



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



**Thursday 13th December 2018, 6.00pm
in the MAT Conference Room.**

<p><u>ATTENDING :</u> Donna Bryant Pam Miller Kristin Pryor Susan Reynolds Kevin Thomas Catherine Bird</p> <p>In Attendance Pat Nicholas [Minute taker]</p>		<p>DBr PMi KPr SRe KTh CBi</p>
<p><u>APOLOGIES :</u> Helena Arnold Sean Davis Alan Horne Tony Sanders Karen Teague</p>		<p>HAr SDa AHo TSa KTe</p>
		<u>ACTION</u>
3.	<u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u>	
	<p>Under Declarations of Pecuniary Interests, no additional declarations were forthcoming at this time.</p> <p>The Chair noted the difficulties with attendance at meetings for some Trustees. As with CBi, technology could help depending on the circumstances. It was suggested that Trustees could be recruited from the LGBs, but this was rejected in light of a lack even of potential governors.</p> <p>Bex Couch had been consulted and there was a potential candidate with an educational background. This would be followed up and Trustee attendance monitored closely.</p>	
4.	<u>MINUTES AND MATTERS ARISING</u>	
	<p>The minutes of the meeting of the Trust Board on Thursday 18th October 2018 were agreed to be an accurate record.</p> <p>First Aid reporting. This was ongoing as DBr was gathering information during the course of school visits.</p> <p>Credit Referencing. This was to be actioned as part of an improved tendering process which was to be looked at once the external audit and follow up work had been completed.</p> <p>Trust Plan. Trustees were to look at the Trust Plan and see what progress had been made. Each Trustee was to consider what monitoring activity they wished to implement in relation to the plan and email these to KTe.</p> <p>AGM. The AGM had been rescheduled for January.</p> <p>Action: KTe to confirm the date of the AGM and share with Trustees.</p> <p>Other actions had been successfully completed.</p>	
		<p>DBr SPi All Trustees KTe</p>

5.	<u>RATIFICATION OF FINANCE AND RESOURCES / STANDARDS COMMITTEE MINUTES</u>	
	A meeting of the Finance and Resources Committee had taken place earlier in the afternoon, where the minutes of the Committee's meeting on 8 th November 2018 had been approved. Trustees ratified these minutes.	
6.	<u>LOCAL GOVERNING BODIES</u>	
	<p>Matters Arising from LGB Meetings and Trustee Feedback:</p> <p>A Link Trustee had emailed the Chair of Governors of a school to share his views following a review. There had been no follow up as yet; however, this Trustee would attend the next LGB meeting.</p> <p>The former Keskowethyans schools were finalising the makeup of their LGB in light of the headship changes in January 2019. It was agreed to form a new LGB for Coverack, Manaccan & St. Keverne from January 2019 with most of the existing LGB. The remaining governors would become governors for Grade-Ruan from January supported with some governors from Landewednack. Both LGBs would meet together initially, with the clerk dividing the minutes accordingly.</p> <p>At the safeguarding training with Helen Trelease in October, governors heard that there should be a named equality and diversity governor. There is no requirement for this; however, it was good practice for this to be integral to the work of the Trust. To address this issue, the structured questions will be amended to include 'How will equality and diversity be covered in this aspect?' under each of the headings so that Equality issues permeate all aspects of our work.</p> <p>Four potential governor pen portraits had been received; all were approved by Trustees.</p> <p>Governor Training Attendance:</p> <p>The next governor training sessions were scheduled as follows:</p> <p>23rd January 2019 Understanding your School's Data [Richard Lawrence] 27th February 2019 OfSTED [Mark Lees] 20th March 2019 General Update on Governance for all LGBs [Donna Bryant]</p> <p>Forum/Forum member:</p> <p>The Forums were still being established so the Forum member had not yet been appointed.</p>	
7.	<u>CEO REPORT AND UPDATES</u>	
	<p>Support Staff Pay</p> <p>The road shows had been completed and feedback received. The aim for the Trust was to have a fair and equal system for staff undertaking the same level of roles and responsibilities. The consultation indicated that most Support Staff did not want a reward system but wished for consideration to be given to payment for residential activities and that the EYFS TA band be brought in line with other teaching assistants [Band 2]. There was some feedback regarding the Cost of Living awards and how this would be applied fairly. The proposal currently is that when the pay grades were re-organised, staff would either receive an uplift or would have a pay freeze until the pay levelled out [most within two years]. Trustees were asked to approve a cost of living increase from April 2019. The unions were seeking NJC [National Joint Council] rates for all posts, which had been costed and were not affordable at the current time. [See previous minutes]. Unions had requested a further costing exercise to see the potential impact in terms of redundancies. The Board were not willing to go into a deficit model to fund the recommendation of the unions to adopt the NJC rates. The Central Finance Team would look at this over the holidays.</p> <p>Trustees agreed to the cost of living increase from April 2019 and in principle to continue progress towards the changes to the support staff pay structure.</p> <p>Trustees agreed to all EYFS TAs moving to Band 2.</p>	

	<p>DBr to feed back to the union representatives.</p> <p><u>Teacher Pay Award</u></p> <p>Action: DBr to review the Teachers Pay Policy with a view to putting a ceiling on rates of accelerated progression.</p>	DBr
8.	<u>POLICIES</u>	
	<p>Trustees ratified the following:</p> <ul style="list-style-type: none"> • SPCMAT Admissions Policy 2020/2021 • Revised Educational Visits Policy • Revised Safeguarding and Child Protection Policy • Revised Teacher Appraisal Policy • Modern Slavery Statement 	
9.	<u>GOVERNANCE REVIEW</u>	
	<p>Governance Review</p> <p>The following next steps were agreed:</p> <ul style="list-style-type: none"> • Investigate IT solutions to address the email communication problem. • Share the mobile numbers of all Trustees to help improve communication. • Use the March governor training session to provide networking opportunities and gain clarity from questioning. • Attendance of Link Trustees at LGB meetings to ensure that governors feel a connection with the Trustees. <p>Action: DBr to remind heads at the next Heads' Group meeting to ensure that all LGB minutes are published on school websites in a timely fashion.</p> <p>There was a suggestion in the review that Trustees should attend Open Evenings. However Trustees agreed that these events were not governance.</p>	DBr
10.	<u>HEALTH AND SAFETY UPDATE</u>	
	An update by the Health and Safety Trustee was circulated in advance as he had given his apologies for the current meeting.	
11.	<u>ANY OTHER BUSINESS</u>	
	<p>Prior to this evening's Trust Board Meeting, the Finance and Resources Committee had met with the external auditors [Bishop Fleming] for the review of the 2017-18 annual accounts. The Committee were happy to inform the Board that the external auditors had no major concerns to report and that the management report they prepared contained only seven minor items that had either been addressed or a plan was in place to address the concerns during the current financial year. Overall the school reserves had increased by over £410k, with only one school remaining in a deficit [where last year it was two]. Cash flow was also currently not a concern for the Trust and the LGPS deficit had also decreased by £495k. The Committee therefore had no reservations in recommending the 2017/18 annual accounts for approval.</p> <p>CBi proposed the Accounts be approved and KTh seconded the proposal.</p> <p>This was followed by unanimous approval of the accounts.</p> <p>Action: The CFO will now arrange for the accounts to be signed and uploaded to the ESFA and Companies House before the 31/12/18 deadline.</p> <p>There were no further matters for consideration so the meeting was brought to a close at 7.55pm.</p>	SPI

12.	<u>DATES OF FUTURE MEETINGS</u>	
	The next meeting of the Trust Board will be taking place on Thursday 31st January 2019 , from 6.00pm, in the MAT Conference Room. This is the Trust's AGM. Thereafter, meetings will take place on: 14 th March 2019 23 rd May 2019 11 th July 2019	

Chair's Signature _____ Date _____