

South Bank Multi Academy Trust

Trust Board

Minutes of the Meeting held on Tuesday 1 February 2022 6.00 pm virtually

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

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

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 Mrs Boyle had provided a declaration of interest update regarding another governance role to the clerk.

2.4 The Trust Principal provided an update to his business interest form.

3 MINUTES OF PREVIOUS MEETINGS (PREVIOUSLY ISSUED)

3.1 The minutes and confidential minutes of 30th November 2021 were agreed as an accurate record of the meeting and approved.

3.2 The minutes of 7th December 2021 were agreed as an accurate record of the meeting and approved

4 MATTERS ARISING AND ACTION PLAN

4.1 The action plan was updated.

- 4.2 Trustees agreed that names of spouse and children do not need to be listed on business interest forms as standard noting that it is incumbent on trustees to ensure any specific family business interests are declared and they register conflicts of interest as they arise.
- 4.3 The Trust Principal confirmed that the CPOMs categories have been updated to include sexual harassment and the six incidents at Scarcroft were use of sexual language amongst Year 6 last year.
- 4.4 The Trust Principal confirmed that Woodthorpe have finger guards on pupil accessible rooms and that he and the Trust Business Manager were satisfied with the Carr Junior risk assessment process for the loft ladder use decision.
- 4.5 A Trustee asked if the trust structure, finance, levy and resource conversations have started with the Heads and LGB chairs. The Finance and Resources Committee Chair reported that they were tasked with speaking to the CFO and Trust Principal and to agree a plan for driving this forward.
- 4.6 **Action:** Mr Bennett to speak with the CFO and TP to agree a plan for trust structure, resource and levy consultation and a plan to be presented as part of the next meeting.
- 4.7 A Trustee asked for an update on the review of the Scheme of Delegation. The Chair of Trustees reported that a Chief Executive role is being advertised, there has been engagement with the Heads and Chairs but has not been communicated more widely with governors. The Chair of Trustees confirmed that the Scheme of Delegation is a priority.
- 4.8 A Trustee asked if the School on Two Pages documents were shared with the Trust Board. It was confirmed that the most recent draft versions were shared at Education and Standards Committee and are available to be shared for information. It was agreed for all trustees to be included in the committee agenda packs.

5 TRUST PRINCIPAL REPORT (PREVIOUSLY ISSUED)

- 5.1 There were no questions but trustees noted the staffing challenges for schools.
- 5.2 A final version of the Trust Development Plan was circulated for information.

6 SCHOOL OFSTED SELF ASSESSMENTS (PREVIOUSLY ISSUED)

- 6.1 The Chair of Trustees noted that the formal response for the Woodthorpe Ofsted is not yet available but they had attended the detailed verbal feedback.
- 6.2 The Trust Principal reported that it was a difficult and disappointing experience. Woodthorpe were disappointed and upset with the feedback but the Headteacher wants to share the experience with Heads to support the Trust. WT SLT want to continue to deliver what is right for their children and also satisfy Ofsted.
- 6.3 The focus of the inspection included Early Years, Phonics which despite initial feedback came out positively in the final feedback, a Computing deep dive and History where the feedback was that the curriculum wasn't strategically ordered enough and didn't have

enough historical parts despite the hard work to make the curriculum interesting adding Chernobyl, Berlin Wall and Black Lives Matter as topics.

- 6.4 The Trust Principal explained that there is a need to understand if there is a significant element of needing to use DfE approved schemes or whether other inspectors may have been more welcoming to the use of alternative schemes.
- 6.5 The Trust Principal highlighted a development need across the trust of being able to control the narrative in the process.
- 6.6 A Trustee noted that there was a strand in the Trust Plan about Ofsted preparation and asked how trustees ensure there is speedy action to address risks identified.
- 6.7 The Trust Principal explained that the pressure and risk is with middle leaders and Woodthorpe had been recently advised by an experienced educationalist who had recently been through a positive Ofsted.
- 6.8 A Trustee asked if the external scrutiny is adequate to ensure that school leaders, governors and trustees know better what improvements need to be made. The Trust Principal noted that the school, governors and Trust Principal all agreed the school was good so there will be challenge to governance and leadership.
- 6.9 A Trustee was disappointed with the feedback around British Values and Early Years as the school had created an environment for their children to learn and express themselves.
- 6.10 Trustees noted that the Ofsted feedback will have a significant impact on the school, community and the trust and there is a need to think about focus areas across the trust to balance the work on Ofsted feedback of Woodthorpe and ensuring the other schools don't have a similar experience.
- 6.11 A Trustee noted the immediate focus should be on developing an aligned school and trust response and taking control of the external narrative. The medium term focus should be to consider the impact of an RI rating on pupil numbers and the need to control that narrative to mitigate any damage.
- 6.12 It was confirmed that factual errors in the Ofsted report can be challenged but not the judgement.
- 6.13 A Trustee asked to what extent the trust was involved in the inspection. It was confirmed that the inspectors checked the Scheme of Delegation, had a half hour meeting with representatives from the trust, a separate session with governors and the Trust Principal had no wider engagement beyond the trust session.
- 6.14 The Trust Principal noted that if he had additional capacity he could have scrutinised planning, pupil voice and questioned leaders but he wouldn't have come to a different judgement. There is a need to combine additional capacity and the expertise going forward. The previous Trust Principal had given the same good rating.
- 6.15 The Chair of Trustees reported that Safeguarding was secure which is very good.
- 6.16 Trustees agreed that there was a need to refine Ofsted technique and approach to inspections across the Trust.

- 6.17 Trustees were in agreement to communicate positively back to Woodthorpe that nothing in the feedback undermines the huge amount of work in the school. Safeguarding was judged as good and there were lots of positives around ethos, community and the way of working.
- 6.18 A Trustee noted the impact to the Trust if another school drops in judgement and emphasised the need for a credible answer as to how they know what is happening in the schools including external validation and processes of data gathering to inform judgements being crucial. The Trust Principal noted that there is more to do to formalise the peer review process. The Chair of Trustees explained that the Heads do not feel a mocksted would be good for staff wellbeing but there is a need to ensure there is some external validation.
- 6.19 **Action:** Trust to provide communication support to Woodthorpe and issue a joint Ofsted communication.
- 6.20 A Trustee noted the pupil voice element and suggested the need for trustees to know if the children can articulate what they are learning. The Trust Principal noted that Year 4 were asked what historical topics they had learnt before Covid.
- 6.21 A Trustee felt strongly that the schools should have an external mocksted / validation and to ensure there is coaching so that leaders know better how to work within the inspection system.
- 6.22 Trustees agreed the importance of ensuring credible external assessments to ensure as a Trust we were not always 'marking our own homework' and the need for a more structured approach to our internal peer reviews
- 6.23 **Action:** Trust Principal to discuss with the Head Teacher Group and develop a structured approach to internal peer reviews by schools and a robust approach to external challenge and assessment.
- 6.24 It was noted that the Education and Standards Committee had fed back that there was a homogenous position with the school self-evaluation grading's.

7 PUPIL ADMISSION NUMBERS (PREVIOUSLY ISSUED)

- 7.1 The Trust Principal confirmed that there is a CYC Place Planning meeting scheduled.
- 7.2 A Trustee noted that the data suggests a need to restructure at Carr Junior.

8 PARENT VOICE (PREVIOUSLY ISSUED)

- 8.1 A Trustee noted that it was helpful to see the response rates.
- 8.2 In response to a Trustee the Trust Principal confirmed there is no industry benchmark so can only benchmark internally.
- 8.3 A Trustee asked why all schools had not asked all the questions. The Trust Principal confirmed this was an error and going forward they will.
- 8.4 A Trustee questioned the 13% response at YHS to the 'my child feels safe' question. A Trustee noted that given the response rate this would equate to a small percentage of circa

3% and whilst it is useful information questioned the statistical significance given the low response rates.

- 8.5 **Action:** Trust Principal to investigate the YHS 13% don't feel their child is safe response rate.
- 8.6 A Trustee noted that only 58% at Millthorpe agree that the school supports their child's wider personal development.
- 8.7 A Trustee suggested considering if there is a correlation between parent engagement (i.e. low response rates at WT and MT) being reflected in how schools are engaging with their community and performance. The Trust Principal explained that it can be hard to judge if it is a lack of engagement, access or time noting that response rates are often higher when parents are asked to complete at in person parents evenings but agreed there is work to do.

9 EDUCATION AND STANDARDS COMMITTEE REPORT

- 9.1 The Committee Chair reported that the committee discussion focused on:
- Autumn data
 - School on two pages
 - Safeguarding overview
 - Pupil Premium Strategy DfE documents
 - Ofsted self-evaluations
 - Performance management outcomes

10 FINANCIAL UPDATE (PREVIOUSLY ISSUED)

- 10.1 The CFO reported on December month four monitoring noting that;
- SEN Funding from CYC has not yet been released.
 - The supply staff negative variance of £92k is split between Teachers and Teaching Assistants with TAs linked to high needs SEN support while awaiting an EHCP.
 - The forecasted £159k deficit includes an assumption of £99k on support staff pay award. A ballot for action was approved based on a low percentage of members voting and await confirmation of the form of action.
- 10.2 A Trustee referenced the Kreston Benchmarking Report that there had been a 'record breaking in year surplus for MATs' and asked if any networks are suggesting this year that MATs are reflecting financial difficulties. The CFO confirmed that there is financial concern mainly around supply staff and energy costs.
- 10.3 **Action:** CFO to provide the Kreston Report to be uploaded to Decision Time.
- 10.4 The CFO confirmed that Knavesmire are rated amber due to being lower than budget and the Carr Junior budget is reporting the impact of supply and support staff pay awards.
- 10.5 In response to a trustee the CFO confirmed there is enough cash flow to mitigate the SEN funding delay.
- 10.6 A Trustee asked if, with gas prices increasing, the capital expenditure projects priority levels will be reviewed to bring forward works such as thermal insulation and replacing filament

lights with LED which will provide a faster pay back. The CFO reported that the decarbonisation planning work has started and a report including an energy audit will be provided to the March Finance and Resources Committee.

Knivesmire School House Project (previously issued)

- 10.7 The Headteacher explained that the development of the school house is instead of the loft conversion and would be significantly for vulnerable pupils. The small upstairs rooms would be used for one to one work, a multi-sensory room and a calming desensitising room.
- 10.8 A Trustee asked who would manage the project. The Headteacher explained that the best approach would be agreed with the CFO and may depend on the tender process. Trustees recommended spending more to approve a tender with proper costed project management resource.
- 10.9 In response to a trustee the CFO confirmed that there are enough projects to utilise the capital funding and this project would be funded from the school reserves.
- 10.10 **Resolution:** Trustees approved the Knivesmire School House project proposal and the use of Knivesmire Primary School reserves for the project.
- 10.11 A Trustee requested a capital strategy agenda item at the next Finance and Resources Committee.

Risk Record (previously issued)

- 10.12 The CFO highlighted the risk of reducing pupil numbers, staffing supply and trustee recruitment. The merger item is complete and will be removed.

11 SAFEGUARDING (PREVIOUSLY ISSUED)

- 11.1 It was noted that safeguarding was reviewed at the Education and Standards Committee and had assurance on policy dates and updates for Millthorpe.
- 11.2 A Trustee asked if York High School are not using CPOMs. A trustee noted that this was raised at Education and Standards Committee and the Trust Principal has a meeting with YHS to discuss.
- 11.3 A Trustee asked for the report to show a zero instead of a blank box so it is clear there has been a return.
- 11.4 The Trust Principal explained that the reporting process is not efficient and is something that needs to be moved forward with the new CEO.

12 HEALTH AND SAFETY (PREVIOUSLY ISSUED)

- 12.1 A Trustee noted that the report didn't provide a feeling for any cultural importance around Health and Safety unlike safeguarding which is embedded and it was agreed for this to be addressed as an agenda item at Finance and Audit Committee.
- 12.2 Trustees recorded thanks to the Trust Business Manager for the information / report.

13 TRUSTEE BUSINESS

CEO Recruitment

13.1 The Chair reported that CEO recruitment is going well and thanked the recruitment committee for their work. Final interviews are scheduled for 9th and 10th March and trustees were asked to provide availability for those days.

13.2 **Action:** Trust Board to be held on 10th March to ratify CEO appointment.

Trustee Recruitment

13.3 The Chair informed trustees that Mrs Donaldson-Hodges had formally resigned as a trustee and that he is drafting trustee recruitment material.

13.4 A Trustee asked how skills gaps will be identified and recruited to. The Chair felt there was a number of vacancies and a wide range of expertise needed, trustees completed a skills audit when looking at a merged board that can feed into this process.

14 LGB BUSINESS

Matters from LGB

14.1 The Chair wanted to push forward the Scheme of Delegation work and confirmed that the next South Bank MAT Governance training session should be built around the new Scheme.

LGB Appointments and Resignations (previously issued)

14.2 Trustees agreed the appointments,

14.3 The Chair informed trustees that Mr Borlase will be stepping down from the Knavesmire LGB and that he will speak with the Headteacher and LGB about succession planning. Trustees recorded thanks to Mr Borlase for his significant commitment and effectiveness to the LGB, school and the Trust and he will be a big loss.

15 POLICIES (PREVIOUSLY ISSUED)

Governor Election Policy (previously issued)

15.1 **Resolution:** Trustees approved the Governor Election Policy.

Complaints Policy (previously issued)

15.2 **Resolution:** Trustees approved the Complaints Policy.

Premises Management Policy (previously issued)

15.3 **Resolution:** Trustees approved the Premises Management Policy.

GDPR Biometric Policy (previously issued)

15.4 **Resolution:** Trustees approved the GDPR Biometric Policy.

GDPR Communications Acceptable Use Policy (previously issued)

15.5 **Resolution:** Trustees approved the GDPR Communications Acceptable Use Policy.

GDPR Information Governance Policy (previously issued)

15.6 **Resolution:** Trustees approved the GDPR Information Governance Policy.

GDPR Information Security Policy (previously issued)

15.7 **Resolution:** Trustees approved the GDPR Information Security Policy.

GDPR Records Management Policy (previously issued)

15.8 **Resolution:** Trustees approved the GDPR Records Management Policy.

GDPR Special Category Policy (previously issued)

15.9 **Resolution:** Trustees approved the GDPR Special Category Policy.

GDPR Breach Reporting Policy (previously issued)

15.10 **Resolution:** Trustees approved the GDPR Breach Reporting Policy.

GDPR Surveillance Policy (previously issued)

15.11 **Resolution:** Trustees approved the GDPR Surveillance Policy.

15.12 A Trustee suggested it was the time to consider a refresh of GDPR training.

16 ANY OTHER BUSINESS

16.1 There were no items for discussion under Any Other Business.

20 FUTURE MEETING DATES

Member – 2nd February

Trust Board – 15th March

The meeting closed at 8.40pm.

Meeting Decisions
Approved the Knavesmire School House project proposal and the use of Knavesmire Primary School reserves for the project.
Trustees approved the below policies: Governor Election Policy. Complaints Policy. Premises Management Policy. GDPR Biometric Policy. GDPR Communications Acceptable Use Policy. GDPR Information Governance Policy. GDPR Information Security Policy. GDPR Records Management Policy. GDPR Special Category Policy. GDPR Breach Reporting Policy. GDPR Surveillance Policy.

16th March 2021

Item	By	Action	Date
8.9	TP / CFO	Check the equal rate and equal pay element of the job evaluation system. <i>18.05.21: The Trust Principal explained that it is a significant piece of work and will be done as part of merger if this goes ahead.</i> <i>01:02:22: The Chair proposed a people strategy agenda item for the May board meeting and trustees agreed.</i>	Jan 2022
8.11	Trustees	Have a conversation around nurturing talent, particularly with a view on diversity. <i>06.07.21: The Chair explained that this is a substantive piece of work to progress once a decision on the merger is made.</i> <i>01:02:22: The Chair proposed a people strategy agenda item for the May board meeting and trustees agreed.</i>	Jan 2022

7th December 2021

Item	By	Action	Date
15.3	Chair	Trustees to agree how to ensure there is effective training across the Trust Board.	Mar 2022

1st February 2022

Item	By	Action	Date
4.7	RB / TP / CFO	Mr Bennett to speak with the CFO and TP to agree a plan for trust structure, resource and levy consultation and a plan to be presented as part of the next meeting.	Feb 22
6.19	TP	Trust to provide communication support to Woodthorpe and issue a joint Ofsted communication.	Feb 22
6.23	TP	Trust Principal to discuss with the Head Teacher Group and develop a structured approach to internal peer reviews by schools and a robust approach to external challenge and assessment.	Feb 22
8.5	TP	Trust Principal to investigate the YHS Parent Survey response rate that 13% don't feel their child is safe.	Feb 22
10.3	CFO	CFO to provide the Kreston Report to be uploaded to Decision Time.	Complete
13.3	Chair	Trust Board meeting to be held on 10 th March to ratify CEO appointment.	Mar 22

Approved at Trust Board on 17th May 2022

.....
Chair of South Bank Multi Academy Trust