



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

**Thursday 17th May 2018,
in the MAT Conference Room.**



<u>ATTENDING :</u> Helena Arnold Catherine Bird Donna Bryant Alan Horne Peter Johnson Kristin Pryor Kevin Thomas		HAr CBi DBr AHo PJo KPr KTh
In Attendance Sean Pinhay Karen Teague		SPi KTe
<u>APOLOGIES :</u> Sean Davies Susan Reynolds		SDa SRe
		<u>ACTION</u>
3.	<u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u>	
	The Chair welcomed all those present. Under Declarations of Pecuniary Interests , no additional declarations were forthcoming at this time.	
4.	<u>MINUTES AND MATTERS ARISING</u>	
	The minutes of the meeting of the Trust Board on Thursday 15 th March 2018 were agreed to be an accurate record. There were no matters arising not covered by agenda items. Action: Check liability insurance at LGB level. To be revisited in light of the new Governance Model.	DBr
5.	<u>RATIFICATION OF FINANCE AND RESOURCES / STANDARDS COMMITTEE MINUTES</u>	
	Trustees formally ratified the minutes of the Finance and Resources Committee and the minutes of the Standards Committee to date. These had previously been agreed to be an accurate record by the respective committees and signed off by their Chairs.	
6.	<u>CEO REPORT AND UPDATES</u>	
	<u>Staffing and School Leadership</u> DBr updated Trustees on any recent or upcoming changes in respect of staffing / school leadership and outlined any implications arising from these. <u>Governance</u> Following further revision of the proposed new governance model in light of feedback, this had been very positively received by Hub Council representatives. DBr had devised	

<p>a draft schema for the establishment of Local School Forums and this had been forwarded to Headteachers for feedback and for their information.</p> <p>Co-operative Spirituality and Wellbeing [C-SAW] Committee. DBr and PJo had recently visited St Uny C of E Academy's Christian Ethos Group and been made most welcome. They were very encouraged by the positive approach to what the group were trying to achieve and by the fact that progress had already been made even though the group was quite newly formed. Both parties had indicated a willingness to cooperate further and it was hoped they could support one another through RE reviews, etc.</p> <p>Their framework to support children's spiritual / moral development and allow them to reflect on their learning about core values incorporated:</p> <ul style="list-style-type: none"> • A language of spirituality which was used every day in RE lessons, in collective worship sessions and in discussions around behaviour or how to relate to others. • Spirituality Books with thoughts and comments from all children to capture something of how spirituality could be evidenced within the school. • Mirror moments [reflection on ourselves], window moments [looking out on the natural world around us], footstep moments [empathising with others and respecting other viewpoints] and candle moments [deeper reflection on spiritual questions]. <p>DBr and PJo had subsequently met to debrief on the visit, to clarify the purpose of the group and to prepare an outline proposal for the Trust. The C-SAW Committee would be responsible for the Christian ethos and spirituality across the whole Trust by supporting, challenging and encouraging all schools. The strands of the new SIAMS framework due to be introduced in September 2018 would provide a structure for the Committee. An initial meeting was to be set up to plot the landscape in terms of how often the Committee would meet, who would be involved and how best to take it forward. This could include the headteachers of the three church schools, the Anglican incumbents, a representative from Askel Veur, the two Church representatives on the Trust Board and the CEO in the first instance. It was suggested it would also be pertinent for WRa to be involved, as he was taking the lead on wellbeing within the Trust. A wider meeting to form the Committee and to look at its role beyond the church schools could then follow this.</p> <p>Trustees were conscious of the need to ensure all schools, not simply church schools, felt engaged if this was to be one of the main forums of the Trust. If its approach was through spirituality, this would have inclusivity and matching this across to the co-operative values would further promote engagement. Eg. Could the SIAMS strands be extended to include spirituality, other faiths and none, as well as the Christian?</p> <p>See also additional discussion points in notes on debrief of St Uny Visit.</p> <p>Askel Veur were happy in principle with the new model but its formal adoption would now be needed.</p> <p>It was suggested the new model be reviewed in twelve months so that Askel Veur and Trustees could be confident in the efficacy of this model.</p> <p>Trustees <u>ratified</u> the new Governance Model.</p> <p>The SoDA was to be revisited at the next Trust Board meeting.</p> <p>Action: Write a concise overview of the new Governance Model, including the new name for Local Governing Bodies, and circulate this so all those in governance had clarity.</p> <p>A copy of the revised SoDA could then follow in due course.</p> <p><u>Keskowethyans</u></p> <p>See item 9.</p> <p><u>Safeguarding</u></p> <p>The My Concern safeguarding software was now being embedded in the Trust schools. A consistent approach to recording safeguarding matters using the new software had been agreed at the last DSLs' Network meeting.</p>	<p>DBr</p>
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The group had also set up a visit report system, copies of which would be used to compile a report for Trustees and to inform Trust-wide actions and training.

An **S175 / 157 Working Party** was to meet on Thursday 24th May 2018, from 1.30pm, in the MAT Central Offices.

An updated version of **Keeping Children Safe in Education** for September 2018 had been released. This included some significant changes and additions so these were to be discussed in the upcoming meeting of the DSLs' Network.

Unions

A final version of the **Industrial Relations Forum [IRF] agreement** had been agreed. Union representatives were currently determining how best to go about the signing of the agreement / who was to sign on behalf of each union.

Trustees approved the signing off of the IRF agreement on behalf of the Trust.

DBr fed comments from the recent IRF meeting around paying into the Facilities Fund back to Trustees. Trustees asked for additional clarification around:

- How much would the Trust be expected to pay?
- What would the Trust staff be getting in addition to what they would already get from paying their individual subscriptions to unions?
- Would the additional support be for teachers only or for all staff?

Trustees noted there were currently many other considerations at this stage in the setting up of the Trust and financial resources were scarce so it may be necessary to prioritise other matters currently and then look again at this going forward.

A meeting with union representatives regarding **support staff** had also taken place and a number of next steps had been agreed. A further meeting was to take place in the autumn term once additional work had been undertaken by both parties.

See also Confidential Notes SPCMAT/18/05 CON.

Policies

A revised Data Protection and Freedom of Information Policy had been circulated, amended and recirculated. Following emailed approval by Trustees, this had been published to ensure the Trust met the GDPR deadline.

Trustees formally ratified the revised Data Protection and Freedom of Information Policy.

Following a communication from the EFA, a number of minor updates had been made to the SPCMAT Complaint's Procedure to reflect this guidance. Details of these changes had been circulated to Trustees.

Trustees formally ratified the revised Complaints Procedure.

School Improvement Work

Audits across the schools had shown some key strengths and specific areas for development, which were being targeted by a variety of training sessions. The schools were then to have monitoring visits to measure the impact of the work undertaken.

The Teaching School was resubmitting its Oracy Bid and, if successful, the project would involve a number of schools from the Trust.

The Trust was working with the National College of Leadership to promote a variety of leadership courses linked to the apprenticeship levy.

Other recent training events had included: Data Refresher; Prevent training; GDPR training; SIMs training; First Aid training.

GDPR

Asset Registers, Data Flow Maps and Impact Assessment documents had been received from all the Trust schools and were being held centrally. Schools had individual actions to address to ensure compliance with the new standard.

Building Updates

DBr updated Trustees on recent progress with ongoing building projects, including:

	<ul style="list-style-type: none"> • Wendron Pre-school • Breage Pre-school • Mullion Roof • Garras Septic Tank <p>Trustees <u>approved</u> the Breage Pre-School project in principle and with the caveat that the preschool monies raised would cover the cost of relocating the car park.</p> <p>SCA Funding. Quotes were being gathered in accordance with the agreed principles for prioritising projects. Much of the initial spending cycle would involve boiler replacement, window replacement and similar projects.</p> <p>Trustees <u>agreed</u> that responsibility for projects that needed to get underway immediately in accordance with the agreed parameters would be devolved to DBr.</p> <p>Any proposed projects at levels below this were to come back to the Trust Board or Finance and Resources Committee for their consideration.</p> <p>Action: Headline figures on SCA spending to Finance and Resources Committee in July.</p>	SPi / DEI
8.	<u>POLICIES: PHYSICAL INTERVENTION POLICY AND PROBATIONARY POLICY</u>	
	<p>Probationary Policy. It was proposed the Probationary Policy that had been forwarded to Trustees for their prior consideration be used as an interim measure.</p> <p>With one suggested amendment, Trustees <u>agreed</u> the use of the Probationary Policy in the interim.</p> <p>Physical Intervention Policy. This had been consulted upon and, subject to one suggested amendment which had now been made, agreed at a meeting with Unions on 3rd May 2018.</p> <p>Trustees formally <u>ratified</u> the Physical Intervention Policy.</p> <p>Staff were to be asked to read the essential policies and then sign to say they had read and understood these. Key points and any amendments would subsequently be gone through on a rolling programme during staff meetings, INSET days and so on.</p>	
9.	<u>KESKOWETHYANS</u>	
	<p>DBr updated Trustees on progress to date regarding the plan for Keskowethyans to join Southerly Point Co-operative Multi-Academy Trust.</p> <p>See also Confidential Notes SPCMAT/18/05 CON.</p> <p>Trustees noted their gratitude to the Central Team for their continued hard work on behalf of the Trust.</p>	
10.	<u>RISK REVIEW</u>	
	<p>Risk Register Updates. Steady progress was being made on actions required. As issues were being identified, risk ratings were changed, and appropriate actions taken. Trustees had sight of the risk register in advance of the meeting and understood why some items had received a higher risk rating recently and were satisfied that the steps were in place to address these.</p> <p>School Risk Overview. The School Risk Overview, recently looked at in detail by the Trust Standards Committee, was talked through for the information of all Trustees.</p>	
11.	<u>HEALTH AND SAFETY UPDATE</u>	
	<p>Unannounced visits by the Health and Safety Trustee had been made to six of the Trust schools and two further visits had been calendared. No major concerns had arisen but a number of minor points had been noted. Notes for headteachers included:</p> <ul style="list-style-type: none"> • Ensure the systematic clearing of rubbish from all outside areas to avoid any potential issues. • Continue to be mindful of access to school buildings / school sites. It was suggested schools might undertake an audit of sites in terms of access, what 	

	<p>measures were in place, any improvements that could be made, etc.</p> <p>Action: Raise the subject of access with headteachers to get feedback for Trustees.</p> <ul style="list-style-type: none"> Ensure consistency around First Aid reporting / the logging of accidents and near misses. <p>Action: Improve consistency around First Aid reporting / the logging of accidents and near misses.</p> <p>The Health and Safety Trustee was pleased to report that examples of excellence had also been observed [Eg. school kitchens] across the schools visited.</p> <p>Insurance. Awareness of the precise nature of the cover was to be followed up with Headteachers to ensure additional cover was not sought unnecessarily.</p> <p>School residential trips. Headteachers were to retain a devolved responsibility for safety and safeguarding on school trips but a process of Quality Assurance to ensure this was happening would provide an additional degree of rigour.</p> <p>Action: Implement drop in visits to schools to ensure procedures are robust in this respect.</p>	<p>DBr</p> <p>DBr</p> <p>DBr</p>
12.	<u>ANY OTHER BUSINESS</u>	
	<p>Insurance. SPi explained that, as the Trust was now in the second year of a three year deal with Zurich, there would be no formal set of quotations for 2018-19. However, the original deal had now been improved by just under £8,000 so a saving had still been made. While the number of providers of general insurance for schools was limited, the Finance Team were to look at providers such as RPA [Government insurance] once a change of provider became possible in order to ensure the best deal, in terms of both cover and cost, was secured.</p> <p>Trustees <u>ratified</u> the continuation of this deal.</p> <p>Finance and Resources Committee. It was necessary to reschedule the Finance and Resources Committee meeting originally scheduled for Thursday 14th June 2018 in order to allow the Finance Team sufficient time to prepare budgets so this meeting was now to take place on Tuesday 3rd July 2018, from 6.00 to 8.00pm, in the MAT Conference Room.</p> <p>There were no further matters for consideration so the meeting was brought to a close at 8.50pm.</p>	
13.	<u>DATES OF FUTURE MEETINGS</u>	
	<p>The next meeting of the Trust Board will be taking place on Thursday 12th July 2018, from 4.00pm, in the MAT Conference Room.</p> <p>This will be the final meeting of the current academic year.</p>	

Chair's Signature _____ Date _____