

South Bank Multi Academy Trust

Trust Board

Minutes of the Meeting held on Tuesday 4th February 2020

6.00 pm at York High School

Present:	Edwin Thomas	Chair of Trustees
	Reuben Barrett	
	Pat Boyle	Non-Executive Trustees
	Martin Frost	
	Andrea Preston	
	Richard Milner	
	Helen Priestley	
In attendance:	Jo Edwards	Trust Principal
	Michael Gidley	Chief Finance Officer
	Adam Cooper	Executive Headteacher
	Sophie Triffitt	Clerk to the Board of Trustees

1 KNAVESMIRE SCHOOL PRESENTATION

1.1 Trustees had a presentation from Year 5 students on the use of Chromebooks.

2 WELCOME AND INTRODUCTIONS

2.1 The Chair welcomed attendees.

2.2 Trustees thanked Mr Barrett, Ms Priestley and Mr Frost for their hard work and commitment to the Trust.

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

3.1 Absence

Apologies were received and accepted from Jill Hodges and Ian Wiggins.

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 10 DECEMBER 2019

4.1 The minutes were approved subject to item 8.6 being included in the action plan.

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 Chair informed Trustees that the Trust had been asked to make a presentation to Norton College on the 24th February 2020.
- 5.3 The Chair of Trustees and Trust Principal have a meeting with the Regional School Commissioner WC 20th February 2020.
- 5.4 The Trust Principal informed Trustees that the Trust had been contacted by CYC Head of Early Years and Children's Services asking if the Trust is interested in taking on the Priory Street Nursery. The CFO explained there would need to be a due diligence process and assurance of financial viability but the Trust are open to exploring.

6 TRUST PRINCIPAL'S REPORT (PAPERS PREVIOUSLY ISSUED)

- 6.1 The Trust Principal noted that the student parliament was a very positive event.
- 6.2 The Trust Principal reported that there had been concern raised from the Headteacher Group on the Wire House service advising in line with Trust policy.
- 6.3 The Trust staff training day has been planned and will include a key note speaker with a focus on disadvantaged which is in line with Trust priorities.
- 6.4 A Trustee noted concern that it may not be possible to have a Trust view of all school single central records. The Trust Principal explained that one school uses Google Docs but the Trust Business Manager has some suggestions and a meeting is scheduled. The Safeguarding Trustee emphasised that the Trust must be able to access the single central record for everyone. A Trustee raised concern over the use of Google Docs for HR information as it may not be sufficiently secure.
- 6.5 A governor asked for an update on the Dashboard. The Trust Principal noted that since the papers were distributed the format has been improved. The Trust Principal was conscious that the Trust Board had instructed her to have a consistent MIS system in place across the Trust by July 2020 but schools are not in a position to swap system at this time and there are complex factors to consider. There are also tensions between the needs of secondary and primary schools and the Trust Principal wants to understand how other trusts manage this. The dashboard is proposed as an interim measure whilst a thorough strategy is agreed.
- 6.6 The Trust Principal reported that CPOMs is in place across the Trust which is a significant step forward for Safeguarding.
- 6.7 **Action:** Trust Principal to provide a timetable for a consistent MIS System at the May meeting.
- 6.8 A Trustee asked what the key focus is for the RSC meeting. The Trust Principal confirmed that MIS systems, growth and funding are areas of focus. The Chair of Trustees wants to learn about similar trusts who started with a decentralised ethos and how they have grown.

7 360 SUMMARY (PAPER PREVIOUSLY ISSUED)

- 7.1 The Trust Principal reported that the process took place in July for primary and October for secondary. Elements have been superseded by the risk assessment and dashboard but it was a useful process in the first year in role to understand the individual schools and was valuable to the work of the central team. An annual 360 process will continue.
- 7.2 A School Resource Management and Curriculum Planning process is also taking place.
- 7.3 A Trustee asked if York High School applications were lower than anticipated. The Trust Principal confirmed that last year they were 20 below expected and the early information suggests a similar intake this year and there are mid-year movements out of the school. A Trustee asked if pupils are moving elsewhere in the city. The Trust Principal explained that the city are oversubscribed for secondary places so it is a concern that YHS is below capacity. Vale of York are now rated Good so they may be picking up some of these pupils.
- 7.4 The Trust Principal informed Trustees that she is expecting a batch inspection and there is a need to change the YHS Ofsted category. Attendance is the risk area at YHS but there is a clear story of everything the school are doing to address attendance.
- 7.5 A Trustee asked if YHS have had a mocksted. The Trust Principal confirmed they have regular visits, reports and monitoring and are working with CYC on attendance as an additional Attendance Officer was funded through the York School and Academies Board.
- 7.6 A Trustee asked how attendance compares to a similar school. The Trust Principal confirmed that compared to other York schools it is low and there is an issue across York with attendance. There is a group of children who have very low attendance due to medical and mental health issues but school are working hard trying to keep them on roll and accommodate them to be an inclusive and supportive school whilst implementing a behaviour system. School have detailed analysis of attendance and improvement strategies.
- 7.7 A Trustee noted that Outstanding schools with strong results had been downgraded to Good due to curriculum plans. The Trust Principal was confident the schools are addressing curriculum plans.
- 7.8 A Trustee asked if YHS are prepared for a visit and the new framework. The Trust Principal had every confidence in the leadership of the school to move the school forward but cannot guarantee all stakeholders would be ready on 1st May with the change in focus from results to curriculum.
- 7.9 A Trustee noted that 20 additional students would equate to £90k in funding and questioned if it would be worth investing to promote the school and or support them in getting over the line in terms of curriculum planning. A Trustee noted the impact of promoting the school through feeder schools and pupil taster days.
- 7.10 The Trust Principal informed Trustees that a Member had suggested linking with University of York for communication and promotions intern resource.
- Martin Frost joined the meeting at 7.36pm.**
- 7.11 It was agreed there are three strands of focus for YHS; Ofsted readiness, promotion to prospective students and taster days, PR.

- 7.12 A Trustee questioned how they can be assured that schools are not off rolling. The Trust Principal confirmed that this is captured through the Data Dashboard which the central team verify.
- 7.13 A Trustee raised concern at the safer recruitment and managing allegations for two schools being rated Requires Improvement.
- 7.14 **Action:** The Trust Principal to confirm safeguarding Requires Improvement areas have been updated.
- 7.15 A Trustee questioned that within the financial management section there is a significant number of Requires Improvement ratings but when discussing financial management in general it was felt to be strong and audit feedback was good. The CFO explained that this is linked to in year budget position and does not take account of brought forward reserves.
- 7.16 A Trustee questioned if the schools are scheduled to be at a 4% reserve. It was agreed that this will be reviewed at Finance and Audit Committee.

8 CIF UPDATE (PAPER PREVIOUSLY ISSUED)

- 8.1 The Chair of Trustees tabled a summary of key points from the previously circulated report.
- 8.2 It was noted that there is recognition that accountability of the CIF sits with the Trust.
- 8.3 A Trustee noted that Trustees had evidence that financial practice was not always in line with policy and did not act on this concern despite the level of funding linked to the CIF projects.
- 8.4 The Trust Principal confirmed that the process of internal audits, investigations and hearings is now complete. A School Capital Expenditure Plan is now in place, there are tighter procurement procedures, a new risk management process consistent across the Trust schools, governance training, reminder of financial delegation limits, the Chair of Trustees has signed up for MAT training and there is better Health and Safety monitoring.
- 8.5 The CFO explained that the School Capital Expenditure Plan addresses capital funding protocol and is referenced in the Trust Principal Report and will be updated in the Trust Financial Regulations document.
- 8.6 Trustees discussed the CFO having shared line management of the School Business Managers and it was agreed to defer until there has been a discussion of the ethos of autonomy.
- 8.7 **Action:** Discussion of the ethos of autonomy to be part of the next away day.
- 8.8 A Trustee noted that changes to the Academies Financial Handbook has more focus on estate management. The CFO informed Trustees that the ESFA has published estate management guidance. It was agreed that changes to the Academies Financial Handbook and obligations on estate management and how the Trust will meet them should be on the Finance and Audit Committee agenda.
- 8.9 It was reported that the Trust has bought in to NYCC Health and Safety checks.
- 8.10 A Conditions Survey has not yet been commissioned but the School Condition Allocation will be used to fund. A proposal will come through the Finance and Audit Committee.

- 8.11 It was confirmed that possible legal action against the project management company will be revisited after the ESFA response.
- 8.12 A Trustee suggested sharing this or a similar scenario as a case study in governor training.
- 8.13 A Trustee emphasised the requirement for Trustees to scrutinise the Trust Principal and CFO in order to meet the proactive monitoring expectation. Trustees do appoint auditors and have questioning through the committee structure but need to evidence proactive monitoring and be more constructively challenging.
- 8.14 A Trustee suggested 20 minutes on each agenda for proactive open questioning.
- 8.15 **Action:** Source training on how to be a good director and asking the right questions.
- 8.16 **Action:** Capital Expenditure Plan to be shared with LGBs.

9 STRATEGIC PLAN REVIEW – STRAND 1 (PAPER PREVIOUSLY ISSUED)

- 9.1 The Trust Principal explained that the Strategy Plan has been updated with the removal of section 2 and a review of the governance strand.

10 EDUCATION AND STANDARDS COMMITTEE REPORT

- 10.1 It was reported that committee discussion focused on School Improvement Strategy, secondary schools standards update, primary data, SEF and SIP review and quality assurance of governor meetings.

11 PARENT VOICE (PAPER PREVIOUSLY ISSUED)

- 11.1 A Trustee noted the significant improvement in YHS responses.
- 11.2 **Action:** Trust Principal to update the parent voice report for the next meeting to include the most recent round for York High School.
- 11.3 A Trustee questioned if the reasons for why a parent would not recommend the school are available and the low Woodthorpe response rate.

12 FINANCE MONITORING (PAPER PREVIOUSLY ISSUED)

- 12.1 The CFO reported that the Trust had spent more than anticipated but the percentage is in line with the budget. The surplus is slightly less than forecast and revised budgets are in development to be presented to the Finance and Audit Committee in March.
- 12.2 Car Junior had unforeseen additional work on the swimming pool, Knavesmire are under budget, Millthorpe are slightly above budget due to staff absence cover, York High School are expected to improve the budget position and Scarcroft and Woodthorpe are in line with budget.
- 12.3 The MAT budget is in deficit due to spend on the CIF investigations, additional audits and allowance for the Trust training day.

12.4 Overall the revenue reserves ratio is 3.6% and the cash position forecasts stability.

Risk Reporting – by exception

12.5 The CFO had included Trustee recruitment and skills range of the Trust Board on the Risk Register.

13 TRUSTEE BUSINESS

TRUSTEE VISITS (PAPER PREVIOUSLY ISSUED)

13.1 Mrs Boyle visited Knavesmire and reported that the school were very well prepared and suggested it would be useful when all visits are complete to review areas of commonality. Mr Wiggins had visited Woodthorpe. Mr Milner is scheduling a visit to York High School.

BOARD RECRUITMENT AND SUCCESSION PLANNING

13.2 The Chair informed Trustees that there had been a low response rate and Trustees were asked to share the advert on Linked In and any other social media channels.

14 LGB BUSINESS

MATTERS FROM LGBS

14.1 Trustees were informed that the Carr Junior Headteacher interviews are scheduled for Thursday 13th February.

14.2 **Resolution:** Trustees agreed to approve a Carr Junior Headteacher appointment via e mail on the evening on Thursday 13th February. [Post-Meeting Note: As Trustees actually met on the evening of Thursday 13th, the appointment was approved in person]

LGB APPOINTMENTS AND RESIGNATIONS (PAPER PREVIOUSLY ISSUED)

14.3 There were no new appointments. Trustees noted the resignations.

15 POLICIES

15.1 MT AND YHS HEADTEACHER CONTRACTS (PAPER PREVIOUSLY ISSUED)

The Executive Headteacher left the meeting at 9.21pm.

15.2 Recorded as a separate confidential minute.

The Trust Principal left the meeting at 9.55pm.

15.3 PATERNITY LEAVE POLICY (PAPER PREVIOUSLY ISSUED)

15.4 SHARED PARENTAL LEAVE POLICY (PAPER PREVIOUSLY ISSUED)

15.5 PROBATIONARY PERIOD POLICY (PAPER PREVIOUSLY ISSUED)

15.6 SUPPORT STAFF CAPABILITY POLICY (PAPER PREVIOUSLY ISSUED)

15.7 REPORTING OF DISCIPLINARY ACTIONS PROTOCOL

15.8 It was agreed to defer the policies to the next meeting.

16 ANY OTHER BUSINESS

16.1 There were no items for Any Other Business.

The meeting closed at 10.22pm.

Meeting Decisions
Minutes approved.
To approve a Carr Junior Headteacher appointment via e mail on the evening on Thursday 13 th February
Deferral of policies.

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.	Mar 2020
14.7	Chair	Develop Collaboration Guidance.	Mar 2020
14.8	TP	Communication Plan to address the high power high impact quadrant to be included in the Strategy Plan.	Mar 2020

10th December 2019

Item	By	Action	Date
5.10	PB, TP, TBM	Review the Safeguarding Reports for commonality and best practice.	Mar 2020
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
7.14	TP	Confirm safeguarding Requires Improvement areas have been updated.	Mar 2020
8.7	Chair	Discussion of the ethos of autonomy to be part of the next away day.	Mar 2020

8.15	Chair	Source training on how to be a good director and asking the right questions.	Mar 2020
8.16	CFO / Clerk	Capital Expenditure Plan to be shared with LGBs.	Mar 2020
11.2	TP	Update the parent voice report for the next meeting to include the most recent round for York High School.	Mar 2020

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Chair of South Bank Multi Academy Trust