

# South Bank Multi Academy Trust

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## Trust Board

Minutes of the Meeting held on Tuesday 12 March 2019  
6.00 pm at Millthorpe School

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Present:	Edwin Thomas	}	Chair of Trustees
	Reuben Barrett		Non-Executive Trustees
	Pat Boyle		
	Martin Frost		
	Andrea Preston		
	Helen Priestley		
	Nicola Mitchell		
Jill Hodges			
In attendance:	Jo Edwards	}	Trust Principal
	Michael Gidley		Chief Finance Officer
	Sophie Triffitt		Clerk to the Board of Trustees

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### **1 WELCOME AND INTRODUCTION**

- 1.1 The Chair welcomed attendees.
- 1.2 Trustees thanked Nicki Mitchell, who is stepping down as a Trustee from 1<sup>st</sup> April 2019, for her work in establishing and developing the Trust and supporting the Chair.

### **2 MILLTHORPE SCHOOL PRESENTATION**

- 2.1 Prior to the start of the meeting trustees attended a performance by the Millthorpe drama students. Trustees thanked the students for their brilliant performances.

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

- 3.1 Absence  
There were no apologies.
- 3.2 Declarations of Interest (previously issued)  
The Chair emphasised the importance of trustees keeping their business interest forms up to date. Trustees were provided with the opportunity to update their Business Interest Forms.

#### **4 MINUTES OF TRUST BOARD MEETING HELD 5 FEBRUARY 2019**

4.1 The minutes were approved.

#### **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.

5.2 It was confirmed the communication support action has been superseded by work done.

5.3 **Action:** The hard copy company information has been collated and a new action taken for Mr Frost to deliver the company information to safe storage at the Trust office.

5.4 The Trust Principal will investigate the Millthorpe staff survey responses as part of the school visit on 20<sup>th</sup> March and an update reported at the next meeting. Elements of Scarcroft staff survey are reported as part of the Scarcroft visit update in the Trust Principal Report.

5.5 Matters Arising

There were no matters arising.

#### **6 CHAIR AND VICE CHAIR ELECTION (*PAPER PREVIOUSLY ISSUED*)**

6.1 Mr Thomas left the meeting.

6.2 Mrs Priestley proposed Mr Thomas be re-elected as Chair of Trustees. Mrs Hodges seconded the proposal. Mr Thomas was elected as Chair of Trustees.

6.3 Mr Thomas returned to the meeting and was informed of the decision to re-elect him as Chair of Trustees.

6.4 Mrs Hodges left the meeting.

6.5 Mr Thomas proposed Mrs Hodges as Vice Chair. Mrs Boyle seconded the proposal. Mrs Hodges was elected as Vice Chair.

6.6 Mrs Hodges returned to the meeting and was informed of the decision to elect her as Vice Chair.

#### **7 TRUST PRINCIPAL'S REPORT (*PAPER PREVIOUSLY ISSUED*)**

7.1 The Trust Principal reported that through the secondary school visits she has have been very impressed with the work the secondary schools are doing to support disadvantaged students.

7.2 The Trust Principal highlighted a potential impact of a no deal Brexit on safeguarding checks / information sharing for EU employees.

7.3 **Action:** CFO to circulate the MAT brochure via the clerk.

7.4 A Trustee questioned if on three days a week working with the York High Behaviour Panels is the best use of Trust Principal time. The Trust Principal explained that due to her experience she will support establishing the process. The time commitment will depend on the number of children focused on and there will be succession planning.

## **8 GROWTH STRATEGY – MODELLING AND LOCAL AREA UPDATE (PAPER PREVIOUSLY ISSUED)**

8.1 The Growth Strategy discussion is recorded as a separate confidential minute.

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

9.1 **Action:** Trust Principal to investigate the reason for the difference between the Headteacher and central team responses to the characteristics of a successful MAT questions.

9.2 It was agreed to include 'what would make greatest difference to children and their quality of education' to 3.2.7.

9.3 The Chair thanked the attendees for a really positive day.

## **10 TRUST BOARD SELF EVALUATION (PAPER PREVIOUSLY ISSUED)**

10.1 The Chair noted that question 17 and 22 are significantly improved and was pleased the issues identified from the last evaluation have improved.

10.2 Questions 14, 15 and 16 scored the lowest.

10.3 **Action:** Trust Principal, Chair and Headteachers to produce a list of collaborations, visits to other schools and MATs to address question 16.

10.4 Question 15 'Does the Trust Board listen to, understand and respond to pupils, parents, staff and local communities across all its academies?' is significant. Trustees discussed the need to look at how the trust engages with parents. It was agreed that due to the devolved accountability model the direct engagement with parents and pupils is light touch with LGBs operating as proxy. The Trust Board receives staff voice data and it was agreed for parent voice to be reported to Trustees.

10.5 **Action:** School level 'How likely would you be to recommend' question response from pupils, parents and staff with some brief parent voice commentary to be reported back to Trust Board.

- 10.6 Trustees discussed if and how complaints at a local and trust level are logged and analysed. Jill Hodges is attending Complaints training on 19<sup>th</sup> March where this is due to be addressed and will report any key points to the Trust Principal. .
- 10.7 **Action:** Trust Principal to speak with Jill Hodges after the complaints training for an update on logging and analysing complaints at a local and trust board level.
- 10.8 A Trustee felt the evaluation outcome was positive.
- 10.9 The Chair thanked trustees for completing.

## **11 CARR JUNIOR**

- 11.1 New Master Funding Agreement (paper previously issued)  
The CFO explained that there is a new master funding agreement now in place. The MAT will run with two master funding agreements for existing schools and new schools.
- 11.2 Supplemental Funding Agreement (paper previously issued)  
The CFO confirmed this is a standard DfE document.
- 11.3 Commercial Transfer Agreement (paper previously issued)  
The CFO explained this is an agreement between the Trust, Carr Junior Governing Board and City of York.
- 11.4 It was noted there will be a sub-lease for the Children's Centre.
- 11.5 The CFO confirmed the documents need to be signed and with the DfE by 5<sup>th</sup> April 2019 to meet 1<sup>st</sup> May 2019 conversion.
- 11.6 The deadline for the CYC documents in relation to the sub-lease has been extended due to CYC not meeting the deadline.
- 11.7 The CFO confirmed Browne Jacobson recommend the adoption of these documents.
- 11.8 A Trustee asked for an update on the Carr Junior finances. The CFO reported that there is zero reserve and there has been no material change since the trust approval to join.
- 11.9 **Resolution:** Trustees approved the signing of the three documents and bringing Carr Junior into the Trust.

## **12 FINANCE UPDATE (PAPER PREVIOUSLY ISSUED)**

- 12.1 The CFO reported no change to the KPIs.
- 12.2 The revised budget process is under way and an improvement is expected.

12.3 The Finance and Audit Committee Chair was pleased the forecast reserve position is above budget and suggested the reporting demonstrates good financial management by the Headteachers.

### **13 GENDER PAY GAP INFORMATION (PAPER PREVIOUSLY ISSUED)**

13.1 The CFO confirmed the gender pay gap information is reported to a government website and published onto the MAT website by end of the month.

13.2 Due to timing the data does not include York High School.

13.3 A significant impact is the in-source of catering and cleaning where staff tend to be female and are lower paid posts.

13.4 A Trustee noted that the leadership team is disproportionate given the overall gender profile.

13.5 The CFO confirmed the upper quartile is upper pay scale teachers and above. The upper middle quartile is main scale teachers.

13.6 The Trust Principal suggested the gender pay gap is included in strategy and succession planning.

13.7 A Trustee emphasised the need to make the right decisions irrespective of gender and to check decisions have no unconscious bias.

13.8 It was noted that there are few opportunities to change the upper quartile profile quickly due to the low turnover in UPS teaching and senior leadership posts.

13.9 **Action:** Investigate unconscious bias training.

13.10 **Action:** Prepare a press response for the gender pay gap report.

13.11 It was agreed to for a gender pay gap update to be included on the July agenda.

### **14 OFSTED (PAPER PREVIOUSLY ISSUED)**

#### Ofsted Guidance for MAT Inspection

14.1 The Trust Principal explained the guidance and that the process is not compulsory but Ofsted would want the trust to co-operate.

14.2 The Trust Principal tabled a draft summary evaluation with areas flagged for further information collection.

14.3 The Trust Principal explained that a Trust Behaviour Policy and Exclusion Policy will be

submitted for consultation and approval.

- 14.4 A Trustee felt that the Behaviour Policy should be delegated to the schools. The Trust Principal suggested a trust wide Behaviour Statement of Principles and then schools can have an individual Behaviour Policy.
- 14.5 A Trustee noted that the gap for trustees is curriculum and quality of teaching.
- 14.6 In reference to improving standards of governance across the MAT it was noted that there is an audit trail of governance evaluation, the September Standards Self Evaluation, Spring term self-evaluation and Chairs are invited to the standards meeting.
- 14.7 It was agreed to revisit the MAT Self Evaluation at the July meeting.

Draft Evaluation Schedule out for Consultation

- 14.8 The Trust Principal tabled a 'what will the new framework look like' summary and was confident schools have rich curriculums that will be viewed positively against the framework.

**15 POLICIES (PAPER PREVIOUSLY ISSUED)**

Policy Planner (previously issued)

- 15.1 The Trust Principal informed trustees a meeting is scheduled with the unions to discuss a batch of HR policies.
- 15.2 Mrs Preston and Mrs Boyle volunteered to form a working group to review the HR policies and report back to Trust Board for approval.
- 15.3 **Resolution:** Trustees approved the policy planner.
- 15.4 Governor Code of Conduct (previously issued)  
The Chair proposed item 6.2 include 'we will not use or disclose any information obtained in work as a governor except for purposes of governance in that school' and for the policy to move to a three year review cycle.
- 15.5 **Resolution:** Trustees approved the Governor Code of Conduct subject to the above changes.

**16 HEADTEACHER GROUP TERMS OF REFERENCE (PAPER PREVIOUSLY ISSUED)**

- 16.1 **Resolution:** Trustees approved the Headteacher Group Terms of Reference.
- 16.2 A Trustee asked if there is any self evaluation of the Headteacher Group.
- 16.3 **Action:** Trust Principal to progress self evaluation of the Headteacher Group.

## 17 LGB BUSINESS

### Matters from LGB

- 17.1 The Scarcroft chair will be stepping down at the end of June 2019. The Chair of Trustees asked if the Trust Board or Governing Body elect the successor. It was agreed for the Trust Board to appoint the Chair in line with previous communication to governors. The Trust Board will review the effectiveness of governance in September 2019 and reconsider the restrictions of autonomy.
- 17.2 A Trustee suggested potential LGB Chairs have an informal interview / mentoring meeting with trustees.
- 17.3 **Action:** Trust Board to appoint a new Chair of Governors at Scarcroft.
- 17.4 **Action:** Communicate to Scarcroft that there will be a review of governance and the restriction to their autonomy in September 2019.
- 17.5 **Resolution:** Trustees approved a £700 spend on the membership of NGA for all governors and trustees. £500 of the cost will come from the remaining £2k training budget from the Chair's work as a National Leader of Governance.
- 17.6 The governor recruitment drive was successful and eight applicants have been allocated to Chairs to progress.

### LGB Appointments and Resignations (previously issued)

- 17.7 Trustees approved the below LGB appointments:

<b>Knavesmire</b>	<b>Millthorpe</b>
Toby Gibbons Jennifer Mitchell	Jane Terrett Tim Hooper Bill Schofield (re-appointments)

## 18 TRUSTEE BUSINESS

### Skills Audit (previously issued)

- 18.1 The lowest scoring areas were charity law and governance. The Chair made trustees aware that BHP auditors have a seminar in March on the fundamentals of being a charity trustee and the MAT have two delegate spaces.
- 18.2 **Action:** Circulate BHP charity trustee seminar information.

### Recruitment

- 18.3 The Chair, Mr Barrett and Mrs Boyle are interviewing trustee candidates. There are still

vacancies for education expertise and a local governor.

18.4 Trustees agreed that HR, Finance and Law are still the right private sector skills areas.

Key School Dates (previously issued)

18.5 The Chair encouraged trustees to make school visits.

## 19 ANY OTHER BUSINESS

19.1 There were no items for AOB.

The meeting closed at 9.50pm.

### ACTIONS

11<sup>th</sup> December 2018

Item	By	Action	Date
5.2	TP	Trust Principal to submit a paper on the Trust name to Trustees following discussion with the Headteacher Group and governors.	July 2019

5<sup>th</sup> February 2019

Item	By	Action	Date
6.19	TP	Investigate the lower Millthorpe Staff Survey scores and compare the leadership question to the previous years survey and report back to the trustees.	March 19
6.29	TP	Provide a Pupil Premium overview update for trustees at the May meeting including numbers, funding, context, strategies, summary report and impact as a trust wide strategy.	May 19
6.31	Clerk	Teacher network feedback and impact assessment on a future agenda	July 19

9<sup>th</sup> March Away Day

Item	By	Action	Date
2.5	TP	Develop the processes by which the Trust can ensure that School Improvement plans address Trust Priorities (as appropriate), and make use of the Trust's collaborative strengths.	July 2019
2.5.1 2.6/2.7	TP/HT G/CFO	Undertake a program of engagement with Staff so that they feel they are part of the Trust and understand the benefits of being in it.  Ensure that all staff are aware of the Trust's key priorities.  Develop staff networks (and their leaders) as a growing tool for school-to-school support and talent management.	Ongoing
2.9	TP/HT G	Investigate why Central Staff and school leaders have different perceptions of the Trust's stage of development.	May 2019



3.3	Chair	Draw up and distribute Governance Guidelines to facilitate clear communication and effective decision making in the Trust, in accordance with our principles.	May 2019
4.2	TP	Develop plans for new services/projects as identified in the session and implement or bring to the Board as appropriate.	July 2019
6.6	Chair	Consider how we address the obstacles that stand in the way of the Trust's objectives at the next Away Day.	Sep 19

### 12<sup>th</sup> March 2019

Item	By	Action	Date
5.3	MF	Deliver hard copies of company information to safe storage at the Trust office.	Mar 19
7.3	CFO	CFO to circulate the MAT brochure via the clerk.	Complete
10.3	TP, Chair, Heads	Produce a list of collaborations, visits to other schools and MATs to address question 16 of the trust self evaluation.	May 2019
10.5	TP	School level 'How likely would you be to recommend' question response from pupils, parents and staff with some brief parent voice commentary to be reported back to Trust Board.	July 19
10.7	TP	Speak with Jill Hodges after the complaints training for an update on logging and analysing complaints at a local and trust board level.	Mar 2019
13.9	TP / CFO	Investigate unconscious bias training.	May 2019
13.10	CFO	Prepare a press response for the gender pay gap report.	Mar 2019
16.3	TP	Progress self evaluation of the Headteacher Group.	July 2019
17.3	Trust Board	Appoint a new Chair of Governors at Scarcroft.	May 2019
17.4	Chair	Communicate to Scarcroft that there will be a review of governance and the restriction to their autonomy in September 2019.	Mar 2019
18.2	Chair	Circulate BHP charity trustee seminar information.	Complete

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**Chair of South Bank Multi Academy Trust**