



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



**Thursday 12th July 2018,
in the MAT Conference Room.**

<u>ATTENDING :</u>		
Helena Arnold Catherine Bird Donna Bryant Alan Horne Peter Johnson Kristin Pryor Susan Reynolds Kevin Thomas		HAr CBi DBr AHo PJo KPr SRe KTh
<u>In Attendance</u>		
Neil Hamilton [Cornwall Council Audit Services] Sean Pinhay Karen Teague		NHa SPi KTe
<u>APOLOGIES :</u>		
Sean Davis		SDa
		<u>ACTION</u>
3.	<u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u>	
	The Chair welcomed all those present. Introductions around table. Under Declarations of Pecuniary Interests , no additional declarations were forthcoming at this time.	
4.	<u>INTERNAL AUDIT REPORT</u>	
	NHe advised Trustees the terms of reference for the audit had been agreed on 18 th June 2018. The scope of this audit was different to that of any audits the Trust had had previously, as a broader range of activity had been reviewed. The 3 key foci were: <ul style="list-style-type: none"> • Financial management and reporting • Governance • Risk Management <p>NHe emphasised this was a draft report and there was room for amendments to be made after discussion with the management team so a plan could be created that worked for the Trust. The overall objective of the engagement had been to provide assurance to the Trust that the framework of internal control was operating effectively. Where any weaknesses had been identified as a result of the audit review, these were detailed and appropriate recommendations made to address the current risk exposure to the Trust. The recommendations would then be coupled with agreed management actions and appropriate time frames for these actions.</p> <p>See also Confidential Notes SPCMAT/18/06 CON.</p> <p>The Chair thanked NHa and asked if he would extend the Board's thanks to his colleagues at Cornwall Council Audit Services.</p> <p>NHa left the meeting.</p>	

5.	<u>MINUTES AND MATTERS ARISING</u>	
	<p>The minutes of the meeting of the Trust Board on Thursday 17th May 2018 were agreed to be an accurate record.</p> <p>Liability insurance at LGB level. SPi was to continue work on this.</p> <p>Action: SPi to continue work on this.</p> <p>New governance model. The new model had been fully circulated and Local Governing Bodies were content with this revised version. One change was to be made post audit. See Item 7 – Governance also.</p> <p>School Condition Allocation [SCA]. A Working Party had been set up to look at defining parameters around SCA spend. Its first meeting was to take place on 23rd July 2018.</p> <p>Co-operative Spirituality and Well-being Committee. The introductory meeting of the CSAW Committee was to take place on 17th July 2018 at St Keverne Church.</p> <p>Health and Safety - Site Access. A conversation around safety risks and potential solutions to these had taken place at the recent Heads' Group meeting. More work was to be done in this respect as part of an ongoing programme.</p> <p>First Aid reporting. Headteachers were to send examples of how they reported on first aid within their schools as part of a move towards greater consistency.</p> <p>Action: DBr to come up with a consistent approach for reporting and put this into the back of the Health and Safety policy next year.</p> <p>School Residentials and dangerous activities. These were all now being reported to DBr, with a specified set of details.</p> <p>Action: Carry out drop in visits to schools to ensure procedures are robust in this respect.</p> <p>Pensions. While no significant impact should result from Keskowethyans joining the Trust, costings had nevertheless been asked for. Eg. Are the terms the same? Would the percentage go up at the same level as the percentage guaranteed for the Trust? What are the pension deficit and funding arrangements and will they change when they come into the Trust?</p> <p>Action: Gain reassurances around the pension arrangements, with regard to the above.</p> <p>ESFA funding. Derek Thomas [MP] had met with Lord Agnew to discuss the need for and benefits of additional monies coming back to the Trust. Additional support had subsequently been offered.</p>	<p>SPi</p> <p>DBr</p> <p>DBr / Hub Leaders</p> <p>DBr / SPi</p>
6.	<u>RATIFICATION OF FINANCE AND RESOURCES / STANDARDS COMMITTEE MINUTES</u>	
	As the Trust Board had met quite recently, there were no minutes requiring ratification on this occasion.	
7.	<u>CEO REPORT AND UPDATES</u>	
	<p><u>Staffing and School Leadership</u></p> <p>Discussion was had around the need to look at longer term solutions to school leadership.</p> <p>Discussion was also had around how best to monitor the monitoring of leaders. In addition to this continuing to be a strand of the Hub Leaders' performance management, it was proposed a fifteen minute summary from Hub Leaders on the impact of their work be provided once a year. This would include the principles for their decision making and its overall direction so Trustees could be confident in what was being done with regard to Hub Leaders holding headteachers to account and the CEO holding Hub Leaders to account.</p> <p>Action: Hub Leaders to be asked to provide a fifteen minute summary on the impact of their work in this respect for the Trust Board meeting in October.</p>	<p>DBr / Hub Leaders</p>

	<p>Primary. Whilst there were minor overspends in some schools, reserves coupled with actions in place to deal with overspends meant the overall picture for primary schools was relatively good.</p> <p>Secondary. The budget for Mullion School was looking healthier, with the school projecting a surplus over three years if managed carefully. The budget for Helston Community College was showing a deficit but the areas of concern had been clearly identified and measures were already being put into place to address these so, subject to the right action being taken, the deficit should be fixable.</p> <p>See also Confidential Notes SPCMAT/18/06 CON.</p> <p>Trustees unanimously ratified the budgets on the proviso any actions discussed by the Finance and Resources Committee be taken to address the key issues.</p> <p>A question arose around credit referencing for new suppliers so SPI was to check this with the Trust's Estates Manager.</p> <p>Action: SPI to check credit referencing for new suppliers with DEI.</p>	SPI
9.	<u>POLICIES - ITE</u>	
	<p>Trustees requested that, under Roles and Responsibilities on page two of the policy, 'school' be added to ITE coordinator so the phrase would read 'The role of the school ITE coordinator encompasses the following'.</p> <p>Trustees approved the Initial Teacher Education Policy with this amendment.</p> <p>Policies - Essential Reading for Staff. As discussed previously, 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> <p>Action: In the upcoming Heads' Group meeting, ensure this is being followed up in all Schools and minute that this has been done.</p>	DBr
10.	<u>HEALTH AND SAFETY UPDATE</u>	
	<p>The Health and Safety Trustee reported he had visited another four schools, bringing the total number of schools visited to eleven in all. He was pleased to report that, with one exception, all the issues noted had been minor ones and the exceptional issue was being comprehensively addressed. Four schools were still to be visited but dates were being put in place for these visits.</p> <p>See also Confidential Notes SPCMAT/18/06 CON.</p>	
11.	<u>ANY OTHER BUSINESS</u>	
	There were no further matters for consideration so the meeting was brought to a close at 8.40pm.	
12.	<u>DATES OF FUTURE MEETINGS</u>	
	<p>The next meeting of the Trust Board will be taking place on Thursday 18th October 2018, from 6.00pm, in the MAT Conference Room.</p> <p>Thereafter, meetings will take place on:</p> <p>13th December 2018 [AGM] 14th March 2019 23rd May 2019 11th July 2019</p>	

Chair's Signature _____ Date _____