



**Minutes of the Southerly Point
Co-operative Multi-Academy Trust
Board Meeting**



**Thursday 19th October 2017,
in the MAT Conference Room.**

ATTENDING :		
Catherine Bird Donna Bryant Sean Davis Alan Horne Kristin Pryor Susan Reynolds Kevin Thomas		CBi DBr SDa AHO KPr SRe KTh
In Attendance		
Andrew Orme Sean Pinhay Karen Teague		AOr SPi KTe
APOLOGIES :		
Peter Johnson		PJo
		<u>ACTION</u>
3.	<u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u>	
	The Chair welcomed all those present.	
4.	<u>DELAYED RECEPTION ADMISSIONS</u>	
	Trustees introduced themselves to AOr and the Chair invited him to speak to the Board regarding a request for an admission outside the normal year group. Trustees were mindful of DfE advice, which states: ‘The government would agree that, in general, children should be educated in their normal age group, with the curriculum differentiated as appropriate and that they should only be educated out of their normal age group in very limited circumstances’. Following discussion with AOr, Trustees thanked him for his contribution and he left the meeting. The Board agreed that it would not be appropriate to offer a place outside of the normal year group for the following reasons:	
	<ul style="list-style-type: none"> • The school was able to meet the needs of the child within the normal age group as the classes were organised in mixed age range throughout the school and the curriculum and teaching could be differentiated accordingly. The school would be as accommodating, flexible and supportive as possible to allow integration but within the expected year group. The school would be willing to offer a part time timetable in the early stage of the first year to support a child’s transition to school; • The best place for a child in educational and social terms is school. The gap between the child and the peer group would widen with non-attendance. • There were implications for both primary and secondary schools if children were out of their normal age group. 	
	Action: DBr / KTh to write to parent with rationale for decision.	DBr / KTh

<p>5.</p>	<p><u>MINUTES FROM THE PREVIOUS MEETING AND MATTERS ARISING</u></p>	
	<p>The minutes of the previous meeting, SPCMAT/17/02, were agreed to be an accurate record.</p> <p>Trust Plan. DBr advised Trustees she was revisiting the Trust plan in readiness for the upcoming audit.</p> <p>Data. Primary and Secondary data from across the Trust had been presented to the Standards Committee for scrutiny.</p> <p>Performance Management. DBr confirmed that the potential pay awards were included in school budgets. The Headteachers’ Performance Management process was well underway. Panels had been established for Pay Reviews within each hub. These were to include Hub Council representatives and had been scheduled to take place during week commencing 30th October 2017. A Trustee panel would be drawn from KTh, PJo, CBi and AHo to review the pay of headteachers.</p> <p>Trustee Recruitment. The re-appointment of Rev Dr Peter Johnson to the Board was formally ratified by Trustees.</p> <p>Action: Check continuity of Chair and Vice Chair from Shadow Board to Trust Board in Articles.</p>	<p>DBr</p>
<p>6.</p>	<p><u>FINANCE AND BUDGETS</u></p>	
	<p>SPI explained pressure of balancing day to day activities with demands on forthcoming audit. KTh indicated that SPI has the full support of Trustees in terms of deciding how to balance the current demands.</p> <p>A number of cultural changes had been introduced quite quickly as a result of the audit. Control documents had been devised but would need further development. The next priority beyond audit was to work with the Headteachers on their budgets.</p> <p>Financial Management and Governance Self-Assessment [FMGS] update</p> <p>An FMGS return to the ESFA had been submitted. The action points were being tackled and linked in with the work for the audit. The deadline for some of the actions had been amended in discussion with ESFA.</p> <p>SPI informed Trustees of the availability of additional grant funding for growing the Trust. Deadline for applications was 26th November 2017. Trustees were in favour of growing the Trust where this would be beneficial. It was suggested there could be a growing dynamic of trust with the right partners and greater economies of scale if these partners were financially secure. There was also a noticeable movement of small MATs into larger ones currently. Trustees therefore agreed that this should be explored further.</p> <p>Internal Controls</p> <p>Trustees were confident the degrees of separation, standard of diligence and the greater level of control afforded by the central function all contributed to a robust system. Trustees agreed they were happy to continue with the current procurement limits and number of signatories in the interim and that a review of the financial limits [to include a mechanism for what will happen in the event of a transaction potentially going over the limits] would be undertaken by the Finance and Resources Committee. SPI to forward a draft to Trustees for feedback.</p> <p>Internal Audit</p> <p>Cornwall Council Audit Team were to visit on a quarterly basis. As this was a tool for Trustees as much as the CFO, SPI suggested Trustees use one visit each year to test the finance team are doing what they purport to be doing. The actions arising from the August audit (tabled) had been addressed and resolved. The next visit was to take place after the external audit.</p> <p>Pay Reviews – Teachers and Support Staff</p> <p>A costing exercise which included various scenarios in terms of inflationary increases for teachers and support staff by way of comparison was tabled. Figures were based on</p>	<p>DBr / SPI</p> <p>SPI</p>

	<p>worst case scenarios and included performance related increases. It was advocated that, for equity and for practical considerations, the pay rise date for teaching and support staff going forward be the same. As feedback from the Trust's HR advisors appeared to indicate that 1% was the option being most widely adopted by employers and Trustees recognised a need to be prudent until a fuller picture of the Trust's finances became available, a 1% increase for teachers was agreed by Trustees.</p> <p>Procurement of Trainers</p> <p>Trustees discussed the rules around connected parties and related parties in order to ensure a system with the necessary transparency and accountability was in place around this. It was recommended that, where related parties are employed, there should be clear criteria such as:</p> <ul style="list-style-type: none"> • Training courses run by related parties would ideally be fully funded or, as a minimum, at least 75% funded by external funding. • Where related parties were employed in a supply capacity, criteria and maximums would be set. These might include supporting references from external schools, for example. <p>DBr was to put together a Declaration Form which could be completed by any parties related to a person in the MAT with budgetary control and send this to Trustees for their consideration.</p>	DBr
7.	<u>CEO UPDATES</u>	
	<p>Staffing Updates. Staffing, overstaffing and the deployment of staff across the Trust was considered within the context of the best provision for each school. Further work on the harmonisation of support staff pay was also underway.</p> <p>The subject of opportunities for headteachers on secondment arose. Trustees were asked if they would approve headteachers on secondment being backfilled with internal seconded headteachers for the duration of the secondment, subject to this being for at least a minimum period. Trustees agreed to this proposal.</p> <p>See also item 5 above on performance reviews and pay reviews.</p> <p>Audit. See item 6 above.</p> <p>Unions. The meetings with unions had been positive and a draft agreement for working with unions going forward had been taken for discussion. An interim arrangement has been agreed.</p> <p>Policies. A further set of draft policies, for implementation on 1st January 2018, had been sent out for staff consultation. These were: Admissions [2019/20]; Data Protection and Freedom of Information; Online Safety and Data Security; Leave of Absence; Safeguarding and Child Protection; Staff Code of Conduct.</p> <p>Work was also underway on additional policies and these were to be forwarded to Trustees for feedback as soon as they had been completed.</p> <p>Governance. Whilst it was recognised that a forum was needed, the importance of ensuring this was right was acknowledged to be the first priority. Therefore, it would be pertinent to take stock of the governance model as a whole before something else was put into place which might need to be dismantled.</p> <p>Premises. Discussion was had around the scaffolding at Mullion School, the possible Health and Safety implications of this and the options open to Trustees in this respect. Trustees agreed it would be advisable to have the scheduled meeting first and, if the start date for work was not in a very tight time frame, then the scaffolding should be taken down.</p> <p>DBr had submitted the Pre- school application to the ESFA but awaits feedback.</p> <p>Action: DBr to email EFSA regarding Wendron Pre-school paperwork.</p> <p>Partnerships. DBr recommended Canon Helena Arnold to Trustees and shared her profile with them. It was noted that her wealth of experience in many areas meant she would be a valuable addition to the Board and Trustees agreed they were happy for her to join the Board.</p>	DBr / DEI DBr

	Action: KTe to forward Companies House paperwork to Helena Arnold for completion.	KTe
8.	<u>GOVERNANCE</u>	
	<p>Terms of reference for Trust Board Committees</p> <p>The Terms of Reference for the Standards Committee has been established at a recent meeting of the committee. As the Finance and Resources Committee had not yet met, draft Terms of Reference for this committee were put forward as a basis for discussion. It was agreed that Trustees from the committee would meet with the CFO between the upload of the audit and the auditors' visit to rework this document and further review the financial procedure documentation.</p> <p>Forum. See item 7 above.</p> <p>Local Governing Body appointments and resignations</p> <p>Trustees considered an overview of the recent appointments, elections and resignations of Local Governing Body members. Due to the high turnover of LGB members and the time involved in scrutinising the associated paperwork, it was proposed that Trustees delegate authority to LGBs to appoint appropriate governors so the role of Trustees would then be to monitor patterns of movement across the Trust schools.</p> <p>Action: Check Articles on appointments to LGBs.</p> <p>'The Essential Trustee' document, from the Charity Commission for England and Wales, was re-issued to Trustees. To ensure they understood the responsibilities of the role, each Trustee was asked to confirm they had read this document.</p> <p>Action: Trustees to email confirmation they have read 'The Essential Trustee'.</p>	All
9.	<u>ANY OTHER BUSINESS</u>	
	<p>Health and Safety SLA. Trustees were asked if they would approve a proposal for schools to remain with Cornwall Council for their Health and Safety SLAs - it had not been possible to secure like quotes for comparison on this occasion due to lack of providers locally. The quote had been a reasonable one and the fact that school data was already on its platform was an additional benefit. The Trust's Estates Manager would be tasked with monitoring standards. Trustees agreed to this proposal as a one off.</p> <p>Paperwork for meetings. Having a fixed lead time for paperwork for future meetings was discussed and it was agreed that this would be issued to Trustees by the Friday prior to each Thursday meeting.</p>	
10.	<u>DATES OF FUTURE MEETINGS</u>	
	<p>The next meeting of the Trust Board will be taking place on Thursday 14th December 2017, from 6.00pm, in the MAT Conference Room. As the Finance and Resources Committee also needed to meet at this time, it was proposed that all this be incorporated into one meeting, with an earlier start for the committee [time to be confirmed] and then full board after this.</p> <p>Thereafter, meetings will take place on:</p> <p>1st February 2018 - AGM 15th March 2018 17th May 2018 12th July 2018</p>	