

# South Bank Multi Academy Trust

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## Trust Board

Minutes of the Meeting held on Tuesday 20 October 2020

6.00 pm by Video Conference

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Present:	Edwin Thomas	Chair of Trustees
	Rob Bennett	
	Michelle Blake	Non-Executive Trustees
	Pat Boyle	
	Jill Donaldson Hodges	
	Richard Milner	
	Ian Wiggins	
	Martyn Sibley	
	Sue Laycock	
Gemma Lowe		
In attendance:	Adam Cooper	Trust Principal Chief Finance Officer Clerk to the Board of Trustees
	Michael Gidley	
	Sophie Triffitt	

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### **1 WELCOME AND INTRODUCTIONS**

- 1.1 For the record of the minutes the meeting took place virtually.
- 1.2 Introductions were made for new Trustees.

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

- 2.1 Absence  
There were no apologies for absence.
- 2.2 Declarations of Interest (previously issued)  
Trustees were asked to inform the clerk of any updates to their Business Interest Forms.

### **3 MINUTES OF PREVIOUS MEETING 7<sup>TH</sup> OCTOBER 2020 (PREVIOUSLY ISSUED)**

- 3.1 The minutes were agreed as an accurate record of the meeting and approved.

### **4 MATTERS ARISING AND ACTION PLAN**

- 4.1 The action plan was updated with any actions agreed to have been superseded by current events and operation were closed.

4.2 In reference to director training it was noted that Mr Wiggins signed up for CST Trustee training and will direct trustees to any appropriate training.

## **5 TRUST PRINCIPAL REPORT AND COVID UPDATE (PAPER PREVIOUSLY ISSUED)**

5.1 The Trust Principal explained the developments to Public Health England advice with Risk Assessments updated to reflect this.

5.2 The Trust Principal was confident that schools are in a good place for remote learning with shared resources available through Google Drive and collaboration across schools. Any provision in place will reflect challenge from unions around delivering a mixed model of in class and remote learning at the same time.

5.3 The Headteacher Group have also discussed measuring impact of catch up programmes.

5.4 A Trustee thanked the Trust Principal for a report that provides assurance and referenced feedback from the last away day on the lack of leadership and support and asked if there is a gap that the Trust should address. The Trust Principal reported that he has regular contact with Headteachers ensuring there is the opportunity to raise concerns and hopes they feel well supported.

5.5 A Trustee asked if there is any shared experience for establishing Google learning to support Millthorpe who are in the early stages of establishing this system. The Trust Principal explained that the Primary remote learning-focused meeting had taken place and is arranging a date for secondary. The Trust Principal had supported Millthorpe in the Deputy Head recruitment and he will check any remote learning support needs. The CFO explained that there is network infrastructure problems at Millthorpe that will need to be addressed. The Trust Principal noted that schools who had invested in technology are now seeing key benefits.

5.6 A Trustee asked if there is advice from the York Schools and Academies Board on asking parents to wear facemasks around school. The Trust Principal confirmed that YSAB have said for schools to act individually and make recommendations that are right for their setting. A Trustee suggested there would be a positive perception for parents to wear masks on drop off and collection.

5.7 **Action:** Trust Principal to raise face masks recommendations for parents at Headteacher Group.

5.8 **Resolution:** Trustees approved the Risk Assessment approvals process.

5.9 The Trust Principal explained that he is developing a proposal to respond to the pressures the Heads raised at Education and Standards Committee around staffing, supply costs, IT resource and hand wash facilities noting that there will be budget impacts.

5.10 A Trustee asked if the unspent capital allocation funding could be utilised. The CFO confirmed this cannot be spent on IT and is for structure related capital.

5.11 It was noted that catch up funds can be utilised to make a real difference to learning and the CFO reported that DfE support for Chromebooks for York High and Woodthorpe is being accessed.

5.12 It was agreed for the Trust Principal to submit a proposal for Trustee approval.

- 5.13 A Trustee noted that there were clear messages at the Education and Standards Committee and would want any resolution to be implemented efficiently. If there was any point to be flexible with the Reserves Policy this was it.
- 5.14 A Trustee noted that the Remote Learning Policy mentions Chromebooks being available for children so the Trust need to be able to deliver on this.
- 5.15 A Trustee asked if the Trust should have a central pool of Chromebooks and a Trust employed teacher to utilise across the Trust. The Trust Principal explained that one teacher may not meet the needs across the schools giving the example that one school needed eight supply teachers in on one day yet none were needed for the previous week. It is also possible that Chromebooks will be needed at the same time so this could be difficult to manage, if schools have a set they will be used after Covid but he would discuss options with the CFO and Trust Business Manager.
- 5.16 A Trustee noted that if the CFO and Trust Principal can take action in line with the Scheme of Delegation without Trustee approval then they could progress actions to ensure speedy resolutions.

## **6 STRATEGIC PLAN 2020-21 (PAPER PREVIOUSLY ISSUED)**

- 6.1 A Trustee emphasised the importance of the inclusion of wellbeing in priority one and how it is embedded within the plan.
- 6.2 Trustees thanked the Trust Principal for the new format which should make monitoring more effective and requested the document be RAG rated for updates with evidence around impact.
- 6.3 The Trust Principal noted that Priority 3 will be revised in light of the merger discussion.
- 6.4 A Trustee noted that the governance and scheme of delegation review, as part of a merger or not, should feed into the plan.
- 6.5 **Resolution:** Trustees approved the 2020-21 Strategic Plan, noting that the strategic plan had not yet been reviewed by Headteachers.

## **7 AWAY DAY UPDATE (PAPER PREVIOUSLY ISSUED)**

- 7.1 **Action:** Away day update to be circulated to Heads and chairs.

## **8 SUCCESSION PLANNING**

- 8.1 Mr Wiggins reported a temporary hold on the Trust Principal / CEO recruitment process noting that the recruitment agency made an offer of support for any interim leadership requirements.
- 8.2 The Chair thanked the recruitment working group for their time and work.
- 8.3 The CFO confirmed that the interim appointment letters included 'or longer by arrangement'. The Chair had discussed an extension to the interim arrangements with the Knavesmire Chair of Governors and this will be shared with governors.

8.4 Mr Wiggins left the meeting.

8.5 It was confirmed that Mr Wiggins will be interviewed for the Chair of Trustees position to ensure he is the right candidate and set expectations. Mr Milner, Mrs Donaldson Hodges, Mrs Boyle, Mr Thomas and a Member will support the interview process.

8.6 Mr Wiggins returned to the meeting.

8.7 It was noted that if Mr Wiggins is appointed as Chair there will be a need to appoint an active Vice Chair and expressions of interest were invited.

## **9 GROWTH STRATEGY UPDATE**

9.1 A merger press release was issued on Friday 16<sup>th</sup> October 2020.

9.2 Trustees were invited to inform the Chair if they wanted to join the merger working group which will look at due diligence, consultation, workflow for the design of the MAT, values and purpose, school improvement model, executive and governance structures to deliver school improvement and a collaboration model.

9.3 The Chair reported that the governance evening saw positive engagement. A Trustee suggested that there is a need to undertake informal consultation before a formal consultation.

## **10 ERG ACTION PLAN (PAPER PREVIOUSLY ISSUED)**

10.1 In reference to '1.5 Risk Based Governance' the Chair and Trust Principal suggested LGBs have a standing agenda item to review risks and feed these into the Trust. Trustees agreed that asking LGBs to review risks on a termly basis will serve as a reminder of risks and supported the development of a risk tracking process.

10.2 The CFO explained that the risk management software is in place but needs administration time to bring down to a local level.

10.3 In reference to '3.2 Training Plan' trustees felt that training expectations and monitoring sufficiently addressed the action.

10.4 **Action:** Clerk to remind Chairs of the need to address training gaps across the LGB.

## **11 SAFEGUARDING AND SAFETY WORKING GROUP UPDATE**

11.1 Mrs Boyle noted that there had been a lot of change in personnel in key roles and the Trust may need to consider how to support link governors in their role.

Terms of Reference (previously issued)

11.2 Trustees approved the terms of reference.

## **12 EDUCATION AND STANDARDS COMMITTEE REPORT**

12.1 Mrs Donaldson Hodges updated trustees on discussion points from the meeting.

Terms of Reference (previously issued)

12.2 Trustees approved the terms of reference.

### 13 FINANCE UPDATE (PAPERS PREVIOUSLY ISSUED)

- 13.1 The CFO summarised the finance report highlighting that the overall in year deficit stands at £110k with a 3.02% reserve against a 4% target.
- 13.2 A Trustee noted the lost income of circa £40k of Covid directly and asked what other elements are featured in the £110k deficit. The CFO explained that the deficit is an improved position against the revised budget.
- 13.3 The CFO reported that conditions surveys will be presented to Finance and Audit Committee.
- 13.4 A Trustee asked if the Carr Junior lintels should be included in the risk register. The CFO confirmed that the Carr Junior lintels were picked up in the conditions surveys and the school had been instructed to obtain prices. The general condition of buildings in the Trust would be in the risk register but school specific items should sit within their own risk monitoring when this is in place. A Trustee emphasised the need for trustees to be assured that at Trust level there is a plan to manage the estate and schools are managing the risks around their buildings.
- 13.5 A Trustee registered concern on building management and associated expertise in the Trust and questioned if the Trust would be better served by someone with the appropriate expertise managing the estate across the trust. The Trust need to be aware of any risks that would potentially cause harm. Trustees agreed that there is a need to be assured that estate management across the Trust is effective.
- 13.6 The CFO confirmed that the School Condition Allocation is managed centrally with schools submitting bids.
- Terms of Reference (previously issued)
- 13.7 Subject to the removal of point 13, as this is addressed at the Health and Safety Working Group, trustees approved the terms of reference.

### 14 TRUSTEE BUSINESS

Training (previously issued)

- 14.1 **Action:** Clerk to send dates for CYC primary and secondary performance and finance training.

Sub Committee membership

- 14.2 Committee membership was agreed as:

Education & Standards	Finance & Audit
Jill Hodges (Chair) Pat Boyle Ian Wiggins Martyn Sibley Susan Laycock David Rowsell (Sc)	Richard Milner (Chair) Edwin Thomas Michelle Blake Rob Bennett Gemma Lowe Stephen Waddington (WT) Trevor Charlton (MT)

Link Trustees

14.3 Link Trustees were agreed as:

Knavesmire	Pat Boyle
York High School	Sue Laycock
Millthorpe	Michelle Blake
Woodthorpe	Ian Wiggins / Edwin Thomas
Scarcroft	Martyn Sibley
Carr Junior	Gemma Lowe
Safeguarding	Pat Boyle
Pupil Premium	Martyn Sibley
SEND	TBC

14.4 Mrs Donaldson Hodges highlighted that link roles should be at strategic level and that sections 16 to 42 of the Governance Handbook provides useful information. There is a need to be clear on roles and expectations. A Trustee suggested consulting the Chairs in developing the link trustee roles.

14.5 **Action:** Mr Thomas to consult with Chairs on the link trustee role.

14.6 **Action:** Mrs Donaldson Hodges to review the link trustee role descriptors and pro forma and define the key purpose of the link roles.

Attendance of Heads

14.7 The Trust Principal suggested opening an invite to the Headteacher Group to attend the Trust Board meetings. Trustees supported engaging Heads with the Trust Board process and agreed for the Chair and Trust Principal to implement a trial arrangement.

**15 LGB BUSINESS**

**Matters from LGB**

15.1 There were no matters from LGBs.

15.2 A governor recruitment need had been flagged by Millthorpe for safeguarding and teaching and learning expertise and trustees were asked for any support they could offer in recruitment.

**LGB Appointments and Resignations** (previously issued)

15.3 Trustees approved the appointments.

15.4 Trustees recorded thanks to Bill Schofield for his service as a governor to trust schools.

15.5 **Action:** Mr Thomas to send a thank you to Bill Schofield.

**16 POLICIES**

**Health and Safety Policy** (previously issued)

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

**Child Protection and Safeguarding Policy** (previously issued)

16.2 **Resolution:** Trustees approved the Child Protection and Safeguarding Policy.

**Governor Election Policy** (previously issued)

- 16.3 **Resolution:** Trustees approved the Governor Election Policy.
- 16.4 Trustees agreed that online voting would be a possibility if a secure system can be identified for agreement.
- 16.5 **Action:** Trust Business Manager to investigate electronic parent governor voting system.

**Admissions** (previously issued)

- 16.6 **Resolution:** Trustees approved the Admissions Consultation document.

**Pay Policy & Support Staff and Teacher Pay Award 2020-21** (previously issued)

- 16.7 **Resolution:** Trustees approved the Pay Policy.
- 16.8 A Trustee questioned if the policy should reflect the Trusts higher principles of how the Pay Policy is determined. The CFO noted that the Trust operate under the schools conditions and pay policy. It was agreed that a discussion on the Trust pay principle and policy decision process would be useful at a later date.
- 16.9 **Resolution:** Trustees approved the Support Staff and Teacher Pay Award 2020-21.

**Remote Learning Policy** (previously issued)

- 16.10 **Resolution:** Trustees approved the Remote Learning Policy.

**Headteacher Group Terms of Reference** (previously issued)

- 16.11 **Resolution:** Trustees approved the Headteacher Group Terms of Reference.
- 16.12 The Headteacher group were encouraged to redefine the terms of reference to support effective working.

**17 ANY OTHER BUSINESS**

- 17.1 DfE Governance Guidance was circulated for Trustee information.

**18 FUTURE MEETING DATES (PAPERS PREVIOUSLY ISSUED)**

- 18.1 Education and Standards Committee – 17<sup>th</sup> November 2020  
 Finance and Audit Committee – 24<sup>th</sup> November 2020  
 Trust Board – 8<sup>th</sup> December 2020

The meeting closed at 9.30pm.

<b>Meeting Decisions</b>
Trustees approved the Risk Assessment approvals process.
Trustees approved the 2020-21 Strategic Plan
Trustees approved the below documents: Safeguarding & Safety Working Group Terms of Reference Education & Standards Committee Terms of Reference Finance & Audit Committee Terms of Reference Health and Safety Policy Child Protection and Safeguarding Policy Governor Election Policy

Admissions Consultation Pay Policy Support Staff and Teacher Pay Award 2020-21 Remote Learning Policy Headteacher Group Terms of Reference
Trustees approved local governor appointments

## ACTIONS

22<sup>nd</sup> 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>	Dec 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. <i>20:10:20 – The TP is developing the communications strategy and noted that York High have defined actions to improve local PR.</i>	Jul 2020

20<sup>th</sup> October 2020

Item	By	Action	Date
5.7	TP	Discuss face masks recommendations for parents at Headteacher Group.	Oct 2020
7.1	Clerk	Away day update to be circulated to Heads and chairs.	Nov 2020
10.4	Clerk	Clerk to remind Chairs of the need to address training gaps across the LGB.	Nov 2020
14.1	Clerk	Circulate dates for CYC primary and secondary performance and finance training.	Complete
14.5	Chair	Consult with Chairs on the link trustee role.	Nov 2020
14.6	J DH	Review the link trustee role descriptors and pro forma and define the key purpose of the link roles.	Nov 2020
15.5	Chair	Mr Thomas to send a thank you to Bill Schofield.	Complete
16.5	TBM	Trust Business Manager to investigate electronic parent governor voting system.	Nov 2020

Approved 8<sup>th</sup> December 2020

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**Chair of South Bank Multi Academy Trust**