

South Bank Multi Academy Trust

Trust Board

Minutes of the Meeting held on Tuesday 15 March 2022 6pm virtually

Present:	Ian Wiggins	Chair of Trustees
	Edwin Thomas	
	Sue Laycock	Trustees
	Martyn Sibley	
	Rob Bennett	
	Pat Boyle	
In attendance:	Adam Cooper	Trust Principal Chief Finance Officer Clerk to the Board of Trustees
	Michael Gidley	
	Sophie Triffitt	

1 WELCOME AND INTRODUCTIONS

1.1 The Chair welcomed everyone to the meeting.

2 ELECTION OF CHAIR AND VICE CHAIR (*PREVIOUSLY ISSUED*)

2.1 **Resolution:** Ian Wiggins was elected as Chair for a term of one year.

2.2 **Resolution:** Martyn Sibley was elected as vice Chair for a term of one year.

2.3 **Resolution:** The Election of Chair and Vice Chair Procedures were re-adopted subject to 2.1 wording being updated to Chair and Vice Chair.

2.4 A Trustee suggested that when the Articles are next reviewed the language is checked to ensure it is gender neutral.

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

Absence

3.1 There were no apologies.

Declarations of Interest (previously issued)

3.2 Trustees were asked to notify the clerk of any updates to their business interest forms.

4 MINUTES OF PREVIOUS MEETINGS (PREVIOUSLY ISSUED)

- 4.1 The minutes and confidential minutes of 1st February 2022 were agreed as an accurate record of the meeting and approved.

5 MATTERS ARISING AND ACTION PLAN

- 5.1 The action plan was updated.
- 5.2 The Trust Principal confirmed that the York High School parent response rate of '13% don't feel their child is safe' is being investigated by the school and they are doing further pupil and parent voice.

6 OFSTED UPDATE AND ACTIONS

- 6.1 Discussion was included as part of agenda item 7.

7 WOODTHORPE OFSTED REPORT

- 7.1 Trustees had received and considered the Woodthorpe Ofsted Report.
- 7.2 The Trust Principal explained that a community communication had not yet been issued as the publishing of the report has been delayed as a complaint around process has been submitted. The Chair noted that the new CEO wanted to liaise with the Woodthorpe Headteacher around the communication.
- 7.3 The Trust Principal reported on the three levels of action put in place in response to the Woodthorpe Ofsted experience:
1. The Headteacher Group met to discuss the Ofsted feedback and put in place action plans and implement School Improvement Plan work dependent on the needs of the school.
 2. The peer review feedback process has been formalised and will be expanded to include work with Ebor and Archbishop Holgate's Secondary. Primary schools are working together to drill into curriculum, middle leader challenge, foundation subjects and personal development. Networks are up and running and the History Lead at Woodthorpe has talked with staff across the Trust.
 3. Sourcing appropriate external validation is proving a challenge but the Trust Principal is engaging with the new CEO for potential contacts.
- 7.4 A Trustee noted that knowledge of curriculum development and the outcome of the impact of curriculum monitoring and assessment are important elements for Trustees to assure themselves of particularly if this is a key determiner of Ofsted. The Trust Principal explained that this sits at governor level in the Scheme of Delegation and Headteacher's are delivering curriculum sequencing updates at governor meetings and it is the governor role to drill into this, the Trust Principal would report to trustees through the Standards Committee. The Trust Principal explained that there needs to be a robust understanding of whether the issue is curriculum design or implementation and the new CEO will have clear thoughts on this.

- 7.5 A Trustee noted the need for robust systems for monitoring LGB responsibilities and reporting mechanisms. The Trust need to support governors to ask the right questions about their curriculum and this was covered at the governor Ofsted training.
- 7.6 A Trustee noted that the Trust is likely to have further Ofsted inspections before new CEO starts and there is a risk that more schools will be downgraded and trustees need a clear understanding of what underpins the school curriculums. The Trust Principal assured Trustees that work is not being delayed and he has been in contact with the new CEO to ensure he is fully supported for his start.
- 7.7 Trustees recorded thanks to the Trust Principal and the Headteacher Group for the work being done.

8 CEO APPOINTMENT UPDATE

- 8.1 The Chair confirmed that Mark Hassack had accepted the role and agreed T&C's. He will hopefully start immediately after Easter and Ofsted's are likely to happen either before or early in his tenure.
- 8.2 The Headteachers and LGB Chairs had been informed of the appointment, a wider communication through a press note will be issued this week and a communication to parents from the new CEO when he is appointed. A Trustee suggested including a note on the appointment in school newsletters.
- 8.3 The Trust Principal informed trustees that Mr Hassack had been in contact and is arranging for Headteacher meetings prior to his appointment.
- 8.4 A Trustee asked what the budget impact is of the earlier than anticipated start date.
- 8.5 **Action:** CFO to confirm financial implications of an April CEO start date.
- 8.6 The Chair had discussed the Scheme of Delegation and LGB engagement with Mr Hassack and there will be early conversations around the Board priorities.
- 8.7 A Trustee noted the importance of including the priorities in stretching performance management objectives.

9 TRUST GROWTH STRATEGY

- 9.1 The Trust Principal met with the Regional School Commissioner's office and discussed Woodthorpe, CEO appointment, Trust plans and growth.
- 9.2 The Trust Principal attended a city place planning meeting where discussions focused on:
- Pressures on places in the city with every zone having a school that is 10% under PAN.
 - Protecting York High School numbers and the impact of the expansion at Millthorpe, Fulford and Manor.
 - Infant and Junior schools.
 - Social care and SEND pressures across the city with 50% of secondary students with an EHCP requesting specialist settings and the suggestion to use spaces at under subscribed schools for specialist provision.

- 9.3 The CFO confirmed that zone groups and maps are published online.
- 9.4 The Trust Principal informed trustees that Millthorpe is the most oversubscribed school in the city.
- 9.5 Mr Thomas would circulate a growth strategy vision one pager document that had been developed following the 28th February discussion. The CEO would build on the vision for a more detailed strategic and delivery plan.
- 9.6 **Action:** Mr Thomas to circulate the Growth Strategy Vision document.

10 GENDER PAY GAP INFORMATION (PREVIOUSLY ISSUED)

- 10.1 A Trustee noted the need to reduce the gender pay gap that will get worse with the appointment of a male CEO and this should feed into the people strategy.
- 10.2 The CFO reported that gender equality work is being done with applications and analysis will be available in a year.
- 10.3 A Trustee noted that gender pay is a cultural problem and educational organisations pay staff on national pay scales which are not dependent on gender but the Trust can work to address.
- 10.4 A Trustee asked if the Trust is doing enough to progress people at a steady rate.
- 10.5 A Trustee asked if the lower paid jobs in schools have a greater impact on gender pay. The Trust Principal explained that there is a high proportion of women in senior and middle leadership roles and schools would always see advantages of having more male Teaching Assistants. There are also other protected characteristics that don't have to be reported on but better analysis will support people strategy to be discussed at the May Board meeting. The Chair suggested establishing a working group to support the discussion.
- 10.6 A Trustee suggested collecting data on representation in the governance and volunteer pool.

11 BURGUNDY AND GREEN BOOKS (PREVIOUSLY ISSUED)

- 11.1 The Trust Principal explained that the adoption of the Burgundy and Green Books were rejected early in the Trust's development as if was felt they would be too restrictive. The Union's stance is that they would want the Trust to adopt them and wouldn't accept any exceptions. North Yorkshire have confirmed they are not aware of any MATs who don't adopt them.
- 11.2 The CFO explained that other Trusts have sought to mirror the documents where possible while retaining some control as the Trusts have no say in their changes but South Bank are now out of line with the vast majority of educational settings. The Trust Principal felt that the risk of not adopting them is greater than adopting them despite the concerns of tying into an agreement where the Trust has no say.
- 11.3 A Trustee asked if the Trust can insure against / have an indemnity policy for any of the financial risks.

- 11.4 **Action:** CFO to investigate insurance policy to indemnify against financial risks of adopting the Burgundy and Green Books.
- 11.5 **Resolutions:** Trustees approved the adoption in totality of the Burgundy, Green and Blue Books. (Noting that the blue book is an annual document that is already approved).

12 JOB EVALUATION (PREVIOUSLY ISSUED)

- 12.1 The CFO explained that as part of the adoption of the Burgundy and Green Books the Trust need to have a job evaluation scheme.
- 12.2 A Trustee questioned why each school needs a licence when the Trust is one employer. The CFO explained that it is the way some organisations operate.
- 12.3 A Trustee had reservations of an in house model as it is a specialised area that has risks particularly if there is high turnover. The CFO explained that mechanisms can be put in place to mitigate risks such as job evaluation panels.
- 12.4 The CFO confirmed the proposed package is a computerised system.
- 12.5 A Trustee asked if there is capacity to run the system in house. The CFO felt that the Trust was more prepared to do this than previously.
- 12.6 **Resolution:** Trustees approved the adoption of a job evaluation framework.
- 12.7 **Action:** Trustees were supportive of the in house GLPC Licence job evaluation scheme approach but before signing up asked Ms Laycock to speak with the Trust Business Manager to gain assurance that the Trust has capacity and that the Trust Business Manager has undertaken analysis of the workload implications.

13 FINANCE UPDATE (PREVIOUSLY ISSUED)

- 13.1 The CFO reported that despite the significant supply need the year to date monitoring reports showed only a small £17k variance. There has been some savings on staffing costs and additional grant income received. The Trust Principal noted that the Covid impact and associated supply costs for February and March are not yet reflected in the budget.
- 13.2 A Trustee asked if fuel costs should be included on the risk register. The CFO confirmed this had been identified and an energy risk included. Gas has been locked in for 4.5 years but electric contracts expire in August so this will become more expensive. The Trust has engaged with an energy consultants to mitigate energy spend as much as possible, energy audits have been completed and decarbonisation plans done for all schools.
- 13.3 A Trustee asked if the public sector salaries increase and inflation should be included on the risk register. The CFO confirmed that he is producing an assumptions paper for the 2022/23 budget that will be presented to the March Finance and Audit Committee.
- 13.4 A Trustee suggested the need for the Risk Register to consider a potential increasing flow in refugee children into Trust schools and any support that may be needed due to the on-going Russian invasion of Ukraine.

Support Staff Pay Award (previously issued)

13.5 **Resolution:** Trustees approved the support staff pay award to be paid in the March 2022 payroll backdated to 1 April 2021.

14 SAFEGUARDING

14.1 The Trust Principal confirmed that York High School were now using CPOMS but there had been some interim issues with providing the requested information due to the transition of a member of staff.

14.2 The Trust will be supporting a CYC trial for an attendance package.

15 HEALTH AND SAFETY

15.1 The Trust Principal reported that the system was proving increasingly robust and provided a good framework to monitor and support schools.

16 MEMBER MEETING UPDATE

16.1 The Chair reported that the meeting included focus on data, challenge on CEO recruitment around aspects of EDI and trustee recruitment. Through a targeted approach two individuals have been identified as part of Member recruitment.

17 TRUSTEE BUSINESS

Recruitment

17.1 The Chair had a set of recruitment material and had given particular consideration to EDI. Applications will be cross referenced against a skills set review and interviews held for proposed candidates. Trustees emphasised the need for a rigorous yet inclusive process.

17.2 A Trustee noted the importance of an effective on boarding process and suggested inviting potential trustees to meetings before formal appointment so candidates are fully informed on the role.

17.3 The Chair confirmed that support arrangements have been highlighted in the recruitment material to ensure inclusivity.

Link Trustee Visits

17.4 Mr Sibley had visited all schools except Woodthorpe which is scheduled WC 21st March 22.

18 LGB BUSINESS

Matters from LGB

18.1 LGBs have requested MAT finance training that the Trust Principal is facilitating.

LGB Appointments and Resignations (previously issued)

18.2 Trustees agreed the appointments.

19 POLICIES (PREVIOUSLY ISSUED)

Grievance Policy (previously issued)

19.1 **Resolution:** Trustees approved the Grievance Policy.

Trustee and Governor Expenses Policy (previously issued)

19.2 **Resolution:** Trustees approved the Trustee and Governor Expenses Policy.

20 ANY OTHER BUSINESS

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

20 FUTURE MEETING DATES

Finance & Audit Committee: 22 and 23 March 2022

Trust Board: 17th May 2022

Safeguarding and Safety Working Group: 8th June 2022

Education and Standards Committee: 21st June 2022

Finance and Audit Committee: 28th June 2022

Trust Board: 5th July 2022

The meeting closed at 9.04pm.

Meeting Decisions
Ian Wiggins was elected as Chair
Martyn Sibley was elected as Vice-chair
Approved Chair and Vice Chair Election Procedure
Approved the adoption in totality of the Burgundy, Green and Blue Books. (Noting that the blue book is an annual document that is already approved).
Approved the adoption of a job evaluation framework.
Approved the support staff pay award to be paid in the March 2022 payroll backdated to 1 April 2021.
Approved the Grievance Policy.
Approved the Trustee and Governor Expenses Policy

16th March 2021

Item	By	Action	Date
8.9	TP / CFO	<p>Check the equal rate and equal pay element of the job evaluation system.</p> <p>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.</p> <p>01:02:22: The Chair proposed a people strategy agenda item for the May board meeting and trustees agreed.</p> <p>15:03:22: A job evaluation paper was included in the agenda pack.</p>	May 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. 01:02:22: The Chair proposed a people strategy agenda item for the May board meeting and trustees agreed.</i>	May 2022
------	----------	---	----------

7th December 2021

Item	By	Action	Date
15.3	Chair	Trustees to agree how to ensure there is effective training across the Trust Board.	Mar 2022

1st February 2022

Item	By	Action	Date
4.7	RB / TP / CFO	<i>Action amended 15:03:22:</i> Mr Bennett and CFO to do groundwork on a plan for trust structure, resource and levy consultation to support a conversation with the CEO	Feb 22

15th March 2022

Item	By	Action	Date
8.5	CFO	CFO to confirm financial implications of an April CEO start date.	Mar 22
9.6	Edwin Thomas	Mr Thomas to circulate the Growth Strategy Vision document.	Mar 22
11.4	CFO	CFO to investigate insurance policy to indemnify against financial risks of adopting the Burgundy and Green Books.	Apr 22
12.7	Sue Laycock	Speak with the Trust Business Manager to gain assurance that the Trust has capacity to run an in house job evaluation scheme and that the Trust Business Manager has undertaken analysis of the workload implications.	Mar 22

Approved at Trust Board on 17th May 2022

.....
Chair of South Bank Multi Academy Trust