

South Bank Multi Academy Trust

Trust Board

Minutes of the Meeting held on Monday 8th April 2024 1pm held at York High School

Present:	Ian Wiggins Natalie Wong Martyn Sibley Donna Smith Pat Boyle Rob Bennett	Chair of Trustees Trustee Trustee Trustee Trustee Trustee
In attendance:	Mark Hassack Michael Gidley Zoe French Katie Dent Sophie Triffitt	CEO Chief Finance Officer Director of Trust Services & EA Director of HR 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 Frankie Haynes, David O'Brien and Gemma Lowe.

Declarations of Interest

2.2 Trustees were reminded to keep their business interest submissions up to date throughout the year.

3 CEO UPDATE (previously issued)

3.1 Attendance: The CEO highlighted that attendance continued to perform better than the national trend.

3.2 EHT Recruitment: The CEO provided an update on the York High School Executive Headteacher recruitment process noting that four candidates were shortlisted with two

taken through to the second day. Both candidates were strong, but the decision was taken not to appoint giving consideration to both the short- and long-term requirements. The role was readvertised and has received some positive interest with interviews scheduled for the 22nd April 2024.

- 3.3 Millthorpe Ofsted: The Chair reported that the Millthorpe Ofsted outcome was in line with the self-assessment and both the Ofsted and Inclusion Quality Mark provided external validation of the Trust Board view of Millthorpe from the triangulation of reports and data.
- 3.4 The CEO summarised the Ofsted feedback noting that there had been a significant amount of work invested at Millthorpe and an Ofsted inspection was a point in time judgement and there were plans in place to continue the improvement journey.
- 3.5 Deep dives focused on Science, History, Drama, Languages and Design Technology.
- 3.6 Quality of Education came out strong with reference to the work done on the KS4 curriculum. Variability of implementation in History and the validity of choices of activities while teaching were noted as areas of development. Impact was least strong particularly for children in receipt of Pupil Premium and there was recognition that progress was average.
- 3.7 Behaviour came out well with recognition of; the redesigned Behaviour Policy, purposeful form time, culture curriculum, behaviour points system, positive views on bullying, excellent form time behaviour with no difference in behaviour for Early Career Teachers, when pupils were absent from class they get work linked to lessons, suspensions are used appropriately and reintegration was strong, acknowledgement that overall Pupil Premium numbers were low and more represented in behaviour data, assembly rotas.
- 3.8 The Personal Development and Careers curriculum were identified as high quality with note made to 100% of leavers being in employment, education or training and Personal Development was highlighted as a real strength of the school.
- 3.9 The inspection also identified that Safeguarding was effective, the school was a positive place to be, the use of Inspire was strong and there were always attempts to reengage the student and there was good support for ECTs. There was acknowledgement of the journey the school had been on over the last two years with strong support within the Trust. Inspectors identified the need for school leadership to recognise the journey over the last two years and to continue to drive that forward.
- 3.10 Governance from both governors and trustees was recognised as strong with challenge evidenced in LGB minutes.
- 3.11 The inspection team noted comments on Parent View and had asked how the school were responding. The development of the SEND provision over the last two years was explained and the inspector noted what had been put in place to involve parents but recognised there were a small minority who hadn't yet engaged and the CEO expected that to be an improvement area in the report.
- 3.12 The CEO also expected attendance to be an area of improvement despite the significant improvements already made.

- 3.13 In response to a trustee the CEO confirmed that the Parent View response was generally positive. Five parents had asked to speak to the lead inspector.
- 3.14 The CEO recorded that the inspection was quality assured by a Senior HMI.
- 3.15 In response to a trustee the CEO confirmed that the inspectors visited Inspire as part of the inspection as an offsite school provision. They also acted on the offer to have phone calls with Educational Psychologist and Head of Inclusion at the Local Authority.
- 3.16 Rachael Maskell MP: The Chair reported on a positive meeting with Rachael Maskell MP where there was good discussion, recognition of the good work happening in the Trust and agreement of how we could work to communicate and support each other for the benefit of our communities. The Chair recorded thanks to the Trust leadership for supporting that meeting.

4 TRUST IMPROVEMENT PLAN (previously issued)

- 4.1 The Chair asked Trustees to review the document and raise any questions. The Improvement Plan would be added to the July 2024 agenda.
- 4.2 The CEO asked Trustees to discuss and define principles for growth to feed into the next three-year plan.
- 4.3 The Chair suggested holding an away day for strategic direction discussion. A Trustee suggested consideration of how to build Trust Board meetings to meet the supervisory requirements and enabling strategic discussion for the Trust to excel and be unique in what it delivers.
- 4.4 **Action:** Chair to explore away day opportunities.

5 SEND AND SAFEGUARDING UPDATE (previously issued)

SEND

- 5.1 A Trustee asked why Scarcroft did not subscribe to Provision Map. The CEO explained that it was a matter of timing, and they would be on Provision Map from September 2024.
- 5.2 A Trustee asked for benchmarks (local / national) on the data for context or to provide an executive summary given the data was scrutinised at Education and Standards Committee.
- 5.3 A Trustee asked for an update on the Carr Junior alternative provision staffing. The CEO confirmed that in the interim a staff member has moved from the main school. The school were awaiting budget details to confirm staffing plans.
- 5.4 A Trustee noted that destination data would be reviewed at Education and Standards Committee including for Inspire as a measure of success.

Safeguarding

- 5.5 In response to trustee the CEO explained Operation Encompass.

- 5.6 A Trustee asked for benchmarking in future reports. The CEO explained that there was no national data as there would not be consistency in reporting. The Trustee requested trend analysis going forward.
- 5.7 A Trustee asked if there was confidence in the consistency of reporting across the schools in the Trust. The CEO explained that the Director of SEND and Safeguarding has defined reporting to ensure as much consistency as possible and provides oversight / quality assurance.
- 5.8 Trustees recorded thanks to the Director of SEND and Safeguarding and the Millthorpe SENCO for their work on achieving the IQM Award.
- 5.9 A Trustee asked if the discrepancy between filtering items for Millthorpe and York High School was due to population size and if that was the case asked for the data to be reported in a way that enables a comparison.

6 USE OF IMAGES (previously issued)

- 6.1 In response to a trustee the Director of Trust Services explained that data storage was covered in the Records Management Policy.
- 6.2 A Trustee questioned the value in keeping newsletters on websites for three years.
- 6.3 **Resolution:** Trustees were assured of the systems in place to respond to requests to delete personal data and approved the recommendation for schools to use images of students where consent is obtained, to limit the number of newsletters published on the website to a maximum of three academic years and for the school admission forms to be reviewed to ensure best practice in line with Data Protection Officer template.
- 6.4 **Action:** Chair to write to the governor who raised the question of using images of children and share the paper and approved recommendations based on information from the DPO.

7 HR UPDATE (previously issued)

- 7.1 In response to a trustee the Director of HR explained that marital status was requested as a protected characteristic under the Equality Act.
- 7.2 A Trustee noted that support vacancies continued to be a concern and asked if there was any leverage that could be made beyond salary. The Director of HR explained that both wages and flexibility were a factor in recruiting and as part of the people strategy would look at the wider benefits offer and maximising the use of the apprenticeship levy.
- 7.3 A Trustee suggested that collecting socio economic / diversity / background data beyond protected characteristics would be useful.
- 7.4 **Action:** Trustees asked the Director of HR to look at good practice in the sector to capture socio economic background of employees.

Gender Pay Gap Information (previously issued)

- 7.5 The Director of HR reported that the report was submitted by the 31st March deadline.

7.6 **Resolution:** Trustees approved the Gender Pay Gap Report for publishing on the website.

8 EDUCATION AND STANDARDS COMMITTEE REPORT

- 8.1 The Committee Chair explained that the 27th February 2024 meeting included updates from the central team.
- 8.2 The School Improvement Partner continued to do great work with attendance and provided data to allow sharp focus of action at school level. Priority groups identified were Year 11, Year 6, SEND and Disadvantaged. The committee questioned succession planning for this role.
- 8.3 The Director of SEND and Safeguarding update focused on work towards Inclusion Quality Mark and Inspire. With the impact of Inspire being seen on significantly reduced York High suspension data.
- 8.4 The Director of School Improvement updated the committee on monitoring, Millthorpe KS4 curriculum development and GCSE pathway, DT as a priority area for development across the Trust, the positive impact from the new Director of English and Woodthorpe self-assessing as Outstanding.
- 8.5 The committee discussed governance of Inspire once registered as a stand-alone provision.
- 8.6 A Trustee questioned if Inspire should have a dedicated governance function whilst in the development phase. A Trustee asked if staff were getting support and challenge from a governance function and if trustees have oversight of the direction of travel. Trustees agreed that there was deep scrutiny of data, the curriculum offer, culture and ethos through Education and Standards Committee and the LGBs of the two secondary schools. The Executive Team were providing support for senior staff. Trustees agreed it was appropriate to keep Inspire governance under review and define what the governance function should look like when registered as a stand-alone provision.

9 HEALTH AND SAFETY

Estates Update (previously issued)

- 9.1 A Trustee suggested that trend analysis on the iAM Compliant RAG table would be useful.
- 9.2 The CFO confirmed that the estates compliance position had improved and that schools were targeted to be at 90% (three schools had reached the target and three were close) and the system was meeting expectations.
- 9.3 A Trustee suggested the need for dual scrutiny of the headline target to ensure items within the 10% not yet completed were not significant areas of risk.

Capital Projects (previously issued)

- 9.4 A Trustee asked how they could be assured on the process of approved and declined requests. The CFO explained the process included requests going through two levels of

scrutiny. The first being at school level with moderation support from the Director of Estates. The second was Trust Executive level to assure requests align with identified priority areas.

- 9.5 The CEO explained that when schools submit requests they are rated on a priority scale with the items of greatest priority receiving first approval. Where there are questions the Director of Estates would visit the school and review. The CEO explained the aim to balance the requirement under the warm, safe and dry elements of work and those where an impact would be seen to the environment of the school.
- 9.6 A Trustee noted the Carr Junior school kitchen solar panel installation as positive long-term thinking.
- 9.7 The CEO explained that there was a strategy for capital but this needed to sit alongside schools having allocation within their budgets for routine and cyclical maintenance of the environment of the building and IT.
- 9.8 The CEO informed trustees that there was initial exploratory work on the IT strategy for the Trust.
- 9.9 It was agreed for the Finance and Audit Committee to review budget benchmarking and the IT strategy.
- 9.10 **Resolution:** Trustees approved the SCA allocation and project list for 2024/25.
- 9.11 Trustees recorded thanks to the Director of Estates and emphasised support for investment and future planning of projects to deliver efficiency.

10 FINANCE UPDATE

Monitoring *(previously issued)*

- 10.1 The CFO highlighted that the surplus position from month five monitoring was exactly the same as the start budget projection and noted that the item 1.4 reserves ratio was based on the revised budget and was reduced from the budget position.
- 10.2 A Trustee questioned how a culture and behaviour of financial efficiency could be instilled if there was a move to GAG pooling. The CFO explained that schools could have budget and reserve targets, ringfenced budget for projects and having the experience in the Trust that when a school needs something they would be supported. It was agreed that there should be a wider discussion at Finance and Audit Committee on systems to drive financial behaviours.
- 10.3 In response to a trustee the CFO confirmed there was no firm guidance on pay awards to the teacher pay body.
- 10.4 A Trustee noted that Knavesmire was not tracking in the right direction and suggested scrutiny at the Finance and Audit Committee. The CEO explained that Knavesmire maximise spend on staffing (81% against a DfE benchmark of 76%) and therefore could be impacted by unexpected absences.

10.5 A Trustee asked if schools buy in to absence insurance. The CFO explained that they can do but historically it has not been financially beneficial, there are options for internal self-insurance that could be explored.

Risk Register

10.6 Included in the CFO report.

10.7 A Trustee noted appreciation that the risk register had developed beyond financial and health and safety risks and incorporated a level of maturity and holistic view including education outcomes, operational and governance.

11 GOVERNANCE REVIEW UPDATE

11.1 Mr Bennett proposed the governance review have two strands, 1. doing the right thing. 2. being seen to do the right thing. The review would start with benchmarking utilising resources from the Governance Institute. Mr Bennett suggested stakeholder surveys and identifying best practice in other trusts to inform development of communication.

11.2 The Chair suggested identifying what good governance looks like in other trusts to inform governance practice and emphasised the need to engage LGBs to be an active part of the process with any work around communication being limited to governance.

11.3 A Trustee suggested a peer review. Mr Bennett explained that the Corporate Governance Code provides skills matrix and effectiveness survey resources. In addition to that an externally facilitated review could be engaged.

11.4 The CEO explained that there were different models of MAT governance, and an external review could be influenced by the reviewers preferred model.

12 TRUSTEE BUSINESS

Chair Appointment (previously issued)

12.1 Mr Wiggins volunteered to stand as Chair for another year but noted the need to succession plan for the Chair post.

Mr Wiggins left the meeting.

12.2 **Resolution:** Mr Wiggins was unanimously re-appointed as Chair for a term of one year.

Mr Wiggins returned to the meeting.

12.3 The Clerk was asked to change the word 'school' to 'Trust' in the Election of Chair and Vice Chair of Trust Board document. *Post meeting note: the request was actioned.*

13 LGB BUSINESS

Matters from LGB

13.1 Governors had asked for an update on the requested data training session. This was addressed as part of the actions update.

LGB Appointments and Resignations (previously issued)

13.2 **Resolution:** Trustees approved the governor appointments.

14 MINUTES OF PREVIOUS MEETING (previously issued)

14.1 **Resolution:** The minutes of the 29th January 2024 meeting were agreed as an accurate record of the meeting and approved.

Matters Arising and Action Plan

14.2 The action plan was updated.

14.3 The Chair had communicated with Martin Kelly who had agreed to a meeting with the CEO and Trust Chair, although a meeting timing had not yet been suggested by Mr Kelly's office.

14.4 The Director of Trust Services confirmed that the below governor information / training sessions had been scheduled:

- SEND, 20th May 2024 5pm-5.45pm
- Safeguarding, 21st May 2024 5pm-5.45pm
- Data, 8th May 5pm

15 POLICIES

Estates Policy (previously issued)

15.1 **Resolution:** Trustees approved the Estates Policy.

Behaviour Policy Statement (previously issued)

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

Governor Code of Conduct (previously issued)

15.3 **Resolution:** Trustees approved the Governor Code of Conduct.

16 ANY OTHER BUSINESS

16.1 There were no items for discussion under AOB.

17 FUTURE MEETING DATES (previously issued)

Trust Board

Monday 20th May 9.30am - Knavesmire

Monday 1st July 1pm - Carr Junior (Trust Improvement Plan)

The meeting closed at 4pm.

Meeting Decisions
Trustees approved the recommendation for schools to use images of students where consent is obtained, to limit the number of newsletters published on the website to a maximum of three academic years and for the school admission forms to be reviewed to ensure best practice in line with Data Protection Officer templates are incorporated.
Trustees approved the Gender Pay Gap Report for publishing on the website.
Trustees approved the SCA allocation and project list for 2024/25.
Trustees unanimously re-appointed Ian Wiggins as Chair for a term of one year.
Trustees approved the governor appointments. Thom Jones Matthew Oxley Helen Elsworth Trevor Charlton Amanda Crouch
Trustees approved the 29 th January 2024 meeting minutes.
Trustees approved the below policies Estates Policy. Behaviour Policy Statement. Governor Code of Conduct.

9 th October 2023			
Item	By	Action	Date
9.2	Chair	Write to Chairs of Governors to ask for any potential governor representatives for committees. <i>8th April 2024: Chair to remind LGB Chairs of the request.</i>	Oct 2023

29 th January 2024			
Item	By	Action	Date
10.13	Chair / F Haynes	Establish a strategic working group to map Trust engagement strategy. <i>8th April 2024: The Director of HR had sent a draft comms strategy in March and would chase a response.</i>	1 st Mar 2024

8 th April 2024			
Item	By	Action	Date
4.4	Chair	Explore away day opportunities (to include defining growth principles)	April 2024
6.4	Chair	Chair to write to the governor who raised the question of using images of children and share the paper and approved recommendations based on information from the DPO.	April 2024
7.4	Dir of HR	Identify good practice in the sector to capture socio economic background of employees.	13 May 2024

Approved at Trust Board on 20th May 2024

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Trust Board Approval