

South Bank Multi Academy Trust

Trust Board

Minutes of the Meeting held on Tuesday 8 December 2020

6.00 pm by Video Conference

Present:	Edwin Thomas	Chair of Trustees
	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
	Michael Gidley	Chief Finance Officer
	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 Rob Bennett.

2.2 Declarations of Interest (previously issued)

Ian Wiggins recorded that his Father in Law is now Chair at Scarcroft.

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

3 MINUTES OF PREVIOUS MEETING 20 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.

4.2 It was noted that the link trustee roles had been amended since the last meeting and are:

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

4.3 The Trust Principal confirmed that face mask recommendation for parents was discussed at Headteacher Group and confirmed that parents are asked to wear face masks on school site and have been encouraged to wear masks in busy places outside of school grounds.

4.4 **Action:** Clerk to circulate the link trustee visit form.

5 TRUST PRINCIPAL REPORT (*PAPER PREVIOUSLY ISSUED*)

5.1 A Trustee asked if within the Scheme of Delegation the Trust Board sign off Headteacher pay decisions. The Trust Principal explained that decisions within the pay range sit with LGB but outside of the pay range it would come to the Trust Board for approval. The Trust Board is also responsible for those that do not sit with LGB such as Trust Principal and CFO.

5.2 A Trustee asked if a VOIP contract is needed. The CFO confirmed it is needed due to the move away from CYC as broadband providers which will deliver a saving of circa £60k.

5.3 A Trustee suggested the need to review suppliers of services to ensure financial and service efficiency.

5.4 The Trust Principal highlighted the good attendance data which in some schools is higher than normal for this time of the year.

5.5 The Trust Principal explained that questions were raised around the number of contacts at Millthorpe for a confirmed Covid case (52 contacts for one pupil) so in reflection Millthorpe have taken proactive steps to reduce potential contacts and re-planned timetables with a nearly closure on one day to provide staff with transition time. A Trustee noted that the Trust accepted a slightly higher level of risk with the secondary structure of pupils moving between classrooms to support the learning experience and student and staff wellbeing and Millthorpe have the lowest number of cases locally.

5.6 **Action:** Chair to e mail Heads of Schools to acknowledge the decision in approach to the Covid timetable and scheduling and thank them.

5.7 The Trust Principal explained that union concerns centre around workload and delivering live learning and the recording of this. A Trustee asked if unions are advising members not to engage with live learning. The Trust Principal explained that there was a strong stance originally and are now questioning any 'forced' element but there is flexibility within the approach for prerecording and narrating materials. Remote lesson delivery is an area to monitor and one which could cause conflict with parents.

- 5.8 A Trustee noted that there was concern in the Education and Standards Committee that York High School are ready for Ofsted and there is a need to sustain the momentum and asked if there is any support Trustees / the Trust could provide. The Trust Principal assured Trustees he is maintaining close contact with the Head of School and offering pastoral support. There had been discussion on whether the Trust should take a stance that Ofsted should not be in schools at this time but this is not the right thing for one of our schools. A Trustee asked if there is an option to invite Ofsted in to school. The Trust Principal confirmed there is but there is a cost related to this and there is a need for balance between wanting them in and having further time to embed the 'good' elements.
- 5.9 A Trustee asked if the Trust Principal is satisfied schools have planned for the expected hours of remote learning. The Trust Principal confirmed he was but any scrutiny would need to be undertaken when there is a group of children out of school.
- 5.10 The Trust Principal explained that SLT would need to be available six days after the schools break up to support track and trace which would be up to Christmas eve, there is the option to have a training day on Friday 18th December to bring this period forward but locally it has been confirmed that the expectation is for Headteachers to be available on the Monday and Tuesday to support with contact tracing. Trustees were concerned with giving parents such late notice of a training day. The Trust Principal confirmed the decision on training days is delegated to LGB. It was agreed that if a Headteacher wants to move a training day this should be discussed with the Trust Principal.
- 5.11 A Trustee noted that the staff survey question on workload was low across the Trust. The Trust Principal explained that work is a lot harder with the impact of Covid protocols and the impact of Covid on lives in general.
- 5.12 A Trustee requested that the staff survey include a sample size for each school.
- 5.13 A Trustee noted the mixed level of responses at Woodthorpe and raised concern at the response rate to the treated fairly and with respect question. The Trust Principal agreed this is an area of focus and noted the need for consistency with when the surveys are run.
- 5.14 Trustees recorded thanks to the Scarcroft Headteacher as the results are testament to his work.
- 5.15 A Trustee noted the strong result across all schools for the enjoy working at this school question.
- 5.16 A Trustee questioned the response to the professional development question at Millthorpe given the introduction of an early school day finish for training.
- 5.17 The Trust Principal will be speaking with Headteachers to understand how they will use the data.

6 COVID UPDATE

- 6.1 Discussed as part of the Trust Principal Report.

7 SUCCESSION PLANNING

- 7.1 An interview for Chair of Trustees is being scheduled.

7.2 Jill Donaldson Hodges has expressed an interest in returning as Vice Chair.

8 GROWTH UPDATE (PAPERS PREVIOUSLY ISSUED)

8.1 **Resolution:** Trustees approved the Merger Working Group Terms of Reference.

8.2 **Resolution:** Trustees agreed the Merger Working Group Values document.

8.3 The Chair reported that a confidentiality agreement is being developed and a draft of the Code of Operational behaviours were shared. A timetable will be developed in the New Year and a consultant will be engaged to administer the consultation process.

9 PLACE PLANNING (PAPERS PREVIOUSLY ISSUED)

9.1 The Trust Principal explained that he and Millthorpe are conscious of York High School numbers but first applications to Millthorpe are increasing and there are people in the Millthorpe catchment not taking up places who might.

9.2 Trustees appreciated the level of detail in the proposal given such tight timescales.

9.3 A Trustee suggested that the £ 2.1m projection for 90 extra children is a risk. The Trust Principal explained that capital projection would have been informed by CIF projects and there was an investment of £1.5m at Scarcroft for an additional half class. CYC stated that there is a £9m budget for place planning.

9.4 It was emphasised that the Trust need to be involved at all stages of the negotiations.

9.5 Trustees were conscious of looking at ways to benefit all schools in the Trust and how York High School could be supported.

9.6 **Resolution:** Trustees supported the submission to CYC of the proposal for Millthorpe expansion and approved proposal C as the preferred option of the Trust subject to CFO scrutiny of the proposed finances before submission.

10 EDUCATION AND STANDARDS COMMITTEE REPORT

10.1 Ms Donaldson Hodges reported that the focus of the meeting was the secondary standards review discussion. The committee had confidence in the plans in place for York High School in readiness for Ofsted, they delivered a positive P8 and shared an excellent Pupil Premium report. Millthorpe had positive results and the additional pressure on the Millthorpe Head of School with the loss of a high performing Deputy was noted. From the discussions it was clear there were different challenges at both schools.

10.2 The committee discussed the role of the Trust in contributing to the national Ofsted and exam discussion which has been addressed with the Headteacher Group.

10.3 York High School had a view on classroom delivery through non-negotiable observations which left the committee with a question of why this quality assurance was not available for both secondary schools. The Trust Principal explained that unions strongly opposed the lesson observations and agree they should not be happening at the moment. There is agreement that they are not used as a judgement on teaching but for gathering information on what provision children are receiving. The Head of School at Millthorpe has now started

the process of understanding how lesson observations can be managed. A Trustee noted the importance of observing teaching to understand how teaching is working through Covid and would want lessons observations to be undertaken in a way that was supportive.

- 10.4 An action came from the committee meeting to review Pupil Premium Reports and best practice to share across the Trust.
- 10.5 Millthorpe made requests through their review form and the Trust Principal is picking these up.

11 FINANCE AND AUDIT COMMITTEE REPORT

- 11.1 Mr Milner reported that the meeting focused on; finance monitoring report, impact of Covid, Covid financial support proposal, building conditions surveys and risk records. An additional meeting has been scheduled for January to review the audit report and accounts and make a recommendation for approval to Trust Board.
- 11.2 **Resolution:** Trustees agreed to approve the Finance and Audit Committee external audit and annual accounts recommendation by e mail.

12 FINANCE UPDATE (PAPERS PREVIOUSLY ISSUED)

- 12.1 The CFO reported that a reserve of below 4% puts the Trust in scope for possible additional funding.
- 12.2 A Trustee asked if the impact on lost income to reserves will accumulate. The CFO explained that some reduction of income is linked to invoice timing and tracking take up of wrap around care over the autumn term will inform potential future impact to income.
- 12.3 The Trust Principal noted that he will be discussing centralised posts of an Attendance Officer and HR Administrator with the Headteacher Group. A Trustee questioned if the potential merger would impact the introduction of these posts. The Trust Principal explained that he would be looking at fixed term appointments.

13 RISK REGISTER (PAPERS PREVIOUSLY ISSUED)

- 13.1 The CFO explained that the online risk register process roll out has been delayed due to Covid.
- 13.2 Schools have implemented a top five risk record which should be discussed at LGB level. A Trustee asked if there is any peer assessment and the Trust Principal explained that moderation initially would sit at Trust level through the Trust Principal and CFO.
- 13.3 It was noted that over five years the conditions surveys suggests a need for £3.4m spend against a £2.2m School Condition Allocation so decisions on prioritisation will need to be made.
- 13.4 A Trustee asked for an update on Carr Junior lintels work. The CFO explained that they are struggling to obtain prices but will follow up and report back.
- 13.5 **Action:** CFO to report back to Trustees on Carr Junior lintels work.

14 SAFEGUARDING (PAPERS PREVIOUSLY ISSUED)

- 14.1 The Trust Principal reported that he has met with the link trustee and is looking at; whether there is a consistent way of reporting across the Trust, annual health checks, and what reporting should come up to Trustees.
- 14.2 The link trustee added that a Trust Attendance Officer would be a very good move for safeguarding.

15 HEALTH AND SAFETY

- 15.1 The Trust Principal reported that the Trust buy in to the North Yorkshire Health and Safety Team who provide detailed reports and there is a need to agree what reports up to Trustees.

16 TRUSTEE BUSINESS

- 16.1 Trustees discussed how the agenda could be developed to include category one and two agenda items with no active agenda time allocated for category two items unless there is a Trustee request in advance of the meeting otherwise approval / acceptance would be assumed. Trustees agreed to trial a category one and two agenda format.

17 LGB BUSINESS

Matters from LGB

- 17.1 There were no matters from LGBs.
- 17.2 The Chair encouraged Trustees to direct any potential governors to Carr Junior School.

LGB Appointments and Resignations (previously issued)

- 17.3 Trustees approved the appointments.

18 POLICIES

Lockdown Policy (previously issued)

- 18.1 **Resolution:** Trustees approved the Lockdown Policy.

Attendance Policy (previously issued)

- 18.2 **Resolution:** Trustees approved the Attendance Policy.

- 18.3 The CFO left the meeting.

19 PAY RECOMMENDATIONS (PAPER PREVIOUSLY ISSUED)

- 19.1 The Trust Principal confirmed that all recommendations had gone through Trust process.
- 19.2 Trustees agreed the below pay recommendations:
- CFO
 - EHT
 - MT HoS
 - YHS HoS
 - MT Headteacher range and starting point

- YHS Headteacher range and starting point

19.3 Trustees requested that the Trust Principal; obtain HR guidance on communication of the performance management, ensure that the Headteacher pay range fits within the Trust Pay Policy, and Headteacher appointments are subject to confirmed Executive Headteacher retirement.

19.4 A Trustee suggested a Trust Board Pay / Remuneration Committee. Trustees agreed that this would be something to progress at the start of the next academic year.

20 ANY OTHER BUSINESS

20.1 It was noted that Martyn Sibley would attend an online presentation on Friday 11th December 9am by CST and the national school commissioner which focuses on trends and developments in Trusts.

18 FUTURE MEETING DATES (*PAPERS PREVIOUSLY ISSUED*)

18.1 Finance and Audit Committee – 11th January 2021
 Education and Standards Committee – 19th January 2021
 Member – 27th January 2021
 Trust Board – 2nd February 2021

The meeting closed at 9.30pm.

Meeting Decisions
Trustees approved the Merger Working Group Terms of Reference.
Trustees agreed the Merger Working Group Values document.
Trustees supported the submission to CYC of the proposal for Millthorpe expansion and approved proposal C as the preferred option of the Trust subject to CFO scrutiny of the proposed finances before submission.
Trustees agreed to approve the Finance and Audit Committee external audit and annual accounts recommendation by e mail
Trustees agreed to trial a category one and two agenda format.
Trustees approved the LGB appointments.
Trustees approved the Lockdown Policy.
Trustees approved the Attendance Policy.

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>	Mar 2021
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> <i>8.12.20 – TP confirmed this is ongoing. The Chair emphasised that this is an important action that the Members will question and it was agreed for the Chair and Trust Principal to discuss outside of the meeting. Michelle Blake to contact the Trust Principal with University intern information.</i>	Jan 2021

 20th October 2020

Item	By	Action	Date
16.5	TBM	Trust Business Manager to investigate electronic parent governor voting system.	Nov 2020

 8th December 2020

Item	By	Action	Date
4.4	Clerk	Circulate the link trustee visit form.	Complete
5.6	Chair	E mail Heads of Schools to acknowledge the decision in approach to the Covid timetable and scheduling and thank them.	Dec 2020
13.5	CFO	Report back to Trustees on Carr Junior lintels work.	Dec 2020

 Approved 2nd February 2021

Chair of South Bank Multi Academy Trust