

# South Bank Multi Academy Trust

## Trust Board

Minutes of the Meeting held on Tuesday 5 July 2022 6pm on Zoom

---

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

---

### 1 WELCOME AND INTRODUCTIONS

1.1 The Chair welcomed everyone to the meeting.

### 2 APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST AND CHANGES TO BUSINESS INTEREST FORMS (PREVIOUSLY ISSUED)

#### Absence

2.1 There were no apologies.

#### Declarations of Interest (previously issued)

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

2.3 Trustees were reminded of the importance of maintaining accurate Business Interest forms

### 3 MINUTES OF PREVIOUS MEETINGS (PREVIOUSLY ISSUED)

3.1 The minutes of the 17<sup>th</sup> May 2022 were agreed as an accurate record of the meeting and approved.

### 4 MATTERS ARISING AND ACTION PLAN

4.1 Both actions were confirmed as complete.

4.2 The Chair reported on a positive governance evening where governors asked useful challenge questions.

## **5 CEO REPORT (PREVIOUSLY ISSUED)**

- 5.1 The CEO updated trustees on key trust appointments and recruitment processes. In addition to the updates in the report the CEO reported that an appointment was made for a Secondary School Improvement Partner to initially work with the senior team at Millthorpe and Anna Morris appointed to a post to oversee SEND provision across both Woodthorpe and Carr Junior.
- 5.2 The CEO made trustees aware of an error with the contact ratio numbers in the Inspection Preparation Dashboard due to non-teaching contact time which has highlighted the need for further work on Curriculum Led Financial Planning so 2022/23 will be a year to work towards the metrics ready for September 2023.
- 5.3 The CEO reported on an introductory meeting with the Regional Schools Commissioner's Office who responded positively to the direction of travel of the Trust.
- 5.4 The curriculum review meeting with the primary Heads was positive and the process will start in September for Maths and Reading.
- 5.5 A Trustee questioned if all the trust roles are needed and affordable. The CEO assured trustees that roles / appointments are being made in the best interest of the schools. The SEND appointment also provides a staff development opportunity, appointing a Director of Curriculum / Quality Assurance as a trust role is the right thing to do and the School Improvement Partner is a fixed term project-based role paid from trust budget and has flexibility / scope to also work with York High School.
- 5.6 A Trustee asked if trust level roles could create additional staff leakage by increasing the gap to the next level of role. Trustees discussed their role of setting strategic direction and holding the executive team to account against the operational work of formulating the staffing structure. It was noted that the people strategy strands will include talent management and succession planning and that it is the executive's role to operate in support of that strategy.
- 5.7 The Chair informed trustees that two schools had made an initial approach to discuss possibly joining the MAT and the growth strategy and development plan will be discussed at the trust away day. A Trustee explained that he had reviewed 'best fit' local schools with consideration to pupil number projections and catchment areas and offered to share that information to feed into the plan.
- 5.8 The CEO reported on key highlights from the actual primary outcomes that had been published that day:
  - Writing was not yet a strength across the Trust and an improvement plan will be implemented.
  - Carr Junior data was lower than the school and central team wanted it to be, and work on this was on-going with the school .
  - Reading was a highlight across the trust.
  - Maths delivered some excellent results, but Greater Depth numbers need to be higher particularly at Woodthorpe and Carr Junior. Systems are being put in place to track closely over the year which children should be getting to GD and interventions to support them achieving.

- Handwriting will also be a focus.

- 5.9 The CEO reported on work that had started with a Headteacher from Newcomen Primary School who has a strength in Writing, a good writing scheme and a similar demographic to Carr Junior and deliver excellent outcomes. The Headteachers are on board and will visit the school.
- 5.10 A Trustee noted the potential difficulty for Carr Junior that they only get children from Year 3, but noted the existing cooperation with the Infants school.
- 5.11 A Trustee welcomed the drive to improved SATs scores but would not want the children 'hot housed' for SATs results. The CEO assured trustees that academic outcomes and personal development are equal priorities across the Trust, and the newly appointed Director of Personal Development will be implementing a personal development dashboard.
- 5.12 A Trustee noted that the York High School outcome and attendance data in the dashboard looked low. The CEO explained that it can be common for a school moving out of special measures to see a lag in outcomes as those higher up the school haven't had as long with the improved quality of teaching and learning, and this cohort have had the impact of Covid.

## **6 PUPIL ADMISSION NUMBERS (PREVIOUSLY ISSUED)**

- 6.1 A Trustee suggested thought is given to the Millthorpe site and how it can be best used. The CEO agreed there was work to do with onsite management over lunch and movement around site, the fact that some children leave site at lunchtime also presented potential safeguarding challenges which will be addressed for September.
- 6.2 A Trustee asked if there was potential to reduce the York High School PAN and increase Millthorpe to 240 so there are the same number of children coming into the Trust. The CEO explained that would likely impact the YHS numbers further and felt that 150 is a good number to run a great curriculum with.
- 6.3 A Trustee agreed with the need to change the PAN or make a request to CYC to change the catchment areas.
- 6.4 The CEO noted that the theoretical capacity of each school site was not being changed, but that it was important to have PANs which work for the each schools specific circumstances and which supported curriculum delivery.
- 6.5 Trustees requested that CYC are engaged early on in the consultation process .
- 6.6 **Resolution:** Trustees agreed to the proposal to consult on reducing the PAN at Carr Junior, Millthorpe and York High School.

## **7 STATEMENT OF PRINCIPLES (PREVIOUSLY ISSUED)**

- 7.1 Trustees agreed for the Chair to update the Statement of Principles and update trustees by e mail before it is submitted to Members. Amends should include:
- 1.1: reflect that each school may not have their own Headteacher, reflecting existing practice in the Trust where we have had 'head of school' roles and interim executive head arrangements.
  - 1.2: removal of 'there is no lead Headteacher and no lead school' but retaining that all schools are equal partners.
  - 1.3: reflect the change from earned autonomy and the new Scheme of Delegation
- 7.2 The Chair proposed a conversation at a later date on the finance linked items. A Trustee suggested engaging with schools and LGBs on changes to the financial statements.

## **8 EDUCATION AND STANDARDS COMMITTEE REPORT**

- 8.1 Mrs Boyle who chaired the meeting reported that the meeting focused on the new structures being put in place, there was challenge around the Achievement meetings and work life balance, but the committee were assured the meetings would be properly modelled and efficient. Attendance remains a key issue.
- 8.2 A Trustee asked for an update on the low YHS attendance. The CEO explained that attendance needs improving across all schools but particularly for the secondary schools. Attendance is an agenda item for the full day Heads meeting on Friday 8<sup>th</sup> July 2022.

## **9 FINANCE UPDATE (PREVIOUSLY ISSUED)**

9.1 The CFO reported that the revised budget is tracking well. The support staff pay award was assumed at 3% for April but is unlikely to be agreed before August and a year end accrual would be made if needed.

### Budget Approval (previously issued)

9.2 The CFO reported that all schools have been met with to review budgets and introduce Curriculum Led Financial Planning.

9.3 The Chair noted that the approved budget last year reported a third-year deficit budget which is no longer projected and recorded thanks to the CFO, central team and schools for delivering that position.

9.4 There was discussion at committee on the assumptions and it was felt they were appropriate.

9.5 The CFO flagged the risks to the pay assumptions increasing and potential risk of industrial action.

9.6 The Finance and Audit Committee had recommended the budget for approval.

9.7 **Resolution:** Trustees approved the budget.

### Finance and Audit Committee Report

9.8 The Committee Chair reported that in addition to current financial position and budget there was decision taken on capital projects.

### IT Service Tender (previously issued)

9.9 Trustees noted that they had robust discussion prior to the meeting including the identified risk at the lack of tenders which the CFO confirmed were mitigated by hiring an external procurement agent and joining with two other trusts to make the contract more attractive and trustees were satisfied there had been a proper tender process.

9.10 **Resolution:** Trustees had approved the contract with Vital by correspondence offline a decision ratified at the meeting.

### EV Salary Sacrifice Proposal (previously issued)

9.11 The CFO noted a potential impact on reduction in pension depending on personal circumstances and that staff would need to have that potential impact highlighted and told to seek independent advice.

9.12 A Trustee noted the need to be conscious of the risk of employees falling below the minimum wage level.

9.13 A Trustee asked if on-site charging is to be proposed if a contract is agreed and suggested that it should be looked at in parallel with the EV salary sacrifice proposal launch.

9.14 A Trustee noted that the potential liability to the Trust is a concern and requested that the proposal is researched with input from the Director of HR and referred back to the Board.

9.15 A Trustee asked if there is capacity in the central team at this time and ongoing to run the scheme and if it could be a potential distraction to the core purpose of delivering excellent

education. The CFO explained that the impact should be minimal in line with the current salary sacrifice for bikes, but the research will inform the level of impact.

- 9.16 A Trustee was uncomfortable adopting a scheme that would not be open to all employees. The CFO explained that the current schemes such as bike salary sacrifice may not be open to all due to cost.
- 9.17 **Resolution:** Trustees accepted the recommendation to approach companies for electric vehicle salary sacrifice schemes and report detail back to Mr Bennett, Finance and Audit Committee Chair, to take chairs actions or refer to Finance and Audit Committee.

## **10 RISK REGISTER (PREVIOUSLY ISSUED)**

- 10.1 The Risk Register had been scrutinised at Finance and Audit Committee and no changes proposed.

## **11 SAFEGUARDING**

- 11.1 **Action:** CEO to circulate a Safeguarding update.
- 11.2 The link governor had visited all schools (except Woodthorpe) to look at peer on peer abuse and will submit a report.

## **12 HEALTH AND SAFETY**

- 12.1 The Finance and Audit Committee received a report on Health and Safety and were mostly content that actions were being progressed by schools.
- 12.2 Trustees recognised that Health and Safety has progressed a long way over the last two years and is now more a part of the culture.

## **13 TRUSTEE BUSINESS**

### Appointments

- 13.1 The Chair thanked Mrs Boyle and Mr Thomas for interviewing potential trustees.
- 13.2 **Resolution:** Trustees appointed Bethan and Donna subject to DBS and safeguarding checks.
- 13.3 Joey Glover and Natalie Wong will be proposed for Member approval, also subject to DBS and safeguarding checks.

### Committee Assignment (previously issued)

- 13.4 Trustees agreed the committee membership.
- 13.5 Trustees agreed that finance / accountancy expertise were needed for the Trust Board and Finance and Audit Committee
- 13.6 **Action:** Trustees to proactively try to recruit a trustee with finance / accountancy expertise.

### SEND Link Report (previously issued)

- 13.7 The link trustee reported that admin support, the number of high-level need children who can't manage in a mainstream classroom and Teaching Assistant retention for high need children were identified as key areas of focus and asked if the Trust can support building TA expertise.
- 13.8 The CEO explained that these items would form part of the strategy of the Director of SEND / Safeguarding when appointed and that there is a city-wide strategic discussion needed as there is greater need across the city and no alternative provision places.



## **14 LGB BUSINESS**

### Matters from LGB

14.1 There were no matters for discussion.

### LGB Appointments and Resignations (previously issued)

14.2 **Resolution:** Trustees approved the governor appointments subject to DBS and safeguarding checks.

14.3 Trustees recorded thanks to Phil Cooke for his extensive service and support to the Trust in a time of need.

14.4 A Trustee highlighted York High School governor attendance.

### Training Requirements (previously issued)

14.5 Trustees agreed to amend the training requirements:

- Remove performance management.
- Replace gender bias with the NGA EDI training and move to required.
- Remove financial management but discuss in September as part of the governor induction work.
- Remove the expected category and move accountability measures to required.

14.6 Trustees discussed including complaints training but agreed not to include at this time as the Complaints Policy will be reviewed.

## **15 POLICIES (PREVIOUSLY ISSUED)**

### Teacher's Capability Policy (previously issued)

15.1 **Resolution:** Trustees approved the Teacher's Capability Policy.

### Staff Appraisal Policy (previously issued)

15.2 **Resolution:** Trustees approved the Staff Appraisal Policy.

## **16 ANY OTHER BUSINESS**

16.1 Mr Thomas invited Trustees to attend the Knavesmire Year 6 musical.

16.2 The Chair recorded thanks to Trustees for their contribution to the Trust over a very busy year.



## 20 FUTURE MEETING DATES (PREVIOUSLY ISSUED)

20.1 The meeting dates were agreed.

The meeting closed at 9.20pm.

Meeting Decisions
Agreed to the proposal to consult on reducing the PAN at Carr Junior, Millthorpe and York High School.
Approved the budget.
Ratified the approval of the IT contract with Vital.
Accepted the recommendation to approach companies for electric vehicle salary sacrifice schemes and report detail back to Mr Bennett, Finance and Audit Committee Chair, to take chairs actions or refer to Finance and Audit Committee.
Appointed Bethan and Donna subject to DBS and safeguarding checks.
Approved the governor appointments subject to DBS and safeguarding checks.
Approved the Teacher's Capability Policy.
Approved the Staff Appraisal Policy.

5<sup>th</sup> July 2022

Item	By	Action	Date
11.1	CEO	CEO to circulate a Safeguarding update.	July 2022
13.6	Trustees	Proactively try to recruit a trustee with finance / accountancy expertise.	Sep 2022

**Approved at Trust Board on 18<sup>th</sup> October 2022**

.....  
**Approval**