

SOUTH BANK MULTI ACADEMY TRUST

**Minutes of the Meeting of the Trust Board
held at Knavesmire School on Wednesday 20 July 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
	Becky Guest (BG)	Chief Financial Officer
	Andrea Preston (AP)	Non-Executive Trustee
	Jon Stonehouse (JS)	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 Nicki Mitchell and Helen Priestley. Both Adam Cooper and Jon Stonehouse to arrive shortly after 6.00 pm.</p> <p>There were no declarations of interest.</p>	
3	<p>Minutes of the Trust Board meeting held on 15 June 2016</p> <p>The minutes of the meeting held on 15 June 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>All actions from 15 June 2016 meeting were confirmed as complete.</p>	
5	<p>Disclosure and Barring Service</p> <p>Discussion around where we draw the line regarding accepting DBS Disclosures, eg obtained from another Academy, Local Authority etc. At present it is the responsibility of the Headteacher, or designated person within each school, to check that an Enhanced DBS Disclosure is in place.</p> <p>An instruction needs to be submitted to the Headteachers' Group to enact the DBS rules for the MAT. Also consider including a rolling programme of DBS checks on long serving members of staff (pre March 2002), who currently have List 99 checks.</p> <p>Trevor to produce instruction and submit to HTG for consideration.</p>	Action 1
6	<p>Risk Register</p> <p>Trevor's paper 'Risk Register, version 001', had been circulated to the Board prior to today's meeting.</p>	

	<p>Tim Priestley passed us a copy of a Risk Register he had produced for his previous Academy. Whilst not relevant to us, Trevor has used the same plan format of likelihood and impact on a 1 to 5 scale, using colour coding (as shown in his paper). Trevor sought guidance from Trustees as to whether the Risk Register represented the MAT's needs. Trustees agreed that it was a good starting point.</p> <p>Reuben asked, under HR Leadership, whether any succession planning was in place. Trevor responded that if one of the Headteachers needed long-term sick leave, whilst it would be difficult, with three the risk is lower. Each of the schools is looking at training for middle leaders, but nothing for senior leaders to leadership. We need to be aware that we are very reliant on the three Headteachers and Becky.</p> <p>Trevor to produce a contingency plan at school level.</p> <p>With regard to the financial team, Becky felt there was a short term element that could be picked up by the other three members of the team but longer term, the issues would be capacity and financial knowledge and skills.</p> <p>Becky to give thought to contingency planning with regard to the Finance Team.</p> <p>Suggestions made by Trustees included production of a procedural manual and interim support.</p>	<p>Action 2</p> <p>Action 3</p>
<p>7</p> <p>7a</p> <p>7b</p> <p>7c</p>	<p>Budget Approval</p> <p>Minutes of Finance and Audit committee 13 July 2016</p> <p>To be held over to the next meeting.</p> <p>Draft Proposed Budgets 2016-2017, 2017-2018, 2018-2019</p> <p>Budget Commentary</p> <p>The budget has been approved by the Finance Committee and approval is therefore now sought from the Trust Board.</p> <p>Budget approved unanimously.</p> <p>Reserves Policy</p> <p>Becky tabled 'Reserves Policy' for discussion, drawing particular attention to item 3.3 regarding the MAT setting a reserves level of 3.6% of total revenue income for the year 2016-2017. The MAT had set a target range of reserves of 4% to 8%, 4% being the minimum and 8% the medium term target level. Reuben explained that in arriving at these levels, consideration had been given to how much money we needed to keep aside, not only to smooth out light funding but also for capital projects. Subsequently, the MAT had agreed the figure for 2016-2017 would be 3.6%, to take account of the very large increase in pupil numbers this year.</p> <p>Approval sought to adopt the Reserves Policy with the target range and level as detailed above.</p> <p>Proposal carried unanimously.</p>	

<p>8</p>	<p>Recommended Financial KPIs</p> <p>Becky's paper 'Potential Financial KPIs for Future Review', had been circulated to the Board prior to today's meeting.</p> <p>Becky explained that KPIs is data we can look at quickly which gives an indicator of our position; essentially they are benchmarks or national comparators. Information is available from the EFA to guide us as to what information might be useful. Becky's paper highlighted those KPIs which could be useful to the MAT and the Board needs to decide how often they might need to see them and what would you use them for. If there is information the Board would particularly like to see (not included in Becky's paper), please discuss with Becky.</p> <p>Reuben thought the KPIs selected looked good and breaking down the numbers to simple statistics is preferable to large spreadsheets. Adam felt that benchmarking exercises are useful as long as there is a narrative behind them.</p> <p>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.</p>	<p>Action 4</p>
<p>9</p>	<p>FMGS Submission</p> <p>Trevor's paper 'FMGS Action Plan, had been circulated to the Board prior to today's meeting.</p> <p>The FMGS must be submitted by 31 July 2016. 33 questions needed answering and the outstanding questions can hopefully be dealt with at today's meeting.</p> <p>Question 12 We have an Investment Policy which Becky will table today, however, we have no investments other than the bank accounts. The Policy needs to be reviewed annually. Trevor considers that we have achieved Question 12 in terms of financial management. Reuben agreed and Question 12 can be regarded as approved and 'done'.</p> <p>Question 22 We have tried to standardise the interests of Trustees and Members and amended the terms of office to start from 16 March 2016 so all terms finish on the 15 March 2020. All categories of Trustees have been confirmed as correct.</p> <p>Trevor reported that there is a slight change in the Register of Business Interests taken from the new Financial Handbook which will be in force in September 2016. If you have a close relative who has a business interest, perhaps as a supplier to the Trust, you must declare it. Please add to your register if applicable. Trevor to inform Chairs of Governing Bodies. Trevor handed out Annex C: Schedule of requirement (the 'musts'). Agreed that Question 22 be regarded as 'partially'.</p> <p>Question 23 We are struggling a little on Question 23. At the beginning of each meeting, attendees are always asked for declarations of interest and the response is minuted. Anna stated that Scarcroft had a Policy on Declarations of Interest for Governors and that this could be broadened. Agreed that Question 22 can be regarded as 'done'.</p>	<p>Action 5</p>

	<p>Question 27 Becky reported that we have not yet produced a set of accounts. She had sought auditors' advice on this and within the Academies Accounts Direction there is a set of account policies and they recommend we use those. Agreed that we regard Question 27 as 'partially'.</p> <p>Question 30 Whilst we have some controls in place, as Responsible Officer, Reuben stated that we have not as yet appointed anyone to do the actual checking. There are several options open to us:</p> <ul style="list-style-type: none"> • CFO of one of the York MATs; • auditors; • Veritau; • Tim Priestley. <p>Reuben had assumed we would use Bhp. Agreed that Question 30 be regarded as 'partially'.</p> <p>Question 31 Trevor suggested that the Procedures Document, and the red actions in the Risk Register, constituted a programme to address the risks to financial control. Agreed that Question 31 be regarded as 'done'.</p> <p>Question 15 A contingency and business continuity plan is in preparation. Leave as 'partially'.</p> <p>Question 16 Risks arising from our operations have been assessed. Move to 'done'.</p> <p>Question 24 We have already tendered and Becky has been advised that the procedures met all the regulations. There is a section in the Financial Regulations that deals with the process of tendering. Although it is not a policy as such, we could use that portion of the text. Move to 'done', subject to Becky using the text from the Financial Regulations.</p> <p><i>Jon Stonehouse joined the meeting at 7.30 pm</i></p> <p>Question 4 Becky had discussed this question with the auditors. If we have a set finance system that we are working towards, such as pfs, this is sufficient to say we are following the requirements of Question 4. Move to 'done'.</p> <p>Becky to add a commentary to the Action Plan for questions 15, 22, 27 and 30 explaining why they are not 'done'.</p> <p>Bearing in mind that Annex C generated a lot of discussion, Edwin asked Trustees to read through 'the musts' carefully.</p>	<p>Action 6</p> <p>Action 7</p>
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<p>10</p> <p>10a</p> <p>10b</p>	<p>Policy Approval</p> <p>Appraisal Policy</p> <p>The Appraisal Policy had been circulated to the Board prior to today's meeting.</p> <p>Anna reported that she had taken the Appraisal Policies of all three schools and there was a distinctly similar framework to them (due to us all using CYC guidelines). She had looked at differing sections to note individual school's approaches. Anna is happy that the Policy meets legal requirements and builds in consistencies across the school so we should not face any challenge.</p> <p>Trevor felt that Governors would prefer to have the General Principles section at the beginning of the Policy rather than the end. Trevor sought approval for this section to be moved.</p> <p>Andrea felt that 'will' was used a lot in the Policy. 'Will' was stronger than 'may'. Perhaps we should reflect on the terminology.</p> <p>Anna sought approval, subject to the changes mentioned above, to approve the Policy with today's date on it.</p> <p>Agreed that the Appraisal Policy be accepted.</p> <p>Pay Policy</p> <p>The Pay Policy had been circulated to the Board prior to today's meeting.</p> <p>Trevor gave an overview of the TLR system and an explanation of the ranges and responsibilities. He pointed out that whilst TLR3 payments are not subject to safeguarding, all other TLRs attract safeguarding arrangements (over three years) if they are removed.</p> <p>The body of the Policy is the same for all three schools but the appendices can be personalised and the document as a whole is more easily read than our existing version. Andrea said the overriding consideration with a policy should be 'is it legal, is it equitable, is it fair?' Trevor confirmed that the Policy has been checked over by our HR providers, Wirehouse.</p> <p>Edwin is happy with the Policy and the flexibility it offers. He recommended that the Policy be approved for the coming year. [REDACTED]</p> <p>Proposal carried unanimously.</p> <p>With regard to policies in general, in the past they would have been generated by the Governing Bodies of the schools. In our Academy, the policies are the responsibility of the Trust Board. It was agreed that Trevor and Edwin should discuss and agree a procedure for notifying Governors of new policies.</p>	<p>Action 8</p>
<p>11</p>	<p>Sponsor Questionnaire and Capacity Fund</p> <p>The Academy Trust Capacity Survey 2016 had been circulated to the Board prior to today's meeting.</p>	

Confidential - Commercial Interest

Confidential -
Commented
Interests

	<p>Trevor and Edwin brought the completed survey to the meeting to promote and provoke discussion.</p> <p>[REDACTED]</p> <p>Question 8: perhaps leave blank or enter September 2017.</p> <p>It was agreed that Trevor and Edwin should submit the survey.</p> <p>Becky asked to be excused from the remainder of the meeting and left at 8.50 pm.</p>	<p>Action 9</p>
<p>12</p>	<p>Revised MAT Development Plan</p> <p>The Development Plan 2016-2017 had been circulated to the Board prior to today's meeting.</p> <p>Edwin and Anna had looked at the Plan and highlighted any additions in yellow. Anna's only concern is that in an effort to show Trustees everything, the Plan has grown in size. The capacity of the three Headteachers is such that the work detailed in the Plan is 'a big ask' but it would be carried out to the best of their abilities. Edwin would prefer the success criteria for 'investigating other sources of income' to be 'bring in more income'? Trevor's comment 'I think we can investigate how we are securing that income and make suggestions'.</p> <p>As Communications Officer, Adam would be very interested in generating some positive PR.</p> <p>Agreed unanimously that the Development Plan be approved.</p>	
<p>13</p>	<p>Headteacher Peer Review Procedures</p> <p>The Headteacher Peer Review Procedures had been circulated to the Board prior to today's meeting.</p> <p>Anna has used a triangulation model, with reports ultimately being shared with the individual Academy's Local Governing Body Appraisal Committee.</p> <p>It was agreed that the model was an exciting concept and could be visited again in a year's time.</p> <p>Proposal to accept the guidance in its current form.</p> <p>Proposal carried unanimously.</p> <p>Anna Cornhill left the meeting.</p>	

14	<p>Curriculum Pilot Project Update</p> <p>Adam tabled his paper 'Primary Curriculum Project Interim Evaluation'. Both primary schools are excited about the collaboration. Secondary subject leaders had already visited primary lessons and during Autumn, primary teachers would visit secondary lessons. Meeting dates for staff are complicated (particularly for part-time staff), but need not be a barrier; good notice needed for child care issues etc.</p> <p>Edwin and Reuben both commented that such positive, good news needs to be 'out there' and communicated to parents.</p>	Action 10
15	<p>Scarcroft Expansion Update</p> <p>The 'Public Consultation' paper had been circulated to the Board prior to today's meeting.</p> <p>Edwin, Jon and Martin attended the public meeting at Millthorpe School on Wednesday 13 July, which had proved an excellent joint effort and very constructive. Following on from this, a meeting has been arranged with the Friends of Scarcroft Green on Tuesday 26 July with the intention of having a positive discussion and finding a mutually acceptable way forward.</p> <p>Trevor recorded that Council' officers have been brilliant, very cooperative and supportive. The consultation will close on Friday 26 August and in September all the evidence will be reviewed and looked at from varying perspectives. A meeting will then take place with Council' representatives and the findings passed to the Executive.</p>	
16	<p>Academies Financial Handbook</p> <p>To read and note.</p>	Action 11
17	<p>Scheme of Delegation and Publication of Governor Details</p> <p>Trevor's paper 'Scheme of Delegation and Governor database' had been circulated to the Board prior to today's meeting.</p> <p>Trevor prepared this paper for information and if Trustees are happy to authorise, he will write to the Chair of each LGB in September asking them to complete a current list of Governors together with a register of business interests for each Governor. Edubase website to be appropriately updated and required information published on the South Bank Trust website.</p>	Action 12
18	<p>Any Other Business</p> <p>Edwin suggested an Away Day for Trustees in September of the new academic year to discuss issues such as 'where we want the MAT to go generally'. It would be a full school day, in a pod at the University of York, along the lines of the meeting held in February 2016, which everyone found useful (not all Trustees would have been in post at that time).</p> <p>Edwin to look at Away Day dates, plus a selection of dates for future meetings, and send to Trustees</p> <p>There being no further business, the Chair declared the meeting closed (9.30 pm) and wished everyone a great Summer.</p>	Action 13

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Chair of Trustees

ACTIONS

Action	By Whom	Action	Date
1	Trevor	Trevor to produce instruction and submit to HTG for consideration.	Next HTG Meeting
2	Trevor	Produce a contingency plan at school level.	ASAP
3	Becky	Becky to give thought to Finance Team contingency planning.	ASAP
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.	ASAP
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.	September
6	Becky	Becky to add a commentary to the Action Plan for questions 15, 22, 27 and 30 explaining why they are not 'done'.	ASAP
7	All	Edwin requests Trustees to read through 'the musts' carefully.	ASAP
8	Trevor Edwin	Discuss and agree a procedure for notifying Governors of new policies.	ASAP
9	Trevor Edwin	Submit Sponsor Questionnaire survey.	31 07 2016
10	All	Positive, good news to be communicated to stakeholders.	As and when we have good news.
11	All	Read and note the Academies Financial Handbook.	ASAP
12	Trevor	Write to Chair of each LGB asking them to complete a current list of Governors plus register of business interests for each.	ASAP
13	Edwin	Look at dates for: Trustees' Away Day; future meetings.	ASAP