

South Bank Multi Academy Trust

Trust Board

Minutes of the Meeting held on Monday 20th May 2024 9.30am held at Trust Office, Woodthorpe Primary School

Present:	Ian Wiggins	Chair of Trustees
	Natalie Wong	Trustee
	Frankie Haynes	Trustee
	Donna Smith	Trustee
	Pat Boyle	Trustee
	Gemma Lowe	Trustee
In attendance:	Mark Hassack	CEO
	Michael Gidley	Chief Finance Officer
	Zoe French	Director of Trust Services & EA
	Katie Dent	Director of HR
	Sue Wight	Director of SEND & Safeguarding
	Sophie Triffitt	Clerk to the Board of Trustees

1 WELCOME AND INTRODUCTIONS

- 1.1 The Chair welcomed everyone to the meeting and noted that Donna Smith and Frankie Haynes would join the meeting late.

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 Martyn Sibley, David O'Brien and Rob Bennett.

Declarations of Interest

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

4 INSPIRE (previously issued)

- 4.1 The Director of SEND and Safeguarding reported that the registration process was under way and would be submitted by the end of June 2024.
- 4.2 **A trustee asked how long the registration process was expected to take.** The CEO explained that once the registration submission was made Ofsted would undertake a pre-

registration inspection and assess whether the provision was likely to meet the school standards or not, a report would then be sent to the DfE to take a decision. The Health and Safety and compliance aspects were being managed by the Director of Estates. The Director of SEND and Safeguarding expected the registration to be in the autumn term.

- 4.3 **A trustee asked at what point a separate governance function should be established.** The CEO explained that part of the submission would be governance and trustees agreed with the suggestion that the governance structure should mirror the other schools.
- 4.4 **A trustee asked how data around attendance and exclusions compared to other similar provisions.** The Director of SEND and Safeguarding reported that attendance at 67% was reporting well against the alternative provision (AP) national average of 59%. Pre pandemic PA attendance national average was 83%. Suspensions at 29% were also comparing well to the 35.5% national average.
- 4.5 **A trustee noted that attendance was lower for Millthorpe students and asked if that was due to the geography of the site to their home school.** The Director of SEND and Safeguarding explained this could impact attendance and that the referral process now includes consideration to the Millthorpe students who can get there and if attendance drops below 50% there needs to be a conversation with the home school as the places were a valuable resource.
- 4.6 **A trustee asked if Danesgate data suggests issues with attendance for those with a longer commute.** The Director of SEND and Safeguarding and Inspire leader met with Danesgate who explained that they, as a registered provision, make use of other APs in the area and students have transport provided to Danesgate.

Donna Smith joined the meeting at 9.41am.

- 4.7 **In reference to the KS3 Term 2 Report a trustee asked what steps were taken where a student had a lower score than on entry.** The Director of SEND and Safeguarding explained that the provision uses the Boxall check and resources, and support includes zones of regulation, consideration of groupings and embedded interventions through the personal development programme to ensure progression.
- 4.8 **In reference to the KS4 Term 2 Report a trustee asked how the twilight sessions were received and how delivery impacted staffing.** The Director of SEND and Safeguarding reported that the twilight initiative was working well with no resistance from students. There was a focus on restorative work and staff phone home to report on the session. The initiative has positively impacted on suspensions and relationships with staff. The Danesgate Headteacher had emphasised the importance of developing strong relationships and relationships staff have with students are fantastic and will be supported with a coaching model next year.
- 4.9 **A trustee asked if the twilight sessions impacted staff workload.** The Director of SEND and Safeguarding explained that they run between 3.30pm and 4.30pm when teachers and HLTA would be on site and a rota has been developed to ensure appropriate staffing.
- 4.10 **A trustee asked what the plan was as the current Year 11 cohort move out.** The Director of SEND and Safeguarding explained that plans have incorporated knowledge

learnt from this year with groups of six to eight and having capacity for emergency placements. Referrals for KS3 and Year 10 would be submitted on Friday 24th May 2024. The curriculum was being reviewed and finalised to ensure a broad offering. Staff are fully trained, and an additional TA will be recruited. From September there will be a push on outcomes and attendance and the School Improvement Partner has started regular meetings with the Inspire leader to start the attendance processes.

- 4.11 The CEO noted that once registered charged for places could be offered externally at a cost of circa £18-20k per place per annum which would support funding for additional staffing resource. Registration would be for 30 places as a maximum for the next five years.
- 4.12 **The Chair recognised the impact of the provision and that it was having an impact for young people in the trust and the wider city.**
- 4.13 The CEO made reference to a negative social media post which referenced the provision and assured trustees that Inspire was supporting the reduction of the number of exclusions (York High School had 11 permanent exclusions last year and only one so far this year) and there was a proper curriculum in place and the young people based there were being educated and supported for their next destination. The CEO was proud of the genuine provision staff had established and once registered could talk about this further publicly.

5 SEND AND SAFEGUARDING UPDATE (previously issued)

- 5.1 The Director of SEND and Safeguarding noted recent communication from City of York Council (CYC) that schools were expected to fund the first £10k support for pupils with an Education Health Care Plan (EHCP). This has been challenged and the Assistant Director, Education and Skills at CYC has confirmed the amount as £6k.
- 5.2 The Director of SEND and Safeguarding noted impact of the safety valve scheme for local authorities to make cost savings with parents refused transport to specialist provisions so SENCOs have been made aware and the landscape was being monitored closely.
- 5.3 **A trustee asked why York High School had a lower number of reported cases on the safeguarding report compared to Millthorpe.** The Director of SEND and Safeguarding explained that Millthorpe reporting was high as the Designated Safeguarding Lead had done a lot of training with staff and had a lower benchmark for reporting.
- 5.4 **A trustee asked how the trust were protecting inclusivity whilst meeting recent DfE announcement and government expectations around sex and gender education.** The CEO explained that the Relationships and Sexuality Education (RSE) policies have a full consultation process with parents. Whilst DfE requirements and guidance were followed there was a culture of inclusivity and allowing pupils to be who they want to be was championed strongly in the trust and this was reflected in the Millthorpe Inclusion Quality Mark and staff in the schools know their pupils really well.
- 5.5 **A trustee asked how well schools feel support for team around the child processes.** The Director of SEND and Safeguarding informed trustees that the Early Help and Social Care team attended the last safeguarding forum and talked through best practice referrals and guidance on where a case should be held by school or another agency. The Director of SEND and Safeguarding highlighted the difficulty in getting other agency support given

capacity issues and it was increasingly falling to schools to lead on meetings and processes. The CEO noted that there was an assumption that schools have the capacity to run these meetings. The Director of SEND and Safeguarding informed trustees that it has been made clear to CYC agencies that school staff can't get into homes and it is not the schools role. **A trustee noted the conflict of schools needing to maintain the school / home relationship whilst also being expected to manage these processes.**

- 5.6 **A trustee asked for the central team to consider how a potential further reduction of LA provision and services might affect the Trust and to incorporate this risk on the risk register.**
- 5.7 **Action:** CFO to include the reduction of LA provision and services on the risk register.
- 5.8 **Action:** CFO to review national trends on reduction in LA resources.

The Director of SEND and Safeguarding left the meeting at 10.05am.

3 CEO UPDATE (previously issued)

- 3.1 The CEO presented the CEO Report and highlighted that the CYC attendance document suggested the LA did not prioritise issuing and chasing unpaid fines which forms an important part of the tool kit schools need to address attendance. The School Improvement Partner was drafting a response to CYC.
- 3.2 **A trustee asked if there was any evidence available on the impact of attendance fixed penalty notices.** The CEO explained that they were useful when used as a deterrent and as a consequence when issued in a proportionate way. **A trustee noted that it was further evidence of how falling budgets had lead to reducing support from the LA.**
- 3.3 **A trustee noted the Woodthorpe SEF as outstanding and recognised that so far, the trust self-assessments had aligned with the Ofsted judgements. Trustees noted congratulations to Woodthorpe on the work done to self-assess as outstanding.**
- 3.4 The CEO reported the appointment of Gavin Kumar as Principal for York High School from a strong field. Mr Kumar has strong local connections, trained as a teacher at York High School and is a safeguarding, behaviour and attendance specialist. The CEO confirmed that governors were invited to join the recruitment process and two governors joined a panel around vision.
- 3.5 The CEO updated trustees on the need to restructure at Carr Junior due to the reduction from a three to two form entry across the whole school from September 2025 and there was a need to make £60k of savings. The ambition was for all schools to set a surplus position from September 2024. The CFO noted that budget planning was not helped by the unclear picture on pay awards.
- 3.6 The CEO and Director of School Improvement provided paid support to two trusts and the CEO agreed with a trustee that it was a communication opportunity.
- 3.7 The CEO provided an update on the renovated trust office.

Frankie Haynes joined the meeting at 10.26am.

Name (previously issued)

- 3.8 The CEO presented the paper.
- 3.9 **A trustee asked if there would be wider community engagement.** The CEO noted that Headteachers were supportive and Chairs of LGB, pupils and staff groups would be engaged with, parents were represented on LGBs. Impact would inform a communication plan.
- 3.10 **A trustee suggested the need to define and agree the wider trust strategy and align actions, such as the name change, with that strategic direction.**
- 3.11 **Resolution:** Trustees agreed in principle to change the name of the Trust and for it to be informed by a full engagement process.

Governance Interactions (previously issued)

- 3.12 The CEO presented the Governance Interactions paper.
- 3.13 The CEO agreed with a trustee suggestion to include an additional page with terms of reference and roles and responsibilities.
- 3.14 The CEO highlighted the confusion that can come from the title governors as opposed to for example school standards board.
- 3.15 **Action:** Chair to discuss potentially changing governor / LGB titles with LGB Chairs.

6 HR UPDATE

Equal Opportunities Data (previously issued)

- 6.1 **A trustee asked what the intention was of the data collation.** The Director of HR explained that there were two strands of data collection, applicants and the make-up of existing staff. There was currently no baseline for social mobility data to establish if there was a need to be more reflective of the pupil body and for trustees to provide challenge to the executive team. It was agreed to keep the data collection under review to ensure the trust was only collecting data that was being used.
- 6.2 **A trustee asked for the survey to rolled out to LGBs and Trust Board.**
- 6.3 **A trustee asked if marriage data should be collected. It was agreed to remove marriage as a data collection question.**

People Strategy, Staff Survey (previously issued)

- 6.4 The Director of HR explained that it was the first trust wide survey. The survey did not accommodate anonymous responses and had a 28% response rate.
- 6.5 **A trustee asked if the report would be shared with LGBs.** The Director of HR was sharing with Headteachers and would confirm how this would be shared with LGBs.
- 6.6 **A trustee asked if the next steps would be fed back to staff.** The Director of HR confirmed an outcomes and actions update would be shared with staff.

- 6.7 **A trustee noted the low response rate and noted caution that decisions were potentially being taken on a minority response not a majority and suggested that an anonymous survey with options and one free text box would generate a higher response rate.**
- 6.8 **Trustees requested a joined-up approach for staff voice across the trust from next year.**
- 6.9 **A trustee asked if acknowledgement of long-term service was being planned for.** The Director of HR confirmed it would form part of a recognition process.
- 6.10 **A trustee noted the request for admission priority of trust staff.** The CEO explained that it would potentially support employees, the admissions policy could be amended but there was a long lead in time so changes now would be consulted on for implementation in September 2026. The Chair suggested checking with Headteachers if this should feed into the autumn term review of the policy.

7 EDUCATION AND STANDARDS COMMITTEE REPORT

- 7.1 The Chair explained that the 16th of April 2024 meeting included discussion and challenge on checkpoint two and pulse data, Inspire provision and South Bank Reviews.

8 ESTATES / HEALTH AND SAFETY (previously issued)

- 8.1 The CFO reported on the energy procurement process as the gas and electric contract expires at the end of September 2024. Brokers were approached for proposals who confirmed gas prices would increase, but savings would be made on electric. Utility Aid provided a recommendation of a fixed price contract for three years and Telex recommended a fixed price for electric and a flexible contract for gas.
- 8.2 **Resolution: Trustees agreed for the decision on utility contract to be delegated to the Exec Team.**
- 8.3 The CEO explained that budgets would be set before costs feed through but expected them to positively impact the reserve. **Trustees requested that any cost saving decisions take account of any energy savings to feed through.**

9 FINANCE UPDATE

Monitoring (previously issued)

- 9.1 **A trustee asked if the £88k exam fees had been included in the budget.** The CFO confirmed it had but the profiling / assumption of the timing of the payment at one school was later than the actual.
- 9.2 The CFO reported that the forecasted surplus was smaller than projected.
- 9.3 **A trustee requested budget against actual on the cashflow forecast.**

- 9.4 **Action:** The CFO to investigate how best to report budget v actual on cashflow forecast to take account of capital projects.

Risk Register

- 9.5 **Trustees requested that the Risk Register reflected the impact and potential risks from reducing LA budgets and services.**

10 TRUSTEE BUSINESS

Strategic Away Day

- 10.1 The Chair suggested the next Trust Board address any required business and then the remainder of the meeting focus on strategic discussion. It was agreed to change the location of the meeting to the trust office.

Governance Review Update

- 10.2 There was no update to report.

Timings of Trust Meetings

- 10.3 The Chair asked trustee views on the timings of Trust Board meetings.
- 10.4 The CEO informed trustees that the meeting room at the trust office would have conferencing equipment to support hybrid meetings.
- 10.5 **Action:** Dates for 2024-25 to be mapped out in line with compliance and data key dates.

Trustee Recruitment

- 10.6 The Chair made trustees aware of Mr Bennett's intention to step down as a trustee.
- 10.7 Trustees discussed whether they should recruit at this stage with a trustee suggesting the need to future proof membership. The Chair asked trustees to reflect on skills gaps of the Trust Board.

Specific Trustee Roles

- 10.8 The Chair noted the requirement to have a trustee with specific strategic oversight / responsibility on behalf of the board for; safeguarding arrangements (including Prevent), special educational needs and disabilities (SEND) arrangements and careers education for secondary schools. There should also be at least one trustee who staff can report whistleblowing concerns to.
- 10.9 **Resolution:** It was agreed for careers guidance (provider access legislation) responsibilities to be aligned to the role of Chair of Education and Standards.
- 10.10 **Action:** Include careers guidance in the Education and Standards Committee Terms of Reference.
- 10.11 Pat Boyle was already aligned to SEND and Safeguarding.
- 10.12 The CEO reported that Whistleblowing protocols were being reviewed as part of the Scheme of Delegation.
- 10.13 **Action:** Agree a trustee for staff to report whistleblowing concerns to.

11 LGB BUSINESS

Matters from LGB

11.1 There were no matters for discussion.

LGB Appointments and Resignations (previously issued)

11.2 Trustees noted the governor resignation.

12 MINUTES OF PREVIOUS MEETING (previously issued)

12.1 **Resolution:** The minutes of the 8th April 2024 meeting were agreed as an accurate record of the meeting and approved.

Matters Arising and Action Plan

12.2 The Chair confirmed that he had two expressions of interest for governor representatives on trust committees.

12.3 It was agreed that the action to establish a strategic working group was superseded with the people strategy work and plan to have a strategic focused board meeting.

12.4 The away day date was confirmed.

12.5 The Chair responded to the governor who raised the issue about use of images of children.

12.6 The Director of HR presented the update on capturing socio economic information as part of the meeting.

12.7 All actions were confirmed complete / closed.

13 POLICIES

Policy Approval Paper (previously issued)

13.1 **Resolution:** Trustees approved the Policy Approval Paper.

Risk Management Policy (previously issued)

13.2 **Resolution:** Trustees approved the Risk Management Policy.

Suspension and Permanent Exclusion Policy (previously issued)

13.3 **Resolution:** Trustees approved the Suspension and Permanent Exclusion Policy.

14 ANY OTHER BUSINESS

14.1 There were no items for discussion under AOB.

15 FUTURE MEETING DATES (previously issued)

Trust Board

Monday 1st July 1pm – Trust Office, Woodthorpe Primary School (Trust Improvement Plan)

The meeting closed at 12.03pm.

Meeting Decisions
Trustees agreed in principle to change the name of the Trust and for it to be informed by a full engagement process.
Trustees agreed for the decision on utility contract to be delegated to the Exec Team.
It was agreed for careers guidance (provider access legislation) responsibilities to be aligned to the role of Chair of Education and Standards.
Trustees approved the 8 th April 2024 meeting minutes.
Trustees approved the below policies: <ul style="list-style-type: none"> - Policy Approval Paper - Risk Management Policy - Suspension and Permanent Exclusion Policy

20 th May 2024			
Item	By	Action	Date
5.7	CFO	Include the reduction of LA provision and services on the risk register.	June 2024
5.8	CFO	Review national trends on reduction in LA resources.	June 2024
3.15	Chair	Discuss potentially changing governor / LGB titles with LGB Chairs.	June 2024
9.4	CFO	Investigate how best to report budget v actual on cashflow forecast to take account of capital projects.	Autumn 24
10.5	CEO / Chair / CFO / Clerk	Dates for 2024-25 to be mapped out in line with compliance and data key dates.	June 2024
10.10	Clerk	Include careers guidance in the Education and Standards Committee Terms of Reference.	Autumn 24
10.13	Trustees	Agree trustee for staff to report whistleblowing concerns to.	Autumn 24

Approved at Trust Board on 1st July 2024.

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Trust Board Approval