

South Bank Multi Academy Trust

Trust Board

Minutes of the Meeting held on Tuesday 31st January 2023 6pm held at the Trust Office

Present:	Ian Wiggins Bethan Ellis Martyn Sibley Rob Bennett	Chair of Trustees
In attendance:	Mark Hassack Michael Gidley Katie Dent Zoe Pickard Sophie Triffitt	Chief Executive Officer Chief Finance Officer Director of HR Executive Officer Clerk to the Board of Trustees

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 *(PREVIOUSLY ISSUED)*

Absence

2.1 Apologies were received and accepted from Natalie Wong, Sue Laycock, Donna Smith and Pat Boyle.

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 Millthorpe: The CEO reported that the central team's first two weeks of the year focused on a Millthorpe due diligence process and identified clear actions in the below areas:

Quality of education.

Behaviour and attitudes.

Site compliance, health and safety.

Safeguarding, attendance procedures, punctuality, communication with parents.

HR records.

CPOMS actions recording.

- 3.2 There is work for the SLT to progress with the support of the central team and some actions have already been resolved including updating the Single Central Record, risk assessments and financial controls.
- 3.3 The Director of School Improvement has established regular meetings with the Deputy Head with responsibility for quality of education and they are working with middle leaders.
- 3.4 The Deputy Head with responsibility for behaviour has been supported on work to drive expectations.
- 3.5 A Trustee asked if there was baseline data to monitor improvement progress. The CEO confirmed there is a RAG rated matrix with strands of focus areas which the Chair of Trustees has had sight of and he would look to present that, in an appropriate format, to trustees.
- 3.6 A Trustee asked if the LGB had been fully reported to. The CEO reported that he had a preliminary discussion with the LGB Chair of Governors and plans to meet with the Chair of Governors to discuss the detail of the outcome.
- 3.7 A Trustee suggested formalising how the link trustee role works with the LGB Chairs.
- 3.8 A Trustee asked what action had been taken in relation to the safeguarding points highlighted. The CEO reported that the Director of SEND and Safeguarding has been based at Millthorpe for this half term and is assured there aren't any children that have been missed and that all the children in the lowest attendees report have been seen.
- 3.9 In response to a trustee the CEO confirmed that the support was welcomed but there was some reluctance in the highlighted areas of strategy / leadership that need to change.
- 3.10 Carr Junior: The CEO spent two days at Carr Junior with a focus on behaviour, attitudes, and attendance. There are concerns for Year 3, but the teacher implemented the suggested quick fixes was very receptive to the advice. The CEO noted that as a Junior school Year 3 is the first point of entry and there is work to do on transition from Infants. The CEO reported that the LGB Chair of Governors joined the behaviour and attitudes review, lesson observations and pupil voice groups.
- 3.11 There was a review of History, RE, DT and Computing curriculum areas which were generally good and the Headteacher has a clear way forward. The process did identify sections of the History national curriculum that was missed which was also identified at the curriculum day.
- 3.12 The key focus for Carr Junior is Writing and the Headteacher has developed a 'Carr Junior Bread and Butter' bespoke to each year group, the Trust will get these designed professionally with Impact and will be used as teaching aids.
- 3.13 A Trustee asked what the impact was of not having an Education Welfare Officer in the Trust. The CEO explained that the secondary school resources are limited, but staff need to be deployed in the most effective way and there is a need for someone to have oversight of higher-level caseloads. A Trustee asked if there was resource in the Trust to fund this appropriately. The CEO emphasised that attendance is the biggest risk at secondary phase so does need the resource. The School Improvement Partner current focus is on attendance

and there are early signs of improvement, but attendance requires a longer time to see significant and consistent improvements.

- 3.14 A Trustee noted positive feedback from the South Bank Thinks question that children in KS2 discuss in class, take a vote, and then share the results across schools.

4 STAFFING UPDATE

- 4.1 The Director of HR updated trustees on the Teaching Assistant contract changes and reported that in December the Trust had met with a Unison Rep who was not employed by South Bank and reviewed the original proposal and amends following staff feedback and the rep seemed satisfied with action taken. There was a meeting in January with Unison, NEU and GMB where the trust was informed that Unison members rejected the offer and have since rejected the pay protection offer and will be balloting for strike action. ACAS have been contacted to engage with conciliation particularly with Unison. Unison have responded that they will only engage if the trust withdraws the proposal and if they could discuss other items, such as workload, which school-based reps had not informed Headteachers about concerns. Clarification on conciliation has been requested. The Trust is also obtaining legal advice on communication to Unison to state that the Trust had reached the end of the negotiation process and failed to agree so will be issuing direct offers. The Director of HR confirmed that the union must give formal notice that they will be balloting and as yet this had not been received.
- 4.2 The Director of HR confirmed that a couple of staff had left as a result of the proposal.
- 4.3 A Trustee asked if there had been any concern from level 3 and 4 Teaching Assistant who were already on 39-week contracts that staff at the same level were not on the same week contracts. The Director of HR explained that there had been informal comments, but no formal concerns raised.

5 GROWTH STRATEGY UPDATE (PREVIOUSLY ISSUED)

- 5.1 The CEO had met with representatives from the DfE who mentioned opportunities in East Riding and North Yorkshire but no defined area of these large geographical areas and would feed back when they have further information.
- 5.2 The CEO noted different types of approach to growth including active marketing or targeted approach to schools in need of school improvement through Ofsted reports noting the unique position of the trust with the mixed phase model, expertise in moving from special measures and outstanding schools.
- 5.3 Trustees noted the need to consider executive team capacity and appetite for growth, current focus priorities of the trust, geography, capacity to build a trusted partner relationship with different local authorities and building condition in any growth decisions.
- 5.4 A trustee noted the moral duty to help schools and communities improve and suggested that this should be highlighted in the growth plan whilst acknowledging there would be red lines.
- 5.5 Trustees agreed that they had no set criteria for growth consideration with distance, size and level of school improvement needed to be considered on a sliding scale. Any growth would

need to be the right fit for the trust, be beneficial for both parties and not be to the detriment of any children currently in the care of South Bank MAT.

- 5.6 A trustee asked if alternative provision should be included in the growth strategy. The CEO explained that the Trust is costing works for a York High School building currently used for the STAR provision that could be established as an alternative provision extension of the school, developed slowly and then registered as a separate provision later.
- 5.7 Trustees agreed to the approach of growth and the CEO had defined criteria with which to inform discussion of potential growth opportunities.

6 SAFEGUARDING AND SAFETY WORKING GROUP REPORT

- 6.1 The CEO reported that Directors of Estates and SEND and Safeguarding were introduced to the governors in attendance, and it was agreed for the working group to be disbanded as LGBs would interact with the Directors.

7 SAFEGUARDING DASHBOARD (PREVIOUSLY ISSUED)

- 7.1 The CEO reported that the Director of SEND and Safeguarding is ensuring CPOMS has defined categories and coding across the schools and will be undertaking SEND and Safeguarding audits of each school.

8 EDUCATION AND STANDARDS COMMITTEE REPORT

- 8.1 The Committee Chair reported that the meeting provided an opportunity to meet the central team and have an update on their action and plans.
- 8.2 The Director of School Improvement work so far has focused on Millthorpe as discussed earlier in the meeting.
- 8.3 The Director of SEND and Safeguarding is a vital role to the Trust and has started to develop links with the Local Authority.
- 8.4 The School Improvement Partner current focus on attendance has included putting systems and challenge in place.
- 8.5 A Trustee suggested consideration to how the Trust share this positive work with LGBs.

9 HEALTH AND SAFETY OVERVIEW (PREVIOUSLY ISSUED)

- 9.1 The CFO noted that gaps in compliance procedures across the schools had been identified and the Director of Estates is working to establish robust systems. Mr Bennett reported that a decision had been taken on a compliance system (I Am Compliance). Mr Bennett met with the Director of Estates to discuss the system, risk register, health and safety, development of a live short, medium and long term capital plan and establishing QR codes on assets for easy health and safety reporting.
- 9.2 In reference to 3.1 of the report a trustee noted the need for assurance that schools are taking responsibility for ensuring all statutory compliance was completed. The CFO

explained that the Director of Estates will be trialling a couple of schools moving away from CYC for planned maintenance.

10 FINANCE UPDATE

Monitoring Report (previously issued)

- 10.1 The CFO noted that month four includes all pay awards and back pay and reports a staff cost adverse variance of £7k with the recruitment freeze and delayed appointments offsetting much of the increase in salary costs.
- 10.2 The mainstream schools additional grant from April 2023 will be circa £250k (full year £600k).
- 10.3 The revised budgets will be presented to the Finance and Audit Committee in March 2023.
- 10.4 A trustee highlighted the Carr Junior revenue reserve noting the need for a recovery plan and proposed investigating a review of the finance approach for discussion at a strategy day.

Risk Register (previously issued)

- 10.5 In response to a trustee the CFO confirmed that the document will be updated to reference pandemics and not just Covid.
- 10.6 A trustee suggested refining the risk scoring process.

11 TRUSTEE BUSINESS

Recruitment

- 11.1 **Action:** Chair to circulate the trustee recruitment pack and trustees were asked to use their networks to identify potential trustees particularly with HR and Finance expertise.

12 LGB BUSINESS

Governance Evening Update

- 12.1 The Chair confirmed that the governance evening will be held next half term and the plan is for the central team to attend and present an update on their roles and clarification to be provided on the role of local governance.

Matters from LGB

- 12.2 There were no matters for discussion.

LGB Appointments and Resignations (previously issued)

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

13 MINUTES OF TRUST BOARD MEETING 7TH DECEMBER 2022 (PREVIOUSLY ISSUED)

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

14 MATTERS ARISING AND ACTION PLAN

14.1 The 7th December 2022 actions were confirmed as complete.

15 REDUCTION IN PAN CONSULTATION OUTCOME

15.1 **Resolution:** Trustees noted the consultation outcome and approved the pupil admission numbers.

16 POLICIES

Provider Access Policy (previously issued)

16.1 **Resolution:** Trustees approved the Provider Access Policy.

Complaints Policy

16.2 The CEO reported that the Complaint Policy was being updated and will be circulated for approval by e mail.

SEND Policy

16.3 The Executive Officer noted that the SEND Policy was being updated and will be circulated for approval by e mail.

17 ANY OTHER BUSINESS

17.1 There were no items for discussion under AOB.

18 FUTURE MEETING DATES (PREVIOUSLY ISSUED)

Member – TBC

Trust Board – 14th March 2023

Finance & Audit Committee – 21st March 2023 & 22nd March 2023

Education & Standards Committee - 25th April 2023

Trust Board – 16th May 2023

Education & Standards Committee – 20th June 2023

Finance & Audit Committee – 27th June 2023

Trust Board – 4th July 2023

The meeting closed at 8.22pm.

Meeting Decisions
Trustees approved the Governor, Chair and Vice Chair appointments.
Trustees noted the consultation outcome and approved the pupil admission numbers.
Trustees approved the previous meeting minutes.
Trustees approved the Provider Access Policy.

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

31st January 2023

Item	By	Action	Date
11.1	Chair	Circulate the trustee recruitment pack and trustees were asked to utilise their networks to identify potential trustees particularly with HR and Finance expertise.	Feb 2023

Approved at Trust Board on 14th March 2023

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Trust Board Approval