

South Bank Multi Academy Trust

Trust Board

Minutes of the Meeting held on Tuesday 2 February 2021
6.00 pm by Video Conference

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|----------------|-----------------------|---------------------------------|
| Present: | Edwin Thomas | Chair of Trustees |
| | Pat Boyle | |
| | Jill Donaldson Hodges | Non-Executive Trustees |
| | Richard Milner | |
| | Ian Wiggins | |
| | Martyn Sibley | |
| | Sue Laycock | |
| | Gemma Lowe | |
| Rob Bennett | | |
| In attendance: | Adam Cooper | Trust Principal |
| | Michael Gidley | Chief Finance Officer |
| | Vicki Kerr | Headteacher, Carr Junior School |
| | Gemma Greenhalgh | Head of School, Millthorpe |
| | Sophie Triffitt | Clerk to the Board of Trustees |

1 WELCOME AND INTRODUCTIONS

1.1 For the record of the minutes the meeting took place virtually.

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

2.1 Absence

Apologies were received and accepted for Michelle Blake.

2.2 Declarations of Interest (previously issued)

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

3 HEADTEACHER PRESENTATION

3.1 The Carr Junior Head of School provided an update for Trustees including attendance rates, staffing, remote learning provision, device and pupil premium support, live / recorded teaching sessions, engagement monitoring and parent survey. Engagement has increased from 84% to 96% and any non-engagement is not linked to any technology barrier. Key challenges include; 1. Safeguarding – there are weekly welfare calls, fortnightly calls by class

teachers and any concerns recorded on the CPOMs system. School is working closely with children's services and requests for places are increasing. 2. Staff anxiety. 3. Teacher workload has increased and staff are missing the children being in school. 4. Technology – remote workshop support has been delivered for parents and children. 5. LFD tests. Overall the Headteacher was very proud of the staff team for their flexibility, resilience and commitment to the school and was confident the school families are getting a very good deal.

- 3.2 The Millthorpe Head of School reported that staff attendance has been excellent and was very proud of the hard work and commitment of staff who are delivering a full timetable online and developing collaborative planning. There is concern around the network ability to support a blended offer. Vulnerable children are in school but SLT have challenged the need for key worker places in order to ensure the full curriculum can be taught to all children. Weekly CPD sessions are in place to support teachers to upskill. Monitoring of progress and engagement is evolving with a contact plan in place for students not engaging. On average 97% of children are logging on each day and 82% with full engagement (attending 5 out of 5 sessions). Additional work of contacting Pupil Premium students has seen a 20% uplift. The Head of School was confident the school is doing everything it can to keep children safe. There has been very positive parental feedback with one parent complaint, early on the first day of online provision, that teachers weren't straight on Google Meet. The staff testing has started and KWV children testing will start after half term. Overall the school is in a strong position but if there is a shift to a blended model or a staggered return this will raise significant challenges.
- 3.3 A Trustee asked about the welfare of Headteachers, if they are getting support needed through the Trust and if there is anything Trustees can do to support. The Headteachers reported that there is strong peer support, regular contact within the Trust and meetings with the Trust Principal. The impact of Covid on education has taken a huge toll on Headteachers but they are getting all the support they could ask for. The biggest challenge is the uncertainty and delivery of government updates.
- 3.4 A Trustee asked how many KWV (key worker and vulnerable) children are in school. The Carr Junior Headteacher reported that 122 (91 KW / 31 Vulnerable as deemed by school) children are in school. The Millthorpe Headteacher reported that 12 of 21 EHCP children are in school and those not in school have personalised bespoke packages. Nine of 14 children with a social worker are in school but all were offered places and of those not attending some are persistent absentee students. There are circa 40 KW children in school.
- 3.5 A Trustee asked if there have been any positives from the situation. The Headteachers felt that positives from the situation include; collaborative work, informed curriculums, CPD, how the interactive online learning can support practice, teacher confidence to take a lead and share their best practice, parent engagement and investment in learning.
- 3.6 A Trustee asked if there are any staff retention concerns. The Headteachers felt that staff have been supported as much as possible across the Trust and had no concerns as teachers are keen to be back in the classroom with students but it is dependent on government decisions.

The Carr Junior Headteacher and Millthorpe Head of School left the meeting at 6.45pm.

4 MINUTES OF PREVIOUS MEETING 8 DECEMBER 2020 (PREVIOUSLY ISSUED)

- 4.1 The minutes were agreed as an accurate record of the meeting and approved.
- 4.2 The Chair reported that Mr Wiggins was interviewed for the Chair of Trustees post by himself, Jill Donaldson-Hodges, Pat Boyle and Richard Milner. The panel had been impressed with Ian's vision and understanding of the role, and had no hesitation recommending him as the next Chair.
- 4.3 Trustees nominated Mr Wiggins as Chair of Trustees with a formal vote to be taken at the March meeting.

5 MATTERS ARISING AND ACTION PLAN

- 5.1 The action plan was updated.
- 5.2 The Chair explained that there is no capacity for the communication plan action at the moment and it was agreed to remove the action and revisit at a later date.
- 5.3 The CFO reported that a contractor has been agreed to undertake the lintels work at Carr Junior School and due to the need for warmer temperatures the work should be completed by the end of March.

6 TRUST PRINCIPAL REPORT AND COVID UPDATE (PAPER PREVIOUSLY ISSUED)

- 6.1 The Trust Principal noted that schools are using their own IT resources, through redeploying to area of greatest need, to meet the need for devices.
- 6.2 In response to a Trustee the Trust Principal confirmed that the York Schools and Academies Board is a useful group but there is a need to be confident to challenge and have open discussion and he relays messages to Heads as quickly as possible.
- 6.3 A Trustee asked if there are any concerns around vulnerable children not in school. The Trust Principal reported that in general the decisions to not be in school are reasonable. Legally there is a need to provide a place for a KWV child and vulnerable children are invited in based on need. The challenge in primary schools is offering high numbers of places and a full remote learning provision to those at home. The Trust is working hard to protect staff and not have them delivering across two modes of provision on one day.
- 6.4 A Trustee asked how LGBs are monitoring the quality of the remote learning provision. The Trust Principal explained that Heads are engaging and communicating with governors but governor focus should be on the level of provision not quality. The Chair added that the DfE remote learning audit tool was discussed at the Chairs meeting.
- 6.5 A Trustee asked for an update on the York High School successful bid. The Trust Principal explained that the project is focused on engaging different agencies to come together to work with children before they are excluded and the funding will support the unit delivery in school. If successful the aim is for the model to be rolled out across the city.

- 6.6 **Action:** Trust Principal to send the YHS STAR Centre bid paper to Martyn Sibley.
- 6.7 A Trustee asked for an update on the Trust roles proposals that went to the Headteacher Group for feedback. The Trust Principal reported that following discussion with Heads the roles are going ahead in a different way. The HR post will work across all phases and the attendance role will be part time working across primary schools.

7 TRUST DEVELOPMENT PLAN (PAPER PREVIOUSLY ISSUED)

- 7.1 A Trustee noted that it was good to see the largest proportion of green is on educational standards and wellbeing areas.
- 7.2 A Trustee questioned the red on Priority 4a. The Trust Principal explained that this is red due to timing and being linked to the merger.
- 7.3 A Trustee noted that in reference to Priority 2b they would want to see explicit quantified benefits of the MAT including costs savings or workload reduction. The Trust Principal confirmed that the information is in place and would want this presented and communicated in a clear way with different stakeholders.

The Trust Principal and CFO left the meeting at 7.30pm.

8 GROWTH UPDATE (PAPERS PREVIOUSLY ISSUED)

- 8.1 The Chair reported that the working group has been looking at the draft school improvement principles and Scheme of Delegation and the Trust Principal is sourcing expressions of interest for merger management support. There was a positive meeting with the LGB Chairs which highlighted some key points that governors would consider important including the need for clarity on the value of governors and decision making which will inform the governor consultation.
- 8.2 Members posed an important question for consideration of what will be the difference in three years' time if the merger goes ahead and how the education will be better because of the merger.
- 8.3 Additional discussion was recorded as a separate confidential minute.

The Trust Principal and CFO returned to the meeting.

9 EDUCATION AND STANDARDS COMMITTEE REPORT

- 9.1 Ms Donaldson Hodges reported that the committee discussion focused on remote learning, engagement, IT resource, remote learning principles, YHS letter to Ofsted and a Pupil Premium Link Governor meeting.
- 9.2 The Chair made Trustees aware that Ofsted have replied to York High School thanking them for the letter and stating that they would take it under advisement.

10 FINANCE AND AUDIT COMMITTEE REPORT

- 10.1 Mr Milner reported that the committee discussion focused on the audit findings and annual report. Overall there was a strong audit report and Trustees recorded thanks to the Central Team and School Business Managers.
- 10.2 In response to a Trustee the CFO confirmed that the ESFA have responded on the CIF review and there is no financial clawback anticipated but the response is awaiting ministerial sign off. The Trust can demonstrate action was taken and changes put in place through the internal review, governance review and full investigation.

11 ANNUAL ACCOUNTS AND ANNUAL REPORT

- 11.1 It was recorded that Trustees had approved the annual accounts and annual report electronically and they have been submitted.

12 FINANCE UPDATE (PAPERS PREVIOUSLY ISSUED)

- 12.1 The CFO reported a positive variance against budget noting that there are some delayed costs but no significant trust-wide negative impact from Covid. Schools are undergoing the revised budget process which will go to the Finance and Audit Committee in March. The £81k surplus has reduced to £10k with the majority of the impact due to reduced income generation from wrap around care and additional spend on cleaning supplies.
- 12.2 A Trustee questioned the reducing reserves for Carr Junior. The CFO explained that they were budgeted to improve 1% per year but they are suffering more than the other schools through Covid impact and income reduction and the central team will continue to support.

Contracts for Approval (Papers Previously Issued)

- 12.3 A Trustee questioned committing to a three year contract with the merger in discussion. The CFO explained that the contract would novate across as there will still be a need for the service. A merged Trust may need to operate more than one contract for a period of time.
- 12.4 The IT service contract is up for renewal and the Trust will use the same tender approach and a contract would novate into any new organisation.
- 12.5 A Trustee noted the need for any IT transfer to be sensitive to the need to deliver remote learning.
- 12.6 **Resolution:** Trustees approved the Broadband Services Tender.
- 12.7 **Resolution:** Trustees approved the Scarcroft Cleaning Services Procurement.
- 12.8 Trustees noted the upcoming procurement processes.

13 RISK REGISTER (PAPERS PREVIOUSLY ISSUED)

- 13.1 In response to a Trustee the CFO confirmed that the risk of pupil numbers increased to reflect the upcoming intake to York High School and Carr Junior. A Trustee questioned the tolerate response and it was agreed to amend to treat.

14 SAFEGUARDING

- 14.1 The Trust Principal reported that all schools are using CPOMS which allows for Trust level reports and a summary report will be made to the Education and Standards Committee.

15 HEALTH AND SAFETY

- 15.1 The Trust Principal reported that the HANDS reports feed into the Trust and outstanding actions are followed up with schools.

16 TRUSTEE BUSINESS

Link Visits

- 16.1 Mr Bennett reported on a visit to the Knavesmire LGB meeting. It was a very positive and collaborative meeting with challenge, feedback and support. Governors seemed to be very involved with the school with detailed knowledge and high level engagement and accountability.
- 16.2 Ms Laycock reported on a visit to the York High School LGB meeting. It was a positive meeting and governors had clear responsibility for different aspects of the school and there was quality conversation, debate and challenge.

ERG Action Plan *(Paper Previously Issued)*

- 16.3 Link Governor Training - the CYC November training session did not go ahead. The next session is scheduled for 8 June 2021.
- 16.4 SEND Provision Overview – Ms Boyle and Trust Principal are addressing the action.
- 16.5 SMSC Reporting – Trust Principal is addressing.

Member Meeting

- 16.6 The Chair reported that Members had agreed for him to remain a Member until the merger discussion is completed due to the exceptional circumstances and to aid transition of Chairs.

17 LGB BUSINESS

Electronic Voting *(Paper Previously Issued)*

- 17.1 **Resolution:** It was agreed for Millthorpe to trial a preferred option as a pilot and for a review of the process to be completed.

Matters from LGB

- 17.2 The Chair reported that the LGB Chairs meeting discussed the cancelled KS2 SATs and how this can be used as an opportunity to refine what a high quality transition looks like.
- 17.3 **Action:** Trust Principal to liaise with HTG to see what transition/secondary-readiness activities can be provided because of the SATs cancellation – taking into account forthcoming DfE guidance, HTG capacity and teacher workload.

LGB Appointments and Resignations (previously issued)

17.4 Trustees approved the appointments and noted resignations.

18 POLICIES

18.1 It was recorded that Trustees had approved the Safeguarding Policy addendum electronically.

19 ANY OTHER BUSINESS

19.1 Mr Thomas, on his last meeting as Chair, thanked Trustees for the challenge, privilege and honour of leading the Trust Board and thanked Trustees, Vice Chairs, Trust Principal, CFO and Clerk past and present for their knowledge, time, commitment and support.

20 FUTURE MEETING DATES

20.1 Trust Board – 16th March 2021
 Finance and Audit Committee – 23rd / 24th March 2021
 Safeguarding and Safety Group – 9th June 2021

The meeting closed at 9.20pm.

| Meeting Decisions |
|--|
| Approved the Broadband Services Tender. |
| Approved the Scarcroft Cleaning Services Procurement |
| Agreed for Millthorpe to trial a preferred option for electronic parent governor voting as a pilot |
| Approved LGB appointments |

ACTIONS

22nd October 2019

| Item | By | Action | Date |
|-------------|-----------|--|-------------|
| 6.11 | TP | Review website efficiency / commonality across the trust. <i>20:10:20 – TP to review the action with the TBM and report back at the next meeting.</i> <i>8.12.20 – TP confirmed this is on the work schedule and hopes to complete by the next meeting.</i> <i>2.2.21 – Trust Principal confirmed that the task is ongoing and hopes to complete the review by the May meeting.</i> | May 2021 |

2nd February 2021

| Item | By | Action | Date |
|------|----|---|----------|
| 6.6 | TP | Send the YHS STAR Centre bid paper to Martyn Sibley. | Feb 2021 |
| 17.3 | TP | Liaise with HTG to see what transition/secondary-readiness activities can be provided because of the SATs cancellation – taking into account forthcoming DfE guidance, HTG capacity and teacher workload. | May 2021 |

Approved 16th March 2021

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Chair of South Bank Multi Academy Trust

Approved