

South Bank Multi Academy Trust

Trust Board

Minutes of the Meeting held on Tuesday 24 April 2018

6.00 pm at York High School

Present:	Edwin Thomas	Chair of Trustees
	Pat Boyle	Non-Executive Trustees
	Martin Frost	
	Jill Hodges	
	Nicki Mitchell	
	Helen Priestley	
In attendance:	Trevor Burton	Executive Headteacher
	Adam Cooper	Headteacher Knavesmire
	Anna Cornhill	Headteacher Scarcroft / Trust Principal
	Paul Edwards	Ex Trustee
	Rebecca Guest	Chief Finance Officer
	Sophie Triffitt	Clerk to the Board of Trustees

1. WELCOME AND INTRODUCTION

1.1 The Chair welcomed attendees.

2 APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST AND CHANGES TO BUSINESS INTEREST FORMS

2.1 Absence

Apologies were received from Reuben Barrett, Andrea Preston and Graham Wilson.

2.2 The Chair recorded that Mr Edwards had resigned as a trustee and congratulated him on being successful in the Scarcroft Headteacher appointment. Mr Edwards is in attendance to support the transition.

2.3 Declarations of Interest

Trustees updated their Business Interest Forms.

3 MINUTES OF TRUST BOARD MEETING HELD 6 MARCH 2018

3.1 The minutes were approved subject to agreed amends

4 MATTERS ARISING AND ACTION PLAN

4.1 Action Plan (Away Day 30 September 2017)

Item	By	Action	Date
3.3	Edwin	Action 4 Find opportunities to involve chairs of governors more in the Trust's strategic decision making.	Complete

4.2 Action Plan (from 12 December 2017)

Item	By	Action	Date
15.8	TB	Review Governor Code of Conduct at the April meeting.	On agenda

4.3 Action Plan (from 6 February 2018)

Item	By	Action	Date
8.2	CFO / TP	Inform the SBMs of the SBM bid to deliver central functions outside of the current SBM remit. complete	Complete
8.3	HTG	Agree a bid application menu. Ongoing carry forward to July	July 2018
10.8	HP	Meet with the Trust Principal and agree need and options for potentially engaging CYC or an external provider communication support. Ongoing carry forward to July.	July 2018
14.6	Chair	Obtain MAT leadership external benchmarking comparisons	Complete

4.4 Action Plan (from 6 March 2018)

Item	By	Action	Date
8.2	Chair	Obtain member approval for the re-appointment of BHP as auditors with a full tender process for 2019. Complete. Action: Trust Principal to issue letter to appoint BHP as auditors. Action: Trust Principal to compile hard copies of company info	Complete
9.6	TP / HTG	HTG to agree appropriate payment benchmarks for school to school support. Ongoing carry forward to July	July 2018
9.10	TP / HTG	HTG to identify potential NLE and serving Ofsted inspector within the trust and look at ways to broaden expertise with badges such as subject specific identifiers (SLE accreditations). Mr Cooper and Mr McGann are pursuing NLE and Ofsted roles	Complete
10.12	TP/EHT/NM	Trust Principal, Executive Headteacher and Ms Mitchell to provide a proposal for a York High Scheme of Delegation at the April meeting.	Complete
11.3	TP / PB	Trust Principal and Ms Boyle to facilitate a Safeguarding Working Group meeting. Representatives for each LGB have been identified and a meeting is being scheduled.	24 April 18
11.3	Clerk	Chair to ask for LGB Chairs for a nominated governor for the Safeguarding Working Group.	Complete

11.3	TP	Trust Principal to write Safeguarding Working Group terms of reference.	Complete
12.6	TP / CFO	The Trust Principal and CFO to draft lines of responsibility and levels of questioning for Finance and Audit Committee business and bring to the April board meeting for approval. The action was aligned to the Finance and Audit Committee.	Closed
13.2	TP / HTG	Lone Working Policy: HTG to agree appropriate procedure for home visits and whether to include CPD attendance. Ongoing	17 Apr 18
14.7	Chair	Chair to communicate the decision to recruit externally for the Trust Principal role to the Trust Principal and HTG.	Complete

4.5 Matters Arising

There were no matters arising.

5 TRUST PRINCIPAL'S REPORT (*PAPER PREVIOUSLY ISSUED*)

- 5.1 The Trust Principal reported that York High School are on track for a 1st May 2018 conversion and the bid consultants have taken the decision to appeal one of the bids rejected for Millthorpe. Trustees recorded their congratulations to the bid teams for the number of successful bid outcomes.
- 5.2 In reference to item 6.1 a trustee asked for an update on Pupil Premium performance across the MAT. The Trust Principal explained that the work was undertaken in preparation for a meeting with the Regional School Commissioner Office in addition to the termly data capture for annual statutory requirements and in year monitoring. No trends were identified and schools felt there was an ever changing view but will continue to monitor.

6 EDUCATION AND STANDARDS COMMITTEE REPORT

- 6.1 The Committee Chair provided an update and confirmed it was recorded in the minutes that there was a discrepancy in implementation timescale.
- 6.2 The termly data capture has changed to have schools aligned.
- 6.3 The committee agreed the Trust Principal would report any safeguarding, attendance, exclusion data to the committee by exception and provide commentary to data reports.
- 6.4 Mr Healy, Scarcroft governor, attended the meeting to represent the Chair and Headteacher selection panel to report on action taken by Scarcroft governors on concerning comments raised through the recruitment process. The Scarcroft Headteacher provided external review feedback with a report from Richard Knowles being particularly thorough and items raised already included in the School Improvement Plan. The Scarcroft Headteacher confirmed a second visit is scheduled for the first week in June. Richard Knowles confirmed nothing in the data is a limiting factor to good. The Chair of Trustees noted that Mr Healy represented governors very well and the committee were grateful for this representation.

- 6.5 In response to a trustee the Committee Chair confirmed the response from Richard Knowles was that based on the data there was no automatic limiting factor. The Executive Headteacher noted that this view mirrors the Headteacher Peer Review feedback.
- 6.6 The Committee Chair encouraged all trustees to read the Scarcroft Headteacher's response to concerns raised and Mr Knowles visit report noting that the committee were reassured with actions, response and Mr Knowles written report.
- 6.7 The York High update recorded tensions between budget and the need for extra school capacity in leadership.
- 6.8 The MAT in year data is broadly on track and the committee discussed the level of scrutiny at committee level.

7 FINANCE UPDATE

7.1 Finance Committee Report

The Chair reported that the Finance and Audit Committee looked at the revised budgets and it has emerged that reserves were overestimated by over £110k which reduced the MAT reserves from 3.4% to 2.6%. This was mainly due to the start budget periods on set up of the MAT and change from process with CYC. The committee were reassured that much stronger monitoring procedures had already been implemented by the CFO. The committee requested the CFO & Trust Principal ask internal auditors to review procedures and they have confirmed the procedures in place are appropriate. The committee delayed approval of revised budgets to ensure an actual position of the reserves. The reserves position will be reduced further when York High joins. By 31st August the reserve will be down to 1.8% against a 4% target and 3.4% expected. The committee will meet again to review the reserves position on a school by school basis to aid the budget setting process.

- 7.2 A trustee asked if the two sets of published accounts have stated incorrect results. The CFO confirmed the statutory published audited accounts are only based on actuals and there is no reference to budget.
- 7.3 A trustee asked if the paragraph in the Trustee Report relating to reserves is correct. The CFO confirmed it was as it was based on actual reserves carried with no comparison to target.
- 7.4 The Trust Principal confirmed that Headteachers will feed into the reserves policy and be invited to the one agenda item committee meeting scheduled for 8th May 2018. The CFO confirmed that benchmarking will be provided for the meeting.
- 7.5 A trustee asked if Carr Junior have a deficit budget. The CFO reported that they are close to breaking even and the budget reports a small future deficit but will reduce the overall MAT reserves.

- 7.6 The Trust Principal reported that the Risk Register work is ongoing and will be reviewed based on GDPR.
- 7.7 The internal audit is booked and will focus on due diligence of new schools and compliance with the academies financial handbook.
- 7.8 The committee approved a pay increase for the CFO in line with performance and progression.
- 7.9 Budget Monitoring Process (*paper previously issued*)
The CFO reported that monitoring with robust challenge is happening monthly, feels there is positive and honest participation across the MAT and is working well. The CFO recommended an annual review to assess impacts of the reserves decision.
- 7.10 Budget monitoring is still reliant on accurate profiling and is looking to set up monthly accruals and pre-payment process to deliver greater accuracy.
- 7.11 The CFO suggested inclusion of 2.3.3 *The CFO has discretion to postpone a virement if he/she thinks it is appropriate* to reflect actual practice. Trustees approved the inclusion of 2.3.3.
- 7.12 In response to a trustee the CFO confirmed the monitoring table is cumulative forecasting for end of year and will be reported to the Finance and Audit committee.
- 7.13 **Procurement Card:** The CFO requested approval to apply for new procurement cards for the schools which can be controlled centrally and a change to Lloyds Bank who offer online management which will support processes in school. The CFO confirmed she would cease to be a card holder for the MAT to ensure segregation of duties. Trustees approved the request.
- 8 CENTRAL TEAM SLA AND TRUST LEVY – DRAFT FOR CONSULTATION (PAPER PREVIOUSLY ISSUED)**
- 8.1 The CFO explained that the document includes central team services, requirements of the school and other services provided by the MAT such as clerking and HR.
- 8.2 The CFO tabled supplementary notes for the consultation.
- 8.3 The CFO noted the introduction of £2k to cover services provided on joining the MAT which could be covered by the £25k conversion funds, this includes training on finance software which is more cost effective than being delivered by the provider. The Executive Headteacher suggested it would be helpful to have some capacity within the central MAT team to support new schools on joining the MAT and the need to be clear about the expectation of reducing on site finance staff.
- 8.4 A trustee asked if it is made clear that on joining the MAT and having a central function this

could reduce school employed time on finance functions. The Trust Principal assured trustees it was and that the lead times are long so this is often managed through natural attrition. There may be a need to make clear to new schools that the levy and central team should enable schools to make savings in finance costs. The CFO confirmed that Woodthorpe and York High have made savings on joining by not recruiting to vacancies.

- 8.5 It was agreed to change 'respond' to 'acknowledge' and 'dispute' to 'challenge' in item 12.2.
- 8.6 The CFO confirmed SBMs were provided with the draft and invited to feedback.
- 8.7 **Action:** HTG and CFO to agree an approach for a fair and transparent communication to support the Central Team SLA and Trust Levy document consultation.
- 8.8 In response to a Headteacher the CFO explained that in reference to section 10 the MAT are centrally procuring but the 'not obliged' allows for individual schools to obtain the best deal.
Action: CFO to review wording of section 10.
- 8.9 Trustees approved the document with agreed refinements and for the HTG to manage the consultation via the clerk and bring back to the July meeting for final approval.

9 GDPR UPDATE AND DRAFT POLICY (PAPER PREVIOUSLY ISSUED)

- 9.1 The Trust Principal reported that the regulations become legal in May 2018 when the Act is published in its final form. The data audit is almost complete and is looking at compliance at the point of collection. The Information Commission Office have been used as a source for directing initial actions and the move to being compliant. Work has been done to align admissions forms for primary and secondary, privacy notices for staff and parents are being finalised and a retention schedule developed.
- 9.2 A trustee asked if schools will need to regain permission from parents. The Trust Principal explained that most of the information the schools hold is statutory so there is no opt out and other information is required as part of fulfilling statutory function. There is very little information schools get that is optional and where it is parents already have the right to decline providing info. The Trust Principal confirmed that the Privacy Notice will be updated to include biometrics.
- 9.3 A trustee asked if parents will need to re-opt in to text and e mail communication. The Trust Principal explained there is just the need to remind parents we have this information and they have the option to opt out.
- 9.4 The Trust Principal confirmed that there is only a need to have an opt out of the optional data provided.
- 9.5 The Trust Principal confirmed she is the Data Protection Officer until delegated down to the new SBM and if anything comes to her attention this will be flagged through the Trust

Principal Report.

- 9.6 Trustees approved the GDPR Policy. Trustees complimented the Trust Principal for her work writing this policy, given the complexity of the subject and the relatively meagre information available.

10 MILLTHORPE MUGA

- 10.1 The Chair tabled MUGA plans and explained proposal one was the best use of the proposed funds. Through consultation the authority confirmed they will pay for a car park and a MUGA. This has caused a difference of opinion on the MUGA working group, a section of which feel the council made it clear the second option is the best we will get and need to enter planning within the next week to start work in the summer holidays. The consultant felt if we miss going to planning now the project may slip a year. Another view of the committee is that the funding was to support the expansion of Scarcroft to a two form entry and the mini MUGA would be the most useful element for Scarcroft and therefore the trust should challenge for the mini MUGA. A third option for a cost of circa £50k could cover the tennis courts with a MUGA like surface for Scarcroft use.
- 10.2 Trustees considered the three options 1. Move ahead with council approved project 2. Challenge for the mini MUGA 3. Push ahead with the MUGA and car parking option whilst negotiating for tennis court resurfacing.
- 10.3 The Scarcroft Headteacher recorded frustration that there had been CYC involvement in working party meetings and then CYC has rejected the project plans. A meeting is scheduled with Jon Stonehouse to explain the MAT rationale and understand the basis of refusing the project.
- 10.4 The Chair confirmed that the car park proposal was changed based on consultation feedback and the plan was deliverable within the initial £1m budget set by CYC.
- 10.5 The Scarcroft Headteacher highlighted that the school were promised something for outdoor space on expanding Scarcroft and the project approved by CYC is suitable for secondary school and a community space but less so as a space suitable for Scarcroft children.
- 10.6 The Knavesmire Headteacher noted the need to consider provision of sports for the children across the two schools and the small MUGA would provide a space for primary core delivery.
- 10.7 A trustee asked if the resurfacing of the tennis courts is a good compromise. The Scarcroft Headteacher confirmed it would be.
- 10.8 The Executive Headteacher explained that Millthorpe governors understand it is not what Scarcroft need but are not certain the LA would honour funding if the project is delayed and suggested putting planning in with each element as a separate part of the schedule and

allow for the opportunity to challenge funding.

10.9 The Chair informed trustees that the working group will meet on Thursday to make a decision.

10.10 It was agreed that the board were instructing the working group to find a solution that keeps the main MUGA project moving forward this year while doing everything possible to pursue the mini MUGA as well.

11 GROWTH PLAN TERMLY UPDATE (PAPER PREVIOUSLY ISSUED)

11.1 The Trust Principal confirmed a presentation to Dringhouses governors will take place on 8th May 2018.

11.2 Trustees approved the Growth Plan.

12 YORK HIGH UPDATE AND CONVERSION (PAPER PREVIOUSLY ISSUED)

12.1 The Executive Headteacher reported that:

- Conversion is on schedule for 1st May 2018.
- Predictions for final outcomes are disappointing.
- The school is nearly fully staffed for September despite late resignations.
- Science will have four new staff members next year, three of which are NQTs needing support and one is a new Head of Department.
- A Head of Languages has been appointed from Millthorpe.
- Rapid improvements are anticipated in Science and Languages.
- The senior team are working well.
- Budget work has progressed well with an expected final outturn £90k better than revised budget which still leaves a deficit of £280k but costs are being managed.
- The start budget process has been complicated by the one month delay in conversion.
- The School Improvement Plan will go to governors at the next meeting and implementation of a stricter discipline policy to improve attitude to learning in the classroom is being developed.
- The staff survey and pupil voice supports addressing of low level disruption through a stricter discipline policy.

12.2 A trustee asked if the outcomes although disappointing will be better than last year. The Executive Headteacher explained that new subjects are on the new scores this year so unable to monitor like for like on Progress8. If the predictions are correct then the outcomes will be worse than last year.

12.3 Ms Mitchell reported that there is optimism that teaching is improving based on Mark Wilson feedback and observations with the expectation of looking at incremental improvements on a

base level.

12.4 The Executive Headteacher noted that there is lots of movement in the right direction but wants to be reporting improvement in outcomes.

12.5 Scheme of Delegation

Subject to the update of gender language trustees approved the Scheme of Delegation specific for York High.

The Executive Headteacher left the meeting at 8.18pm.

13 CARR JUNIOR SCHOOL DUE DILIGENCE (PAPER PREVIOUSLY ISSUED)

13.1 The Trust Principal explained that the risk factors are highlighted in red but are not considered as a barrier for inclusion in the MAT.

13.2 A trustee felt it was worth noting that Carr Junior are a risk as an RI school and for future support and capacity the MAT need to look at taking on good or outstanding schools to ensure balance. The Trust Principal confirmed that there is capacity to support Carr Junior but no other RI school at this time. It was agreed to remove 5.6 from growth strategy to reflect this.

13.3 **Action:** Remove 5.6 from Growth Strategy.

13.4 The Knavesmire Headteacher noted the challenges of being a junior school separate to infants with a need to get a baseline from Early Years and ensure strong relationships between the two schools. The site visit was impressive, showing they have embraced the York writing programme and demonstrating consistency across classes.

13.5 The Trust Principal added that the Headteacher is very positive about working with the trust.

13.6 A trustee noted the strength in safeguarding despite challenges and this could be a benefit to the MAT.

13.7 A trustees noted that staff absence is very low which suggests a happy well motivated work force.

13.8 A trustee asked about the Children's Centre being on site. The Knavesmire Headteacher explained that for Knavesmire the conversion included a sub-lease back to the Children's Centre but conversion could open conversation with the LA about use of the space.

13.9 The CFO reported very little reserve and would reduce the overall MAT reserves by 0.2%. Generating reserves over time would be challenging as they already control costs well and work hard to maximise income potential.

- 13.10 A trustee asked if the CFO was confident the school could absorb the levy. The CFO explained that the school already run very tight on admin, there would be some savings on HR and energy but may not meet the full levy amount. There will also be the need to look at capacity in school to manage conversion administration.
- 13.11 The CFO recorded that questions have been raised around a Salix loan for radiators.
- 13.12 A trustee noted concern at asking the school to make a 2% saving to pay the MAT despite already running lean. There is a need to actively manage this over the transition period to conversion.
- 13.13 A trustee noted it was important to be sure that including Carr Junior in the MAT matches the Trust's strategic growth priorities. Another trustee noted that it meets the rationale in growth strategy around delivering school improvement.
- 13.14 Trustees recorded that they understand the risk financially and educationally and approved accepting Carr Junior into the MAT.

The CFO left the meeting at 8.40pm.

14 SAFEGUARDING AND SAFETY GROUP DRAFT TERMS OF REFERENCE (PAPER PREVIOUSLY ISSUED)

- 14.1 The Terms of Reference were approved for circulation to the group for review at the first meeting and Ms Boyle to report back.

15 CHILD PROTECTION AND SAFEGUARDING POLICY (PAPER PREVIOUSLY ISSUED)

- 15.1 The Trust Principal reported that there has been a high level of engagement from the governor consultation, two governors provided extensive feedback on the policy and it was suggested they meet with the SENCO to unpick the feedback in greater detail.
- 15.2 A trustee noted a risk in moving too far away from a model policy and requested assurance the policy is robust in terms of Child Protection and Safeguarding practice and legislation. The Trust Principal explained that the initial draft policy was produced by a MAT expert (Mrs Dickson, Leader of Inclusion at Scarcroft and former York Headteacher) in consultation with Mr Butterworth at Millthorpe and is updated the key statutory changes. The Trust Principal recommended trustees approve the policy and she will arrange for the two governors to meet with Mrs Dickson and Mr Butterworth.
- 15.3 Trustees agreed for the Trust Principal to re-circulate the original policy with feedback from governors and approve by e mail. The two sets of complex feedback will be discussed with the individuals.
- 15.4 **Action:** trustees to approve the Child Protection and Safeguarding Policy via e mail by 1st May 2018.

16 QUALITY ASSURANCE TIMETABLE (*PAPER PREVIOUSLY ISSUED*)

16.1 It was agreed for Quality Assurance Timetable to be carried over to the July meeting.

17 LGB BUSINESS

17.1 Governor Code of Conduct (paper previously issued)

Trustees approved the revised Governor Code of Conduct for issue to LGB's. The Chair noted the positive governor feedback that trustees listened to governors and reviewed the document.

17.2 Matters from LGBs

The Chair reported that he had an action point from the away day to involve chairs more in the trust and has since formalised the chairs meetings, invited them to the away day and Trust Principal recruitment lunch and there is a governance evening planned for 6th June. The Trust has also put in place a process so that all governors can be consulted on new Trust policies.

17.3 **Action:** Chair to arrange for Carr Junior to be the location for the next Trust Board meeting and invite the Chair of Governors and Headteacher.

17.4 **Action:** Agree location for the governance evening, issue invite to governors and invite representation on the trust committees.

17.5 Scarcroft: The Chair explained that Scarcroft felt they could not elect a chair they had not met. Mrs Kuhn will step down and trustees appointed Ms Cullen to take over Chair duties from 2nd May 2018. Governors felt they would have liked Mrs Kuhn to have had more support before making the change which is feedback that has been accepted and will be a consideration in the future development and support for Chairs. Trustees approved the previously circulated draft letter subject to a change to the third paragraph second sentence for issue in the LGB agenda pack.

17.6 LGB Appointments (previously issued)

Trustees approved the below governor appointments.

	Millthorpe	York High
Chair		Nicki Mitchell (Chair)
Governors	Simon Bull (staff)	Heidi Dugdale-Dawkes Ian Savage Rosemary Swords Amanda Crouch Angela Leatt Andy Pope Andrew Waller <i>Anthea Dykes (associate)</i>

18 STATEMENT OF PRINCIPLES (PAPER PREVIOUSLY ISSUED)

18.1 It was agreed for Statement of Principles to be carried over to the July meeting.

19 TRUSTEE RECRUITMENT

19.1 The Chair noted the need to recruit to two, possibly three trustee vacancies to start in September 2018. There have been some potential contacts suggested with finance and education skills and experience. An advert will be placed. The Chair requested trustees think about potential applicants to encourage to apply.

The Trust Principal left the meeting at 9.20pm.

20 TRUST PRINCIPAL RECRUITMENT

20.1 The Chair informed trustees that four candidates have been short listed for a comprehensive interview process and trustees are invited to a lunch to meet the candidates on Wednesday 25th April.

20.2 It was noted that the four trustees on the panel constitute a quorate meeting of the Trust Board but it was agreed that to enable collective ownership of the decision a Trust Board meeting would take place at 7pm on Thursday 26th April 2018 at Millthorpe to ratify the decision.

20.3 **Action:** clerk to circulate the CVs for the four candidates to trustees and inform trustees of the ratification meeting.

21 ANY OTHER BUSINESS

21.1 The Chair made governors aware of the York High Fest on 25th April at 7pm.

21.2 The Chair will issue a doodle poll for a trustee meal.

The meeting closed at 9.35pm.

ACTIONS
6th February 2018

Item	By	Action	Date
8.3	HTG	Agree a bid application menu.	July 2018
10.8	HP	Meet with the Trust Principal and agree need and options for potentially engaging CYC or an external provider communication support.	July 2018

6th March 2018

Item	By	Action	Date
9.6	TP / HTG	HTG to agree appropriate payment benchmarks for school to school support.	July 2018
11.3	TP / PB	Trust Principal and Ms Boyle to facilitate a Safeguarding Working Group meeting.	July 2018
13.2	TP / HTG	Lone Working Policy: HTG to agree appropriate procedure for home visits and whether to include CPD attendance.	July 2018

24th April 2018

Item	By	Action	Date
4.4	TP	Issue letter to appoint BHP as auditors.	May 2018
4.4	TP	Compile hard copies of company info	June 2018
8.7	HTG / CFO	HTG and CFO to agree an approach for a fair and transparent communication to support the Central Team SLA and Trust Levy document consultation.	May 2018
8.8	CFO	CFO to review wording of section 10 of the Central Team SLA document.	May 2018
13.3	TP	Remove 5.6 from Growth Strategy.	May 2018
15.4	TP	trustees to approve the Child Protection and Safeguarding Policy via e mail by 1 st May 2018.	May 2018
17.3	Chair	Chair to arrange for Carr Junior to be the location for the next Trust Board meeting and invite the Chair of Governors and Headteacher.	June 2018
17.4	Chair / Clerk	Agree location for the governance evening, issue invite to governors and invite representation on the trust committees.	May 2018
20.3	Clerk	Circulate the CVs for the four candidates to trustees and inform them of the ratification meeting.	Complete

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Chair of South Bank Academy Trust