

South Bank Multi Academy Trust

Trust Board

Minutes of the Meeting held on Tuesday 17th March 2020

6.00 pm by Video Conference

Present:	Edwin Thomas Pat Boyle Jill Hodges Andrea Preston Richard Milner Ian Wiggins	Chair of Trustees Non-Executive Trustees
In attendance:	Jo Edwards Michael Gidley Sophie Triffitt	Trust Principal Chief Finance Officer Clerk to the Board of Trustees

1 MILLTHORPE SCHOOL PRESENTATION

1.1 Due to the Covid-19 announcements Trustees did not request a school presentation and the meeting took place via video conference.

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 asked to inform the clerk of any updates to their Business Interest Forms.

4 MINUTES OF TRUST BOARD MEETING HELD 4 FEBRUARY 2020

4.1 The minutes and confidential 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.

Matters Arising

- 5.2 The Trust Principal confirmed that the Safeguarding Requires Improvement areas of the 360 report have been updated.

Millthorpe and York High School Headteacher Contract

- 5.3 Recorded as a separate confidential minute.

Pay Recommendation

- 5.4 Recorded as a separate confidential minute.

6 BOARD RECRUITMENT AND SUCCESSION PLANNING

- 6.1 The Chair reported that three candidates were interviewed and recommended for appointment. Trustees agreed that despite the current environment the new trustees, subject to their agreement, could be inducted and appointed for a 1st April 2020 start.
- 6.2 **Resolution:** Trustees approved Gemma Lowe as a co-opted Trustee from 1st April 2020 or thereafter, subject to her agreement.
- 6.3 The Chair noted the need to ensure there is a succession plan for the Chair position. If re-elected, this will be his fifth year as Chair, and NGA advice is that no-one should serve more than six years as Chair. Data from a recent NGA survey suggests that he spends close to the national average amount of time on his role (approx. 380 hours per year), but it is not clear that any of the existing Trustees would be able to commit that much time. Trustees need to give thought to how they might identify a new Chair if one cannot be found among the existing board.
- 6.4 **Agenda:** Board leadership succession plan to be on the May agenda.

7 CHAIR AND VICE CHAIR ELECTIONS (PAPERS PREVIOUSLY ISSUED)

- 7.1 **Resolution:** Edwin Thomas was elected as Chair of Trustees for a term of one year.
- 7.2 **Resolution:** Jill Hodges was elected as Vice Chair for a term of one year.
- 7.3 A Trustee asked if there is any way Trustees can support the Chair. The Chair explained that the Committee Chair's do offer a layer of leadership support but he will reflect on how the workload can be distributed further.

8 COVID-19 RESPONSE

- 8.1 The Trust Principal reported that the Trust is fighting to keep schools open whilst working hard to protect those that are vulnerable. Heads and staff are working very hard in the face of significant challenge including a number of cleaning staff being over the age of 70 and staff needing to be in 14 day isolation.
- 8.2 A Trustee asked if the Trust are working on the assumption that the government will keep funding schools to enable the Trust to keep paying staff as if school is open. The CFO confirmed that is the assumption. Trustees requested being informed if any communication on funding changes.

- 8.3 A Trustee asked how the schools will keep children safe and in some cases fed. The Trust Principal explained that at the moment schools are continuing to stay open and if schools have to close the Trust would look to the DfE for national guidance but there is a need to consider the vulnerable students.
- 8.4 Trustees emphasised the concern for vulnerable students.
- 8.5 A Trustee asked if there is potentially a MAT wide solution with movement across schools.
- 8.6 The Trust Principal reported that attendance is being impacted and the government have confirmed no school will be penalised if a parent chooses to take a student out of school.
- 8.7 It was confirmed that the Trust would not fine parents who choose to keep their child home due to Covid-19.
- 8.8 A Trustee asked if there is any action regarding cleaning in addition to BAU that has been taken.
- 8.9 **Action:** Trust Principal to confirm any action taken on cleaning above BAU practice.
- 8.10 The CFO and Trust Principal confirmed that different scenarios are being modelled for partial closures.
- 8.11 Trustees noted that they were impressed with school communications and recorded thanks to the Heads and staff.
- 8.12 The CFO reported that a number of trips have been cancelled with £15.5k of funds to be returned to parents and £61k of other trip costs likely to be recovered through protection.
- 8.13 The CFO informed Trustees that the caterers at Millthorpe requested support if there is to be school closure to ensure staff can be paid. The cost of staff is circa £1.4k per week. Trustees suggested the support offered by the Chancellor announced today (17th March 2020) should be accessible to the company. A Trustee felt it was important to support local business but within any support there would need to be flexibility to support the needs of the children in the Trust.
- 8.14 **Resolution:** Trustees approved the governor Covid-19 letter.
- 8.15 **Resolution:** Trustees approved the staff Covid-19 letter.
- 8.16 It was confirmed that school closure is a delegated decision.

9 TRUST PRINCIPAL REPORT AND PRO-ACTIVE OPEN QUESTIONING (PAPER PREVIOUSLY ISSUED)

- 9.1 The Trust Principal reported that Priory Street Nursery is closing at the end of this term and the Trust could support the community through extending the age range at Scarcroft to include from three years old. The Regional School Commissioner representative supports the idea but the Trust would need to undertake due diligence, engage CYC and apply to change the funding agreement.
- 9.2 Trustees thanked the Trust Principal for the hard work delivering the very positive staff development day.

10 GOVERNANCE REVIEW ACTION PLAN (PAPER PREVIOUSLY ISSUED)

- 10.1 **Resolution:** Trustees approved the Governance Review Action Plan subject to dates likely being changed given the current situation.
- 10.2 It was suggested that the Chair of the Education and Standards Committee to not be aligned to a link trustee role to maintain impartiality.
- 10.3 The Strategies and Values document would be carried over to the May meeting.

11 SAFEGUARDING (PAPER PREVIOUSLY ISSUED)

- 11.1 The link trustee explained the difficulties of the Trust collating different schools information and emphasised the accountability Trustees have for safeguarding.
- 11.2 The meeting schedule for the Safeguarding and Health and Safety meetings is being reviewed.
- 11.3 **Resolution:** Governors approved the Safeguarding Trustee Role Description.
- 11.4 **Resolution:** It was agreed for Safeguarding to be a standing item on each agenda.

12 LINK TRUSTEES AND GOVERNOR SELF EVALUATION

- 12.1 Carried over to the May meeting

13 TRUST STANDARDS ROLE PROPOSAL (PAPER PREVIOUSLY ISSUED)

- 13.1 The Trust Principal informed Trustees that there has been challenge from the secondary schools. York High School do not have the budget to contribute to the post and Millthorpe are planning to appoint an Assistant Headteacher which would reduce any budget capacity. Trustees agreed to review these budget points at the Finance and Audit Committee.
- 13.2 A Trustee noted the need to make it clear that it is a temporary appointment and on the Trust Principal retirement any replacement role would go to full external advert.
- 13.3 A Trustee questioned if there was a role for a full time Deputy. The Trust Principal explained that ideally it would be full time but financially that is not viable at this time.
- 13.4 A Trustee asked if this is a deputy role or a job share. The Trust Principal explained that the deputy is needed to do things that currently she has not got capacity to do, the Trust Principal will always be the Accounting Officer but needs to have confidence there is someone to lead the Trust when she is not here.
- 13.5 A Trustee challenged that one school is looking to make redundancies and this proposal is spending more on the central team. The CFO explained that there is a need to consider them separately as one is the operational need of the school and one the leadership of the Trust.
- 13.6 A Trustee noted that there is a need for this role to lead on standards and balances the structure with the finance role of the CFO

- 13.7 A Trustee asked if there were any objections beyond cost and contribution. The Trust Principal explained that following the discussion she is reflecting how to reduce workload through the Headteacher Group meeting structure.
- 13.8 A Trustee asked how the pay point was decided. The Trust Principal explained that consideration was given to the current salary ranges and recognition of the significant increase in responsibility for two days and felt it is a reasonable offer.
- 13.9 **Resolution:** Trustees approved the Trust Standards role proposal and instructed the Trust Principal to start the process.
- 13.10 A Trustee noted the need to change the understanding of how the MAT operates.

14 STRATEGIC PLAN REVIEW – STRAND 2

- 14.1 Carried over to the May meeting.

15 FINANCE MONITORING (PAPER PREVIOUSLY ISSUED)

- 15.1 The CFO reported that the year-end reserves has been superseded by the revised budget projections to be discussed at Finance and Audit Committee.
- 15.2 The Cash Balance remains strong.
- 15.3 A Trustee asked what the longer term impact of COVID-19 could be. The CFO explained that elements of income will be lost such as catering, lettings and after school clubs with an estimated impact of £14k per week during term time. There is also a financial impact of cancelled trips but this may be mitigated through the risk protection arrangement.
- 15.4 A Trustee suggested that it would be useful to model the net impact of school closure.
- 15.5 **Action:** CFO to model net impact of school closures.

Risk Reporting – by exception

- 15.6 The CFO reported that the risk register has been updated to reflect the Covid-19 outbreak.

16 GENDER PAY GAP INFORMATION

- 16.1 A Trust Principal reported that the profile has improved but is still comparing against 2018/19 figures and will be updated as more information is released. There is a better balance across roles and gender bias training has been undertaken.
- 16.2 A Trustee noted that the gap is narrowing and moving in the right direction and is close to national average.
- 16.3 **Resolution:** Trustees approved the Gender Pay Gap Report for publishing on the government website.

17 TRUSTEE BUSINESS

TRUSTEE VISITS

- 17.1 There were no visits to report.

18 LGB BUSINESS

MATTERS FROM LGBS

- 18.1 The Chair reported that there had been feedback from the performance management process that there should also be a personal development plan.
- 18.2 **Action:** Trust Principal to review what is in place for personal development as part of the performance management process and discuss with the Headteacher Group if changes are needed.
- 18.3 Trustees were informed that Scarcroft will be appointing a new chair from September.
- 18.4 A Trustee asked for an update of governance at Carr Junior. The Chair reported that it is successful but there is a need to find someone to take over the Chair position.

LGB APPOINTMENTS AND RESIGNATIONS (PAPER PREVIOUSLY ISSUED)

- 18.5 Trustees accepted the re-appointment of Amanda Crouch at York High School and noted Phil Cooke's end of term of office from Woodthorpe.

19 POLICIES

- 19.1 SHARED PARENTAL LEAVE POLICY (PAPER PREVIOUSLY ISSUED)
Trustees approved the Shared Parental Leave Policy.
- 19.2 PROBATIONARY PERIOD POLICY (PAPER PREVIOUSLY ISSUED)
Trustees approved the Probationary Period Policy.
- 19.3 SUPPORT STAFF CAPABILITY POLICY (PAPER PREVIOUSLY ISSUED)
Trustees approved the Support Staff Capability Policy.

20 ANY OTHER BUSINESS

- 20.1 There were no items for Any Other Business.

The meeting closed at 8.20pm.

Meeting Decisions
Minutes & confidential minutes approved.
Gemma Lowe approved as a co-opted Trustee from 1 st April 2020 or later.
Edwin Thomas was elected as Chair of Trustees for a term of one year.
Jill Hodges was elected as Vice Chair for a term of one year.
Governor and staff Covid-19 letters approved.
Governance Review Action Plan approved.
Safeguarding Trustee Role Description approved
Safeguarding agreed as a standing agenda item.

Trust Standards role proposal approved and Trust Principal instructed to start the recruitment process.
Gender Pay Gap Report approved for publishing on the government website.
Policies approved; Shared Parental Leave, Probationary Period, Support Staff Capability.

ACTIONS

22nd October 2019

Item	By	Action	Date
6.11	TP	Review website efficiency / commonality across the trust.	Sep 2020
8.2	JH	Schedule a Pupil Premium Link Governor meeting to understand strategies and best practice. Was scheduled for 31 st March but is now postponed	Jul 2020
14.7	Chair	Develop Collaboration Guidance.	May 2020
14.8	TP	Communication Plan to address the high power high impact quadrant to be included in the Strategy Plan. The Trust Principal has applied to the University of York for a suitable intern.	Jul 2020

10th December 2019

Item	By	Action	Date
8.6	Trustees	Revisit the growth strategy at the July meeting, in the context of the Trust's priorities for next year	Jul 2020

4th February 2020

Item	By	Action	Date
6.7	TP	Provide a timetable for a consistent MIS System at the May meeting.	May 2020
8.7	Chair	Discussion of the ethos of autonomy to be part of the next away day.	May 2020
8.15	Chair	Source training on how to be a good director and asking the right questions.	May 2020

17th March 2020

Item	By	Action	Date
8.9	TP	Trust Principal to confirm any action taken on cleaning above BAU practice.	Mar 2020
15.5	CFO	CFO to model net impact of school closures.	Apr 2020
18.2	TP	Review what is in place for personal development as part of the performance management process and discuss with the Headteacher Group if changes are needed.	May 2020

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Chair of South Bank Multi Academy Trust