

South Bank Multi Academy Trust

Trust Board

Minutes of the Meeting held on Tuesday 16th May 2023 6pm held at the Trust Office

Present:	Bethan Ellis Martyn Sibley Natalie Wong Donna Smith Pat Boyle	Trustee Trustee / Vice Chair Trustee Trustee Trustee
In attendance:	Mark Hassack Michael Gidley Zoe Pickard Sophie Triffitt	Chief Executive Officer Chief Finance Officer Executive Officer Clerk to the Board of Trustees

1 WELCOME AND INTRODUCTIONS

- 1.1 In the absence of the Chair the Vice Chair chaired the meeting.
- 1.2 The Vice 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 Apologies were received and accepted from Ian Wiggins, Rob Bennett and Sue Laycock.

Declarations of Interest (previously issued)

- 2.2 Trustees were reminded to keep their business interest submissions up to date.
- 2.3 Natalie Wong had provided an update to her business interest form.

3 CEO UPDATE (PREVIOUSLY ISSUED)

- 3.1 The CEO informed trustees that the restructure process had concluded. One member of staff would be leaving as they had chosen not to sign the new contract.
- 3.2 The Director of HR had provided a report on the financial impact of the restructure.
- 3.3 The CEO reported that SATs had taken place WC 8th May 2023 and as publicised nationally the Reading paper was particularly difficult with a significantly increased word count to previous years and a reduction of multiple-choice questions. GCSEs had started this week (WC 15th May 2023).

- 3.4 The Attendance protocol and strategy was in development and would inform Trust Policy. There had been some good work around emotional school-based avoidance and work with the educational psychologists.
- 3.5 A Trustee asked if the 'attend more and get better attainment' message had been shared with parents. The CEO confirmed that the message was shared but was not necessarily a message some families wanted. There is work being done on persistent absence categories and bespoke pupil level work. The School Improvement Partner had produced lots of systems and provided data to direct areas and pupils in need of support for impact. The CEO emphasised the need to drive hard for improvements in attendance to be made and sustained.
- 3.6 The Progress Teaching data system was being developed and had the ability to generate parent reports with the option to input teacher commentary for primary. The package includes training, and the provider had so far delivered everything as promised. There will be a data dry run for checkpoint three to ensure effective systems ready for checkpoint one in September 2023. Bethan Ellis asked to review the system outside of the meeting.
- 3.7 Alternative provision plans for the enhanced STAR Centre at York High School were progressing and will be staffed by a Head of Centre, a Teacher and two Teaching Assistants to support thirty children with academic rigour for Maths, English and Science along with practical subjects. An initial capital investment would be needed, and the longer-term plan would be to register as a standalone provision with its own URN. The provision would initially be for South Bank students, but longer term would look to provide charged for additional places in line with the Admissions Policy. The CEO noted that the secondary school already pay £140k per annum for alternative provision and there had been a lot of interest for the Head of Centre post.
- 3.8 The Children's Centre space at Carr Junior had been developed for a KS2 alternative provision and staffing is in place with Anna Morris leading the provision in addition to the SENCO role at Carr Junior and supported by a Teaching Assistant on a temporary contract who has a music specialism. A Trustee suggested investigating the Richard Shephard Music Foundation for potential opportunities for support / engagement.
- 3.9 The Trust will request funding support from CYC and York Schools and Academies Board as this provision would support the system within the local authority.
- 3.10 A Trustee congratulated the CEO on the speed of pace to drive forward the alternative provision plans.
- 3.11 The CEO reported that Trust and School Improvement support was going well and was engaging staff.
- 3.12 Outcomes were broadly in line with previous year but the CEO highlighted that York High School attendance was a concern and there was a need to review the GCSE bucket three subjects curriculum across both secondaries as the outcomes are reporting lower than should be expected.

4 SAFEGUARDING UPDATE (PREVIOUSLY ISSUED)

- 4.1 In response to a Trustee the CEO confirmed that the Scarcroft bullying incident was linked to two children being assessed by the Director of SEND and Safeguarding who had been into school to observe and reported significant improvement.
- 4.2 A Trustee questioned there only being recorded data for Operation Encompass from Millthorpe and York High School. The CEO explained that the Director of SEND and Safeguarding had done work on the consistency of reporting and categories across the Trust that will be implemented from May half term.
- 4.3 The CEO explained that as part of the work on attendance there was a focus on emotional based school avoidance and that it would be useful to have CYC protocol with trigger points and specialist assessment.
- 4.4 A Trustee asked if the schools had adequate access to educational psychologists. The CEO confirmed the relationship had been positive and that the Educational Psychologist team were working with the Trust and had been secured for training at the conference day with further training for the pastoral team planned for 29th June 2023.

5 SEND UPDATE (PREVIOUSLY ISSUED)

- 5.1 The CEO reported that the Director of SEND and Safeguarding had been successful in becoming an inclusion quality mark assessor and the aim was for all schools in the Trust to have this external verification.
- 5.2 A Trustee asked what the staff response had been to the changes and new processes. The CEO reported that staff response had been positive on the whole and there had been significant movement at some Trust schools but they were seeing an enhanced level of support from the central team and increased collaboration across schools.
- 5.3 A Trustee suggested linking with other local schools who had a similar refugee intake to support Scarcroft.
- 5.4 A Trustee questioned the number of children at Millthorpe on parttime timetables. The CEO explained that some of the cases linked to days in alternative provision and that over time the number will reduce with a strengthening of the Behaviour Policy, greater staff presence across the site, higher level of pastoral support and the South Bank fulltime alternative provision offer.

6 ESTATES AND HEALTH AND SAFETY UPDATE (PREVIOUSLY ISSUED)

- 6.1 The CFO reported that the iAM Compliant system had been installed at Millthorpe and example data was included in the agenda pack. The system had also been installed at York High School and will then roll out to primary schools.
- 6.2 The CFO reported that all schools, except York High School, had asbestos surveys (the YHS survey will be conducted over half term), some issues were identified as expected at Millthorpe and an extraction regime will be put in place. One unexpected issue was identified in the Scarcroft basement but as long as it was not accessed there was no risk to school but

will need to be addressed as part of the capital proposal. The CFO reported that advice was being taken on remedial actions.

- 6.3 Suspected RAAC (Reinforced Autoclaved Aerated Concrete) was identified, and visual inspections completed with more intrusive checks planned.
- 6.4 A Trustee questioned the expectation for Headteachers to complete 'duty to manage asbestos' training. The CFO confirmed that further advice was being sought on this given the Trust estates offer / structure.
- 6.5 The CFO explained the capital allocation process which included schools requests, condition surveys, costings and Director of Estates graded priority. £1.4m of the £1.7m budget had been allocated to works.
- 6.6 **Resolution:** Trustees delegated authority to a group of trustees to formally approve the capital works projects.
- 6.7 In response to a Trustee the CFO confirmed that significant projects include Millthorpe and York High roof works, remodelling at Woodthorpe to create a new reception and central team area and the York High alternative provision site. The Director of Estates will manage / oversee projects over £50k and schools will operate within the procurement schedule.

7 HR UPDATE (PREVIOUSLY ISSUED)

- 7.1 The CEO reported that the People Strategy work was starting on 17th May 2023.
- 7.2 Further strike action was scheduled for this term and the CEO anticipated further action in the autumn term.
- 7.3 Trustees recorded thanks to the Director of HR for managing the restructure process.
- 7.4 Trustees recognised the excellent work of the strong central team in place.

8 FINANCE, AUDIT AND RISK COMMITTEE REPORT (PREVIOUSLY ISSUED)

- 8.1 In the absence of the Committee Chair the CFO reported that the meeting focused on the revised budget and updates from the Director of Estates and Director of HR.

9 FINANCE UPDATE

Monitoring Report (previously issued)

- 9.1 The CFO noted that the monitoring report was against revised budget, the 3.7% reserve reported close to the 4% benchmark and informed trustees that a Pension Consultant had been engaged to advise the Trust on the deficit pension scheme balance identified with the TUPE of employees.
- 9.2 In response to a trustee the CFO confirmed that no school in the Trust buys into the staff absence insurance scheme.

Reserves Proposal

- 9.3 The CFO updated trustees that the proposal to move to reserves pooling had been discussed with Headteachers as part of the start budget meetings and no concerns were raised. Trustees agreed with the CEO recommendation not to progress the proposal at this stage as it was in effect how the budget already operates and would form part of a wider budget conversation at a later date.

Risk Register (previously issued)

- 9.4 There were no questions on the risk register.

10 SCARCROFT PAN REDUCTION

- 10.1 The Executive Officer explained that if approved the reduction consultation would run at the same time as the admission consultation in the autumn.
- 10.2 **Resolution:** Trustees agreed for the Scarcroft PAN reduction proposal to go out to consultation.

11 MEMBER MEETING REPORT

- 11.1 The CEO reported that Members met for the general meeting where they approved the Trust Annual Accounts.
- 11.2 It was confirmed that Peter Quinn and Claire Antrobus had stepped down as Members.

12 TRUSTEE BUSINESS

Recruitment

- 12.1 **Resolution:** Trustees approved the Chairs proposal to appoint Gemma Lowe and Melissa Boyes as Trustee appointed Trustees.
- 12.2 **Resolution:** Trustees agreed to propose Frankie Haynes and David O'Brien as Member appointed Trustees.

2023/24 Meeting Plan

- 12.3 Trustees agreed to have 2 Member, 6 Trust Board and 8 Committee meetings for 2023/24.
- 12.4 Trustees agreed to progress having Trust meetings during the day and alternating them around the schools in the Trust.

13 LGB BUSINESS

Governance Evening Update

- 13.1 A Chairs meeting was scheduled for Friday 19th May 2023.
- 13.2 The CEO was working with the Chair to agree a date for the governance evening and proposed the evening included updates from the central school improvement team, clarification of the governor role in the trust, communication and role of link trustee.

Matters from LGB

13.3 There were no matters from LGBs.

LGB Appointments and Resignations (previously issued)

13.4 **Resolution:** Trustees noted the governor movements and approved the Governor appointments.

13.5 A Trustee asked if a governance review was planned. The CEO confirmed this was discussed at the Member meeting and Members agreed for a governance review to be commissioned in the summer term of 2023/24.

14 MINUTES OF TRUST BOARD MEETING 14TH MARCH 2023 (PREVIOUSLY ISSUED)

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

Matters Arising and Action Plan

14.2 The action was confirmed as closed.

15 POLICIES

Absence Management Policy (previously issued)

15.1 **Resolution:** Trustees ratified the approval of the Absence Management Policy that had been approved by e mail.

Adoption Policy (previously issued)

15.2 **Resolution:** Trustees ratified the approval of the Adoptions Policy that had been approved by e mail.

Maternity Policy (previously issued)

15.3 **Resolution:** Trustees ratified the approval of the Maternity Policy that had been approved by e mail.

16 ANY OTHER BUSINESS

16.1 There were no items for discussion under AOB.

17 FUTURE MEETING DATES (PREVIOUSLY ISSUED)

Education & Standards Committee – 20th June 2023

Finance & Audit Committee – 27th June 2023

Trust Board – 18th July 2023

The meeting closed at 8pm.

Meeting Decisions
Trustees delegated authority to a group of trustees to formally approve the capital works projects.
Trustees agreed for the Scarcroft PAN reduction proposal to go out to consultation.
Trustees approved the Chairs proposal to appoint Gemma Lowe and Melissa Boyes as Trustee appointed Trustees.
Trustees agreed to propose Frankie Haynes and David O'Brien as Member appointed Trustees.
Trustees approved the Governor appointments.
Trustees approved the previous meeting minutes.
Trustees ratified the approval of the following policies: Absence Management Policy Adoption Policy Maternity Policy

16th May 2023

Item	By	Action	Date
N/A	N/A	N/A	N/A

Approved at Trust Board on 18th July 2023

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Trust Board Approval