

South Bank Multi Academy Trust

Trust Board

Minutes of the Meeting held on Tuesday 23 October 2018

6.00 pm at Woodthorpe Primary School

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

1 WELCOME AND INTRODUCTION

1.1 The Chair welcomed attendees.

2 WOODTHORPE SCHOOL PRESENTATION

2.1 Prior to the start of the meeting the Trustees had a presentation from the Woodthorpe School Council. Trustees appreciated and enjoyed the opportunity to hear from pupils and thanked them for their hard work on an excellent presentation.

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

3.1 Absence
Apologies were received from Martin Frost.

3.2 Declarations of Interest
Trustees updated their Business Interest Forms. The Chair asked trustees to include any new employment.

4 MINUTES OF TRUST BOARD MEETING HELD 10 JULY 2018

4.1 The minutes were approved.

5 MATTERS ARISING AND ACTION PLAN

5.1 All actions were either on the meeting agenda or agreed to be carried forward.

5.2 Matters Arising

There were no matters arising.

6 TRUST PRINCIPAL'S REPORT (*PAPER PREVIOUSLY ISSUED*)

6.1 The Trust Principal thanked trustees for their support and challenge in her first half term and thanked the CFO for his hard work. The Trust Principal highlighted some points from the report:

- The Trust Principal is developing links to support the needs of the Trust.
- There has been very positive feedback from the Scarcroft community on the new Headteacher.
- The Knavesmire Chair has developed his governor paper work in light of discussion at the Away Day.
- The Central MAT SBM has put a package in place for schools on GDPR and is investigating a training package.
- Carr Junior Conversion Project Manager has been appointed and discussion around land is being had with CYC.
- The Headteacher Group continue with peer to peer assessment and work around understanding your data document.

6.2 **Action:** Clerk to circulate the Understanding Your Data Document to non Education and Standards Committee Members.

6.3 The Trust Principal reminded trustees that the Trust has slightly different recorded names for Companies House, Pay Slips and the website and proposed being South Bank Academy Trust across all areas.

Resolution: Trustees agreed it would be desirable to have consistency across the business in line with the logo, subject to minimal cost implications and time investment. The Trust Principal can liaise with Ms Priestley and Mr Barrett and bring a proposal to trustees if needed.

6.4 There are six people in the central office which can be difficult so the Trust Principal is looking around at other schools in the Trust for more space.

6.5 LGBs are keen to welcome Trustees to governor meetings and school events. The Chair of Trustees recommended attending open evenings as a good opportunity to see the schools.

Action: Trust Principal to collate key school dates for the next trustee pack.

- 6.6 **Resolution:** It was agreed for key points from the board meeting to be reported back to LGBs through a Trust Principal communication.
- 6.7 The Trust Principal reported that feedback from stakeholders on the York High Positive Behaviour approach is that 63% feel behaviour has improved and the remaining percentage see it no worse. Ms Mitchell added that Positive Behaviour is having a really positive impact already and the Rodillian inspection feedback was very positive.
- 6.8 Trustees appreciated the report style and content and requested further detail on any changes (why introduced / aim).
- 6.9 A trustee asked what criteria the RAG rating is based on. The Trust Principal explained the documents used are Understanding Data and the Ofsted Evaluation Schedule. The Headteachers are working together and have graded themselves using the Ofsted framework. The Self Evaluation will form a basis of peer review next term and feedback against a rag rated SEF.
- 6.10 The Trust Principal is working on a Trust Self Evaluation.

Amanda Atkins joined the meeting at 6.55pm.

7 EDUCATION AND STANDARDS COMMITTEE REPORT (PAPER PREVIOUSLY ISSUED)

- 7.1 The Committee Chair reported that this was the first meeting where Headteachers were not part of the group but attended as part of the Standards Monitoring process.
- 7.2 The committee discussed data of each school in the context of the MAT and Local Authority. Where the MAT outcomes were below LA average the area was impacted by Woodthorpe.
- 7.3 The Trust Principal took an action to discuss with Woodthorpe and York High their improvement plans and required support.
- 7.4 The Primary Headteacher/Deputy Headteacher and Chairs joined the meeting for robust discussion and two way dialogue on their 2018 outcomes and plans going forward to support trustee discussion.
- 7.5 The Woodthorpe Chair of Governors felt it was a useful exercise and felt support was in place.
- 7.6 The Committee Chair reported that through discussion it was noted that a HLTA was in a Year 6 class at Woodthorpe, the committee were uncomfortable with this and the Deputy Headteacher, who is a Maths expert, has increased her time in this class to every morning. The Trust Principal has met with the Headteacher to look at strategies and will be involved in a two day review to evaluate impact of these strategies. A process mirrored with York High.

- 7.7 The Committee congratulated Knavesmire on their results and wanted to understand any key elements of success that can be shared.
- 7.8 The Committee wanted to understand if targets/projections had been accurate against outcomes.
- 7.9 It was agreed Woodthorpe and York High would be standing items on the committee agenda and the Committee Chair and Trust Principal are working to refine the data pack to streamline information and make it accessible.
- 7.10 The Chair highlighted that this Monitoring Procedure system was developed out of a previous away day and has been really positive.
- 7.11 Trustees thanked the Committee Chair for the focus on standards.

8 FINANCE UPDATE (PAPER PREVIOUSLY ISSUED)

A letter from the Chief Executive of the Education Skills Funding Agency that was shared at the away day was previously circulated.

2017-18 Year End Position

- 8.1 The CFO reported a better outturn than in the revised budget noting key points:
- Unexpected start up grants for York High to support leadership capacity.
 - £144k in year surplus which is significantly due to receipt of the £113k start up grant for York High.
 - In the revised budget the money repaid to the ESFA for Millthorpe deficit has been moved out of costs and reported against liability. This is showing in the budget to highlight to Millthorpe.
 - Reserves are healthy and within the Revenue Reserve Policy. The York High start up grant and improvement fund is committed reserves to York High improvement and without this the reserve is 3.88% slightly below the reserve target. In response to a Trustee the CFO confirmed that based on a full year for York High and Woodthorpe in 2018-19 the reserve would be 3.61%.
- 8.2 Millthorpe set a deficit budget for this year and next year will have funding based on a full school so their financial plan forecasts a healthier position.
- 8.3 Trustees were pleased with the financial position which is better than expected.
- 8.4 A Trustee noted that the primary schools have high reserves and there is a need to level the overall reserves to release primary reserves for spending on their provision for the children.
- 8.5 A trustee asked if there is a primary wish list for presenting at budget setting time. The CFO highlighted the two key areas of work are Woodthorpe Nursery provision and Knavesmire space development. A Trustee encouraged the primaries to share these plans with the CFO to aid planning.

Audit

8.6 The Audit Report will be made at the Finance and Audit Committee.

9 CENTRAL TEAM SLA AND TRUST LEVY POLICY CONSULTATION (PAPER PREVIOUSLY ISSUED)

- 9.1 The Trust Principal and CFO had considered the consultation feedback and proposed keeping the current model as a percentage of GAG.
- 9.2 Trustees were comfortable with the recommendation but felt the process could have been improved.
- 9.3 A Trustee suggested the need for clarity on the process when asking for opinion/work to be done and the due process for responding / acting upon a governing body concern.
- 9.4 It was noted that at a recent RSC Conference the Trust presentations reported a 5% contribution which is not enough for them to manage services and they have to sell their services / time to meet the shortfall.
- 9.5 **Resolution:** Trustees approved the recommendation to retain percentage of GAG model and approved the Central Team SLA and Trust Levy Policy.
- 9.6 **Action:** Chair and Trust Principal to develop a proposal for approaching / responding to concerns raised.
- 9.7 **Action:** TP to report the levy decision back to Headteacher Group and formally respond to Millthorpe.

10 MARCH AND SEPTEMBER AWAY DAY UPDATE (PAPER PREVIOUSLY ISSUED)

- 10.1 The Trust Principal explained that having a Data Manager is a more efficient way of managing data collation, there are varying levels of Data Manager role depending on what the Trust need.
- 10.2 **Action:** Trust Principal to produce a Data Manager proposal for trustees to consider at the December meeting – role / duties overview / cost / adding value.
- 10.3 The Trust Principal explained that the changes in focus of Ofsted and evaluation for Multi Academy Trusts was shared at the September Away Day including the need to see the school and the Trust working together collaboratively.

11 SOUTH BANK USP

- 11.1 The Trust Principal tabled a strategy document and emphasised the positive ethical approach of the trust. The Trust Principal will discuss the strategy plan with the Headteacher

Group and develop further detail including a three year plan and monitoring.

- 11.2 Trustees discussed the need to highlight the elements beyond the requirements of being compliant and ethical that make South Bank Academy Trust different to other MATs. A Trustee noted the key words of exceptional, brave, leadership and collaboration.
- 11.3 A Trustee suggested the front page be developed for sharing with potential new schools and the detail behind with outcomes that will make the greatest difference to the Trust.
- 11.4 **Action:** Trust Principal to develop the strategy document and bring back to the December meeting.

12 POLICIES (PAPER PREVIOUSLY ISSUED)

Admissions Arrangements and Draft Policy

- 12.1 **Resolution:** Trustees approved the admissions arrangements and draft policy for consultation.
- 12.2 The Trust Principal confirmed the draft policy is on school websites for consultation.

Pay Policy

- 12.3 The Trust Principal confirmed the Pay Policy reflects the same pay increases as CYC which is in line with the national recommendation.
- 12.4 The Trust Principal thanked the Executive Headteacher for his support in updating the policy.
- 12.5 **Resolution:** Trustees approved the Pay Policy
- 12.6 The CFO talked through the previously circulated pay award recommendation. The Trust assumed a 2% increase in the budget for 2018-19, subsequent to the pay review announcement the ESFA have confirmed some of the increase will be funded through a teacher pay grant beyond the first 1%. The pay increase impact on the Trust is £188k, £31k more than assumed in the budget. The teacher pay grant is estimated at £113k (on a per pupil calculation) which will leave a net cost of £75k to the trust equivalent with a 1% pay award. The budget is better off by £82k with the secondary schools benefitting most as a higher proportion of teaching staff are on the upper pay scale. The grant is in place to March 2020 and the 2019-20 grant is estimated at £66k. The CFO recommended adopting the nationally agreed pay award with effect from 1st September 2018.
- 12.7 **Resolution:** Trustees approved the pay award recommendation.
- 12.8 The CFO made trustees aware that the Main Scale 6 pay point is out of line with national and CYC pay scales (1% adrift), this was due to a delayed CYC adoption at the time of conversion so pay scale adopted was 1% but York awarded 2%. This impacts 20.5 FTE teachers with a cost of back pay for 2017-18 £8,870. A trustee suggested as a matter of principle the back pay is made for the whole period to ensure staff have not lost out. The

CFO confirmed the cost for the whole period would be circa £21k for the whole period.

- 12.9 It was noted that the decision at the time was correct but the intention of the board was that the M6 pay award should be the same as CYC.
- 12.10 **Resolution:** Trustees agreed to backdate the M6 back pay in line with CYC to the date of academy conversion.
- 12.11 The CFO reported that the teacher pension contribution will increase from 16.48% to 23.6% and will be government funded.
- 12.12 The Finance and Audit Committee Chair requested that the committee revisit budget assumptions on forecasting.

13 SENIOR LEADER PERFORMANCE MANAGEMENT AND PAY PROGRESSION (PAPER PREVIOUSLY ISSUED)

- 13.1 **Resolution:** Trustees approved the Executive Headteacher and Headteacher performance management process.

The Trust Principal and CFO left the meeting at 8.47pm.

- 13.2 **Resolution:** Trustees approved the Trust Principal Performance Management process.
- 13.3 **Action:** Clerk to circulate doodle poll for the Trust Principal Performance Management.
- 13.4 **Resolution:** Trustees agreed to assess the TP, CFO and EHT roles against a pay band subject to there being clear and challenging criteria for progression.
- 13.5 **Action:** Trust Principal to provide a recommendation of ranges for CFO and EHT roles at the December meeting.
- 13.6 **Action:** Chair to provide a recommendation of ranges for TP role at the December meeting.

The Trust Principal and CFO returned to the meeting at 9pm.

14 SCHEME OF DELEGATION (PAPER PREVIOUSLY ISSUED)

- 14.1 Trustees approved the Scheme of Delegation and suggested an amendment to reflect the Headteacher Performance Management process as agreed in the Senior Leader Performance Management process.

15 SUB COMMITTEE TERMS OF REFERENCE AND MEMBERSHIP (*PAPER PREVIOUSLY ISSUED*)

15.1 **Resolution:** Trustees approved the committee terms of reference.

15.2 **Action:** Clerk to circulate the track changes version of Education and Standards Committee Terms of Reference.

15.3 Trustee committee membership to remain unchanged.

15.4 The Chair explained that Katie Hurrell, a governor member of the Finance and Audit Committee, has made a valuable contribution to the committee but wants to step down as a Millthorpe governor but stay on the committee. Trustees agreed committee membership should be only be open to trustees and local governors. It is made clear to local governors who join the committees that this is in addition to their responsibilities as governors.

15.5 Stephen Waddington (Woodthorpe) to be a member of the Finance and Audit Committee.

15.6 Tamasin Greenough-Graham (Knavesmire) to continue as a member of the Education and Standards Committee and Connie Cullen (Scarcroft) to join the committee.

16 LGB BUSINESS

Matters from LGBs

16.1 The Chair informed trustees that Tim Moat, Millthorpe Vice Chair, is now employed full time as Director of Communications at Hope Multi Academy Trust. Trustees agreed Mr Moat can continue as a governor as any confidentiality concerns will be addressed through employment confidentiality agreement and governor code of conduct.

16.2 It was agreed for Elected Parent Governors to see out their term if they cease to become eligible after election.

16.3 **Action:** Chair to advise the Scarcroft Chair they are not compliant with the staff to non staff ratio.

LGB Appointments and Resignations (previously issued)

16.4 Trustees approved

16.5

	Knavesmire	Woodthorpe	Scarcroft	Millthorpe	York High
Chair	David Borlase	Amanda Atkins	Connie Cullen	Bill Schofield	Nicola Mitchell
Vice Chair	David O'Brien	Phil Cooke	David Rowsell	Tim Moat	Rosemary Swords
Governor Appointments		Anna Morris (staff elected) Helen Elsworth (co-opted staff) Charlotte Taylor (associate)		Gillian Markland-Zuiderwijk (co-opted – continuous service)	

17 TRUSTEE BUSINESS

Recruitment

- 17.1 The Chair is meeting with a potential finance trustee and encouraged trustees to suggest an educationalist. There is a potential trustee from Woodthorpe and the Chair will approach Carr Junior.

18 ANY OTHER BUSINESS

Millthorpe Uniform

- 18.1 The Chair informed Trustees that following the local press article on Millthorpe school uniform the local MP Rachael Maskell was invited in to school to understand the reasons for the uniform policy and was told clearly no student has been excluded as pupils have complied with the policy. Ms Maskell then stated in parliament on October 9th that a pupil has been excluded from Millthorpe due to incorrect uniform. Trustees were disappointed with this false representation and it was agreed for the Chair to write a letter to the MP.
- 18.2 **Action:** Chair to write a letter to Rachael Maskell MP to communicate trustees concern at the false representation in parliament on a Millthorpe Uniform exclusion.

The meeting closed at 9.45pm.

ACTIONS

6th February 2018

Item	By	Action	Date
8.3	HTG	Agree a bid application menu.	Oct 2018
10.8	HP	Meet with the Trust Principal and agree need and options for potentially engaging CYC or an external provider for communication support.	Oct 2018

24th April 2018

Item	By	Action	Date
4.4	MF	Compile hard copies of company info	Sep 2018

10th July 2018

Item	By	Action	Date
8.5	RB	Finance and Audit Committee to decide if the Risk Register remains the remit of the committee or the working group.	Nov 2018

23rd October 2018

Item	By	Action	Date
6.2	Clerk	Circulate the Understanding Your Data Document to non Education and Standards Committee Members.	Complete
6.5	TP	Collate key school dates for the next trustee pack.	Dec 2018
9.6	Chair / TP	Develop proposal for approaching / responding to concerns raised.	Jan 2019
9.7	TP	Report the levy decision back to Headteacher Group and formally respond to Millthorpe.	Nov 2018
10.2	TP	Produce a Data Manager proposal for trustees to consider at the December meeting – role / duties overview / cost / adding value.	Dec 2018
11.4	TP	Develop the strategy document and bring back to the December meeting.	Dec 2018
13.3	Clerk	Clerk to circulate doodle poll for the Trust Principal Performance Management.	Nov 2018
13.5	TP	Provide a recommendation of ranges for CFO and EHT roles at the December meeting.	Dec 2018
13.6	Chair	Provide a recommendation of ranges for TP role at the December meeting.	Dec 2018
15.2	Clerk	Clerk to circulate the track changes version of Education and Standards Committee Terms of Reference.	Complete
16.3	Chair	Chair to advise the Scarcroft Chair they are not compliant with the staff to non staff ratio.	Nov 2018
18.2	Chair	Write a letter to Rachel Maskell MP to communicate trustees concern at the false representation in parliament on a Millthorpe Uniform exclusion.	Nov 2018

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Chair of South Bank Multi Academy Trust