

South Bank Multi Academy Trust

Trust Board

Minutes of the Meeting held on Tuesday 19 October 2021
6.00 pm by Video Conference

Present:	Ian Wiggins	Chair of Trustees
	Edwin Thomas	
	Sue Laycock	Non-Executive Trustees
	Jill Donaldson Hodges	
	Rob Bennett	
	Pat Boyle	
	Martyn Sibley	
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.
- 1.2 The Chair informed the Trust Board that Gemma Lowe had resigned as a Trustee.

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

- 2.1 Absence
There were no apologies.
- 2.2 Declarations of Interest (previously issued)
Trustees were asked to complete their Business Interest Forms and return to the clerk.

3 MINUTES OF PREVIOUS MEETING 6 JULY 2021 (PREVIOUSLY ISSUED)

- 3.1 Subject to the agreed amends the minutes were agreed as an accurate record of the meeting and approved.

4 MATTERS ARISING AND ACTION PLAN

- 4.1 It was confirmed that scrutiny of the health and safety actions will be done at finance and audit committee and remain as an agenda item at Trust Board

- 4.2 The CFO confirmed that death in service coverage exists in the pension scheme which is offered to every employee and there is an auto re-enrolment process every three years.

5 MERGER UPDATE (PREVIOUSLY ISSUED)

- 5.1 The Chair informed trustees that there will be a need to schedule an additional meeting, reminded trustees of the confidentiality of the process and that there may be times when it would be appropriate for the CFO / Trust Principal to leave the meeting.

- 5.2 Mr Thomas is chairing the working group on behalf of both MATs

- 5.3 The due diligence had previously been circulated for comment and reviewed at the working group and there were no substantive items for concern.

Scheme of Delegation (previously issued)

- 5.4 Trustees felt that there were clear lines of accountability and it reflects feedback from the scheme of delegation workshops with LGBs.

- 5.5 A Trustee asked if SYMAT had done similar LGB consultation around the scheme of delegation. The Chair confirmed that he had offered use of the South Bank model but was not aware of the level of SYMAT LGB engagement.

Timeline (previously issued)

Consultation Overview (previously issued)

- 5.6 Discussion recorded as a separate confidential minute.

- 5.7 The Chair felt that the Trusts should be in a position in December to set this strategy through the working group or a shadow trust board.

- 5.8 Trustees agreed that it was crucial to have a framework and structure in place prior to September given the operational pressures at that time of year.

- 5.9 Trustees recognised the risk of the timing impact to leadership at South Bank.

- 5.10 A Trustee noted that there is an option to engage an interim merger trust principal.

- 5.11 Mr Thomas explained that if the merger happens South Bank would fold into the South York Company and the RSC and Diocese want the company to update articles to the latest mixed MAT Articles but this would require the one religiously appointed Trustee agreement to be renegotiated and SYMAT are leading on this discussion. There are risks that the church don't compromise and / or the process impacts the timeline.

- 5.12 A Trustee suggested the need to be clear on the red lines such as make up of Members and Trust Board and external CEO recruitment process.

- 5.13 It was confirmed that only formal consultation feedback will be considered.

- 5.14 A Trustee asked Mr Thomas to make trustees aware if he needed additional support.

6 TRUST PRINCIPAL REPORT (PREVIOUSLY ISSUED)

- 6.1 A Trustee highlighted the positive feedback from the Headteacher Group and recorded thanks to the Trust Principal and central services team.
- 6.2 A Trustee recognised the York High and Millthorpe results and the sustained level of improvement.
- 6.3 A Trustee asked how schools are managing blended learning with the Covid numbers increasing.
- 6.4 **Action:** Trust Principal to review home learning provision for those students needing to be at home but not ill.
- 6.5 A Trustee noted that the schools recognise the MAT support around policies and asked if that is a true reflection and if this is where the Trust need to be. The Trust Principal explained that there is an awareness of the work taken off them by the Trust Business Manager who is working efficiently on policies but this is not an overwhelming element of the workload.

7 TRUST DEVELOPMENT PLAN

2020/21 Plan Impact Review

- 7.1 **Action:** The Trust Principal will provide a 2020/21 Trust Development Plan impact review for feedback / comment.

2021/22 Plan Proposals (previously issued)

- 7.2 The Trust Principal confirmed that the plan will be shared with the Headteacher Group for comment / feedback and School Improvement / Development Plans will be scrutinised to ensure MAT themes run through them.
- 7.3 A Trustee noted the need for LGBs to have sight of the priorities.
- 7.4 A Trustee asked if there is a risk to the merger if any of the schools are downgraded by Ofsted. The Trust Principal was confident this would not be a risk to the merger.
- 7.5 **Resolution:** Trustees agreed the four key priority areas for 2021/22.
- 7.6 **Action:** Trust Principal to provide development plan action plans for feedback / comment.

8 YEAR END FINANCE UPDATE (PREVIOUSLY ISSUED)

- 8.1 The CFO summarised the finance report. There was a promising position with improvement over the forecast presented at the last meeting as a result of timing, unexpected items (i.e. exam board credit) and conservative forecasting from secondary schools. There is a 4% revenue reserve which rises above 4% with unallocated capital reserve.
- 8.2 The Woodthorpe finances are being impacted by staffing absences.
- 8.3 There is an adverse variance on support staff as assumed zero pay award but likely to be at least 1.75% which equates to a cost of £100k across the Trust. Historically the Trust have adopted the national position but Trustees will need to take a decision on this.

Risk Register

- 8.4 The CFO confirmed the risk register has been updated; the Trust has taken out cyber risk insurance this year, included the risk of the number of Trustees, and the merger.

9 MEMBER MEETING REPORT

- 9.1 The Chair reported that there was Member challenge around the diversity of the Trust Board and availability / timing of GCSE results data.

10 EDUCATION AND STANDARDS COMMITTEE REPORT

- 10.1 The Committee Chair reported that the committee met face to face and all primary Heads and Chairs attended to discuss the standards review submissions. The committee were pleased with the standards but cautioned the comparison to previous hard data and noted the different approaches to the assessments. Writing came out as an area of focus due to Covid and is reflected nationally. There were strong Reading outcomes in many of the schools.
- 10.2 Carr Junior - 100% satisfaction of working in school at Carr Junior, Year 3 have high needs due to the amount of lost learning / time out of school through Covid, and have a disadvantaged focus.
- 10.3 Knavesmire – broad offering, high expectations on staff but staff buy in to the Knavesmire way and the values.
- 10.4 Scarcroft – building works are progressing, there are strong relationships across the school community, building a strong leadership team and had strong Reading data.
- 10.5 Woodthorpe – good use of benchmarking data, had wellbeing benchmarking data which may be something for the Trust to consider, focus on vulnerable being more than those categorised as disadvantaged.
- 10.6 The committee raised the question about how the schools share / collaborate when doing things differently / using different schemes.
- 10.7 A Trustee asked if Writing is a sufficiently universal issue across schools to include in the MAT Development Plan. The Trust Principal explained that the Writing need is reflected nationally and is prioritised across the city, there is no fundamental Writing deficit in the Trust but Writing was impacted by Covid and will include in the action plans if appropriate. Schools are working collaboratively and in year data is being collected this week which will highlight any emerging needs.
- 10.8 A Trustee asked if there is any direction to governors on how they are expected to monitor standards this year. The Trust Principal will share in year data across the schools for benchmarking which will be monitored and triangulated with governors.

11 SAFEGUARDING

Safeguarding and Safety Working Group Report

11.1 Ms Boyle reported that the Health and Safety governors felt well supported by what the Trust Principal has put in place with the three external visits and action plans. There isn't the same level of external audit for safeguarding so governors have been asked to look at how safeguarding audits are taking place in schools. The Safeguarding Policy and Low Level Concern Policy were reviewed and governors asked to check there is an online safety and mobile phone policy and that anti-bullying is included in relevant policies.

11.2 **Action:** Pat Boyle's report to be considered more thoroughly at Education and Standards Committee.

11.3 **Action:** Pat Boyle and Trust Principal to discuss next steps to address some of the issues raised in the report.

Trustee Link Visit Report (Previously issued)

11.4 Ms Boyle met with all DSL and SENCO staff and reported that the commonality across the Trust was significant.

11.5 Trustees thanked Ms Boyle for the useful report and asked if a merged Trust could provide guidance, support, central resource and dedicated specialised expertise as this is a real opportunity to inform how a Trust is effective in this area.

11.6 Trustees agreed that it was important to follow up and respond to the support recommendations.

11.7 Trustees were reminded to read KCSIE part one (Keeping Children Safe in Education).

Safeguarding Update

11.8 There was no update to report.

Health and Safety Update (previously issued)

11.9 There was no update to report.

12 TRUSTEE BUSINESS

Training

12.1 The Chair noted the need to evidence that the Trust Board has the right training and expertise.

Sub Committee Membership

12.2 Education and Standards Committee: Martyn Sibley (Chair), Sue Laycock, Jill Donaldson Hodges, Pat Boyle, Ian Wiggins, David Rowsell.

12.3 Finance and Audit: Rob Bennett (Chair), Ian Wiggins, Edwin Thomas, Trevor Charlton.

12.4 **Resolution:** Trustees agreed to advertise to recruit two new trustees.

Vice Chair

12.5 The Chair invited expression of interest for Vice Chair.

13 LGB BUSINESS

Matters from LGB

- 13.1 The Trust Principal will support the Carr Junior LGB to secure a Chair of Governors and may run a new Scheme of Delegation pilot to reduce the LGB remit.

LGB Appointments and Resignations (previously issued)

- 13.2 Trustees agreed the appointments and noted resignations.

14 POLICIES

Child Protection and Safeguarding Policy (previously issued)

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

Low Level Safeguarding Concern (previously issued)

- 14.2 **Resolution:** Trustees approved the Low Level Safeguarding Concern Policy.

Safer Recruitment (previously issued)

- 14.3 **Resolution:** Trustees approved the Safer Recruitment Policy.

Admissions Policy / Consultation (previously issued)

- 14.4 **Resolution:** Trustees approved the Admission Policy / Consultation.

Pay Policy (previously issued)

- 14.5 A Trustee asked if the support staff pay scales are being adopted. The CFO confirmed that these are the pay scales at this point in time, if new pay scales are approved they would override the ones in the policy.

- 14.6 The CFO confirmed that the teacher pay scales are the nationally agreed pay scales.

- 14.7 A Trustee noted that support staff have transferable skills outside of the education sector and given the cost of recruitment asked if the Trust needs to consider retention. The CFO explained that there are benefits outside of pay to working in schools that is attractive to people.

- 14.8 **Action:** CFO and Mr Bennett to discuss support staff retention and if necessary present a proposal to Trust Board.

- 14.9 **Resolution:** Trustees approved the Pay Policy.

Education and Standards Committee Terms of Reference (previously issued)

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

Finance and Audit Committee Terms of Reference (previously issued)

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

Safeguarding and Safety Working Group Terms of Reference (previously issued)

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

Headteacher Group Terms of Reference (previously issued)

14.13 **Resolution:** Trustees approved the Headteacher Group Terms of Reference.

Governor Code of Conduct (previously issued)

14.14 **Resolution:** Trustees approved the Governor Code of Conduct.

Trustee Code of Conduct (previously issued)

14.15 **Resolution:** Trustees approved the Trustee Code of Conduct.

14.16 **Resolution:** Trustees agreed to abide by the Trustee Code of Conduct.

Governance Manual (previously issued)

14.17 **Resolution:** Trustees approved the Governance Manual.

Training Requirements (previously issued)

14.18 **Resolution:** Trustees approved the Training Requirements Document.

14.19 Trustees recorded thanks to the Trust Business Manager for the work on policies and the summary document.

15 ANY OTHER BUSINESS

15.1 There were no items for discussion under Any Other Business.

20 FUTURE MEETING DATES

E&S Committee - 16th November

F&A Committee - 23rd November

Trust Board - 7th December

The meeting closed at 8.45pm.

Meeting Decisions
Trustees agreed the four key priority areas for 2021/22.
Trustees agreed to advertise to recruit two new trustees.
Trustees approved Child Protection and Safeguarding Policy Low Level Safeguarding Concern Policy Safer Recruitment Policy Admission Policy / Consultation Pay Policy Education and Standards Committee Terms of Reference Finance and Audit Committee Terms of Reference Safeguarding and Safety Working Group Terms of Reference Headteacher Group Terms of Reference Governor Code of Conduct

Trustee Code of Conduct & to abide by the Trustee Code of Conduct.
 Governance Manual
 Training Requirements

 16th March 2021

Item	By	Action	Date
8.9	TP / CFO	Check the equal rate and equal pay element of the job evaluation system. <i>18.05.21: The Trust Principal explained that it is a significant piece of work and will be done as part of merger if this goes ahead.</i>	Jan 2022
8.11	Trustees	Have a conversation around nurturing talent, particularly with a view on diversity. <i>06.07.21: The Chair explained that this is a substantive piece of work to progress once a decision on the merger is made.</i>	Jan 2022

 19th October 2021

Item	By	Action	Date
6.4	TP	Trust Principal to review home learning provision for those students needing to be at home but not ill.	Nov 2021
7.1	TP	Trust Principal to provide a 2020/21 Trust Development Plan impact review for feedback / comment.	Nov 2021
7.6	TP	Trust Principal to provide development plan action plans for feedback / comment.	Nov 2021
11.2	MS / TP	Pat Boyle's report to be considered more thoroughly at Education and Standards Committee.	Nov 2021
11.3	PB / TP	Pat Boyle and Trust Principal to discuss next steps to address some of the issues raised in the report.	Nov 2021
14.8	CFO / RB	CFO and Mr Bennett to discuss support staff retention and if there is a proposal this can be presented to Trust Board.	Nov 2021

Approved at Trust Board on 7th December 2021

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Chair of South Bank Multi Academy Trust