

SOUTH BANK MULTI ACADEMY TRUST

Minutes of the Meeting of the Trust Board held at Knavesmire School on Tuesday 29 November 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 Finance Officer (part of meeting only)
Nicki Mitchell	(NM)	Non-Executive Trustee
Andrea Preston	(AP)	Non-Executive Trustee
Helen Priestley	(HP)	Non-Executive Trustee
Edwin Thomas	(ET)	Chair of Trustees

Apologies: Jon Stonehouse (JS) Non-Executive Trustee

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>There were no declarations of interest.</p>	
3	<p>Minutes of the Trust Board meeting held on 11 October 2016</p> <p>Item 10c Due Diligence on Acomb and Woodthorpe Should read ‘Trevor and Anna dealing with’</p> <p>Item 12 Third paragraph - should read ‘Reuben confirmed that each school had its own H&S policy.’</p> <p>Subject to the above changes, the minutes of the meeting held on 11 October 2016 were agreed as a true and accurate record and signed by the Chair of Trustees.</p>	
4	<p>Matters Arising and Actions</p> <p>Item 4.2 Produce a contingency plan at school level. Now complete.</p> <p>Item 4.5 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. Now complete.</p> <p>Item 4.8 Should read “Also, which policies are set at Trust Board and LGB level, and consult with the Governing Bodies”.</p>	

5	<p>Headteachers' Group Report</p> <p>Verbal update provided by Anna. Main items to report will be covered under Agenda Item 10 - Policies for Approval.</p> <p>Representatives from Acomb and Woodthorpe schools had attended one of the HTG meetings and the fact that they wanted to be involved at this level was seen as very positive.</p> <p>Anna reported that when talking within her school about working together across the three MAT schools, all staff were engaged and the excitement palpable.</p>	
6	<p>Finance and Audit Committee Update (papers previously issued)</p> <p>a) Three Year Budget Plan, Revised Budget Process (November 2016)</p> <p>The Finance and Audit Committee met on Monday 28 November and presented the Budget Plan. The Committee requested that it would be helpful to have accompanying narrative to explain the detail and this would be provided in future.</p> <p>It should be noted that at the point of preparing this budget, the Finance team were still working on a 17 month period and on auditors' advice, no accruals or pre-payments had been made at month end for the previous five month period. The budget would need to be revisited to comply with EFA requirements but this should not be too difficult because of the work already completed. It was confirmed that bottom line percentages would not be affected.</p> <p>As no questions had been raised regarding the budget plan, it was recommended for approval. Approved unanimously.</p> <p>b) Pupil Numbers and Key Workforce Figures</p> <p>One of the lines in the risk register notes the need to monitor closely pupil numbers, as funding is mainly reliant on pupil numbers. Placements for 2017/18 show:</p> <ul style="list-style-type: none"> • Millthorpe - full • Scarcroft - more than full • Knavesmire - very near full <p>The attached charts show comparisons with national averages.</p> <ul style="list-style-type: none"> • Red denotes schools hoping to join the MAT; • Yellow – current; • Green – national averages and York average. <p>There will be a new set of data in January 2017 and Trevor will keep the Board updated.</p> <p>c) New Accounts Directive (EFA Letter)</p> <p>The Finance and Audit Committee had been shocked to receive the EFA letter, effectively 'changing the goal posts'.</p> <p>The very tight timescale to complete the work, two weeks following the Christmas break, would put considerable pressure on Becky and her team, and careful consideration had been given as to how this could be minimised. However, it was not felt that additional resources at this time would prove helpful.</p>	

<p>d)</p>	<p>Edwin agreed to look at an additional Board Meeting (week commencing 13 February) to approve the accounts and would send out a Doodle Poll on Wednesday 30 November. 24 January Board meeting date on calendars to remain, but may be reviewed.</p> <p>Reviewed Risk Register and Action Plan</p> <p>The Register and Action Plan had been reviewed at HTG and hoped to complete all sections within three periods (August, September and October 2016). As this timescale could not be achieved, new completion dates have been entered against the items not completed, marked in red on pages 20 and 21.</p> <p>With regard to the last line of Item 6, Edwin queried whether there was a plan as to how this could be achieved. Following discussion, it was agreed that this task should be delegated to the Chair of the Board of Trustees. A working group of three Trustees to be formed (volunteers requested) who would initially meet with and review the Headteacher Group's capacity needs before 1 April 2017. Edwin, Andrea and Nicki volunteered and agreed to report back to the 16 May Trust Board meeting.</p> <p>Approval of the Risk Register and Action Plan not necessary at this stage.</p>	<p>Action 2</p> <p>Action 3</p>
<p>7</p> <p>a)</p> <p>b)</p>	<p>Centralisation of Finance Function (paper previously issued)</p> <p>Proposal</p> <p>The need to centralise the finance function became apparent due to the time constraints and responsibilities of the CFO, whose workload had increased significantly since 1 April 2016. Whilst is not a panacea for all issues, it would give the CFO more capacity. The impact on individual schools is detailed in the Paper. If approval is granted, centralisation will not be progressed until after the audit as to put it in place before, would significantly hinder the work of the team. Becky clarified that the monthly payroll reconciliation would be carried out in individual schools but the actual posting of the journal, and on costs, would be managed centrally.</p> <p>It was considered important that Job Descriptions for the roles within the Centralised Finance Function be clearly defined and advice sought from our HR providers, Wirehouse. The finance teams in each school had been informed of the possible changes within finance in general terms only.</p> <p>The Board approved, in principle, the centralisation. Trevor and Becky to produce Job Descriptions and seek legal and HR advice, particularly with regard to staffing within Finance if and when other schools join the MAT. The Board to be updated at the February (to be confirmed) or March meeting.</p> <p>Section 16 - Financial Scheme of Delegation (paper tabled)</p> <p>The Paper had been put to the Finance Committee on the 28 November, highlighting in yellow revisions made to the original document with regard to approval of Purchase Orders and General Journals on PSF. Becky explained the reasons for the changes and requested Trust Board Approval.</p> <p>Approval to the changes agreed unanimously.</p>	<p>Action 4</p>
	<p>Becky left the meeting at 7.15 pm</p>	
<p>8</p>	<p>MAT Expansion Update and Governance changes (paper previously issued)</p> <p>As previously discussed at the Trust Board meeting on 11 October, in order to grow the MAT, the RSC required a change in our Governance structure. Proposed changes set out in the paper had</p>	

	<p>been presented at a meeting for Governors of each school on 24 November and those attending had been very positive. Their questions were answered honestly and they felt hugely reassured by Edwin's presentation. Thanks expressed to Edwin for putting together his presentation, which would be posted on the MAT website.</p> <p>Approval sought to the governance changes as set out in the paper. Approved unanimously.</p> <p>Discussion around small changes to be made to the letters to be sent out to staff of the MAT schools and parent/carers regarding Governance changes. Letters to be sent out on 8 December.</p> <p>Trevor to update Edubase and in March, inform Companies House. Looking to the future, and the possibility of a mixed MAT and number of Trustees, HTG to look at proposing process for scheme of delegation. Medium term action.</p> <p>Trustees were informed that Acomb and Woodthorpe were completing the due diligence questionnaire and Trevor had offered to help with any queries they had.</p> <p>Trevor reported that following the announcement in the York Press that the Headteacher of York High would be retiring in July 2017, he had been asked by the LA to discuss with South Bank MAT Trustees the possibility of undertaking due diligence on the school joining our MAT.</p> <p>Following in depth discussion, there was a consensus to undertake due diligence on the prospect of York High School joining South Bank MAT and report back to the next Board meeting. Action Trevor</p>	<p>Action 5</p> <p>Action 6</p> <p>Action 7</p> <p>Action 8</p>
	Adam leaves the meeting at 8.30 pm	
9	<p>Auditors' Report (paper previously issued)</p> <p>The attached BHP letter forms the auditors' report that the Board agreed to commission to look into our opening balance. The meeting with Trevor and Alex Collins (Millthorpe's Business Manager) had been very helpful and from conversations with Reuben, they could relate our situation to other MATs and it was not at all unusual. They were also very complimentary about the Finance Team's attention to detail. We now had a template for our opening balance sheet, as detailed in the letter.</p> <p>The recommendations on CPD and training, put forward in Reuben Barrett's paper, were approved; to be implemented as soon as possible.</p> <p>Trustees felt that the process of obtaining the report had been the right course of action and proved very reassuring. Thanks expressed to Reuben and Trevor for instigating the report and the time they had spent on it.</p>	
	Adam re-joins the meeting at 8.45 pm	
10	<p>Policies for Approval (policies previously issued)</p> <p>General comment made by Edwin that there needed to be an additional paragraph in all policies indicating on a day to day basis, the policy would be managed by the named designated person. Action Adam and Anna</p> <p>a) Child Protection Point 25 'Role of Governors'. Another entry needed for 'Role of Trustees'. Correct the footer on the policy. Action Adam More detailed work across the three schools (Headteacher Group) needed to be undertaken on this policy, as it was not considered to be ready for approval at this stage.</p>	<p>Action 9</p> <p>Action 10</p>

<p>b)</p> <p>Staff Code of Conduct</p> <p>Consider looking at the order of content listing and sub-sections for ‘Personal’, ‘Business’, ‘Child Protection and Safeguarding’ etc. Action Anna</p> <p>Note that when using electronic devices at home for school related subjects, records of a confidential nature should be deleted.</p> <p>Policy approved, subject to the above points to be considered.</p> <p>c)</p> <p>Safer Recruitment</p> <p>Following discussion on items 10.1 and 10.2, Trustees decided to remove these from the Policy as they related to procedures you could aim for rather than the need to specify.</p> <p>Policy approved, subject to the removal of 10.1 and 10.2.</p> <p>d)</p> <p>Staff Absence</p> <p>Policy approved.</p> <p>Action Lesley to send safeguarding link to Trustees for online training and obtain SCR information for Trustees.</p> <p>Action Lesley to send details on FGM, Prevent and Forced Marriage to the Headteacher Group for information.</p>	<p>Action 11</p> <p>Action 13</p> <p>Action 14</p>	
<p>11</p>	<p>Scheme of Delegation</p> <p>Noted.</p>	
<p>12</p>	<p>Trust Board Minutes and Website Disclosure Requirements (paper previously submitted)</p> <p>Martin reported that this had become a much wider and more live issue with regard to what needed to appear on the MAT’s website. He confirmed that following a thorough review, there was no obligation for minutes (and supporting papers) of the Trust Board, its Sub-Committees or LGB meetings to be published on the Trust’s website.</p> <p>Following a full discussion on the merits of publishing or not, it was decided by Trustees that it was good practice to publish minutes but that we should look at the format of the minutes.</p> <p>Action Lesley to liaise with Edwin regarding format.</p>	<p>Action 15</p>
<p>13</p>	<p>Scarcroft Expansion Update (verbal)</p> <p>Trevor and Anna had met to look at the process for applying to the RSC for expansion approval. Pupil numbers are a significant factor and Anna will be approaching her contact, Lisa Beadle, this week to obtain the RSC’s agreement in writing.</p> <p>Millthorpe Governors would like to issue a ‘round robin’ to parents/carers, when appropriate, asking whether they support a MUGA on Millthorpe’s grounds, to be also used by Scarcroft and Knavesmire.</p>	
<p>14</p> <p>a)</p>	<p>Local Governing Bodies (paper previously submitted)</p> <p>Parent Governor Election Policy</p> <p>Nicki apologised for the CYC logo. The policy submitted for approval was essentially the same as the CYC policy previously used, with the exception of Section 3 where the approval process by the Board had been delegated to the Chair and Vice Chair.</p> <p>Action Anna to email Guidance on Parent Governor Elections to Nicki.</p>	<p>Action 16</p>

	<p>Amendments agreed:</p> <ul style="list-style-type: none"> • introduction - remove references to statutory basis for parent governor elections, which do not apply to academies; • 3.3 and 3.4 - remove reference to 'the Head', replace with, for example, Office Manager; • 4.5 - Instrument of Government should read Scheme of Delegation. Action Nicki <p>Policy approved, subject to the changes in the process above.</p> <p>b) Staff Governor Election Policy (paper previously submitted) Section on 'Authority' to be removed and policy to be produced on MAT template. Action Nicki</p> <p>Policy approved, subject to the above changes.</p> <p>c) Communication (verbal) Discussion around how we might improve communication with LGBs, particularly with regard to attendance at meetings, apologies for absence minuted etc. All Governing Bodies are subject to annual review for their effectiveness and impact, which is something we should consistently adhere to.</p> <p>d) Governors for Approval</p> <ul style="list-style-type: none"> • David Wheeler - Scarcroft; • Tanya Wheatley (Chair) and Ann Cox (Vice-Chair) Knavesmire; <p>The above appointments Approved unanimously.</p>	<p>Action 17</p> <p>Action 18</p>
<p>15</p> <p>a)</p> <p>b)</p>	<p>Link Trustees and Sub-committees (verbal)</p> <p>Link governors have a particular area that they are linked to within school development plans. Something similar could be implemented for Trustees, particularly in the new structure of seven. Logically we could have Reuben (finance), Nicki (standards) and Andrea (HR). Visits could be made to schools, or a particular project or meeting that relates to one of these categories. Currently you can appoint a maximum of six people to Governors' sub-committees. Edwin proposed that this be increased to seven and then each school be notified asking them to put forward a Governor to join our sub-committees.</p> <p>Trustees felt that this was a good idea and could call upon differing skills sets. Approval given to change the Terms of Reference to 7, rather than 6.</p>	
<p>16</p> <p>a)</p> <p>b)</p>	<p>Communications received from:</p> <p>EFA - Noted</p> <p>DFE - Noted</p>	
<p>17</p>	<p>AOB</p> <p>Edwin reminded Trustees that Christmas performances were coming up at schools, which would be an ideal way of getting into schools and seeing the students/staff. He encouraged Trustees to do so.</p> <p>Finally, Edwin thanked everyone for their time and the amount of work they give so readily and freely. What the Board is achieving could only be described as truly phenomenal.</p> <p>Happy Christmas to everyone.</p> <p>There being no further business, the Chair declared the meeting closed (10.15 pm).</p>	<p>Item 19</p>

ACTIONS

Action	By Whom	Action	Date
1	Nicki	Send non-pdf version of Scheme of Delegation to Anna. (Action outstanding from 11 October meeting.)	ASAP
2	Edwin	Agenda Item 6c. New Accounts Directive - EFA letter. Look at additional Board Meeting to approve accounts. Send out Doodle Poll on Wednesday 30 November. Keep 24 January date on calendars but may be reviewed.	30 11 2016
3	Edwin Andrea Nicki	Agenda Item 6d. Reviewed Risk Register and Action Plan. Working Group of three Trustees needed to review the capacity needs of the Headteacher Group before 1 April 2017. Edwin, Andrea and Nicki volunteered and will report back to the 16 May Board meeting.	16 05 2017
4	Trevor Becky	Agenda Item 7. Centralisation of Finance Function. The Board approved, in principle, the centralisation. Trevor and Becky to produce Job Descriptions and seek legal and HR advice, particularly with regard to staffing within Finance if and when other schools join the MAT. Update the Board at February (to be confirmed) or March meeting.	February (tbc) or March 2017
5	Edwin	Agenda Item 8. Presentation given to Governors at 24 November to be posted on Trust website.	ASAP
6	Martin	Agenda Item 8. Small amendments to be made to the letters regarding governance changes.	07 12 2016
7	HTG	Agenda Item 8. Trevor to update Edubase and in March, inform Companies House. HTG to look at process for Scheme of Delegation.	Medium Term
8	Trevor	Agenda 8. Due diligence report on York High School joining South Bank MAT.	24 01 2017
9	Anna and Adam	Agenda Item 10. Additional paragraph on all policies indicating on a day to day basis, the policy is managed by the named designated person.	ASAP
10	Adam	Agenda Item 10a. Point 25 'Role of Governors'. Another entry needed for 'Role of Trustees'. Correct the footer on the policy. Bring policy to future Board meeting when ready for approval.	ASAP
11	Anna	Agenda Item 10b. Consider looking at the order of content listing and sub-sections for 'Personal', 'Business', 'Child Protection and Safeguarding' etc.	ASAP
12	Anna	Agenda Item 10c. Remove item 10.1 and 10.2 from the Policy. Send to Lesley for OneDrive.	ASAP
13	Lesley	Agenda Item 10. Lesley to send safeguarding link to Trustees for online training, which can be included within next Away Day session, and obtain SCR information for all Trustees.	ASAP
14	Lesley	Agenda Item 10. Lesley to send details on FGM, Prevent and Forced Marriage to the Headteacher Group for information.	ASAP

15	Lesley	Liaise with Edwin with regard to format of minutes.	ASAP
16	Anna	Agenda Item 14. Email guidance on elections to Nicki.	ASAP
17	Nicki	Agenda Item 14a. Under 3.3 and 3.4 remove contact with 'Headteacher' for documentation. Under 4.5 'Instrument of Government' should read ' Scheme of Delegation '. Remove CYC logo and 'matify'.	ASAP
18	Nicki	Agenda Item 14b. Section on 'Authority' to be removed and policy to be produced on MAT template.	ASAP
19	All	Agenda Item 17. Time and availability permitting, Trustees to go into schools in the lead up to Christmas to see productions.	As and when.

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Chair of Trustees