

South Bank Multi Academy Trust

Trust Board

Minutes of the Meeting held on Tuesday 9th July 2019

6.00 pm at Scarcroft Primary School

Present:	Edwin Thomas	Chair of Trustees
	Reuben Barrett	
	Pat Boyle	Non-Executive Trustees
	Martin Frost	
	Andrea Preston	
	Helen Priestley	
	Jill Hodges	
	Richard Milner	
Ian Wiggins		
In attendance:	Jo Edwards	Trust Principal
	Michael Gidley	Chief Finance Officer
	Phil Cooke	Chair of Governors, Scarcroft Primary School
	Sophie Triffitt	Clerk to the Board of Trustees

1 SCARCROFT PRIMARY SCHOOL PRESENTATION

- 1.1 Prior to the start of the meeting trustees had a presentation from the Scarcroft Primary School Headteacher on his first year in post and the development priorities for 2019-20.

2 WELCOME AND INTRODUCTIONS

- 2.1 The Chair welcomed attendees.

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

- 3.1 Absence
There were no apologies.
- 3.2 Declarations of Interest (previously issued)
Trustees were provided with the opportunity to update their Business Interest Forms.

4 MINUTES OF TRUST BOARD MEETING HELD 7 MAY 2019

- 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
There were no matters arising.

6 TRUST PRINCIPAL'S REPORT (PAPER PREVIOUSLY ISSUED)

- 6.1 The Trust Principal reported that Carr Junior has had a smooth transition into the trust and the early indications of the SATs results are pleasing.
- 6.2 The trust held the first collaborative Youth Parliament which has received positive feedback from the pupils and adults in attendance and local councillors are keen to ensure action from the Youth Parliament. Trustees were disappointed that not all schools participated. The Chair noted that there was a lot of concern about plastic and it would be good to see a project to reduce plastic across the trust led by the Youth Parliament. Trustees agreed they would like regular updates and to discuss the outcomes from the Youth Parliament.
- 6.3 **Action:** Youth Parliament outcomes to be discussed at next Board Meeting
- 6.4 The Headteacher Group are looking at transition particularly for disadvantaged students and this will be a focus of the peer to peer support and challenge process.
- 6.5 The Central Team offer was discussed with the Headteacher Group and there was positive feedback. This suggests that the discrepancy in perceptions between Trust staff and headteachers at the trust away day does not reflect any serious underlying difference of opinion. This will form part of the Headteacher Group self review.
- 6.6 Woodthorpe celebrated their fifty year anniversary and had a great celebration event.
- 6.7 A trustee asked if positive events across the trust are in the local press. The Trust Principal explained there is no trust social media but Headteachers are encouraged to submit articles to the press. Trustees discussed the benefits of having a trust social media.
- 6.8 **Action:** Trust Principal to confirm how each school engages with social media, share best practice and investigate the benefits of a trust social media.
- 6.9 Trustees discussed the Trust Away Day scheduling. Trustees were sympathetic to the headteachers' request for the Away Days to be on weekdays, though noted that there might be some disadvantages to the proposed 1-8pm slot. Some trustees felt that with enough notice, they might be able to get time off from their employer for using 'volunteering' days.
- 6.10 **Action:** Chair of Trustees to circulate a doodle poll to agree the best day for the Trust Away Day.

- 6.11 A trustee asked if all schools saved money on the Educare contract. The CFO confirmed each school has saved between £400 and £700 and there has been a circa £2.5k saving across the trust.
- 6.12 A trustee asked how the cluster collaboration sits alongside MAT collaboration. The Trust Principal explained that schools in the West Cluster approached the trust to support moderation and transition which is why the trust ran the Y6/Y7 Writing Moderation event on the 5th June and Mr McGann is leading the cluster collaboration. The school want to be open with the schools in the West Cluster but it is being monitored to ensure it is manageable.
- 6.13 A trustee commented that the use of Google Drive to create teacher communities within the MAT is a brilliant idea.

7 STRATEGY AND IMPROVEMENT PLAN 2018-21 (PAPER PREVIOUSLY ISSUED)

- 7.1 The Trust Principal summarised the evaluation of the 2018-19 Plan.
- 7.2 A trustee questioned why on Priority 1, target 2, the impact and outcome of 'pupils are happy and safe' is rated amber and not green. The Trust Principal explained that it is amber due to wanting clear evidence for evaluations and whilst she believes they are happy and the documentation is as it should be there is a final element of evidence of pupil feedback and this will come from the pupil survey and feed into the 360 process.
- 7.3 A trustee asked if the MAT is in a position to say there is a strong school improvement capacity. The Trust Principal explained that the Knavesmire / Carr and Millthorpe / York High situation shows there is the capacity but results are critical. Mr Burton is mentoring Norton and the CFO has been approached to support outside of the trust but this is something that can still grow.
- 7.4 **Action:** Trust Principal to arrange for secondary results to be circulated to trustees as soon as they become available in August.
- 7.5 A trustee asked if the trust is green for Priority 2, target 1, brave collaboration. The Trust Principal felt the trust has been brave with steps taken this year with Carr and Knavesmire to move both schools forward positively. York High and Millthorpe collaborations are making a difference, teacher networks have been established and the decision to have a trust staff training day.
- 7.6 It was noted that the Priority 3 milestones for year 2 and year 3 are challenging.
- 7.7 A trustee noted that there is a small amount of red and questioned if the trust are being challenging and ambitious enough. The trust should not be afraid of setting ambitious targets, even if it might fail to meet them.
- 7.8 A trustee highlighted that the strategic priorities of outcomes for disadvantaged, curriculum

and staff offer should be at the forefront for all staff and trustees discussed how these priorities should be communicated to staff. The Trust Principal confirmed these priorities will feed into the training programme.

- 7.9 **Action:** Trust Principal to have a trust strategic priority poster produced to communicate the three priorities.
- 7.10 **Action:** Thank you and strategic priorities communication to be sent to all staff and consider how staff can communicate back to the Trust Principal.
- 7.11 A trustee noted that there is no detail in the outcomes of what success looks like for the disadvantaged focus and this would be useful.
- 7.12 A trustee asked why in the Year 2 document item 34, 'identifying children at risk of neglect, abuse, grooming or exploitation' is red. The Trust Principal explained that the schools have the information but this does not feed through easily to the central team and the trust MI system would benefit this.

8 GROWTH STRATEGY (PAPER PREVIOUSLY ISSUED)

- 8.1 The Trust Principal noted that the expansion scenarios document has been included as an appendix.
- 8.2 A trustee noted that there is no school in the pipeline. The Trust Principal reported that she has met with Lisa Beadle the Regional School Commissioner contact who confirmed the South Bank picture reflects the local and national picture but gave no view as to why.
- 8.3 A trustee asked if the trust offer is right and is being communicated to show how the trust can make a difference.
- 8.4 A trustee asked if schools could get access to the South Bank benefits such as policies, networks and school improvement without being a member.
- 8.5 The Trust Principal explained that the trust is building relationships in the west cluster. One driver to joining the trust could be budget management and South Bank being able to offer value for money with a strong central offering and positive approach to support a school improvement journey to help schools continue to improve outcomes for their young people.
- 8.6 Trustees supported the plan to increase to ten schools but there needs to be further consideration of how this is done, and what steps might be needed if it proves impossible because of factors beyond our control. It was agreed for this to be a discussion item at the away day and for the Trust principal to continue to engage the RSC representative, meet with Cllr Cuthbertson, continue to build a reputation as a quality place to work and learn and be proactive with potential schools.
- 8.7 **Action** Trust Principal to engage the Regional School Commissioner for North and West

Yorkshire.

9 FINANCE AND AUDIT COMMITTEE REPORT (PAPERS PREVIOUSLY ISSUED)

- 9.1 The Committee Chair summarised the key discussion points of the 26th June meeting.
- 9.2 There was positive feedback from the internal audit on the risk register which had been a concern of the committee.

MILLTHORPE CIF BID

- 9.3 The contract for £370k has been awarded to Bermar Building Company Ltd and £789k to Net Zero Buildings. It was noted that NetZero Buildings was a sole tender that was made clear in the bid and the CFO is confident that the mitigating factors were reviewed fully at the Finance and Audit Committee.

- 9.4 **Resolution:** Trustees approved the proposal.

GDPR POLICIES

- 9.5 **Resolution:** Trustees approved the GDPR policies.
(Breach Reporting, Communications Acceptable Use, Document Retention, Information Governance, Information Security, Surveillance Millthorpe, Surveillance York High)

STAFF EXPENSES AND BENEFITS POLICY

- 9.6 **Resolution:** Trustees approved the Staff Expenses and Benefits Policy.

DEBTORS POLICY

- 9.7 **Resolution:** Trustees approved the Debtors Policy.

RISK POLICY

- 9.8 **Resolution:** Trustees approved the Risk Policy.

CAPITAL PROJECTS

- 9.9 Millthorpe have requested funds against the Academy Capital Allowance to address site security. The Finance and Audit Committee reviewed the bid and requested proposals from other schools to ensure a fair process but there are no other bids.
- 9.10 A trustee asked if the process followed will cause problems in the future. The Committee Chair explained that this was discussed at the committee and is the reason why it was not approved. The Trust Principal explained that a process for applying for the funds is being developed.
- 9.11 A trustee asked if the lock down process for all trust sites should be assessed. The Trust Principal has attended emergency planning training and confirmed there will be a trust policy and this will form part of 360 evaluations.
- 9.12 **Resolution:** Trustees approved the Millthorpe capital funds proposal.

10 2019-20 BUDGET AND MAT CONTRIBUTION (PAPER PREVIOUSLY ISSUED)

- 10.1 The CFO explained that the staff cost ratio comparison of local schools shows that Millthorpe is high at 82% (58.5% for teaching staff). This has been discussed with the Executive Headteacher. The Finance and Audit Committee Chair thanked the CFO for the information and noted that in spring the committee will be meeting with Millthorpe and this will inform part of the questioning.
- 10.2 The CFO informed trustees that the schools have completed the Integrated Curriculum and Financial Planning toolkit and a School Resources Management Advisor will be visiting next academic year.
- 10.3 **Action:** Finance benchmarking graphs to be shared with all LGBs.
- 10.4 As part of the budget planning the CFO proposed an increase in the trust contribution to cover the actual costs of central services. The Trust Principal explained that the Headteacher Group valued the work of the Trust Business Manager and decided that as the grant came to an end they would want the role to continue and be increased to full time. There was full consultation with the Executive Headteachers and Headteachers and they have had lots of opportunities to feedback and no concerns were raised outside of wanting help overall with managing budgets.
- 10.5 **Resolution:** Trustees approved the increase of the trust contribution to 2.6% of GAG.
- 10.6 The Finance and Audit Committee Chair explained the committee discussion on building in a statistical average of natural staff turnover which equates to a reduction in cost of £99k, this along with the assumption the teacher pay grant will continue delivers a year three balanced budget with a small surplus. The CFO confirmed the assumptions will be detailed on the budget return.
- 10.7 The Trust Principal informed trustees a bid is being submitted to the ESFA to fund York High on in year actual pupil numbers as opposed to lagged funding given their school improvement needs but the budget does not assume this.
- 10.8 A trustee asked if capital costs are being built in to budget. The CFO explained there will be a capital allocation that will come in and be accounted for separately.
- 10.9 **Resolution:** Trustees approved the budget.

11 TRUST NAME AND BRANDING (PAPER PREVIOUSLY ISSUED)

- 11.1 **Resolution:** Trustees agreed not to make any changes to the trust name as there was no evidence that the cost and effort of changing would have any benefit to the education of the young people. Trustees suggested that the new website administrator should undertake some Search Engine Optimisation to ensure that the trust's website is easy to find online.

12 TRUSTEE BUSINESS

CHAIR 360

12.1 Results are not yet available. This item would be carried over.

TRUSTEE VISIT (PAPER PREVIOUSLY ISSUED)

12.2 It was agreed to include relevant link governors as well as Chairs.

12.3 A trustee supported the idea but noted this will require more time and asked if it could be considered in the context of the away day planning and if it is a ???

12.4 **Action:** Chair to add trustee school visits to the trustee role description.

12.5 **Resolution:** Trustees agreed to trial the trustee visit to school plan subject to Headteacher Group consultation on how trustee visits are implemented.

12.6 **Action:** Mrs Hodges, Mrs Boyle and Mr Wiggins to undertake the trial and report back.

ATTENDANCE (PAPER PREVIOUSLY ISSUED)

12.7 Attendance for committees and board meetings has increased and sets a good example to LGBs. The Chair of Trustees thanked trustees for the time they give to the trust.

2019-20 MEETING DATES (PAPER PREVIOUSLY ISSUED)

12.8 Included for information.

13 LGB BUSINESS

MATTERS FROM LGBS

13.1 A new Chair is needed for Carr Junior as the current Chair is stepping down at the end of term.

LGB APPOINTMENTS AND RESIGNATIONS (PAPER PREVIOUSLY ISSUED)

13.2 **Resolution:** Trustees approved the below appointments.

Knivesmire	Woodthorpe	Scarcroft	Carr Junior
Rachel Hunter	Jenny Parker	Emma MacKenzie-Hogg	Jennifer Rampling
Jay Boydell	Pippa Hammond		
Paul Bentley	Steve Waddington		
	Ollie Mountain		

GOVERNANCE MANUAL (PAPER PREVIOUSLY ISSUED)

13.3 The Chair of Trustees highlighted the changes following feedback from LGBs.

13.4 **Resolution:** Trustees approved the Governance Manual.

14 POLICIES (PAPER PREVIOUSLY ISSUED)

EXCLUSION POLICY (PAPER PREVIOUSLY ISSUED)

14.1 **Resolution:** Trustees approved the Exclusion Policy.

HEALTH AND SAFETY POLICY (PAPER PREVIOUSLY ISSUED)

14.2 It was noted that the policy includes the requirement for each school to have a Health and Safety Governor.

14.3 **Resolution:** Trustees approved the Health and Safety Policy.

STAFF CODE OF CONDUCT (PAPER PREVIOUSLY ISSUED)

14.4 A trustee questioned what this adds to the statement of values and the other policies in place. The Trust Principal explained that it was developed by the Headteacher Group and has been discussed with staff and the unions.

14.5 **Resolution:** Trustees approved the Staff Code of Conduct.

POLICIES PREVIOUSLY APPROVED (PAPERS PREVIOUSLY ISSUED)

14.6 It was recorded that the following policies had been approved electronically.

Staff Absence Policy
Teacher Appraisal Policy
Teacher Capability Policy
Disciplinary Policy
Grievance Policy
Maternity Policy
Adoption Policy

15 ANY OTHER BUSINESS

15.1 Get Information About Schools requires a direct e mail for trustees. It was agreed to use the clerk@ email if possible, if not then for trustees to have a trust e mail.

15.2 Trustees were informed of the updated Academies Financial Handbook and that the document is saved on MinutePad.

The meeting closed at 9.35pm.

ACTIONS

9th March Away Day

Item	By	Action	Date
2.5.1 2.6/2.7	TP/HT G/CFO	Undertake a program of engagement with Staff so that they feel they are part of the Trust and understand the benefits of being in it. Ensure that all staff are aware of the Trust's key priorities. Develop staff networks (and their leaders) as a growing tool for school-to-school support and talent management.	Ongoing
6.6	Chair	Consider how we address the obstacles that stand in the way of the Trust's objectives at the next Away Day.	Sep 19

12th March 2019

Item	By	Action	Date
10.5	TP	School level 'How likely would you be to recommend' question response from pupils, parents and staff with some brief parent voice commentary to be reported back to Trust Board.	Oct 19

9th July 2019

Item	By	Action	Date
6.3	TP	Update trustees on outcomes of the Pupil Parliament	Oct 19
6.8	TP	Confirm how each school engages with social media, share best practice and investigate the benefits of a trust social media.	Oct 19
6.10	CoT	Circulate a doodle poll to agree the best day for the Trust Away Day.	Jul 19
7.4	TP	Arrange for secondary results to be circulated to trustees.	Jul 19
7.9	TP	Trust strategic priority poster produced to communicate the three priorities.	Sep 19
7.10	TP / CoT	Thank you and strategic priorities communication to be sent to all staff and consider how staff can communicate back to the Trust Principal.	Jul 19
8.7	CoT	Growth Strategy to be discussed at the trust away day	Sep 19
8.8	TP	Engage the Regional School Commissioner for North and West Yorkshire.	Oct 19
10.3	Clerk	Benchmarking graphs to be shared with all LGBs.	Sep 19
12.4	Chair	Add trustee school visits to the trustee role description.	Sep 19
12.5	Vice Chair	Trial school visits program	Oct 19

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Chair of South Bank Multi Academy Trust