

## SOUTH BANK MULTI ACADEMY TRUST

Minutes of the Meeting of the Trust Board  
Held at Millthorpe School on Tuesday 24 January 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)  
 Martin Frost (MF) Non-Executive Trustee  
 Becky Guest (BG) Chief Finance Officer (part of meeting only)  
 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  
 Reuben Barrett (RB) Non-Executive Trustee  
 Andrea Preston (AP) Non-Executive Trustee

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

		<b>Action</b>
<b>1</b>	<p><b>Welcome and Introductions</b></p> <p>The Chair welcomed everyone to the meeting, the first since the three Headteachers had stepped down as Trustees. At some point we would need to clarify the Headteacher Group's relationship with the Trust Board but for the time being, Headteachers should participate and contribute as before.</p>	
<b>2</b>	<p><b>Apologies for Absence and Declarations of Interest</b></p> <p>Apologies for absence received, with consent, from Reuben Barrett, Nicki Mitchell (in case of late arrival), Andrea Preston and Jon Stonehouse. Quorate confirmed.</p> <p>There were no declarations of interest. However, it may be necessary for Trevor Burton to leave the meeting for part of Item 9.</p>	
<b>3</b>	<p><b>Minutes of the Trust Board meeting held on 29 November 2016</b></p> <p>Item 6a Remove percentage figures. Replace final sentence of second paragraph to read 'It was confirmed that bottom line percentages would not be affected'.</p> <p>Item 7a Second paragraph - remove first sentence.</p> <p>Item 9 Remove second paragraph and replace with 'the recommendations on CPD and training, put forward in Reuben Barrett's paper, were approved; to be implemented as soon as possible.</p> <p>Item 10d Action 14 - should read 'Lesley to send details on FGM, Prevent and Forced Marriage to the Headteacher Group for information.</p> <p>Subject to the above changes, the minutes of the meeting held on 29 November 2016 were agreed as a true and accurate record and signed by the Chair of Trustees.</p>	

4	<p><b>Matters Arising and Actions</b></p> <p>Action 3: Nicki, Edwin and Andrea had met a week earlier to start the process with a view to Reporting back to the Board in May.</p> <p>Action 4: Update to be given at February meeting.</p> <p>Action 7: Edubase had been updated. Remainder to be completed in March.</p> <p>Action 8: to be minuted later under 'Confidential Items'.</p> <p>Actions 1, 2, 5, 6, 10, 13, 14, 15, 16, 17, 18 and 19 all complete.</p>	
5	<p><b>The Year Ahead</b> (paper previously issued)</p> <p>It was almost a year ago to the night that the Working Group approved the papers for conversion to a multi academy trust (MAT). A lot had happened in the intervening year, much of it unforeseeable.</p> <p>NGA published in 2015 a paper setting out twenty one questions every MAT should ask itself.</p> <p>The Section on 'effective accountability of the executive leadership' starting at Question 16, is an area on which we would particularly like to focus. Now that there is a clearer distinction between the MAT's different levels of governance, a more systematic approach to communications and sharing information is vital.</p> <p>A key question for the MAT is Question 21 'what is the impact on the outcomes of pupils'? This is a question the MAT would want to ensure they could answer positively.</p> <p>The Chair was conscious of Board meetings running on for too long. In the year ahead, more would be discussed at Education and Standards, and Finance and Audit, Committee meetings, which would hopefully result in less time being spent at Trust Board level.</p>	
6	<p><b>Headteachers' Group Report</b> (paper previously issued)</p> <p>The Headteacher Group had met three times since the October Trust Board meeting. The paper provided an update on their work and they were open to any questions.</p> <p>It was clarified under Item 3, that the promotional leaflet was in effect a prospectus.</p> <p>Under Item 4, the need for more management information had prompted the compilation of a termly report (spreadsheet), which would be ready for Trustees to view at the 13 February meeting. A meeting of the Education and Standards Committee would be scheduled prior to 13 February.</p> <p>There should be an agenda item at the February meeting to look at the information provided in the termly report, and also to consider:</p> <ul style="list-style-type: none"> <li>• what Trustees intended to do with the information;</li> <li>• how far the information would be delegated to Governors.</li> </ul> <p>Trustees to ask Headteachers 'what are your Governors doing with the information'?</p>	
7	<p><b>Finance Update</b> (verbal)</p> <p>Nothing further had happened regarding centralisation of the finance function as a decision to defer, until after the audit, had been agreed. Trevor and Becky to look at in detail following completion of the audit.</p>	

	<p>All three schools had been valued, at a cost of £3.5k, and it was doubtful this sum could be reclaimed from the EFA.</p> <p>Since the November meeting, a substantial amount of time had been spent on year end and audit processes to ensure everything had been treated correctly as at the end of August. BHP had been given all the relevant information to enable them to prepare the accounts.</p> <p>The audit had taken place, from Monday 16 January to mid-morning on Friday 20 January. For the main part, the auditors were based at Knavesmire, but they had visited and spent time in each school; they were particularly complimentary regarding our payroll processes, which they felt were very robust.</p> <p>One item raised referred to an entry in our policy that the buildings depreciated over 150 years, which is a standard depreciation period for buildings. However, because our buildings are leasehold for 125 years, the two figures needed to be consistent.</p> <p>Approval sought by Becky to change the policy to 125 years, as opposed to 150. <b>Approved unanimously.</b></p> <p>Bank reconciliations had been Becky's main concern due to the timing of postings and the fact that we did not know the year end would be August 2016. As the year-end report via PSF cannot be run retrospectively, Becky had to produce it manually. A few minor adjustments would need to be made, due to the Summer holiday break and the posting of accounts in September, which relates only to a few hundred pounds. Becky had felt disappointed that it was not possible to run a retrospective report on PSF, which was poor. All other academies that she is aware of use PSF, so it seems it is the standard provider. Had the audit taken place after seventeen months, we would have had plenty of time to overcome most of the problems encountered but we had now started to identify some of the system weaknesses. Although the external audit had not gone into the same level of detail as an internal audit, it did focus on certain areas we needed to improve.</p> <p>Trevor and Becky would be meeting with the auditors on Wednesday 1 February to run through their findings report. The next step would be for the auditors to attend the Finance and Audit Committee meeting on Tuesday 7 February, which would then feed into the Trust Board meeting on the 13 February.</p> <p>The annual accounts return had to be completed (an on line document), using the accounts but with a lot more detail, by the 21 February, which is the same day as the accounts needed to be submitted.</p> <p>Trustees expressed their thanks to Becky and her team.</p>	<b>Action 1</b>
	<b>Becky left the meeting at 7.05 pm.</b>	
<b>8</b>	<p><b>Expansion of the MAT</b> (paper previously issued)</p> <p>Minuted under 'Confidential Items'.</p>	
<b>9</b>	<p><b>Sponsor Application</b></p> <p>It was agreed that Trevor should submit an application to become an approved sponsor as soon as possible, whether or not the Board subsequently decided to sponsor any school.</p>	<b>Action 3</b>

<p><b>10</b></p>	<p><b>Statement of Principles</b> (papers previously issued)</p> <p>As the anniversary of conversion approached, Edwin felt it was appropriate to review the Statement of Principles in light of changes to DfE policy.</p> <p>Trustees were asked to recommend that Members remove those items made inoperative by DfE policy as soon as possible, as set out in Edwin’s review paper, ie 2.4.3 and 2.4.4. These items would be replaced by 2.4.2 and 2.4.3 shown on the version with ‘tracked changes’.</p> <p>Other changes shown on the ‘tracked changes’ document would also be put to Members for approval.</p> <p><b>Edwin to put the reviewed Statement of Principles to Members for approval at a scheduled meeting on Friday 27 January.</b></p> <p>Edwin to show the amended Principles to local Governing Boards so that they were aware of the changes. In effect, we are consulting on the changes, although there is no obligation to do so.</p>	<p><b>Action 4</b></p>
<p><b>11</b></p>	<p><b>MAT Governance and Leadership</b> (paper previously issued)</p> <p>Edwin set out in his paper, background to the need to increase the number of Members in our MAT.</p> <p>At a meeting on 27 January, Edwin will recommend to Members that they approve the recruitment and appointment of two new Members. We should advertise as widely as possible within the school community and approach anyone we feel would be both suitable and interested, encouraging them to apply. The posts will be filled on the basis of application and interview.</p> <p>Once approval has been confirmed by Members, Edwin to initiate the process and draw up an interview panel.</p> <p>As soon as the new Members have been recruited, Trustees should look to recruit two or three new Trustees with educational experience.</p> <p>The HTG should draw up a detailed job specification for the Trust Principal role, now that Trevor has been in post for nearly a year, and consider how best to fill that role in a way which best suits the MAT’s capacity. They should share their draft conclusions with the Headteacher Capacity Review Group in the first instance, followed by submission to the Education and Standards Committee’.</p> <p>Edwin to report back to the 14 March meeting.</p>	<p><b>Action 5</b></p>
<p><b>12</b></p>	<p><b>Board Self-Review and Chair’s 360</b> (papers previously issued)</p> <p>In order to comply with the Academies Financial Handbook, and governance best practice, it is proposed that we undertake a review of the effectiveness of both the Board and Chair by 1 April 2017.</p> <p>Andrea Preston (not present) had previously agreed to prepare a 360 questionnaire relating to evaluation of the Chair, which would be distributed to Trustees and Headteachers.</p>	

	<p>Trustees had two options to consider for the external evaluation of the Board's effectiveness, briefly:</p> <ul style="list-style-type: none"> <li>a) Evalu8 service via the National Governors' Association (NGA) at a cost of £199;</li> <li>b) Full external review by the NGA, tailored to our specific need, at a cost of between £2,000 - £3,500 dependant on the depth and scope of the review.</li> </ul> <p><b>Trustees approved unanimously option a) at £199, to be progressed by Edwin.</b></p>	<b>Action 6</b>
<b>13</b>	<p><b>Local Governing Bodies</b></p> <ul style="list-style-type: none"> <li>a) Communication</li> </ul> <p>Edwin reiterated the importance of clear communication with local governors now that there were no longer governor trustees. He and Nicki would circulate a paper to governors detailing some of the major issues the MAT is addressing, and attend meetings of all LGBs this term.</p> <ul style="list-style-type: none"> <li>b) Committee Membership</li> </ul> <p>Chairs of Governors to be asked to put forward anyone who may be interested in joining the Board's Committees. There are two vacancies, on each Committee, and applicants with relevant experience to the particular Committee would be preferable. It was confirmed that co-opted members do have voting rights within the Committee.</p> <ul style="list-style-type: none"> <li>c) New Governor for Approval</li> </ul> <p><b>Tim Moat was proposed and duly approved as Vice-Chair of Millthorpe School's Board of Governors.</b></p>	<p><b>Action 7</b></p> <p><b>Action 8</b></p>
<b>14</b>	<p><b>Scarcroft Expansion</b></p> <p>Anna Cornhill updated Trustees. City of York Council were preparing a paper to go to the Council Executive and had asked for the MAT's latest position regarding a multi-use games area (MUGA) to be sited at Millthorpe. The Executive had passed a resolution in May 2016 that said a full sized MUGA is required at Scarcroft because it does not have sufficient space. It should have said 'does not have sufficient sporting space'.</p> <p>Edwin offered to go back to CYC informing them that the Trustees still believe that the MUGA at Millthorpe is necessary to provide adequate outdoor sports space for the expanded Scarcroft school.</p> <p>Millthorpe's Governors suggest that we simply ask our parents to express their support. Edwin to consider sending a doodle poll to parents regarding the provision of a MUGA at Millthorpe School.</p>	<b>Action 9</b>
<b>15</b>	<p><b>Any Other Business</b></p> <p>There being no further business, the Chair declared the meeting closed (10.10 pm).</p>	

## ACTIONS

### Outstanding from 29 November 2016

Action	By Whom	Action	Date
3	Edwin Andrea Nicki	Agenda Item 6d. Reviewed Risk Register and Action Plan. Edwin, Andrea and Nicki to 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 February or March meeting.	13 03 2017 14 03 2017
7	HTG	Trevor to inform Companies House in March. HTG to look at process for Scheme of Delegation.	Medium Term

### 24 January 2017 Actions

Action	By Whom	Action	Date
1	Becky	Agenda Item 7. Change policy to 125, rather than 150 years, for buildings depreciation.	ASAP
3	Trevor	Trevor to submit an application to become an approved sponsor as soon as possible.	ASAP
4	Edwin	Reviewed Statement of Principles to be put to Members for approval. Also to show the Principles to LGBs.	27 01 2017
5	Edwin	Agenda Item 11. Edwin to select interview panel for the two new members.	ASAP
6	Andrea	Agenda item 12. Agreement to the NGA on-line survey. Andrea to progress as reviewed.	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.	ASAP
8	HTG	Agenda item 13b. At Governor's Sub-committee meetings, Chairs to put forward anyone interested in joining our Committees.	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.	ASAP

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Chair of Trustees