

South Bank Multi Academy Trust

Trust Board

Minutes of the Meeting held on Tuesday 22nd October 2019

6.00 pm at Woodthorpe Primary School

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

1 WOODTHORPE PRIMARY SCHOOL PRESENTATION

- 1.1 Prior to the start of the meeting trustees had a presentation from the Woodthorpe Primary School Ambassadors on the Nursery provision and visited Nursery and Reception.

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
Apologies were received from Martin Frost and Helen Priestley.
- 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 9 JULY 2019

- 4.1 The minutes were approved subject to the agreed amendment to 7.3.

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 CFO reported that the external door security works Trustees had approved funding for at Millthorpe have been delayed and will take place next half term. A Trustee noted that the approval was given due to the urgency of the request and requested the CFO monitor the works.
- 5.3 The CFO reported that there is no funding bid for York High School (in respect of lagged funding) as the pupil numbers remained at the same level.
- 5.4 The Trust Principal reported that staff voice will be available next half term, the parent survey analysis in the spring term and pupil survey in the summer term.
- 5.5 The next Pupil Parliament will take place in January at West Offices and will build on the work of the July session. Trustees emphasised the need for pupils to see outcomes from the sessions.
- 5.6 There is a plan to set up a Trust Twitter account linked to the school twitter accounts.
- 5.7 The Trust Principal provided trustees with a sample of the proposed strategic priority poster.

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

- 6.1 The Trust Principal reported that Scarcroft, in addition to a sinking wall, has cracking in the hall wall, a structural engineer confirmed it is safe but is being monitored. A full review is being undertaken and the report will inform any action.
- 6.2 City of York Council have approached the Trust to gauge interest in expanding York High School due to a housing project. The Trust has responded to the Planning Office to confirm the school and Trust would be interested.
- 6.3 A summary of results and comparison to CYC average was included in the report. There is still a gap for Pupil Premium children with only 42% of Year 6 who achieved at the expected standard which is 4% below national.
- 6.4 Chris Edwards, Chair of the York Cultural Education Partnership, is visiting Knavesmire and Scarcroft and has been enthusiastic about the curriculum and creative arts offering.
- 6.5 A Trustee asked if there is consistency of external advisor as part of the Headteacher Performance Management process. The Trust Principal explained that each Headteacher process has an external advisor and once she has been part of the full set of performance management meetings she will have a view on the best approach going forward. Trustees felt that having the same high-quality advisor would be useful.

- 6.6 A Trustee questioned the results summary in the Strategy Plan which reports that four of six schools' results have gone down, and asked how this sits with a 'strong performance'. The Trust Principal explained that summary data does not show a split of subjects or vulnerable groups. If the data and context is unpicked there is a strong picture to celebrate. A Trustee suggested the summary document could capture the national average / national trend and suggested the progress measure is the key element to monitor and would be consistent across primary and secondary. A Trustee noted that the 2019 results are the most solid primary results of the Trust to date, in that for the first time there are no significant areas of concern.
- 6.7 **Action:** Trust Principal to include progress update in the strategy plan.
- 6.8 Risk assessment, website audit and celebration of events summary was included in the agenda pack.
- 6.9 A Trustee questioned why the CYC risk assessment for Carr Junior is not in line with the Trust view. The Trust Principal explained that the CYC process only looks at published data but the Trust feel there would be a strong chance of getting Good as there are two years of strong data and work in books would support a third year. Trustees agreed the risk assessment was a fair reflection.
- 6.10 In reference to the website audit a Trustee questioned the inefficiency of schools having to update seven separate websites which is work that does not impact outcomes for children.
- 6.11 **Action:** Trust Principal to review website efficiency / commonality across the trust.

7 2019-20 STRATEGIC PLAN (PAPER PREVIOUSLY ISSUED)

- 7.1 The Trust Principal explained that initial focus of the plan has been on priority 1.
- 7.2 Trustees discussed and agreed the document for the Trust Principal to continue to develop and bring back to the December meeting.
- 7.3 A Trustee questioned how Trustees direct focus on key areas of such a large detailed document in a meeting. The Trust Principal explained that it will be RAG rated which will inform the discussion focus when the document is reviewed.
- 7.4 **Action:** Trust Principal and Chair of Trustees to discuss the best way for trustees to review the Strategic Plan.

8 PUPIL PREMIUM UPDATE

- 8.1 **Resolution:** Jill Hodges was appointed as Trust Pupil Premium Champion in line with the Trust Priority.

8.2 **Action:** Jill Hodges to schedule a Pupil Premium Link Governor meeting to understand strategies and best practice.

9 SCARCROFT GOVERNANCE EFFECTIVENESS AND AUTONOMY (PAPER PREVIOUSLY ISSUED)

9.1 Ian Wiggins declared an interest that his Father in Law is on the Scarcroft Governing Body.

9.2 The Chair of Trustees, Trust Principal and Jill Hodges have reviewed evidence and attended governor meetings and recommended restoring full autonomy to the Scarcroft Governing Body.

9.3 A Trustee recommended sitting in on all governing bodies at some point through the year to provide insight into LGB effectiveness.

9.4 A Trustee noted that if an LGB autonomy is suspended in future there is a need to be clear why and what the LGB need to do to reverse the decision.

9.5 **Resolution:** Trustees approved restoring full autonomy to Scarcroft LGB with a review in six months.

9.6 **Action:** Chair of Trustees to communicate the autonomy decision to the Scarcroft Chair of Governors.

9.7

Millthorpe LGB visit minuted under confidential items 18.1 and 18.2.

10 EDUCATION AND STANDARDS COMMITTEE REPORT

10.1 The Education and Standards Committee Chair reported on the September Committee which focused on Primary standards and the Appendix D Standards Review submissions and Chair of Governors and Headteacher presentations.

10.2 All schools confirmed that if there was a priority area it was included in their development plan.

10.3 Knavesmire and Scarcroft were asked if they have considered Ofsted preparation through an external review so staff are confident in the process. The Trust Principal confirmed there has been activity around this. Carr Junior are the only school to have all positives from KS1 to KS2 progress and the disadvantaged gap has reduced. There is frustration that Ofsted will not visit for three years. Woodthorpe felt the Nursery investment has supported early intervention and school readiness.

10.4 The Committee discussed and approved a primary target model proposal and had an update on the KS4 results and were very pleased with the improvement from York High.

11 SAFEGUARDING AND SAFETY WORKING GROUP REPORT

11.1 The Chair of the Safeguarding and Safety Working Group reported that Safeguarding and Health and Safety is now a standing item on the Business Manager meetings.

11.2 Caroline Wood completed safeguarding audits and no major items were flagged but there is a need to look at how the Trust maintain this monitoring and overview.

11.3 Health and Safety is a risk area for the Trust and there is a need to review how this is monitored and reported. The Trust Business Manager is clarifying responsibility across the Trust.

11.4 The main focus of the meeting was the Child Protection Policy.

11.5 The Chair highlighted that there is no data for safeguarding across Trust as this is not centrally held. Trustees discussed the best way to approach data in the interim.

11.6 **Action:** Clerk to create a folder on Decision Time with safeguarding documents from LGB for the Committee Chair to review.

11.7 It was confirmed that schools have Health and Safety audits and action plans.

11.8 Reuben Barrett left the meeting at 8pm.

12 FINANCE MONITORING (PAPER PREVIOUSLY ISSUED)

12.1 The CFO reported an improvement in the end of year outturn with biggest improvement at the two secondary schools. The audit finished on Friday 18th October 2019 and there are no adjustments. The Reserve of £651k equates to 3.98% of revenue and is in line with the 4% Trust target.

12.2 The CFO explained that there will be development across the Trust on accurate forecasting.

12.3 In response to a Trustee the CFO reported that the Carr Junior deficit as of 31st March 2019 was £36k. They converted on 1st May 2019 but after the one month with CYC there was a deficit of £80k which is being questioned with CYC.

12.4 The cash balance is £2.4m a large proportion of which was from the 2019-20 CIF funding work.

Risk Reporting – by exception

- 12.5 The CFO reported two risks, the CIF at Millthorpe and the building wall at Scarcroft and confirmed these have been added to the Risk Register. The Risk Register will be reported to Finance and Audit Committee.
- 12.6 A Trustee asked how the CFO and Trust Principal are being informed about the risks. The CFO explained that it is through enquiry, asking questions on visits to school and walks around school. There is a reliance on people declaring the risks but if asking the question there is an expectation for the risks to be disclosed. Trustees were assured that there is a process by which the CFO and Trust Principal should find out about significant risks at least within a month.

13 SCHEMES OF DELEGATION (PAPER PREVIOUSLY ISSUED)

- 13.1 **Resolution:** Trustees approved the consolidated Scheme of Delegation with the agreed amends. A broader consultation will take place when there is a full review.
- 13.2 **Action:** Clerk to circulate final version of the consolidated Schemes of Delegation to governors through LGB packs.

14 TRUSTEE BUSINESS

CHAIR 360 (PAPER PREVIOUSLY ISSUED)

- 14.1 The Chair of Trustees was pleased with the scores and it was noted that they mirror the self-reflection and scores improved from the previous year. The Chair of Trustees thanked Trustees for their feedback and will continue to respond to this.

TRUSTEE VISITS PROGRAMME (PAPER PREVIOUSLY ISSUED)

- 14.2 Trustees agreed visits should have a focus on disadvantaged and to send the report to the Headteacher before circulating to trustees.
- 14.3 Trustees accepted the general principal not to visit their child's school to broaden knowledge, but noted that it should not restrict Trustees from visiting any school if they felt it necessary or appropriate.
- 14.4 **Action:** Jill Hodges to circulate a trustee visit plan and trustees should schedule a visit.

AWAY DAY UPDATE

- 14.5 The Chair reported that attendees wanted to see the discussion activity linked to outcomes. It was noted the Curriculum Policy is included on the meeting agenda.
- 14.6 **Action:** Growth Plan to be on the December agenda.
- 14.7 **Action:** Develop Collaboration Guidance.

14.8 **Action:** Communication Plan to address the high power high impact quadrant to be included in the Strategy Plan.

14.9 Date for the next away day is Friday 27th March 9.30am to 4.30pm.

BOARD RECRUITMENT

14.10 The Chair noted that the original trustees' (Andrea Preston, Martin Frost, Helen Priestley, Reuben Barrett and himself) term of office comes to an end in March 2020 and asked these trustees to think about whether they would be interested in another term so that if there are any vacancies they can be recruited to for March 2020.

15 TERMS OF REFERENCE

EDUCATION AND STANDARDS COMMITTEE (PAPER PREVIOUSLY ISSUED)

15.1 **Resolution:** Trustees approved the Education and Standards Committee Terms of Reference.

15.2 **Resolution:** David Rowsell was appointed to the Education and Standards Committee.

FINANCE AND AUDIT COMMITTEE (PAPER PREVIOUSLY ISSUED)

15.3 **Resolution:** Trustees approved the Finance and Audit Committee Terms of Reference.

15.4 The membership of the committee is unchanged but the Chair of Trustees would encourage female governor representation to improve the gender balance.

SAFEGAURDING AND SAFETY WORKING GROUP (PAPER PREVIOUSLY ISSUED)

15.5 **Resolution:** Trustees approved the Safeguarding and Safety Working Group Terms of Reference.

HEADTEACHER WORKING GROUP (PAPER PREVIOUSLY ISSUED)

15.6 **Resolution:** Trustees approved the Headteacher Working Group Terms of Reference subject to the inclusion of wording to encourage innovative strategic opportunities.

16 LGB BUSINESS

MATTERS FROM LGBS

16.1 There were no matters from LGBs for consideration.

CARR CHAIR PROTOCOL (PAPER PREVIOUSLY ISSUED)

16.2 **Resolution:** Trustees approved the Carr Chair Protocol.

16.3 The Chair of Trustees noted that he has a moral obligation to Carr Junior but a legal obligation to the Trust which would always supersede it if there were a conflict.

LGB APPOINTMENTS AND RESIGNATIONS (PAPER PREVIOUSLY ISSUED)

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

	Knavesmire	Woodthorpe	Scarcroft	Millthorpe	York High	Carr Junior
Chair	David Borlase	Amanda Atkins	Phil Cooke	Renee Rainville	Nicola Mitchell	Edwin Thomas
Vice Chair	David O'Brien Abigail Gaines	Emma Quinn	David Rowsell	Tim Moat	Rosemary Swords	
Governor Appointments			Sapna Fitzgerald (re-appointment)		Jacqueline Johnson Claire Higgins- McGarry (Parent)	Edwin Thomas Fiona Healey

CARR HEADTEACHER RECRUITMENT (PAPER PREVIOUSLY ISSUED)

16.5 In line with the Carr Chair Protocol the Vice Chair chaired the agenda item.

16.6 Trustees discussed the options for Headteacher recruitment; to go to external national advert, advertise across the Trust or as the Head of School went through a robust appointment process and has been on interview during the period in role to appoint the Head of School.

16.7 A Trustee noted that the Safer Recruitment Policy states all Headteacher roles should be advertised nationally. It was agreed to remove 5.3 from the Safer Recruitment Policy.

16.8 Trustees agreed that while this is a decision for governors, their recommendation to governors is to run a Trust wide advert. This honours the Trust's goal of providing career opportunities for talented staff to aid with retention and professional development.

16.9 **Action:** Carr Junior Chair to communicate to governors the trustee view that the Carr Junior Headteacher recruitment should go through a Trust wide advertisement process.

PARENT GOVERNOR ELECTION POLICY (PAPER PREVIOUSLY ISSUED)

16.10 **Resolution:** Trustees approved the Parent Governor Election Policy subject to agreed amendment to allow schools to advertise on notice board and/or school website.

16.11 **Action:** Clerk to continue to investigate an online / electronic parent governor election process.

17 POLICIES (PAPER PREVIOUSLY ISSUED)

CHILD PROTECTION POLICY (PAPER PREVIOUSLY ISSUED)

17.1 The policy was recommended for approval by the Safeguarding and Safety Working Group.

17.2 **Action:** Clerk to circulate links to Prevent, Keeping Children Safe and FGM training on Educare.

17.3 **Resolution:** Trustees approved the Child Protection Policy subject to references of CYC SB Safeguarding Board being amended to CYC Safeguarding Children Partnership (CYC SCP).

CURRICULUM POLICY (PAPER PREVIOUSLY ISSUED)

17.4 **Resolution:** Trustees approved the Curriculum Policy with a 2022 review and requested an annual review of the shared focus which should be held as an appendix.

SAFER RECRUITMENT POLICY (PAPER PREVIOUSLY ISSUED)

17.5 **Action:** Central team to audit the single central record information for trustees and governors.

17.6 **Resolution:** Trustees approved the Safer Recruitment Policy subject to the agreed amendments to 11.8 and 13.1 and to remove 5.3.

PAY POLICY & Pay Recommendation (PAPERS PREVIOUSLY ISSUED)

17.7 The CFO reported that a 2% pay increase was approved and the government confirmed the additional .75% will be funded so there is no budget impact and matches local conditions.

17.8 **Resolution:** Trustees approved the 2019-20 Teacher Pay Awards

17.9 **Resolution:** Trustees approved the Pay Policy subject to continued employment to be applied for the trust not school.

ADMISSIONS CONSULATATION AND POLICY (PAPERS PREVIOUSLY ISSUED)

17.10 **Resolution:** Trustees confirmed the Trust have joined the CYC consultation.

18 ANY OTHER BUSINESS

18.1 Recorded as a separate confidential minute.

18.2 **Action:** Implement an external review of governance.

The meeting closed at 9.50pm.

ACTIONS

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.	Jan 2020

9th July 2019

Item	By	Action	Date
8.8	TP	Engage the Regional School Commissioner for North and West Yorkshire.	Dec 2019
12.4	Chair	Add trustee school visits to the trustee role description.	Oct 2019

22nd October 2019

Item	By	Action	Date
6.7	TP	Include progress update in the strategy plan.	Dec 2019
6.11	TP	Review website efficiency / commonality across the trust.	Sep 2020
7.4	TP CoT	Discuss the best way for trustees to review the Strategic Plan.	Nov 2019
8.2	JH	Schedule a Pupil Premium Link Governor meeting to understand strategies and best practice.	Dec 2019
9.6	CoT	Communicate the autonomy decision to the Scarcroft Chair of Governors.	Complete
11.6	Clerk PB	Create a folder on Decision Time with safeguarding documents from LGB for the Committee Chair to review.	Nov 2019
13.2	Clerk	Circulate final version of the consolidated Schemes of Delegation to governors through LGB packs.	Dec 2019
14.4	JH Trustees	Jill Hodges to circulate a trustee visit plan and trustees should schedule a visit.	Nov 2019
14.6	TP	Growth Plan to be on the December agenda.	Dec 2019
14.7	TP	Develop Collaboration Guidance.	Dec 2019
14.8	TP	Communication Plan to address the high power high impact quadrant to be included in the Strategy Plan.	Mar 2020
16.9	CoT	Communicate to governors the trustee view that the Carr Junior Headteacher recruitment should go through a Trust wide advertisement process.	Nov 2019
16.11	Clerk	Investigate an online / electronic parent governor election process.	Dec 2019
17.2	Clerk	Circulate links to Prevent, Keeping Children Safe and FGM training on Educare.	Nov 2019
17.5	TP	Central team to audit the single central record information for trustees and governors.	Dec 2019
18.2	TP	Implement an external review of governance.	Dec 2019

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Chair of South Bank Multi Academy Trust