



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



**Thursday 14th December 2017,
in the MAT Conference Room.**

<u>ATTENDING :</u>		
Helena Arnold Catherine Bird Donna Bryant Sean Davis Peter Johnson Kristin Pryor Susan Reynolds Kevin Thomas		HAr CBi DBr SDa PJo KPr SRe KTh
In Attendance		
Karen Teague		KTe
<u>APOLOGIES :</u>		
Alan Horne		AHo
		<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>	
	The minutes of the previous meeting, SPCMAT/17/03, were agreed to be an accurate record. The Essential Trustee. Trustees all confirmed they had read The Essential Trustee. Minor amendment to July minutes. Trustees were informed of a minor amendment to the July minutes which the Chair of Board had agreed . KTe was to forward a copy of the amended minutes to all Trustees to ensure they were fully aware of this.	KTe
5.	<u>ADMISSIONS</u>	
	Requests for Out of Year Admission Trustees discussed the criteria to be set to manage Delayed Admissions. A number of requests had been received. Those tabled were discussed. It was determined that evidence / supporting documentation from a medical or social professional would be required for Trustees' to consider or reconsider a request for delayed admission. Further points made included: <ul style="list-style-type: none"> • Headteachers were able to signpost parents to help if required. • Schools would be as accommodating, flexible and supportive as possible to allow integration within the expected year group. • Many schools had mixed age classes and so could provide appropriate educational provision for children with developmental delay. • Where appropriate, parents could apply for admission to the child's normal year and then withdraw this application if evidence subsequently became available. 	

	<p>Action: DBr / KTh to respond to parents who had made requests on this occasion.</p> <p>Action: DBr to add statement on above criteria to Admissions Policy.</p> <p>Admissions Policy</p> <p>See Item 7 – Admissions.</p>	<p>DBr / KTh</p> <p>DBr</p>
6.	<p><u>FINANCE</u></p>	
	<p>Audit Feedback</p> <p>CBi (Chair of the Finance and Resources Committee) recommended the Trust’s accounts be approved. She assured Trustees these had been discussed with the auditors, who had explained the information with an adequate level of detail.</p> <p>CBi offered a vote of confidence in the Trust’s Finance Team. The external audit had shown the Trust to be in a strong starting position and this represented very good progress. Trustees expressed their gratitude for all the hard work that had been undertaken.</p> <p>Trustees approved the signing off of the Trust’s accounts, which were duly signed by the Chair of Trustees and the Accounting Officer.</p>	
7.	<p><u>CEO UPDATES</u></p>	
	<p>Executive Headships</p> <p>DBr informed Trustees that Assistant Heads to backfill at Cury and Landewednack Schools, due to the recent secondment of an existing Trust headteacher to the role of Executive Headteacher of the schools for two terms, had been appointed. It was noted that the Trust’s headteachers were very good at developing leaders.</p> <p>A case was put forward for the existing secondments to Executive Headteacher roles to be extended so further work could be done in the schools and their stability further enhanced, subject to all local governing bodies being satisfied the leadership was sufficiently robust.</p> <p>Trustees asked for consideration of this matter to be deferred to the extraordinary meeting of the Trust Board on 1st February 2018.</p> <p>Action: Extension of secondments to Executive Headteacher roles to be added to agenda for extraordinary meeting of Trust Board on 1st February 2018.</p> <p>Union Agreement</p> <p>DBr briefed Trustees on recent developments regarding the union agreement and informed them she was currently drawing up another draft for an ‘industrial relations forum’ for consideration by the unions.</p> <p>Trustees agreed the CEO would finalise arrangements in this respect, without the matter having to go back to the Trust Board.</p> <p>Teacher Pay</p> <p>Trustees were informed that further evidence had become known that indicated the majority of Academies, MATs and maintained schools in Cornwall had followed the recommendations of the STPCB in full. In the light of this new evidence and our aspiration to be the employer of choice, the Chair of Board had agreed that the full award could be made. The additional costs equated to £19,000 across the Trust as a whole and these had been budgeted for previously. Trustees expressed their support of this decision.</p> <p>New Governance Structure with Forums</p> <p>A recent Heads’ Away Day had been a useful opportunity to review the effectiveness of the Trust. The self-evaluation indicated some key strengths and overall reflected an appropriate stage of development given that the Trust had been in existence for only 6 months. The key aspect causing confusion and uncertainty was governance so a suggested way forward was looked at and discussed.</p>	<p>DBr / KTe</p> <p>DBr</p>

<p>Whilst there will still points to tease out and a need to ensure duplication was avoided, Trustees noted this would be a very logical next step and one which would make it very clear where accountability sits.</p> <p>Trustees agreed this model should be explored further.</p>	
<p>Action: DBr to take the proposed model to the Diocese and then to convene a meeting for all Hub Councillors so it might be explained to representatives of each LGB.</p>	DBr
<p>Discussion was briefly had around Co-operative Spirituality and Wellbeing [C-SAW] and it was suggested this would be a useful focus for the committee to ensure the distinctive Christian ethos of the Church schools / spirituality and co-operative values in all schools within the proposed governance model.</p>	
<p>Keskowethyans</p>	
<p>Due diligence meetings had begun and would continue into the New Year. The broker for the South West had made it clear the Trust would have to demonstrate that it was robust before expanding. There was evidence to show that the Trust was effective at school improvement / leadership development and that its infrastructure services were developing effectively. The outcome from audit provided further evidence of this. Ensuring clarity of its governance model was evidently important as others sought to join the Trust.</p>	
<p>Subject to Keskowethyans Trustees' agreement, Trustees approved an application to request permission for Keskowethyans to join being submitted to the RSC's office. This did not commit the Trust but would set up the process whereby the idea might be given consideration at RSC level.</p>	DBr
<p>Wendron Pre-School</p>	
<p>The EFSA had granted permissions for the change of use and the sublease. The Rural Agency Leader Grant had been awarded so enabling work should commence in Spring 2018.</p>	
<p>Exclusions</p>	
<p>Following a recent permanent exclusion of a child from one of the primary schools, it had become evident there was a need for governance training on hearing exclusions and ensuring that a robust exclusions policy and clear procedures were in place for the Trust as a whole.</p>	
<p>Action: develop a consistent Exclusions Policy and provide training at hub level for Exclusions Panels.</p>	DBr
<p>MAT Development and Improvement Fund</p>	
<p>A bid had been put forward with the aim to secure funding for growth, incorporating Keskowethyans, bringing about school improvement for one of their schools and for disadvantaged children. It was unlikely that this would be met with success, as the Trust was not within a geographical priority area.</p>	
<p>Admissions</p>	
<p>Consultation on the Admissions Policy for 2019-2020 had closed on 13th November 2017. The only respondent was the Diocese, who stated that:</p>	
<ol style="list-style-type: none"> 1) 'The DBE strongly encourage all church schools not to set a 'faith' criteria as the Church of England originally set up schools so that all children could benefit from an education. 2) Some governing boards of church schools want to feel that they are supporting local Christian families by ensuring there are places in the school and, in that case, the DBE will only support one single criteria of 'regular worship' in a Christian church. 3) The DBE specifically do not support the three tier stratification abandoned by the National Society 6 years ago.' 	
<p>Trustees agreed the removal of the church over-subscription criteria from the draft and replacing this with the single criteria of 'regular worship' in a Christian church. 'Regular worship' was to be defined as a minimum of once a month for the past six months.</p>	
<p>Conversation was to be had with local ministers to bring everyone together with a single view. This clause could then be further amended at the next review of the policy to reflect the local church view.</p>	

	<p>Action: Add the above criteria to the Admissions policy going forward.</p> <p>Policies</p> <p>Consultation on the following policies had closed on 4th December 2017:</p> <ul style="list-style-type: none"> • Data Protection and Freedom of Information • Leave of Absence • Online Safety and Data Security • Staff Code of Conduct • Safeguarding and Child Protection <p>Trustees approved the above policies, including the Admissions Policy for 2019-2020. With the exception of the Admissions Policy, these were to come into effect from 1st January 2018.</p> <p>Induction of new Trustees</p> <p>The induction process for new Trustees was reviewed. Following discussion around the need to add additional elements, Trustees approved the induction process for new Trustees.</p> <p>Induction for New Academies</p> <p>The induction process for new Academies was reviewed. Following discussion around the need to add additional elements, Trustees approved the induction process for new academies.</p>	<p>DBr</p> <p>DBr to send out</p>
8.	<u>ANNUAL GENERAL MEETING</u>	
	Discussion was had around the upcoming Annual General Meeting and Trustees agreed the CEO would arrange / facilitate this meeting.	DBr
9.	<u>ANY OTHER BUSINESS</u>	
	<p>Security. A concern was expressed about the security of the MAT offices, particularly outside of the school day. DBr assured Trustees a Lone Working policy was in place for staff and that this was kept under review.</p> <p>Diocesan representation on the Trust Board. Current representatives raised the question of whether the very experienced people recently appointed as Trustees might be better placed to now fulfil this role. DBr had received assurances around the current representatives remaining in their roles but was to raise the matter again when next speaking with a diocesan representative.</p>	DBr
10.	<u>DATES OF FUTURE MEETINGS</u>	
	<p>The next meeting of the Trust Board – the Annual General Meeting - will be taking place on Thursday 1st February 2018, from 6.00pm, in the MAT Conference Room.</p> <p>An extraordinary meeting of the Trust Board will then follow this.</p> <p>Thereafter, meetings will take place on:</p> <p>15th March 2018</p> <p>17th May 2018</p> <p>12th July 2018</p>	

Chair's Signature _____ Date _____