



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

**Thursday 29th June 2017,
at Helston Community College.**



<u>ATTENDING :</u>		
Catherine Bird Donna Bryant Sean Davis Alan Horne Kristin Pryor Susan Reynolds Kevin Thomas		CBi DBr SDa AHo KPr SRe KTh
<u>In Attendance</u>		
Karen Teague		KTe
<u>APOLOGIES :</u>		
None		
		<u>ACTION</u>
3.	<u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u>	
	The Chair welcomed all those present.	
4.	<u>MINUTES FROM THE PREVIOUS MEETING AND MATTERS ARISING</u>	
	<p><u>MINUTES</u></p> <p>The minutes of the previous meeting, SB/17/07, were agreed to be an accurate record.</p> <p><u>MATTERS ARISING</u></p> <p>Hub-wide Local Governing Body meetings. Meetings for local governing bodies to look at the Governor role within a MAT context and resolving recruitment issues to LGBs had been arranged and were to take place as follows:</p> <ul style="list-style-type: none"> • 10th July 2017, from 6.00pm, at Mullion School – Mullion Hub meeting • 11th July 2017, from 6.00pm, at Wendron School – Wendron Hub meeting • 18th July 2017, from 6.00pm, at Parc Eglos School – Parc Eglos Hub meeting <p>Section 175 Returns. Section 175 returns had been received from all the MAT schools and DBr had drawn together the core themes. These had been fed back to the meeting for Designated Safeguarding Leads so that the appropriate training and action planning could take place across the MAT.</p> <p>TUPE Letter. A TUPE letter had gone out to all staff and an initial meeting with Neopeople and unions around support staff pay had taken place. A subsequent meeting with DBr, CBi and AHo to discuss the way forward in this respect had also taken place.</p> <p>Results. An analysis of the results for KS2 SATs, GCSEs and A'levels was to be made available to Trustees in the Autumn Term.</p> <p>Action: DBr to prepare an analysis of the results for KS2 SATs, GCSEs and A'levels.</p>	DBr

	<p>Pupil Premium Reviews. Many Pupil Premium Reviews had been completed and the remainder were to carry over to the Autumn Term. A review meeting with a Local Leader in Education / School Improvement Partner had drawn out key strengths and key issues which would help inform the fine tuning of the MAT's Development Plan. The meeting had also served to provide a feel for what the lines of enquiry would be in an OfSTED inspection.</p> <p>Action: DBr to summarise key strengths and issues to append to minutes.</p> <p>Audit Timetable. CLe had reviewed the audit timetable and the MAT calendar had been updated accordingly.</p> <p>Finance. The Lloyds commercial banking online system is now in place. Credit cards had now been received and fuel cards were due to arrive shortly.</p> <p>Schools Advisory Service. This service was now in place and the MAT's Business Manager was working on how to assign costs to schools.</p>	DBr
5.	<u>FINANCIAL LIMITS</u>	
	<p><u>BACs Payments</u></p> <p>DBr had met with the CFO and Business Managers to review feedback from CBI regarding financial limits. In light of all the discussions around this, it was proposed that:</p> <ul style="list-style-type: none"> • A BACs run would take place weekly. One Business Manager would raise this and the other check it back before the CFO signed it off. • In the first instance, a £50,000 limit with this process be agreed. <p>CBI pointed out that there were many checks and balances in place so the process was very robust.</p> <ul style="list-style-type: none"> • Any single component over £20,000 would require a 2nd signature. • Any single component over £50,000 would require a 3rd signature. • One Hub Leader - RLa - would act as a signatory. • One Trustee – CBI – would act as a signatory for back-up in an emergency. <p>There followed a discussion around the practicalities of the proposal, including Payroll, SLAs and cash-flow.</p> <p>Trustees unanimously agreed to these proposals, with the proviso that the new Chief Finance Officer be asked to review this once in post.</p>	DBr / CFO
6.	<u>CEO UPDATES</u>	
	<p>Principles and Parameters of Capital Spend [Paper 1]</p> <p>Trustees discussed the need for a process by which priorities could be decided and monies allocated. This would need to be fair, open to scrutiny and have equity for children across the MAT as its first priority. Priorities should be structured thus:</p> <ul style="list-style-type: none"> • Health and Safety • Educational WellbeingHealth and Safety / Safeguarding. • All remaining priorities below these. <p>A discussion ensued around the process of coordinating budgets for maintenance and capital projects. Until the Finance Committee is formed and running, authority is delegated to the CEO to work with the Estates Manager to proceed with the most urgent works.</p> <p>Action: DBr to work up an outline proposal in the new academic year and take this to headteachers for feedback and discussion.</p>	DBr

3G Pitch Plans at Helston Community College

The possibility of developing a 3G sports pitch for the school and community at Helston Community College was being explored in conjunction with local sports clubs and the Town Council, ideally as part of the upcoming building works.

Trustees **agreed** that the preliminary enquiries should proceed.

Wendron Pre-School [Papers 2a, 2b]

CBI and DBr had met with the pre-school committee to discuss their plans for a modular build on the school site to allow them to continue the work of the pre-school and their request for a £6,000 contribution in kind towards the building work. The headteacher was to go back to the committee on the best way in which to make this contribution.

Discussion was had around land, leases, building work, finances and any potential issues in these respects.

Trustees were asked if, in principle, they would be happy to support the recommendation by DBr and CBI to support the plan and to make the £6,000 contribution in kind. Trustees **agreed in principle** on the proviso that the leader grant was secured and a clause around future use was written into the lease.

Support Staff Pay [Paper 3]

Following the rationale that the MAT do as much as it can to align pay within the budgetary restraints it faces, an approach approved by Unison, it was proposed that for Stage One:

- Pay for support staff who had already moved to the Living Wage be frozen so as to allow lower paid staff to catch up.
- Minor adjustments be made to ensure payments to all staff on grades E3 to F3 were aligned across all schools.
- A 1% uplift for Helston and Mullion Secondary staff on grades C4, D3-5 and E2-3 be implemented from April 1st 2017.
- Payments for staff in Helston and Mullion Secondary on grades D1 to E2 be increased to £8.03 to bring Teaching Assistants in line with staff in other MAT schools from the point of conversion, 1st June 2017.
- Paid weeks per year be aligned.

This would be the first stage of a tiered approach.

The second stage would be to align payments to job roles by looking at job descriptions being aligned to the market.

The third stage, at a later point, would be to look at whether to explore a performance related model.

Q. Are we clear on the financial impact of this?

A. Yes. It would equate to approximately £5,000 for Helston and, similarly, for Mullion Secondary.

Mullion School

Considerable discussion had been had around budgetary issues and possible measures for redressing these. Clear parameters had been set as a result and regular monitoring would be taking place to ensure the right direction of travel was maintained.

Q. Are we likely to see a balanced budget in the next two or three years?

A. With the proposed measures in place, the finance team believed a resolution was likely by the third year.

Action. DBr to prepare an update for this term if any shift had taken place prior to the next Trust Board meeting or for the Autumn Term if not.

DBr

	<p><u>Governance</u></p> <p>Trustees discussed what the MAT's checks and balances would be in terms of governor recruitment to Local Governing Bodies [LGBs].</p> <p>It was decided that a Code of Conduct for Local Governing Bodies, based on that of the National Governors Association, should be prepared and taken to each of the hub-wide local governing body meetings for governors to sign or re-sign. It was suggested this should include a rule on attendance of meetings.</p> <p>Action: KTe / DBr to prepare a MAT version of the Code of Conduct for LGBs, for signing by all governors.</p> <p>Action: KTe to create a MAT version of the application form, which was to include a statement as to why the applicant was standing, and forward this to clerks.</p> <p>Trustees pointed out there was a clear expectation that Local Governing Bodies would have carried out a skills audit on potential governors to ensure that governors were being appointed according to skills sets so that LGBs would remain robust.</p>	<p>KTe / DBr</p> <p>KTe</p>
7.	<p><u>PROCUREMENT OF LEGAL SERVICES</u></p> <p>Tenders for legal support had been secured from Cornwall Council Legal Services, Browne Jacobson and Wolferstans. However, the depth and breadth of provision within these varied considerably.</p> <p>Trustees recognised they had a duty to obtain what was financially advantageous for the MAT. However, as quotes might describe different levels of provision, they noted it would be important to build into the financial SoDA that Trustees had the right to opt for what was in the best interest of the MAT overall and not simply best in terms of economic value.</p> <p>In light of their proven track record and the quality of provision offered, Trustees agreed to opt for Cornwall Council Legal Services.</p> <p>Action: MCo to sign up for an initial period of twelve months.</p>	<p>MCo</p>
8.	<p><u>PROCUREMENT OF SIMS SUPPORT</u></p> <p>Tenders for SIMS support had also been secured from Cornwall Council, ICT4 and Scomis. Again, the level of provision differed across the various packages.</p> <p>Following discussion around these tenders, Trustees noted that Scomis was far superior to the other packages in terms of what it could offer the MAT and therefore agreed to opt for Scomis for a period of one year.</p> <p>Action: MCo to negotiate for a reduction in the one year price</p> <p>Action: Cle to ask auditors to advise on that part of the Financial SoDA relating to limits around procurement.</p>	<p>MCo</p> <p>Cle</p>
9.	<p><u>SIGN OFF OF CREDIT APPLICATIONS</u></p> <p>A number of credit applications pertaining to the new MAT had requested the personal details of Trustees. This was considered inappropriate and unnecessary, as all that was essentially required was the address of the MAT's registered office.</p>	
10.	<p><u>ANY OTHER BUSINESS</u></p> <p><u>Fire Safety</u></p> <p>Q. Can reassurances be given around fire checks in light of recent events?</p> <p>A. The EFA had issued a questionnaire designed to seek reassurances around fire</p>	

	<p>checks. The key areas of concern related to buildings which were residential or over three storeys in height and these factors did not apply to any of the properties within the MAT. However, this return had been completed, DBr had been in touch with BAM to discuss any implications for the new building and the Estates Manager was checking that all fire checks were up to date.</p> <p><u>Keskowethyans</u></p> <p>DBr had discussed the potential of Southerly Point Co-operative Multi-Academy Trust providing an SLA to Keskowethyans once the new Chief Finance Officer was in post, in order to strengthen its business position.</p> <p>Trustees <u>agreed in principle</u> to this proposal.</p> <p><u>Agenda Items for Next Meeting</u></p> <ul style="list-style-type: none"> • Updated version of Trust Plan to be reviewed. • Policies to be agreed post feedback. • Estates Manager to have brief slot at start of meeting. <p>Action: DBr to prepare updated version of Trust Plan and amend policies post feedback for next meeting.</p> <p>Action: DBr / KTe to invite Estates Manager to next meeting.</p> <p>There were no further matters to be raised at this time so KTh thanked everyone for attending and drew the meeting to a close at 8.30pm.</p>	
11.	<u>DATES OF FUTURE MEETINGS</u>	
	The next meeting of the Trust Board will be taking place on Thursday 20th July 2017 , from 6.00pm, at Helston Community College.	