

South Bank Multi Academy Trust

Trust Board

Minutes of the Meeting held on Tuesday 16 March 2021
6.00 pm by Video Conference

Present:	Edwin Thomas	Chair of Trustees
	Pat Boyle	
	Jill Donaldson Hodges	Non-Executive Trustees
	Richard Milner	
	Ian Wiggins	
	Martyn Sibley	
	Sue Laycock	
	Gemma Lowe	
	Rob Bennett	
	Michelle Blake	
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 ELECTION OF CHAIR AND VICE CHAIR (*PREVIOUSLY ISSUED*)

Ian Wiggins left the meeting.

2.1 **Resolution:** Ian Wiggins was nominated (Mr Thomas) and seconded (Mrs Boyle) as Chair and was unanimously elected.

Ian Wiggins returned to the meeting.

2.2 **Resolution:** Jill Donaldson Hodges was elected as Vice Chair.

2.3 The Chair recorded thanks to the outgoing Chair for the huge role he has played in South Bank MAT.

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)

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

4 MINUTES OF PREVIOUS MEETING 2 FEBRUARY 2021 (PREVIOUSLY ISSUED)

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

4.2 The confidential minutes were also agreed as an accurate record of the meeting and approved.

5 MATTERS ARISING AND ACTION PLAN

5.1 The action plan was updated.

6 TRUST PRINCIPAL REPORT AND COVID UPDATE (PREVIOUSLY ISSUED)

6.1 The Trust Principal reported that 161 Millthorpe pupils are missing education in school because of being contacts. This is upsetting for the children and parents and makes the delivery of a remote learning offer more difficult under a blended model as teachers need to be in class teaching the majority of children.

6.2 The Trust Principal explained that there is discussion at YSAB about additional training days for secondary schools to meet the moderation and assessment needs and asked for the decision on this to be delegated to LGBs. A Trustee requested monitoring of the number of training days over the year. The Trust Principal noted that schools are looking at extending time in school for Year 11's but agreed that the schools need to be accountable.

6.3 **Resolution:** Trustees agreed to delegate to secondary LGBs the ability to add one additional training day to meet the moderation and assessment need.

6.4 In response to a Trustee the Trust Principal confirmed that the Millthorpe take up rate for testing is 80%.

6.5 A Trustee asked if there had been any sense of hesitancy in returning to school. The Trust Principal confirmed not and that attendance is high with the lowest school attendance rate at 95%. There is a need for mental wellbeing and anxiety support for individual cases.

7 MERGER AND AWAY DAY UPDATE

7.1 Mr Thomas updated governors on the development of a MAT education and finance model and was comfortable that South Bank are well represented in the development work for the merged MAT.

7.2 Heads and governors will be consulted on the Scheme of Delegation which will be useful discussion whether the trusts merge or not.

7.3 The Trust Principal had prepared a tender for an external consultant to support the process.

7.4 A cost sharing document had been drafted and comments were invited by 19th March 2021.

- 7.5 **Resolution:** Trustees delegated sign off of the cost sharing document to the Chair.
- 7.6 The Chair thanked Mr Thomas for continuing to lead on the merger working group and confirmed that the Away Day is scheduled for 26th March 2021.

The Trust Principal and CFO left the meeting at 6.40pm.

- 7.7 Discussion on leadership arrangements was recorded under a separate confidential minute.
The Interim Trust Principal and CFO returned to the meeting at 7.15pm.

8 GENDER PAY GAP INFORMATION (PAPERS PREVIOUSLY ISSUED)

- 8.1 The CFO reported a small improvement on last year's figures and that they are in line or better than the education sector. The CFO clarified that both the median and mean measures are equally relevant and requested as part of the submission.
- 8.2 **Resolution:** Trustees received the report and agreed it for submission.
- 8.3 A Trustee asked how the gender split compares with the education benchmarking. The CFO explained that there is a higher percentage of female employees but the comparative on the pay quartile is in line with the education sector. There is a fifty-fifty split at senior management level but when compared to the overall split there is a greater percentage of men in these roles. The CFO explained that a comparison to national is not easily extractable from the available data.
- 8.4 A Trustee asked what proportion of the workforce are part time and whether there is enough support in place to support them to progress.
- 8.5 A Trustee noted that identification of progression opportunities and training and development to support this, pay levels set on a fair and consistent basis, and fair practice is the most that can be done to address the balance without turnover of staff.
- 8.6 **Action:** Trustees to complete unconscious bias training to support all aspects of Trustee work by next trust board 18th may.
- 8.7 A Trustee noted the need to consider diversity beyond gender.
- 8.8 A Trustee noted the need to think about ensuring there are no gaps between schools where there are inappropriate / unreasoned differential rates of pay.
- 8.9 **Action:** Trust Principal to check the equal rate and equal pay element of the job evaluation system.
- 8.10 A Trustee noted the perception that men are more likely to negotiate a salary uplift on successful appointment and suggested considering if there is anything the Trust can do when hiring in higher profile roles to ensure that someone is not disadvantaged as a result of gender.
- 8.11 **Action:** Trustees to have a conversation around nurturing talent, particularly with a view on diversity.

9 CONTRACTS (PREVIOUSLY ISSUED)

- 9.1 **Resolution:** Trustees approved the HR Tender Award.
- 9.2 The Trust Principal made Trustees aware that as part of the Union consultations there is discussion on the MAT decision not to adopt the burgundy and green book. For information SYMAT adopted these with some exceptions.

10 FINANCE UPDATE (PREVIOUSLY ISSUED)

- 10.1 The CFO reported that the revenue reserve ratio is 2.8% which is below the reserve target.
- 10.2 A Trustee questioned the worsening Carr Junior budget position. The Trust Principal explained that Carr Junior, who maximised lettings and income, were hit harder financially by Covid and also have a high staffing need for SEN support. This will be discussed in detail at the Finance and Audit Committee. There has been a primary financial benchmarking exercise to maximise savings and Carr Junior have been clear that they want help to resolve the position. The link trustee noted that there was significant scrutiny and focus on ways to recover the deficit at the LGB meeting. Trustees were reassured that there was LGB focus.
- 10.3 A Trustee noted the challenge for Finance and Audit Committee is how to balance equitableness of the impact of Covid and recognising it will hit different schools in different ways.

11 RISK REGISTER (PREVIOUSLY ISSUED)

- 11.1 There were no questions.

12 CONTRACTS FOR APPROVAL

- 12.1 This was addressed as part of agenda item 9.

13 SAFEGUARDING (PREVIOUSLY ISSUED)

- 13.1 The Trust Principal explained the report format.
- 13.2 It was agreed that the report should be provided to Trust Board for information.
- 13.3 **Action:** Agree where more detailed scrutiny of the Safeguarding Report will sit.
- 13.4 Mrs Boyle thanked the Trust Principal for the report as it has taken a number of years to get this set of information which is useful to provide an across trust view.
- 13.5 A trustee asked why the authorised absence rate was twice the level in secondary than primary and if there is a shared understanding of what is authorised. The Trust Principal explained that there is work to do for consistency across the trust in what is authorised.
- 13.6 A Trustee asked how the Trust Principal would use the information. The Trust Principal explained that it is useful for comparison across the trust and whilst its use is developing it

provides a triangulation of data that needs to be discussed and raised with governors. Policy monitoring will sit with the Trust Business Manager.

14 HEALTH AND SAFETY (PREVIOUSLY ISSUED)

- 14.1 The Trust Principal reported that he is monitoring and checking completion of actions.
- 14.2 A Trustee noted concern at the high number of high risk fire actions still outstanding. The Trust Principal explained that the fire action reviews have just taken place so are not overdue and have this term to close the action.
- 14.3 Trustees agreed that it was a really useful report to provide high level information.

15 TRUSTEE BUSINESS

Trustee Link Visits / Engagement

- 15.1 It was agreed that link trustees should be invited to the LGB delegation discussion meetings.
- 15.2 Ms Lowe attended a Carr Junior LGB and reported that it was a very positive experience with an engaged group who recognised the newness of some members and had reflection of where they are at. There was interesting discussion around Year 6 progression to Manor and noted that the numbers moving to York High was possibly due to them not being able to run an open evening.
- 15.3 Mr Sibley met with Chair and Head of Scarcroft to familiarise himself with the school and will be attending the LGB meeting on 23rd March.
- 15.4 The Vice Chair reminded trustees to complete the link visit proforma for school visits (not LGB attendance).
- 15.5 The Chair encouraged trustees to develop the links and make visits to school as governance moves out of the high support element that was seen through Covid and into high support / high challenge.
- 15.6 **Action:** Recirculate the link trustee visit protocols and visit proforma.
- 15.7 It was agreed for Mr Thomas to take on the link trustee role for Woodthorpe.

16 LGB BUSINESS

Matters from LGB

- 16.1 There were no matters from LGBs.

LGB Appointments and Resignations (previously issued)

- 16.2 Trustees approved the appointments and noted resignations.
- 16.3 Trustees agreed for Woodthorpe to reduce to 12 governors subject to the composition adhering to the Scheme of Delegation requirements.

17 POLICIES

17.1 There were no policies for approval.

18 ANY OTHER BUSINESS

18.1 There were no items for discussion under AOB.

20 FUTURE MEETING DATES

20.1 Finance and Audit Committee – 23rd / 24th March 2021

Away Day - 26th March 2021

Trust Board - 18th May 2021

Safeguarding and Safety Group – 9th June 2021

The meeting closed at 8.25pm.

Meeting Decisions
Mr Wiggins elected as Chair
Mrs Donaldson Hodges elected as Vice Chair
Agreed to delegate to secondary LGBs the ability to add one additional training day to meet the moderation and assessment need.
Delegated sign off of the cost sharing document to the Chair
Agreed the Gender Pay Gap Report for submission
Approved the HR Tender Award
Approved LGB appointments

ACTIONS

22nd October 2019

Item	By	Action	Date
6.11	TP	<p>Review website efficiency / commonality across the trust.</p> <p>20:10:20 – TP to review the action with the TBM and report back at the next meeting.</p> <p>8.12.20 – TP confirmed this is on the work schedule and hopes to complete by the next meeting.</p> <p>2.2.21 – Trust Principal confirmed that the task is ongoing and hopes to complete the review by the May meeting.</p>	May 2021

2nd February 2021

Item	By	Action	Date
17.3	TP	Liaise with HTG to see what transition/secondary-readiness activities can be provided because of the SATs cancellation – taking into account forthcoming DfE guidance, HTG capacity and teacher workload.	May 2021

16th March 2021

Item	By	Action	Date
8.6	Trustees	Complete unconscious bias training.	May 2021
8.9	TP / CFO	Check the equal rate and equal pay element of the job evaluation system.	May 2021
8.11	Trustees	Have a conversation around nurturing talent, particularly with a view on diversity.	July 2021
13.3	Chair / TP	Agree where more detailed scrutiny of the Safeguarding Report will sit.	May 2021
15.6	VC	Recirculate the link trustee visit protocols and visit proforma.	Complete

Approved 18th May 2021

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Chair of South Bank Multi Academy Trust