

South Bank Multi Academy Trust

Trust Board

Minutes of the Meeting held on Tuesday 7 December 2021
6.00 pm at Knavesmire Primary School

Present:	Ian Wiggins	} Chair of Trustees
	Edwin Thomas	
	Pat Boyle	} Non-Executive Trustees
	Martyn Sibley	
In attendance:	Adam Cooper	Trust Principal
	Michael Gidley	Chief Finance Officer
	Sophie Triffitt	Clerk to the Board of Trustees

1 WELCOME AND INTRODUCTIONS

- 1.1 Edwin Thomas joined the meeting virtually.
- 1.2 The Chair welcomed everyone to the meeting.

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

Absence

- 2.1 Apologies were received and accepted for Sue Laycock, Jill Donaldson Hodges 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 The CFO noted that recent information on an academy finance forum advises that some auditors are requiring business interest forms to include spouse and child names.
- 2.4 **Action:** CFO to check requirements on declaring names of spouse and children on business interest forms with ESFA and clerk to check guidance.

3 MINUTES OF PREVIOUS MEETING 19 OCTOBER 2021 (PREVIOUSLY ISSUED)

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

4 MATTERS ARISING AND ACTION PLAN

- 4.1 All actions were complete or included on the meeting agenda.

- 4.2 The Trust Principal reported that home learning has been consistently available for those off with Covid with plans / lessons on websites and accessible to pupils. Millthorpe are looking at sending home learning out to those off and not be available to all pupils to encourage maximum attendance.
- 4.3 The Safeguarding Link Trustee Report was considered at Education and Standards Committee and the Trust Principal developed an action plan.
- 4.4 The support staff pay award discussions are ongoing and it was agreed to close the action around support staff retention for it to be part of wider conversations around pay.

5 TRUST PRINCIPAL REPORT (PREVIOUSLY ISSUED)

- 5.1 The Trust Principal informed trustees that the decision to open or not for Christmas performances has been at school level.
- 5.2 Primary assessment information is being collated and scrutiny of key documents is underway.
- 5.3 Mrs Boyle volunteered as a trustee representative on the cleaning tender.
- 5.4 The Trust Principal reported that he had recently been informed that Ofsted inspections may have been paused due to the merger discussions.
- 5.5 A Trustee asked if the School on Two Pages documents will be shared with the Trust Board. The Trust Principal confirmed they will be included in the Trust Board packs once completed.
- 5.6 A Trustee noted that the £20k funding for decarbonisation work is a good example of accessing available funding.

6 TRUST DEVELOPMENT PLAN UPDATE (PREVIOUSLY ISSUED)

- 6.1 A Trustee noted the high proportion of green on the Impact Review and that there are understandable reasons for the red areas.
- 6.2 A Trustee asked if the Trust structure exploration and levy consultation will be started before a CEO is appointed. The Chair felt that it was an important process and the conversation should start with Heads and LGB Chairs around structure, finance and resource early in 2022.
- 6.3 A Trustee asked for clarity on the plan to progress the networking and working together item. The Trust Principal explained that there is a need to consider a longer term strategic conversation and develop a culture for strategy success.
- 6.4 Trustees agreed that the priority areas appropriately reflect the one year strategy.
- 6.5 A Trustee requested a detailed report to understand how impact and success of the plan will be measured.
- 6.6 A Trustee asked where the Ofsted expertise will come from. The Trust Principal explained that he is asking Headteachers what they need. He is aware the Trust did not have inspection specific expertise as part of the central team, and so is sourcing resources and contacts as

well as developing networks with different trusts in York, Pathfinder may be able to support secondary schools through their teaching school alliance.

- 6.7 A Trustee suggested the need to consider how the Trust builds in a structure to share areas of best practice.
- 6.8 A Trustee asked for a summary of the school Ofsted grading self-assessments. The Trust Principal confirmed that he can share the self-assessed category with key areas of focus with an element of Trust Principal moderation / quality assurance.
- 6.9 A Trustee asked if the Trust Principal is confident with moderating the secondary self-assessments. The Trust Principal explained that whilst he is not as confident with secondary as he is with primary following work with the secondary schools he feels that he has an appropriate level of knowledge and expertise for this process.
- 6.10 **Resolution:** Trustees agreed the strategy for 2021/22.

7 PLACE PLANNING (TABLED)

- 7.1 The Trust Principal provided information on secondary school first preference and over / under subscriptions for 2022/23.
- 7.2 The Trust Principal informed trustees that he is meeting with the secondary Headteachers to look at how to promote York High School to the Millthorpe first preferences who don't get allocated a place. The Chair offered to sign a letter to these families and suggested that Woodthorpe and Carr Junior could play a role in communicating with their families.
- 7.3 A Trustee asked that financial support be made available for targeted marketing.
- 7.4 Trustees requested a long term plan for work within catchments and noted a need to prepare financially for future impact.

8 PARENT AND STAFF VOICE (PREVIOUSLY ISSUED)

- 8.1 A Trustee thanked the Trust Principal for the useful comparable data.
- 8.2 A Trustee asked why the Carr Junior leadership scores have gone down more significantly than other schools. The Trust Principal was not concerned and explained that it may be a result of this stage of transition of a new Headteacher pushing the school forward. The Headteacher was disappointed with the scores and has followed up with staff and done a lot of work to understand the reasons.
- 8.3 A Trustee requested the inclusion of the numbers of how many staff completed the survey.
- 8.4 A Trustee wanted to make it clear that the Trust Board is not making judgements on leadership based on these surveys but wanted to be assured that Headteachers are engaging with staff and having follow up conversations.
- 8.5 A Trustee asked if any support is needed for the Millthorpe Headteacher. The Trust Principal reported that he had met with the Headteacher who has run extensive follow up engagement

with staff to understand in more detail the reasons behind the responses and produced an action plan and will be running a follow up survey before February half term.

- 8.6 A Trustee noted that the Millthorpe Headteacher has managed to drive the school forward in difficult circumstances and when pressure is put on in this way it can deliver lower survey responses but based on the information gathered seems to be driving forward in the right direction to deliver the best for the students.
- 8.7 A Trustee asked if coaching / mentoring support can be made available for Headteachers as it is an isolated job and the schools are facing very different challenges. The Trust Principal felt it was important to ask the Headteachers how they can best be supported.
- 8.8 The Trust Principal confirmed that the Parent Voice information will be shared for the next meeting.

9 EDUCATION AND STANDARDS COMMITTEE REPORT

- 9.1 The Committee Chair reported that the committee discussion focused on:
- 9.2 The York High School Standards Review – staffing challenges, rising FSM numbers, high needs link to behaviour and Child Protection cases, summer school success, +0.1 PP P8, small group tuition focusing on reading, challenge around pupil places and the Millthorpe expansion, importance of achieving positive external validation.
- 9.3 The Millthorpe Standards Review – staff retention is high which can cause problems, collaboration consistency, curriculum work in early stage, high mental health challenges, behaviour system is working well supported by data, national tutoring programme, challenged using FFT50 target for Pupil Premium but the Headteacher felt it was right to target against national, governor recruitment.
- 9.4 Pupil Premium / Recovery Premium.
- 9.5 South Bank Targets and lack of confidence in this year's FFT data.
- 9.6 Safeguarding Action Plan.

10 FINANCIAL UPDATE (PREVIOUSLY ISSUED)

- 10.1 The CFO reported that the financial pressure is around staffing (absence cover and support for increasing numbers of high needs children) with supply staff costs already running ahead of the budget.
- 10.2 £1.9m capital funding for the Millthorpe expansion has been agreed with CYC with the aim to complete by September 2022.
- 10.3 **Resolution:** The Chair was authorised to sign the Funding Agreement and contracts to ensure funding is in place before the work starts.
- 10.4 Trustees asked the CFO to ensure support is in place for Millthorpe through the project.
- 10.5 Trustees reviewed the summary of School Condition Allocation funding to date.

11 FINANCE AND AUDIT COMMITTEE REPORT

Accounts (previously issued)

11.1 **Resolution:** Trustees approved and agreed to sign off the accounts.

External Audit Report (previously issued)

11.2 Trustees recognised the smooth audit process and positive outcome and recorded thanks to the CFO and central team.

Risk Register (previously issued)

11.3 The committee reviewed the Trust and school risk registers highlighting the need to monitor falling rolls across the Trust. The Trust Principal noted that there will be a need to have a conversation on admission numbers.

11.4 **Action:** Trust Principal to contact CYC for the numbers of preschool children in the school catchment areas for future planning.

11.5 The committee reviewed the health and safety reports and discussed the increasing risk and tracking of mental health of staff and students and an action taken.

11.6 Estate management and capital planning was reviewed and the need for a strategic approach to managing the SCA funding was agreed.

12 SCHOOL CONDITION ALLOCATION REQUEST (PREVIOUSLY ISSUED)

12.1 The CFO explained that there is an application from York High to replace elements of the roof which are leaking, particularly into the plant room and kitchens, and could have an impact on the running of the school. The roof was highlighted in the school condition report but has worsened to a critical level.

12.2 A Trustee suggested that school level intelligence should also support the condition surveys when making SCA funding decisions.

12.3 **Resolution:** Trustees agreed the request for SCA funding from YHS for the roofing works.

12.4 Mr Bennett will be undertaking a walk around with the CFO and will use this opportunity to discuss safe, warm and dry work items and projects to inform the Trust plan.

12.5 The Trust Principal suggested the need to do some PR around the SCA funding and engaging heads in the five year plan conversation.

13 SAFEGUARDING (PREVIOUSLY ISSUED)

13.1 Trustees were confident that the scrutiny and monitoring at committee level is effective.

13.2 A Trustee questioned if there should be a category for sexual harassment on CPOMS.

13.3 **Action:** Trust Principal to include a sexual harassment category on CPOMS.

13.4 A Trustee questioned the number of sexual related incidents at Scarcroft (6) noting that it is more than the secondary schools.

13.5 **Action:** Trust Principal to investigate the 6 sexual related incidents at Scarcroft.

14 HEALTH AND SAFETY (PREVIOUSLY ISSUED)

- 14.1 The Finance and Audit Committee had questioned the number of items at YHS and wanted assurance that the Ofsted focus had not meant a reduced focus on areas of compliance.
- 14.2 A Trustee asked if the decisions not to complete actions are supported by risk assessments noting the caretaker room and use of the loft ladder at Carr Junior.
- 14.3 A Trustee asked if the finger guards at Woodthorpe not being put on doors due to cost are doors regularly used by children and pose a potential risk.
- 14.4 **Action:** Trust Principal to check if the doors that will not be fitted with finger guards at Woodthorpe are used by children and if Carr Junior have a risk assessment for the use of the loft ladder.

15 TRUSTEE BUSINESS

Vice Chair

- 15.1 **Resolution:** Martyn Sibley was appointed as Vice Chair.

Training Report (previously issued)

- 15.2 Mr Bennett had provided an update on his completed training and the tracker was updated.
- 15.3 **Action:** Trustees to agree how to ensure there is effective training across the Trust Board.

Trustee Recruitment

- 15.4 The Chair informed trustees that a recruitment promotion process for Members, Trustees and Governors to fill vacancies and facilitate change in membership will be started.

Link Trustees

- 15.5 The Chair confirmed that the link trustee system is in place and when new trustees are recruited this system will be reviewed.
- 15.6 Trustees were encouraged to visit schools.

16 LGB BUSINESS

Matters from LGB

- 16.1 There were no matters from LGB.

LGB Appointments and Resignations (previously issued)

- 16.2 Trustees agreed the appointments, there were no resignations to note.
- 16.3 A Trustee suggested discussing the size of LGBs with LGB Chairs.

17 POLICIES

Health and Safety Policy (previously issued)

- 17.1 **Resolution:** Trustees approved the Health and Safety Policy.

MAT Educational Visits Policy (previously issued)

- 17.2 **Resolution:** Trustees approved the MAT Educational Visits Policy.

Behaviour Policy Statement (previously issued)

17.3 **Resolution:** Trustees approved the Behaviour Policy Statement.

Anti-Bullying Policy Statement (previously issued)

17.4 **Resolution:** Trustees approved the Anti-Bullying Policy Statement.

Dignity at Work Policy (previously issued)

17.5 **Resolution:** Trustees approved the Dignity at Work Policy.

Equalities Policy (previously issued)

17.6 **Resolution:** Trustees approved the Equalities Policy.

Lone Working Policy (previously issued)

17.7 **Resolution:** Trustees approved the Lone Working Policy.

Disciplinary Policy and Procedure (previously issued)

17.8 **Resolution:** Trustees approved the Disciplinary Policy and Procedure.

Grievance Policy (previously issued)

17.9 **Resolution:** Trustees approved the Grievance Policy.

Debtors Policy (previously issued)

17.10 **Resolution:** Trustees approved the Debtors Policy.

18 ANY OTHER BUSINESS

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

20 FUTURE MEETING DATES

E&S Committee – 18th January

Trust Board – 1st February

Member – 2nd February

The meeting closed at 8.27pm.

Meeting Decisions
Trustees agreed the Trust Strategy for 2021/22.
The Chair was authorised to sign the Millthorpe expansion Funding Agreement and contracts.
Trustees agreed for the annual accounts to be signed.
Trustees agreed the request for SCA funding from YHS for the roofing works.
Martyn Sibley was appointed as Vice Chair.
Trustees approved the below policies: Health and Safety Policy MAT Educational Visits Policy Behaviour Policy Statement Anti-Bullying Policy Statement

Dignity at Work Policy
Equalities Policy
Lone Working Policy
Disciplinary Policy and Procedure
Grievance Policy
Debtors 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>	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>	Jan 2022

7th December 2021

Item	By	Action	Date
2.4	CFO / Clerk	CFO to check requirements on declaring names of spouse and children on business interest forms with ESFA and clerk to check guidance.	Dec 2021
11.4	TP	Trust Principal to contact CYC for the numbers of preschool children in the school catchment areas for future planning.	Jan 2022
13.3	TP	Trust Principal to include a sexual harassment category on CPOMS.	Dec 2021
13.5	TP	Trust Principal to investigate the 6 sexual related incidents at Scarcroft.	Dec 2021
14.4	TP	Trust Principal to check if the doors that will not be fitted with finger guards at Woodthorpe are used by children and if Carr Junior have a risk assessment for the use of the loft ladder.	Dec 2021
15.3	Chair	Trustees to agree how to ensure there is effective training across the Trust Board.	Feb 2022

Approved at Trust Board 1st February 2022

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Chair of South Bank Multi Academy Trust