

South Bank Multi Academy Trust

Trust Board

Minutes of the Meeting held on Tuesday 11 Dec 2018
6.00 pm at York High School

Present:	Edwin Thomas	Chair of Trustees
	Reuben Barrett	
	Helen Priestley	
	Nicola Mitchell	Non-Executive Trustees
	Jill Hodges	
	Pat Boyle	
	Andrea Preston	
	Martin Frost	
In attendance:	Jo Edwards	Trust Principal
	Michael Gidley	Chief Finance Officer
	Rod Sims	York High Head of School
	Sophie Triffitt	Clerk to the Board of Trustees

1 WELCOME AND INTRODUCTION

1.1 The Chair welcomed attendees.

2 YORK HIGH SCHOOL PRESENTATION

2.1 Prior to the start of the meeting the Trustees joined Year 9 York High School students in a debate exercise. Trustees appreciated and enjoyed the opportunity to hear from pupils and thanked them for their hard work on an excellent presentation.

3 APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST AND CHANGES TO BUSINESS INTEREST FORMS (*PAPER PREVIOUSLY ISSUED*)

3.1 Absence
There were no apologies.

3.2 Declarations of Interest
Trustees updated their Business Interest Forms. The Chair updated Trustees on the expectations for recording business interests referencing the advice previously circulated.

The Chair reminded Trustees that they are custodians of the Trust's values.

4 MINUTES OF TRUST BOARD MEETING HELD 11 DECEMBER 2018

4.1 The minutes were approved.

5 MATTERS ARISING AND ACTION PLAN

5.1 All actions were complete, on the meeting agenda or agreed to be carried forward and the action plan updated.

5.2 Matters Arising

Action: Trust Principal to submit a paper on the Trust name to Trustees following discussion with the Headteacher Group and governors.

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

6.1 The Trust Principal made governors aware of the city wide focus on the outcomes for disadvantaged children and how this need is mirrored within the Trust. The Headteacher Group support the proposal to sign up to the CYC Pupil Premium Pledge and to address the need as a group of schools together.

6.2 A Trustee asked what curriculum areas schools are leading on. The Trust Principal confirmed that Woodthorpe lead on inter school sports events, Knavesmire on arts projects as part of their Platinum Arts Award, and Millthorpe students are ambassadors for mental health. There is a lot of interest in the idea of a student parliament and there is an opportunity to work collaboratively with CYC on student voice.

6.3 A Trustee asked if there is a plan to have secondary teacher networks. The Head of School explained there is already strong collaboration across the secondary schools and there are discussions of a joint training day next year to strengthen these links.

6.4 A Trustee asked what is being done in the first three years of teaching to retain teachers. The Trust Principal explained that there is a support package in place for NQTs and RQTs are supported into their second year. Nationally the third year is key as the extra PPA and support are no longer in place and this is the point where more can be done to support and retain staff. The Head of School added that York High have worked hard on recruitment with focus on the 'teacher gap' research with each NQT having three people to support them; an NQT buddy, subject specialist and professional tutor. There are strong SLT links and a celebration breakfast. The Head of School is very conscious of the need to grow and retain strong staff at York High given the difficulties in recruitment.

6.5 A Trustee asked for an update on the Millthorpe Ofsted inspection. The Trust Principal reported that the draft report has been received and await the final report to communicate the outcome. The Chair noted that the Millthorpe governors did an impressive job in representing and talking confidently about their school.

6.6 The Trust Principal reported that the Headteacher at Carr Junior will be leaving at the end

of April 2019 and the school are due to convert on 1st May 2019. CYC, governors and the Trust are discussing the next steps and governors are committed to joining the Trust. In response to a Trustee the Trust Principal explained there is the possibility to support Carr Junior from within the Trust.

- 6.7 A Trustee suggested including SEN, Pupil Premium & Greater Depth on the school on a page.
- 6.8 The Trust Principal noted the circulated discussion paper showing the current central offering and possible future service. The Trust Principal and CFO are working with the Headteacher Group to understand what they need from the central services team. A Trustee requested any proposal addresses: how the increase in cost impacts the whole Trust, compensating changes in schools for a net efficiency gain and Headteacher Group feedback.
- 6.9 The Trust Principal explained that the Trust needs to engage with Unions and currently there is no HR support for these meetings and policies through the current contract. A Trustee suggested revisiting the HR contract as the provider is offering a service to schools and trusts and should offer educational policies.
- 6.10 **Action:** Trust Principal and CFO to review the HR contract to ensure it meets the needs of an educational setting.
- 6.11 The Trust Principal noted that the feedback to LGB's from the Trust Board was very well received and will continue.

7 TRUST SELF EVALUATION (DRAFT PAPER PREVIOUSLY ISSUED)

- 7.1 The Trust Principal explained that in September 2019 there will be an Ofsted Framework for MATs.
- 7.2 A Trustee felt that grading the Trust as inadequate for outcomes is concerning. The Head of School explained that the Headteacher Group felt the grading was unfair and is impacted by the York High outcomes. There was a strong moral decision to take York High into the Trust and the improvement journey should not negatively impact the other Trust schools evaluation. A Trustee suggested that there was a decision to help and support York High on its journey and it does not seem right to have this grading for the Trust.
- 7.3 The Trust Principal felt there would be challenge on York High and Pupil Premium data across the Trust.
- 7.4 A Trustee suggested that there is a journey to improve York High and to be Ofsted ready is demonstrating there is an adequate plan in place that is regularly monitored and reviewed.
- 7.5 A Trustee felt this was a good starting point for when the Trust framework will be available in a few months.

7.6 The Trust Principal noted that the self evaluation feeds in well to the David Carter document used at Trust Principal Performance Management.

8 SOUTH BANK STRATEGY AND IMPROVEMENT PLAN 2018-21 (PAPER PREVIOUSLY ISSUED)

8.1 Priority 1 milestones – Trustees agreed the milestones and felt it was a good statement of intent.

8.2 Priority 2 milestones - It was agreed to review the milestones with earned autonomy as the starting point.

8.3 Priority 3 milestones – a Trustee suggested including reference to the pipeline with schools at different stages of interest as included in the Growth Strategy.

8.4 The Trust Principal confirmed the ethical reference is included to demonstrate awareness of unethical behaviours in education nationally.

8.5 **Resolution:** Trustees approved the Strategy and Improvement Plan 2018-21 subject to agreed amends and to review at the end of each term.

8.6 Trustees thanked the Trust Principal for the great piece of work.

9 GROWTH STRATEGY (PAPER PREVIOUSLY ISSUED)

9.1 Trustees reviewed the pipeline and an update was recorded as a separate confidential minute.

10 EDUCATION AND STANDARDS COMMITTEE REPORT

10.1 The Committee Chair reported that the meeting focused on:

10.2 A presentation from Paul Edwards as the new Headteacher at Scarcroft.

10.3 The Millthorpe standards monitoring review.

10.4 The York High standards monitoring review.

10.5 The York High Head of School confirmed the process felt supportive with the committee having a clear understanding of the improvement timeline. The Committee Chair noted that leadership capacity was highlighted as a key area of need to drive improvement and the committee discussed how the Trust could enable additional capacity. The Trust Principal will undertake a feasibility study to understand how additional leadership capacity could be explored.

10.6 The committee will have an update on the Woodthorpe support and Scarcroft Writing at the next meeting.

11 PUPIL PREMIUM PLEDGE (*PAPER PREVIOUSLY ISSUED*)

11.1 Trustees agreed to sign the Trust up to the Pupil Premium Pledge.

11.2 A Trustee noted that evidencing impact will be important for the Trust.

11.3 A Trustee asked if there is any funding from signing up to the pledge. The Trust Principal explained that there was a successful bid for support of separate projects in each primary school that will be measured and assessed. York High and Millthorpe continue to work together on improving outcomes.

11.4 A Trustee asked how Trustees can support this pledge. It was agreed that the Education and Standards Committee will continue to monitor standards and there will be a Pupil Premium focus at the next Trust Governance Evening.

11.5 **Action:** Trust Principal to confirm if each LGB has a PP/Disadvantaged Link Governor.

12 SAFEGUARDING AND SAFETY GROUP REPORT

12.1 The Working Group Chair reported that the format going forward was discussed and agreed. There will be two meetings a year, one with a Safeguarding focus and the other a Health and Safety focus. There will be an external audit of these two key areas and the Trust Business Manager will monitor actions from the reports and support the schools.

12.2 Concerns were raised on Safeguarding plans being addressed through the School Business Manager meetings but this was addressed and will be monitored.

12.3 The Working Group Chair noted that the Working Group is formed of an impressive group of governors making a valuable contribution.

Child Protection and Safeguarding Policy (paper previously issued)

12.4 The Working Group recommended the policy for approval.

12.5 The Trust Principal confirmed the governor feedback from last term fed into the policy and includes updated Keeping Children Safe in Education and County Lines and has been shared with the Headteacher Group prior to submission to the Working Group. The policy will be reviewed annually.

12.6 A Trustee suggested including an index.

12.7 **Resolution:** Trustees approved the policy.

13 FINANCE AND AUDIT COMMITTEE REPORT (PAPER PREVIOUSLY ISSUED)

13.1 The Committee Chair reported that the meeting focused on:

13.2 The Millthorpe budget position being a significant financial risk to the Trust eroding the overall reserve. If the recovery plan is realised there will be no issue. The Committee Chair, Chair of Trustees, Trust Principal and CFO will meet with the Head of School and Executive Headteacher to review the plan and offer support.

13.3 In year budget monitoring was reviewed and budget assumptions agreed. The Committee are being more proactive in terms of the timing of when budget decisions are made.

13.4 Approved the Woodthorpe Nursery budget spend with reserves brought forward.

13.5 A useful KPI document prompted discussion around lettings management.

13.6 The Risk Register will be used as a live document to capture risks and mitigation on an ongoing basis separating strategic and operational risks.

Audit Report (paper previously issued)

13.7 There was a detailed update from BHP and the committee reviewed the items raised and CFO response.

13.8 Trustees recorded thanks to the CFO and the central team for a positive audit outcome.

Accounts (paper previously issued)

13.9 The Finance and Audit Committee recommended the approval of the accounts.

13.10 **Resolution:** Trustees approved the accounts for submission to the ESFA.

14 FINANCE UPDATE (PAPER PREVIOUSLY ISSUED)

14.1 The CFO reported income and staff costs are reporting positively due to timing. Pay Awards and performance management is back dated to September and once paid the staff costs will be slightly below budget.

14.2 The end of year projection is under budget with reserves brought forward better than predicted.

14.3 The GAG funding element of the KPI documents has been updated without Pupil Premium funding to show the correct representation of where York schools sit against national average.

14.4 The CFO highlighted the range of staff cost ratios across the Trust with Woodthorpe having the lowest ratio which is in line with national. The Scarcroft ratio is distorted due to high staff costs linked to after school and holiday clubs. Knavesmire, Scarcroft and Millthorpe

have a higher proportion of upper pay scale teachers making their ratio higher.

15 TRUSTEE CODE OF CONDUCT (PAPER PREVIOUSLY ISSUED)

15.1 **Resolution:** Trustees approved the Trustee Code of Conduct.

16 PAY RANGE RECOMMENDATION (PAPER PREVIOUSLY ISSUED)

16.1 Recorded as a separate confidential minute.

17 LGB BUSINESS

Matters from LGBs

17.1 Governor Panels - The Chair of Trustees explained that Chairs have requested that there is provision in policies for final panel stages (eg in complaints or grievances) to allow for governors from any trust school to sit on the panel.

Resolution: Trustees agreed for the Trust Principal to include provision for panels to allow for governors from any trust school when updating policies.

LGB Appointments and Resignations (previously issued)

17.2 Trustees approved Emily Robinson as a co-opted governor at Scarcroft and Abigail Gaines as joint Vice Chair at Knavesmire.

18 TRUSTEE BUSINESS

Recruitment

18.1 Trustees had wanted to recruit a trustee from the local governor group but with the outgoing governors there is a need at this time to retain experienced governors at school level.

18.2 The Chair has made contact with Academy Ambassadors who recruit trustees for academies and will launch recruitment / advertising for trustees and governors in the new year. The trustee skills needed are technical accountancy / finance and education. The Chair highlighted the need for new trustees, and encouraged trustees to recommend anyone they know who might be suitable.

Key School Dates (previously issued)

18.3 Key school dates for potential Trustee school visits were circulated.

19 ANY OTHER BUSINESS

Skills Audit & Training Links

19.1 The Chair reminded governors to complete the circulated Skills Audit and Safeguarding training and the Chair will meet with each trustee as part of an annual review.

The meeting closed at 9.41pm.

ACTIONS

6th February 2018

Item	By	Action	Date
10.8	HP	Meet with the Trust Principal and agree need and options for potentially engaging CYC or an external provider for communication support.	Dec 2018

24th April 2018

Item	By	Action	Date
4.4	MF	Compile hard copies of company info	Dec 2018

23rd October 2018

Item	By	Action	Date
9.6	Chair / TP	Develop proposal for approaching / responding to concerns raised from LGBs.	Jan 2019
18.2	Chair	Write a letter to Rachel Maskell MP to communicate trustees concern at the false representation in parliament on a Millthorpe Uniform exclusion. <i>11th Dec 2018: The Chair has spoken with the Executive Headteacher who is taking the lead on writing a letter to be sent from the Chair and Chair of Governors.</i>	Nov 2018

11th December 2018

Item	By	Action	Date
5.2	TP	Trust Principal to submit a paper on the Trust name to Trustees following discussion with the Headteacher Group and governors.	July 2019
6.10	TP / CFO	Review the HR contract to ensure it meets the needs of an educational setting.	Feb 2019
11.5	TP	Confirm if each LGB has a PP/Disadvantaged Link Governor.	Feb 2019

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Chair of South Bank Multi Academy Trust