

South Bank Multi Academy Trust

Trust Board

Minutes of the Meeting held on Wednesday 7th December 2022 6pm held virtually

Present:	Ian Wiggins	Chair of Trustees
	Edwin Thomas	Trustees
	Sue Laycock	
	Pat Boyle	
	Bethan Ellis	
	Donna Smith	
Natalie Wong		
In attendance:	Mark Hassack	Chief Executive Officer
	Michael Gidley	Chief Finance Officer
	Katie Dent	Director of HR
	Zoe Pickard	Executive Officer
	Sophie Triffitt	Clerk to the Board of Trustees

1 WELCOME AND INTRODUCTIONS

- 1.1 For the record of the minutes the meeting was held virtually.
- 1.2 The Chair welcomed everyone to the meeting.
- 1.3 The Chair, trustees and CEO recorded thanks to Mr Thomas for his significant contribution to the Trust at this his last meeting as a trustee.

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

Absence

- 2.1 Apologies were received and accepted from Martyn Sibley and Rob Bennett.

Declarations of Interest (previously issued)

- 2.2 Trustees were reminded to keep their business interest submissions up to date.

3 CEO UPDATE (*PREVIOUSLY ISSUED*)

- 3.1 The CEO highlighted the successful collaborative curriculum work.
- 3.2 The CEO had accepted an offer through the DfE TSIO initiative for trust improvement, the offer was made pre-Ofsted inspections but still stands and the acceptance is subject to working with a trust that aligns with South Bank and therefore enhance the impact and benefit of the programme.

- 3.3 A trustee asked if teacher workload and wellbeing had been impacted by the change to curriculum plans. The CEO confirmed there was not a significant workload impact, but some teachers may have chosen to tweak plans, delivery and pull in elements of best practice to align curriculum. There will be a full day annually for each curriculum team and a 90-minute session each term so there is time allocated if workload does become an issue. There may be more of a workload impact at secondary but will ensure staff have the correct time allocation for the work.
- 3.4 A trustee suggested taking the opportunity to communicate the work on curriculum, weekly pulse and the trust school improvement offer that is facilitated and enabled centrally.
- 3.5 A trustee asked how attendance compares locally and nationally. The CEO explained that attendance is challenging both locally and nationally particularly with the recent sickness bugs and concern around Strep A cases. The school improvement consultant is looking at practice elsewhere and will report on the attendance improvement plan to Education and Standards Committee.
- 3.6 A trustee asked if the Trust was taking any action in relation to Strep A. The CEO reported that it was discussed at York Schools and Academies Board but if there is no agreed approach for York by the end of the week the Trust will write out to parents. It was confirmed that site specific risk assessments are being undertaken and coordinated by the Executive Officer.

4 STAFF CONSULTATION AND PROPOSAL

- 4.1 Recorded as a separate confidential minute.

5 LGB ENGAGEMENT

- 5.1 The Chair highlighted the need to provide clarity on the role of local governance.
- 5.2 The Chair proposed increasing engagement with Chairs and LGBs, to hold a governance evening in the new year and to develop the link between Trust Board and LGBs through the link trustee roles.

6 GROWTH FRAMEWORK (PREVIOUSLY ISSUED)

- 6.1 The CEO explained that there are ongoing conversations with the Regional Directors office who see the growth for South Bank MAT outside of York (North Yorkshire / East Riding). There have also been regular conversations with CYC around the direction of MATs in the city.
- 6.2 A trustee asked what elements the Regional Director would consider as a good MAT. The CEO explained that there were a number of things about South Bank which DfE would see as strong elements, including the genuine mixed model (primary / secondary) which is a unique position in York, moving a school from special measures to good, the work on the central team service and building capacity for school improvement. The measures they use to assess a good MAT are Ofsted gradings and academic outcomes. The CFO added that

financial stability is a success criterion and noted that South Bank is the only secular trust in the city.

- 6.3 The CEO explained that the focus of growth outside of York could be due to there being a lot of schools in those areas yet to academise and the South Bank model and capacity could add value to schools in those regions. Many schools in York are not proactively looking to academise.
- 6.4 It was agreed that the role of trustees, as custodians of the trust, was to provide a strategic focus to set the direction of the trust and assure its long-term future for the children and young people it serves.
- 6.5 A trustee suggested a separate strategic discussion around the possible routes for trust growth.
- 6.6 **Action:** Trustees and Executive Team to hold a growth strategy conversation.
- 6.7 Trustees recognised the need to manage potential conflict of interests of trustees who are also governors at maintained schools.

7 SAFEGUARDING DASHBOARD (PREVIOUSLY ISSUED)

- 7.1 It was noted that the Director of SEND and Safeguarding will review the reporting mechanism.
- 7.2 The Executive Officer gave assurance that policy date gaps are chased with schools.
- 7.3 A trustee asked for clarification on the harmful sexual behaviour incidents. The CEO explained that the vast majority of the primary incidents are related to young children and stages of emotional development. The Director of Personal Development has visited the primary school with the highest reported incidents to ensure there is adequate coverage as part of personal development and sourced training courses on issues to do with this behaviour with younger children. At secondary level the issues tend to be related to language and York High School do tend to over report so they can recognise trends before they become an issue.
- 7.4 A trustee asked how well the trust is able to provide for the looked after children and EAL groups of children. A trustee noted the potential to add value for these groups with links across schools and would want the new Director of SEND and Safeguarding to look at this. The CEO explained that the demographic of cohorts is changing, particularly at Scarcroft who are doing some really good work on EAL, and there will be a move towards a RAG rated system as some EAL children can speak very good English and would need different levels of interventions / support. With the increase in EAL and Children in Care the CEO wanted schools to be registered for and achieve the equality mark.
- 7.5 A trustee noted that York High School have no lates compared to some high numbers in other schools. The CEO explained there is no agreed time for close of registration so there is variance which will be addressed through the attendance improvement plans.
- 7.6 A trustee asked for the context of the number of allegations against staff. The CEO explained that these are reported on the Pulse weekly and the Director of HR picks these up and

ensures any referrals needed are made and noted the difference between allegations and proven cases. The Director of HR supports Headteachers in logging and dealing with instances properly.

8 HEALTH AND SAFETY OVERVIEW (PREVIOUSLY ISSUED)

8.1 The CEO confirmed that missing data will be picked up by the Director of Estates.

9 MEMBER MEETING REPORT

9.1 The Chair reported on a positive meeting with Members who adopted the updated Statement of Principles. There was also an opportunity to discuss financial controls and accounting for funding and Members were open to a conversation and whilst they recognised the important founding principles also acknowledged these would need to evolve over time.

9.2 The Chair noted the need to recruit two new Members.

10 EDUCATION AND STANDARDS COMMITTEE REPORT

10.1 The Education and Standards Committee met, and the main focus of the meeting was the curriculum intent work and the Chair encouraged trustees to view the example documents provided in the CEO Report.

11 FINANCE AND AUDIT COMMITTEE REPORT

11.1 The Finance and Audit Committee met and reviewed the annual accounts and audit report.

12 FINANCE UPDATE

Annual Accounts (previously issued)

12.1 The Finance and Audit Committee had scrutinised the accounts and recommended the accounts for approval and submission to the ESFA.

12.2 A trustee asked if there was the option to enhance the achievements and activities summary within the Public Benefit section, make reference to the 'advancement of education' and the successes, selling points and the story of South Bank MAT. The CFO explained that the accounts are a high-level submission but agreed to consider the suggestions for next year.

12.3 A trustee suggested consideration of impact reporting.

12.4 **Resolution:** Trustees approved the accounts and agreed for the chair of trustees to sign the annual report submission.

External Audit Report (previously issued)

12.5 The CFO highlighted the irregularity points including a suspected case of fraud which was reported to the ESFA who have signed off the case and the ongoing Police investigation.

- 12.6 The other two points related to a tender process and a purchase process. Training has been delivered on the financial controls and scheme of delegation. The Chair of Trustees noted that the Finance and Audit Committee were satisfied with the context and measures taken.
- 12.7 The Chair of Trustees recorded thanks to the CFO and his team for the hard work during the audit and on delivering a good outcome.
- 12.8 The Finance and Audit Committee also reviewed the internal audit which didn't highlight the case, or risk of suspected fraud despite being instructed to look at income streams so the Committee Chair took an action to write to the auditors and lodge concerns on behalf of the trust.

Monitoring (previously issued)

- 12.9 There were no questions on the monitoring report.
- 12.10 The Finance and Audit Committee had discussed Carr Junior reserves and the need to resolve the deficit position at the school in a sensible way.

Risk Register (previously issued)

- 12.11 There were no questions on the risks register which was reviewed at the Finance and Audit committee.

13 PAY PROGRESSION REPORT (PREVIOUSLY ISSUED)

- 13.1 Recorded as a separate confidential minute.
- 13.2 The CFO confirmed that the trust had applied pay awards for both teaching and support staff in November 2022 with back pay paid in December 2022 salaries.

14 TRUSTEE BUSINESS

Assignments and Link Roles (previously issued)

- 14.1 The assignments and link roles were agreed with the amend that Mr Sibley would be the link trustee for Carr Junior.

CST Curriculum Training

- 14.2 Mr Thomas attended CST Quality of Education training which confirmed that the work being done in the trust is what should be done with a focus on knowledge rich curriculum with skills. The training highlighted that research shows cutting down curriculum to help children with learning difficulties can be counterproductive as they then have less knowledge to access and this was something that came out positive with Ofsted. They also emphasised staff CPD to enhance subject knowledge and build communities of knowledge. There was challenge around assessment and that it should start with the teacher deciding what they want to get from assessment.
- 14.3 The CEO explained that summative assessments are done through the South Bank checkpoints for data collection. There is also formative assessment which is about the assessment teachers identify they want including checking component knowledge. There is

work to do in practice of what it looks like in the classroom. A lot of CPD will be generated from the curriculum work and staff also access city wide CPD through Pathfinder.

14.4 **Action:** CEO to recirculate the trust assessment strategy.

15 LGB BUSINESS

Matters from LGB

15.1 The Chair reported on correspondence from LGBs on the staff consultation.

LGB Appointments and Resignations (previously issued)

15.2 **Resolution:** Trustees noted the governor movements and approved the Governor, Chair and Vice Chair appointments.

15.3 Trustees recorded thanks to Mrs Rainville, who was stepping down as Chair of Governors at Millthorpe, for her work as Chair through some difficult and challenging times.

15.4 Trustees recorded thanks to Mr Merrett for his significant and long-term contribution to Millthorpe.

16 MINUTES OF TRUST BOARD MEETING 5TH JULY 2022 (PREVIOUSLY ISSUED)

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

16.2 It was clarified that the approval of Chairs and Vice Chairs was in relation to LGBs.

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

17 MATTERS ARISING AND ACTION PLAN

17.1 The three actions from 18th October 2022 were confirmed as complete.

18 POLICIES

Exclusion Policy (previously issued)

18.1 **Resolution:** Trustees approved the Exclusion Policy.

18.2 The Chair noted that he had a conversation with the CEO about what qualifies for permanent exclusion to confirm language was standard and was reassured it was.

Health and Safety Policy and Statement of Intent (previously issued)

18.3 **Resolution:** Trustees approved the Health and Safety Policy and Statement of Intent.

Admissions Policy and PAN Consultation (previously issued)

18.4 **Resolution:** Trustees approved the Admissions Policy and PAN Consultation.

Pay Policy (previously issued)

18.5 **Resolution:** Trustees approved the Pay Policy.

Code of Conduct (previously issued)

18.6 **Resolution:** Trustees approved the Code of Conduct.

19 ANY OTHER BUSINESS

19.1 There were no items for discussion under AOB.

20 FUTURE MEETING DATES (PREVIOUSLY ISSUED)

Education and Standards Committee – 17th January 2023

Trust Board – 31st January 2023

The meeting closed at 9.13pm.

Meeting Decisions
Trustees approved the accounts and agreed for the chair of trustees to sign the annual report submission.
Trustees approved the Governor, Chair and Vice Chair appointments.
Trustees approved: Exclusion Policy Health and Safety Policy and Statement of Intent Admissions Policy Pay Policy Code of Conduct

5th July 2022

Item	By	Action	Date
13.6	Trustees	Proactively try to recruit a trustee with finance / accountancy expertise. <i>7th December 2022: Mr Bennett was making an approach on behalf of trustees.</i>	Sep 2022

7th December 2022

Item	By	Action	Date
6.6	Chair	Trustees and Executive Team to hold a growth strategy conversation.	Jan 2023
14.4	CEO	CEO to recirculate the trust assessment strategy.	Dec 2022

Approved at Trust Board on 31st January 2023

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Trust Board Approval