

South Bank Multi Academy Trust

Trust Board

Minutes of the Meeting held on Tuesday 7th July 2020

6.00 pm by Video Conference

Present:	Edwin Thomas	Chair of Trustees
	Rob Bennett	
	Michelle Blake	
	Pat Boyle	
	Jill Hodges	
	Andrea Preston	Non-Executive Trustees
	Richard Milner	
	Ian Wiggins	
In attendance:	Jo Edwards	Trust Principal
	Adam Cooper	Deputy Trust Principal
	Michael Gidley	Chief Finance Officer
	Sophie Triffitt	Clerk to the Board of Trustees

1 WELCOME, APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST AND CHANGES TO BUSINESS INTEREST FORMS

1.1 For the record of the minutes the meeting took place virtually.

1.2 Absence

There were no apologies.

1.3 Declarations of Interest (previously issued)

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

2 MINUTES OF PREVIOUS MEETING AND ACTIONS UPDATE

26th May 2020 (previously issued)

2.1 The minutes were agreed as an accurate record of the meeting to be signed by the Chair.

29th May 2020 (previously issued)

2.2 The minutes were agreed as an accurate record of the meeting to be signed by the Chair.

9th June 2020 (previously issued)

2.3 The minutes were agreed as an accurate record of the meeting to be signed by the Chair.

3 MATTERS ARISING AND ACTION PLAN

- 3.1 The Trust Principal reported that the communications intern work is progressing.
- 3.2 It was confirmed that Michelle Blake had contacted the Heads of School and Executive Headteacher and a Google Classroom proposal was submitted to the Finance and Audit Committee who supported the idea and actioned the Trust Principal and CFO to work with Headteachers on how this can be progressed across the Trust.
- 3.3 The CFO confirmed that the cleaning products are not certified Covid-19 strength but they had been tested on similar Covid viruses and confirmed effective. Public Health England confirmed there are no products tested against Covid-19 and the confirmation provided by the cleaning contractors was as good as can be. A Trustee noted that there are confirmed Covid-19 effective products but it was agreed the response was acceptable.
- 3.4 Trustees had approved Mr Cooper as Interim Trust Principal following an interview process.
- 3.5 The Chair reported that the Applefields project Funding Agreement and Letter of Intent are in place and site works started WC 28th June 2020. Millthorpe MUGA work contracts have been signed and work scheduled to start WC 13th July 2020.

4 ELECTION OF VICE CHAIR AND SUCCESSION PLANNING

Mr Wiggins left the meeting

- 4.1 **Resolution:** Trustees unanimously appointed Mr Wiggins as Vice Chair.
- 4.2 **Resolution:** In line with the recommendation from the working group Trustees agreed to run an internal process for a new Chair of Trustees against agreed criteria.

Mr Wiggins rejoined the meeting

5 TRUST PRINCIPAL REPORT (PAPER PREVIOUSLY ISSUED)

- 5.1 The Trust Principal was pleased with the way schools have extended their opening in line with the Risk Assessments.
- 5.2 A Trustee asked if any school in the York area has had a tested positive case of Covid-19 and what actions were taken. The Trust Principal was not aware of any schools with a confirmed case but there had been detailed conversations at the York Schools and Academies Board with direct contact to Anita Dobson, Nurse Consultant in Public Health, for advice on any cases. The Deputy Trust Principal explained that there is government guidance on action to take based on confirmed cases.
- 5.3 A Trustee suggested including a primary school in the job evaluation pilot.
- 5.4 The Trust Principal recommended that Trustees consider the Risk Assessment process for the return to school in September and Trustees discussed the process.
- 5.5 **Resolution:** Trustees agreed to review, raise questions and approve the September opening risk assessments remotely by the end of term whilst reserving the right to call a meeting if needed.

- 5.6 A Trustee highlighted the need to be in a position to implement a robust hybrid learning offer and contingency planning for any future full or partial closure particularly if teachers are still in school teaching. The Deputy Trust Principal explained that continued learning is being discussed and planned for at Headteacher Group. The rules are that every child is expected to be back in school and the contingency and remote learning planning is focused on bubbles and local lock downs. The Trust Principal reported that Headteachers are involved in local and best practice discussions and there needs to be consideration to teacher workload and the impact and expectations on parents working from home.
- 5.7 A Trustee asked if schools must issue fines for attendance. The Trust Principal explained that the school do not have to use fines but there are pressures from Ofsted and government to take action to address attendance concerns. Trustees supported the schools taking discretion with fines and would encourage schools not to take action with fines in the first weeks of term.

6 GROWTH STRATEGY (PAPER PREVIOUSLY ISSUED)

- 6.1 The Chair explained the recent difficulties in growing the Trust with the political change in direction on encouraging academisation and Trustees talked through the growth opportunities paper.
- 6.2 Trustees noted the need to engage and consult governors in the growth discussions. Consider the ethos, culture and collaboration of any partnerships and the impact and opportunities for South Bank MAT and the children in the Trust.
- 6.3 The CFO asked if there had been any conversation with the Regional School Commissioner. The Trust Principal reported that the RSC link is keen to see the Trust grow in line with the Trust ethos.
- 6.4 A Trustee questioned the timing with the planned strategic discussions, review of values and Trust structure. A Trustee countered that now could be the right time to consider and include this in the strategic thinking.
- 6.5 Trustees agreed that any decision to form a partnership should be based on making the offering for children significantly better and they would want South Bank values to be represented.
- 6.6 **Resolution:** Trustees agreed to explore the growth opportunities and information gathering with a decision to be taken in principle by October half term. The working party was agreed as Ian Wiggins, Rob Bennett, Pat Boyle, Trust Principal, and CFO and to invite a secondary Chair of Governors representative.
- 6.7 A Trustee noted the need for transparency with Headteachers and Chairs of Governors with consideration to confidentiality.
- 6.8 It was agreed that the values work should progress in September and the Trust Principal recruitment process should be started as long as a decision is taken before interviewing.

7 TRUST PRINCIPAL RECRUITMENT AND CONSULTATION (PAPER PREVIOUSLY ISSUED)

- 7.1 A Trustee asked if a CEO line management structure is best practice in MATs and how the Trust could support governor impact in the absence of line management responsibility. The CFO explained that many MATs have line management to the CEO and LGBs have responsibility of ensuring standards progress at their schools whilst reporting into the Trust Standards Committee. The Chair explained that the Governance Handbook has an expectation for a unified line management structure for the whole organisation.
- 7.2 Trustees accepted that there was some risk in taking the time to consult and hold the away day before advertising but felt it was right to include the LGB Chairs in discussions.
- 7.3 It was agreed for Mr Wiggins to be the Trustee link for the recruitment.
- 7.4 A Trustee asked if there is a need to pay recruitment consultants or could the Trust run the process internally and whether there had been any networking or approaches made. A Trustee felt that the Trust and Trustees would not have capacity to do this level of recruitment and this would ensure full support.
- 7.5 **Resolution:** Trustees agreed to engage Academicis for Trust Principal recruitment support.
- 7.6 **Action:** Mr Wiggins to communicate the Trust Principal recruitment plan with LGBs and invite a governor representative on the recruitment process alongside himself, Michelle Blake, Jill Hodges and the CFO.

8 EXTERNAL REVIEW OF GOVERNANCE ACTION PLAN (PAPER PREVIOUSLY ISSUED)

- 8.1 A Trustee noted the need to implement the new Risk Register procedure and software and the CFO confirmed that he would report back to the next Finance and Audit Committee.

9 STRATEGIC PLAN REVIEW (PAPER PREVIOUSLY ISSUED)

- 9.1 It was confirmed that the education section of the decision making framework had been reviewed at the Education and Standards Committee.
- 9.2 A Trustee asked what the plan is for 2020/21.
- 9.3 **Resolution:** It was agreed for the Strategic Plan 2020/21 to be presented at the October meeting and be subject to amends to reflect the governance review, current climate and values discussion.
- 9.4 The Deputy Trust Principal reported that the primary schools are in early development of the School Development Plans but the objectives will not be known until the students are back in school. The secondary schools are clear on their priorities for next year.
- 9.5 A Trustee asked if the Trust should give direction for School Development Plan focus.
- 9.6 **Resolution:** Trustees agreed that; 1. vulnerable children / narrowing the gap, 2. health and safety and continued learning during illness / pandemic, 3. wellbeing and 4. managing budgets whilst being proactive with funding opportunities should be directed school priorities to be reflected in School Development Plans.

10 EDUCATION AND STANDARDS COMMITTEE REPORT

10.1 The Committee Chair reported that the committee discussed; GCSE grades and quality assurance process, September planning, current learning offering and agile / blended learning, catch up funds and the function of the committee and LGBs in the absence of normal results.

11 PUPIL PREMIUM

11.1 A Trustee asked what data should be used in the absence of results. The Trust Principal reported that there will be moderated Year 11 data, the secondary schools are looking at introducing CAT tests for Year 7 starters, primary school teachers will have a deep understanding of each child and there is baseline data from the previous key stage to inform the learning journey.

11.2 The Trust Principal noted the importance of reflecting on this period to understand what elements of the education offering can be changed or enhanced. There will be a data set for vulnerable students who have been in school and those who haven't that could inform a research project.

11.3 **Action:** Trust Principal to establish a Pupil Premium Covid-19 research project.

12 FINANCE AND AUDIT COMMITTEE REPORT

12.1 The Committee Chair reported that the committee discussed; academies financial handbook updates and compliance, budget monitoring, the CFO was tasked with tracking impact of Covid-19 on finances, future year budget planning, a review of budget assumptions, capital planning, Applefields project and Risk Register.

12.2 It was recorded that the Hospitality Policy and Financial Regulations Policy and Procedure were approved and are available on Decision Time.

13 FINANCE MONITORING (PAPERS PREVIOUSLY ISSUED)

13.1 A Trustee asked if there will be additional funding to negate the impact to primary schools of lost income from wrap around care. The CFO confirmed there is no lost income recovery mechanism.

Budget Approval (paper previously issued)

13.2 The Finance and Audit Committee recommended the 2020/21 budget for approval.

13.3 A Trustee asked if the Finance Committee had considered the use of reserves for exceptional circumstances to address the educational need that arises from the impact of Covid. The CFO reported that the recently announced additional funding is not included in the budget and that should provide additional funding to respond to educational needs that arise. It was confirmed that the Committee had discussed and agreed that schools with a reserve above the 4% target could utilise this in line with the Reserves Policy but the Trust would consider requests based on individual school circumstances.

- 13.4 The CFO reported that Carr Junior and Millthorpe have recovery action plans being put in place to address projected future year deficits.
- 13.5 The Committee discussed the budget assumptions at the request of Millthorpe but after review agreed not to change the assumptions. The CFO spoke with Millthorpe to explain the rationale, offer support and encourage buy in from the school to deliver a balanced financial plan.
- 13.6 **Resolution:** Trustees approved the 2020/21 budget.
- Trust Contribution Consultation** (paper previously issued)
- 13.7 Trustees considered the consultation feedback
- 13.8 **Action:** Trust Principal to work with the Headteacher Group to understand expected support from a full time Trust Principal and develop an engagement plan.
- 13.9 The feedback highlighted the need for clarity on what the central contribution delivers and it was agreed for this to form part of the governance update in the autumn term.
- 13.10 Trustees accepted the feedback that the consultation was at short notice and agreed that in an ideal circumstance more time would be given.
- 13.11 Trustees appreciated the feedback and agreed there is an opportunity for open dialogue that will form part of a consultation in September.
- 13.12 **Resolution:** Trustees approved the Trust contribution of 3.05%.
- Risk Reporting – by exception**
- 13.13 There were no items to report.

14 LGB BUSINESS

Link Trustees

- 14.1 The Link Trustee asked if the Trust can support a resolution to the hall floor problems at Millthorpe. The CFO explained that there is an issue with an ongoing water leak and finding the cause and an insurance claim is being made.

Matters from LGB

- 14.2 There were no matters from LGBs.

LGB Appointments and Resignations (previously issued)

- 14.3 Trustees noted the LGB appointments and resignations. The Chair made Trustees aware that Jen Rampling and Kate Smithson will be taking on the Chair role at Carr Junior from September.

15 EQUALITY, DIVERSITY AND INCLUSION

- 15.1 A Trustee noted the positive statement from Millthorpe on Black Lives Matter and suggested that the Trust should coordinate a collaborative approach. Trustees asked the Trust Principal to discuss this with the Headteacher group, using the Millthorpe statement as a starting point.

16 POLICIES

Employee Contracts (Teacher and Support Staff)

- 16.1 **Resolution:** Trustees approved the below employment contracts:
 Assistant and Deputy Headteacher Contract of Employment.
 Headteacher Contract of Employment.
 Support Staff Contract of Employment.
 Support Staff Variable Hour Contract of Employment.
 Teacher Contract of Employment.
 Teacher Variable Hour Contract of Employment
 Training Agreement.

17 ANY OTHER BUSINESS

- 17.1 A Trustee asked if all schools have a licensed Zoom account and raised concern over schools using free accounts. The CFO explained that Zoom provided free accounts for education users and Zoom have also strengthened controls through password and waiting rooms.
- 17.2 **Action:** CFO to check schools are using the correct Zoom accounts.
- 17.3 The Chair recorded thanks to the Trust Principal on her retirement for her hard work and contribution to the Trust.

18 FUTURE MEETING DATES (*PAPERS PREVIOUSLY ISSUED*)

- 18.1 The meeting dates were agreed. It was agreed for schools and LGBs to make decisions on face to face governor meetings in September in line with risk assessments.

The meeting closed at 9.10pm.

Meeting Decisions
Mr Wiggins appointed as Vice Chair.
To run an internal process for a new Chair of Trustees against agreed criteria.
To explore the growth opportunities and information gathering through a partnership with a decision to be taken in principle by October half term.
To progress the values work in September and start the Trust Principal recruitment process.
To engage Academicis for Trust Principal recruitment support.
To review and approve the September opening risk assessments remotely.
Strategic Plan 2020/21 to be presented at the October meeting.
Agreed the below Trust priorities should be reflected in School Development Plans:

1. vulnerable children / narrowing the gap 2. health and safety and continued learning during illness / pandemic 3. wellbeing 4. managing budgets whilst being proactive with funding opportunities
Approved the 2020/21 budget.
Approved the Trust contribution of 3.05%.
Approved the below employment contracts: Assistant and Deputy Headteacher Contract of Employment. Headteacher Contract of Employment. Support Staff Contract of Employment. Support Staff Variable Hour Contract of Employment. Teacher Contract of Employment. Teacher Variable Hour Contract of Employment Training Agreement.
Agreed 2020/21 meeting dates

ACTIONS

22nd October 2019

Item	By	Action	Date
6.11	TP	Review website efficiency / commonality across the trust.	Sep 2020
8.2	JH	Schedule a Pupil Premium Link Governor meeting to understand strategies and best practice. Was scheduled for 31 st March but is now postponed	Jul 2020
14.7	Chair	Develop Collaboration Guidance.	May 2020
14.8	TP	Communication Plan to address the high power high impact quadrant to be included in the Strategy Plan. The Trust Principal has applied to the University of York for a suitable intern.	Jul 2020

4th February 2020

Item	By	Action	Date
6.7	TP	Provide a timetable for a consistent MIS System at the May meeting.	Sep 2020
8.7	Chair	Discussion of the ethos of autonomy to be part of the next away day.	Sep 2020
8.15	Chair	Source training on how to be a good director and asking the right questions.	Jul 2020

17th March 2020

Item	By	Action	Date
18.2	TP	Review what is in place for personal development as part of the performance management process and discuss with the Headteacher Group if changes are needed.	Sep 2020

7th July 2020

Item	By	Action	Date
7.6	IW	Mr Wiggins to communicate the Trust Principal recruitment plan with LGBs and invite a governor representative on the recruitment process alongside himself, Michelle Blake, Jill Hodges and the CFO.	Sep 2020
11.3	TP	Trust Principal to establish a Pupil Premium Covid-19 research project.	Oct 2020
13.8	TP	Work with the Headteacher Group to understand expected support from a full time Trust Principal and develop an engagement plan.	Sep 2020
17.2	CFO	Check schools are using the correct Zoom accounts.	Jul 2020

Approved on 7th October 2020

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Chair of South Bank Multi Academy Trust

Approved