

South Bank Multi Academy Trust

Trust Board

Minutes of the Meeting held on Tuesday 17 May 2022 6pm at Knavesmire Primary School

Present:	Ian Wiggins	} Chair of Trustees
	Edwin Thomas	
	Sue Laycock	} Trustees
	Martyn Sibley	
In attendance:	Mark Hassack	Chief Executive Officer
	Adam Cooper	Interim Trust Principal
	Michael Gidley	Chief Finance Officer
	Sophie Triffitt	Clerk to the Board of Trustees

1 WELCOME AND INTRODUCTIONS

1.1 The Chair welcomed everyone to the meeting and welcomed the new CEO.

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

Absence

2.1 Apologies were received and accepted for Pat Boyle and Rob Bennett.

Declarations of Interest (previously issued)

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

2.3 It was recorded that Mr Thomas is the interim Chair of Governors at Knavesmire to support succession planning, an appointment supported by the Regional School Commissioner Office.

3 MINUTES OF PREVIOUS MEETINGS (PREVIOUSLY ISSUED)

3.1 The minutes of the 1st February 2022 were agreed and approved subject to the clarification of Trust Board approval for the Knavesmire School House project.

3.2 The confidential minutes of the 10th March 2022 were agreed as an accurate record of the meeting and approved.

3.3 The minutes of the 15th March 2022 were agreed as an accurate record of the meeting and approved.

4 MATTERS ARISING AND ACTION PLAN

- 4.1 All actions were complete or agreed to be removed.
- 4.2 The equal pay, job evaluation, nurturing talent and diversity actions were removed from the action plan as they would be a priority within the remit of the new HR Director and an update / proposal brought to the September 2022 meeting.
- 4.3 Training would be addressed as part of the meeting, the trust structure and levy action was closed as work had progressed, the CFO had confirmed the financial impact of the April CEO start and Mr Thomas had circulated the Growth Strategy document.
- 4.4 The CFO confirmed that additional costs from the adoption of Burgundy and Green books were covered under risk protection.
- 4.5 The CEO reported that there is currently no capacity to run a job evaluation scheme / process but this would be a priority area under the Director of HR's remit.

5 CEO REPORT (*PREVIOUSLY ISSUED*)

- 5.1 The CEO provided a summary of each school following visits and conversations with Headteachers and updated his board on his initial views about the strengths and development areas across the Trust.
- 5.2 The CEO updated Trustees on his views of how each school was performing against its current SEF and noted particular strengths in some areas including the journey York High had been on, which was now unrecognisable from its previous Ofsted report.
- 5.3 The CEO also highlighted areas of good practice across the trust around curriculum areas, and highlighted where focus was needed in the coming weeks and months. These areas of work were already been taken forward by Headteachers and their senior teams.
- 5.4 The CEO recorded thanks to the Headteachers and schools for their warm welcome and open conversations.
- 5.5 Trustees thanked the CEO for the update and recorded appreciation for his expertise to identify strengths and development areas raised.
- 5.6 A Trustee asked the CEO for his thoughts on the concern at York High School about pupil numbers and how the now out of date reputation of the school affected recruitment. The CEO noted the need to position the school as they are now and there should be a budget for promotional material to do this. The numbers at 174 are looking ok for September but there are appeals pending.
- 5.7 The CEO highlighted that looking at aligning aspects of the curriculum across primary and secondary phases is a priority and the report highlighted how this would be addressed.
- 5.8 There has been some strong interest in the cross-Trust roles which had been recently advertised.
- 5.9 A Trustee asked how the Headteachers have responded to the curriculum work. The CEO reported that appetite from Heads is strong. The work will focus on bringing together curriculum leads to agree core knowledge at each milestone that South Bank want children

to know and schools can then implement it in a way that best suits their children and teachers.

- 5.10 A Trustee asked how cross phase working and transition will be addressed. The CEO explained that there will be subject specialism training for teachers as part of cross phase working. As a Trust the fundamentals and model of good teaching will be developed by a school improvement team. The secondary curriculum should be planned moving forward from Year 6 not backwards from GCSE as the children would then exceed.
- 5.11 Trustees reviewed the data dashboard. The CEO noted that the RAG rating is ambitious and should be reflected in targets as the Trust need to move at pace to the recent DfE White Paper 90% target. Trustees felt the headline set of data was appropriate.
- 5.12 The CEO presented the Ofsted Dashboard noting that schools should share this with LGBs.

6 VISION AND VALUES (PREVIOUSLY ISSUED)

- 6.1 The CEO felt that the vision emphasises excellence and received a positive response from the Heads who requested that the CEO deliver the communication of the vision and values to staff. The values need to be lived and stakeholders held to account to them.
- 6.2 A Trustee suggested including further reference to inclusivity to reflect that it runs through everything the Trust do.
- 6.3 **Resolution:** Trustees approved the vision and values subject to reflection of the inclusivity comment.

7 SCHEME OF DELEGATION (PREVIOUSLY ISSUED)

- 7.1 Trustees were comfortable with the Headteacher / Head of School appointment signatory moving to CEO and removed from LGB / Trust Board.
- 7.2 Once a remuneration committee is established that will be included for trust board related pay decisions.
- 7.3 It was agreed for the inclusion of a whistleblowing section to include what is reflected in the policy.
- 7.4 Settlement agreement should replace compromise agreement.
- 7.5 The CEO explained the contact ratio national benchmarks on the teaching staff percentage and the curriculum bonus to support schools to offer a broad and balanced curriculum whilst operating well financially. This is an individual school metric to ensure public funds are focused in the best way not one that can be used to benchmark the Trust.
- 7.6 Trustees were confident there had been appropriate consultation on the Scheme of Delegation development and had taken due regard to LGBs but should be communicated in a way that provides clarity and centres the LGB role of monitoring, setting direction and protecting the characteristics of the schools. The CEO noted that the White Paper makes it clear that trusts have to make sure schools retain their individuality and uniqueness.

- 7.7 **Resolution:** Trustees approved the Scheme of Delegation subject to the reflection of points raised / proposed changes.
- 7.8 Trustees delegated approval of the date the Scheme of Delegation comes into effect to the Chair of Trustees to ensure that it aligns with a communication plan / engagement strategy and delivery of the vision and values.
- 7.9 Trustees recorded thanks to the CEO for the development of the Scheme of Delegation and Mr Thomas for his input.

8 SCHOOL IMPROVEMENT MODEL (PREVIOUSLY ISSUED)

- 8.1 The CEO explained the school improvement model framework.
- 8.2 A Trustee asked if the model would increase workload and number of meetings for staff. The CEO explained that there is work to do around the directed time across the Trust and was confident the model is manageable within this. These meetings do already happen but wanted them more focused and sometimes more often. Wellbeing will be reflected in the people strategy developed by the Director of HR.
- 8.3 **Resolution:** Trustees approved the School Improvement Model.
- 8.4 **Action:** The CEO would engage the Headteachers about launching the vision, values, scheme of delegation and school improvement model.
- 8.5 **Action:** The Chair of Trustees would update Members, communicate with Chairs and schedule an online governance session to launch the vision, values, scheme of delegation and school improvement model.

9 FINANCE UPDATE (PREVIOUSLY ISSUED)

- 9.1 The CFO reported that the monitoring is in line with the revised budget.
- 9.2 The CFO informed trustees of the indexation of pensions disadvantage to some teachers as a result of there being no pay award. The Unions have asked for all teachers to receive a £1 pay award to negate this impact and this would be the most cost effective approach as opposed to identifying those impacted. All MATs in York have agreed to make this payment but DfE guidance has not yet been issued.
- 9.3 A Trustee asked if there will be an impact to the long term liability for pensions. The CFO confirmed that there could be a marginal effect but the liability sits with TPS.
- 9.4 **Resolution:** Trustees gave delegated authority to the CFO to apply a £1 pay award to all teaching staff.
- 9.5 The CFO reported that the risk register includes energy and an increased risk to systems access.

Funding Model

- 9.6 The CEO proposed a levy increase to 5.6% to support the structure for 2022/23 and allow exploratory work with the trust structure.

Ms Laycock left the meeting at 8.30pm.

9.7 A Trustee asked if the increase is manageable at school level. The CEO informed trustees that there has been the offer to meet with each school around budgets and in one of these meetings at Carr Junior a £60k deficit was moved to a small surplus. Schools have asked for support and also asked if there would be any allowance made within the Reserve Policy.

9.8 **Resolution:** Trustees approved the proposal to increase the levy to 5.6% and for the CFO to implement a one year transitional period of the reserve level.

9.9 **Action:** The Chair would devise a governance communication plan to include the levy.

Finance and Audit Committee Report 22 & 23 March 2022 (previously issued)

9.10 Mr Thomas provided a verbal update of the meetings which included the school finance reviews, discussion of falling numbers at Scarcroft and Carr Junior and Millthorpe being oversubscribed, school risk registers and how they should be embedded in schools and top five risk moderation, risk flagged at assuming a 3% teacher pay award and the strong internal audit report which suggested implementing standard written procedures for the census. The audit report noted that there were three MIS systems in place across the Trust.

Governance Clerking Tenders (previously issued)

9.11 The Clerk noted their conflict of interest on the agenda item.

9.12 **Resolution:** Trustees agreed the proposal to continue with the current clerking and governance arrangement with CYC Governance Services delegating the confirmation of number of meetings required to the CFO and CEO.

Photocopier Contract (previously issued)

9.13 **Resolution:** Trustees had approved the contract by correspondence offline.

Cleaning Contract Tender (previously issued)

9.14 **Resolution:** Trustees approved the recommendation to appoint Bulloughs Cleaning Services subject to clarification that they use disinfectant.

10 SAFEGUARDING (PREVIOUSLY ISSUED)

10.1 The report would be scrutinised at the Safeguarding & Safety working group.

10.2 A Trustee questioned the bullying incidents at York High and the criminal and aggressive behaviour at Millthorpe. The Trust Principal confirmed that the reports and these items would be addressed at the Safeguarding and Safety Working Group.

11 HEALTH AND SAFETY (PREVIOUSLY ISSUED)

11.1 There were no questions on the Health and Safety Report.

12 TRUSTEE BUSINESS

Recruitment

12.1 The Chair noted that there were four expressions of interest for the Trustee role and interviews would be scheduled.

13 LGB BUSINESS

Matters from LGB

13.1 Knavesmire questions on the levy increases were discussed as part of the funding structure discussion and would be addressed through the governor communication plan.

LGB Appointments and Resignations (previously issued)

13.2 It was noted that the Millthorpe governor appointment, Mr Probert, is the Chief Executive and Principal of York College.

13.3 **Resolution:** Trustees approved the governor appointments.

Governance Manual (previously issued)

13.4 The Governance Manual was deferred to align governance documents.

14 POLICIES (PREVIOUSLY ISSUED)

Contracts of Employment (previously issued)

14.1 **Resolution:** Trustees approved the contracts of employment:

Assistant and Deputy Headteacher Contract

Headteacher Contract

Teacher Contract

Teacher Variable Hour Contract

Support Staff Contract

Support Staff Variable Hour Contract

15 ANY OTHER BUSINESS

15.1 Mr Thomas made trustees aware of Leading Through an Inspection and Risk Assurance training opportunities through CST and a new Equality, Diversity and Inclusion module on Learning Link.

15.2 The Interim Trust Principal reported that Knavesmire commissioned a B11 Curriculum Review which was a very useful process and the report will be discussed at Education and Standards Committee.

15.3 The Interim Trust Principal delivered MAT finance training.

20 FUTURE MEETING DATES

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 9pm.

Meeting Decisions
Trustees approved the vision and values subject to reflection of the inclusivity comment.
Trustees approved the Scheme of Delegation subject to the reflection of points raised / proposed changes.
Trustees approved the School Improvement Model.
Trustees gave delegated authority to the CFO to apply a £1 pay award to all teaching staff to mitigate pension indexation disadvantage.
Trustees approved the proposal to increase the levy to 5.6% and for the CFO to implement a one year transitional period of the reserve level.
Trustees agreed the proposal to continue with the current clerking and governance arrangement with CYC Governance Services delegating the confirmation of number of meetings required to the CFO and CEO.
Trustees had approved the photocopier contract by correspondence offline.
Trustees approved the recommendation to appoint Bulloughs Cleaning Services subject to clarification that they use disinfectant.
Trustees approved the governor appointments.
Trustees approved the contracts of employment: Assistant and Deputy Headteacher Contract Headteacher Contract Teacher Contract Teacher Variable Hour Contract Support Staff Contract Support Staff Variable Hour Contract

17th May 2022

Item	By	Action	Date
8.4	CEO	Engage the Headteachers about launching the vision, values, scheme of delegation and school improvement model to staff.	June 2022
8.5 / 9.9	CofG	Update Members, communicate with Chairs and schedule an online governance session to launch the vision, values, scheme of delegation, school improvement model and levy increase to governors.	June 2022

Approved at Trust Board on 5th July 2022

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Chair of South Bank Multi Academy Trust