item 5. Disregard.</p> <p>13 Edwin Look at dates for: Trustees' Away Day; future meetings. Complete</p>	<p>Trevor to update Board.</p> <p>ASAP</p> <p>As and when we have good news.</p>	
5	<p>FMGS Update</p> <p>Becky's Accounting Policies paper had been sent to Trustees in advance of the meeting for information and approval.</p> <p>Trustees had no comments to make and were happy to unanimously approve.</p>		
6	<p>Minutes of the Finance and Audit Committee Meeting</p> <p>The outcomes of both meetings (13 July and 29 September) had been discussed previously. The only comments received from Trustees related to procedural matters, eg whether the minutes should be publicised on Millthorpe's website.</p> <p>Lesley and Martin to investigate and report back by the 29 November meeting.</p> <p>Move to Item 11 next.</p>		<p>Action 1</p>

<p>7</p>	<p>Proposed Budget Timetable</p> <p>Becky had circulated the Budget Approval Timetable to the Board prior to today's meeting.</p> <p>Two versions detailed:</p> <ul style="list-style-type: none"> • standard; • revised just for this financial year, produced when it became apparent that our cash and reserves were lower than forecast, to see if savings could be clawed back from the budgets. <p>Budgets are being prepared and will be ready for the next meeting.</p> <p>Trevor confirmed that every effort would be made to get back to a healthy reserve position.</p>	
<p>8</p>	<p>Proposed Audit</p> <p>Reuben had circulated prior to the meeting his recommendations for BHP to undertake an interim audit as soon as possible to cover items a) to f) of his paper (detailed below). A Risk Control Matrix was also tabled, on Andrea's advice, for consideration and approval.</p> <ol style="list-style-type: none"> a) The opening balances of the company. Auditors should investigate all opening balances. b) Review of our 2016-17 budget to ensure that the opening balances are reflected in our budgets where necessary. c) Review of our cash flow forecast. d) Review of our forecast year end 'outturn'. e) Review of the finance team's understanding of the new financial system. f) A random sample of tests of normal income and expense input to the financial system. Given the other parts of this audit, this step may not be necessary in isolation as it may be carried out through the other parts of this audit. <p>Trustees discussed at length the necessity for an audit. Reuben considered that item f) should be carried out monthly and Becky has already spoken to BHP and Veritau.</p> <p>Approval to Item 8a) of the audit given under Item 11. Unanimous approval for the Risk Control Matrix.</p> <p><i>Adam joins the meeting again at 8.00 pm.</i></p>	
<p>9</p>	<p>Away Day Report</p> <p>Edwin's summary of the Away Day had been circulated in advance of today's meeting.</p> <p>For the benefit of those that could not attend, Edwin reported that it was a very good day. The key conclusion was that we need to be much more open with governors and other stakeholders about our intentions, particularly regarding expansion. Circumstances have changed and the environment we are operating in now is completely different from when we consulted. Growth will help us deliver our core purpose more effectively and to greater benefit. Comments from Trustees included:</p> <p>"A very valuable and positive experience. Exercises on expectation - came to exactly the same conclusions. Gave me real enthusiasm, I left feeling really motivated and what could be achieved. The speaker was really passionate. Reassuring he talked about going on a journey, not fully confirmed at the beginning and five years later it was quite different to how they had envisaged. Look for our deep truths, we need to go back to our core non-negotiables. "</p>	

<p>c)</p>	<p>needs to be an agenda item for the future. It will be included on the agenda for the 29 November meeting with a view to looking at within a year.</p> <p><i>8.55 pm Helen Priestley left the meeting.</i></p> <p>Due Diligence on Acomb and Woodthorpe</p> <p>Andrea handed Trustees a questionnaire, incorporating comments. Trevor is dealing with and in due course will arrange a visit to the schools.</p>	
<p>11</p>	<p>Responsible Officer's Report</p> <p><i>Adam left the meeting at 6.40 pm.</i></p> <p>Trustees read through the report, which had been sent out this morning.</p> <p>Edwin gave an overview of Reuben's concerns and investigations into the reasons for a substantial revision of £103k to the MAT's starting balances, and subsequent change to our reserves. As Responsible Officer, Reuben needs to understand fully why there is such a large difference, including capitalising (or not) certain items.</p> <p>Reuben is seeking the Trust Board's approval to commissioning our auditors, BHP, to independently investigate and report back on what the opening balances in the balance sheet of the MAT should be.</p> <p>There followed a lengthy and in-depth discussion ,involving all Trustees, on the scope of the audit and the content of the draft letter to BHP in terms of the questions we are asking them and the terminology used.</p> <p>Trustees agreed to commission the audit, subject to the wording in the letter (and questions) being approved by Trevor, Nicki and Reuben prior to sending.</p> <p>On receipt of the audit from BHP, Reuben, Trevor and Edwin will prepare a report and feed back to Trustees, with a recommendation on what further actions (including possibly a fuller audit) may be necessary.</p>	<p>Action 5</p> <p>Action 5a</p>
<p>12</p> <p>a) b)</p>	<p>Headteachers' Group (HTG) Report</p> <p>Anna's updated 'Health and Safety Statement' and 'Charter for Disabled Children', had been circulated to the Board prior to today's meeting.</p> <p>Statements are currently displayed in the foyer of Knavesmire Primary. They had been discussed at HTG level, with a few changes made, and approval was now sought to display the updated statements.</p> <p>Andrea asked whether Trade Unions had been consulted with regard to H&S. As they had not, Anna offered to take out the relevant line. Reuben confirmed that we had a current H&S policy. Anna requested approval to the basic principle of having the statement - in effect it refers to aspirations.</p> <p>Following discussion, it was felt the Charter for Disabled Children should read 'Charter for Children with Disabilities'. Millthorpe's Communications Officer, Jon Deamer, to look at correct resolution for MAT logo and house style. Lesley to speak to Jon.</p> <p>Proposal carried unanimously.</p>	<p>Action 6</p>

<p>c)</p> <p>d)</p>	<p>Declarations of Interest Policy</p> <p>The Policy had been circulated to the Board prior to today's meeting.</p> <p>Corrections:</p> <ul style="list-style-type: none"> • Item 2.9 First word 'If' should read 'It'; • Item 5.6 Should be 'Item 6'. <p>Subject to the above amendments, the Policy was approved unanimously and each school's Governing Body should adopt.</p> <p>Absence Management Policy</p> <p>Trevor reported that the policy was currently out to consultation with staff and would be brought to the next Trust Board meeting for discussion, with any feedback received.</p>	
<p>13</p>	<p>Appointment of New Governors and Governor Elections</p> <p>Nicki's paper on 'Appointment of LGB Governors', had been circulated to the Board prior to today's meeting.</p> <p>In an effort to clarify the procedure for appointment and removal of Governors, Nicki set out the structures within a governing body and also the process for election of governors, which can be difficult to understand.</p> <p>Each time we approve or appoint a new Governor, we have to notify the DfE. At Anna's suggestion, Lesley to look at EFA requirements and also produce MAT forms for Election of Governors.</p> <p>Approval sought to simplify the process currently used for secret ballots, by reducing the number of envelopes to one per parent/carer, instead of the two currently used. If approved, the Policy will be updated accordingly.</p> <p>Proposal carried unanimously.</p> <p>Trevor wished to record new Governors appointed at Millthorpe:</p> <ul style="list-style-type: none"> • Ms Renee Rainville (Co-opted) Term 11 10 2016 to 10 10 2020 • Ms Nicola Howard (Co-opted) Term 11 10 2016 to 10 10 2020 • Mr Bill Schofield (Chair of Governors) 	<p>Action 7</p>
<p>14</p>	<p>Scheme of Delegation</p> <p>Nicki's draft Scheme of Delegation had been circulated to the Board prior to today's meeting.</p> <p>The definitions have been taken from the last document: we have 'racified' and expanded the number of groups of people who may be responsible/accountable. There are points which arise, eg role of the members, at what point is there accountability, delegation etc.</p> <p>The best way forward is for all Trustees to look at the document, discuss/review at HTG level, and feedback to Nicki.</p> <p>Nicki to send non-pdf version to Anna for HTG.</p>	<p>Action 8</p>

15	<p>Committee Membership and Link Trustees</p> <p>This item to be held over to the next Trust Board meeting.</p>	
16	<p>Scarcroft Expansion Update</p> <p>Anna gave a verbal update. Trevor and Anna will meet to check the documentation and discuss expanding pupil numbers, prior to approaching the RSC to put in an application to go to 2 form entry and no building. Funding from York to be clarified. Scarcroft will be holding an extraordinary meeting of the governing body.</p>	
17	<p>School Admissions Consultation</p> <p>Trevor informed Trustees that the MAT is an Admissions Authority and every Authority has to consult annually on its Admissions Procedures. The consultation is for admission in September 2018 and the next step is to meet with Tom Chamberlain, City of York's Admissions Officer, who will help us with the process. There will be no charge by CYC for the work carried out, but there may well be charges for future assistance.</p> <p>Trevor will get back to Trustees with details such as demographics, surplus of pupils in our area, large increase in appeals, catchments areas, but we are not proposing any changes to the existing systems in place. There would be no benefit to us making a change in the Admissions process and Tom will guide us through it.</p>	
18	<p>Any Other Business</p> <p>Andrea reported that Leeds University Technological are offering wider educational opportunities with a digital agenda. As a MAT, do we want to be connected in any way via a statement of support, to avail ourselves of their services?</p> <p>Edwin asked what the benefit to the MAT might be.</p> <p>Andrea responded that the benefit would be offering vocational education to children who did not want to follow a purely academic education. It would clearly be more pertinent at secondary level. Kenneth Baker has been tasked with getting it up and running.</p> <p>Trustees agreed that they did not wish to pursue at this time.</p> <p>There being no further business, the Chair declared the meeting closed (9.35 pm)</p>	

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Chair of Trustees

ACTIONS

Action	By Whom	Action	Date
1	Lesley Martin	Investigate procedural best practice on publication of minutes on Trust website.	29 11 2016
2	Edwin	Liaise with Nicki and Helen on Expectation Strategy presentation for future Trust Board meeting.	ASAP
3	Edwin	Half-yearly Away Days. Look at dates around February/March 2017.	ASAP
4	Trevor Reuben	Prepare paper on the financial aspects of expansion strategy.	29 11 2016
5	Trevor Nicki Reuben	Prepare and agree wording of letter to BHP commissioning an audit of our opening balances.	ASAP in order to feedback on 29 11 2016
5a	Reuben Trevor Edwin	Consider BHP's report and make recommendations to the Board for further actions.	29 11 2016
6	Lesley Jon	Millthorpe's Communications Officer, Jon Deamer, to look at correct resolution for MAT logo and house style. Lesley to speak to Jon.	ASAP
7	Lesley	Lesley to look at EFA requirements and also produce MAT forms for Election of Governors.	ASAP
8	Nicki	Send non-pdf version of Scheme of Delegation to Anna.	ASAP