



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



**Thursday 14th March 2019, 6.00pm
in the MAT Conference Room.**

<u>ATTENDING :</u>		
Donna Bryant		DBr
Sean Davis		SDa
Alan Horne		AHo
Pam Miller		PMi
Kristin Pryor		KPr
Susan Reynolds		SRe
Tony Sanders		TSa
Kevin Thomas		KTh
Catherine Bird		CBi
In Attendance		
Karen Teague		KTe
<u>APOLOGIES :</u>		
None		
		<u>ACTION</u>
3.	<u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u>	
	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 13 th December 2018 were agreed to be an accurate record. First Aid Reporting. Trustees were informed Helston Community College were trialling an electronic form of recording accidents / any treatment and would report back on it once its suitability had been properly gauged, at which point headteachers could decide between this and a paper form. Teachers' Pay Policy. This action was to be completed at the next policy review. Updates would also need to be made regarding with new rates of pay, CEO pay, etc. All other actions had been completed.	
5.	<u>RATIFICATION OF FINANCE AND RESOURCES / STANDARDS COMMITTEE MINUTES</u>	
	A meeting of the Standards Committee had taken place on 24 th January 2019, where the minutes of the Committee's meeting on 4 th October 2018 had been approved. A meeting of the Finance and Resources Committee had taken place on 7 th March 2019, where the minutes of the Committee's meeting on 13 th December 2018 had been approved. Trustees ratified these minutes. A meeting of the SCA working group had also taken place on 7 th March 2019. The draft notes of this meeting were shared and discussed with the full Board. Action: DBr to add MUGA and 3G pitch to notes.	DBr

	<p>BAM had produced costings for the 3G pitch and comparisons were being sought. There was a variety of ways to support the funding of this project.</p> <p>Helston Community College South Site had four boilers. One of these was not operational but the other three were being used to cover A and B block. It was proposed the newer boilers from North Site be saved to be repurposed and sent out to other schools for their use.</p> <p>Trustees approved this proposal in principle.</p>	
<p>6.</p>	<p><u>LOCAL GOVERNING BODIES</u></p>	
	<p>Matters Arising from LGB Meetings</p> <p>Any items from ‘Matters to be Raised with the Trust Board’ in LGB minutes had been listed and these were discussed by Trustees. Responses were noted and, once properly recorded, were to be forwarded to the respective headteachers and Chairs of Governors for sharing at the next LGB meeting. This process would also be reiterated at an upcoming Governance update and training session for all LGBs.</p> <p>Governor Training Attendance</p> <p>Governor training sessions had been well attended and well received. Governors attending these sessions were to be reminded to share their learning with fellow members of their LGBs so the sessions could have maximum impact.</p> <p>Trustee feedback from LGB Meetings</p> <p>Now the communication flow between LGBs and Trustees had been better established, it was agreed Trustee feedback would only be given in respect of any issues or concerns on the part of Linked Trustees.</p> <p>Forums / Forum Member</p> <p>Headteachers were trying a number of different ways to encourage engagement and create effective Forums. It would be important for headteachers and LGBs to persevere with this. The election of a Forum Member was to take place at a later date, once the Forums were more fully established.</p> <p>There were a number of vacancies for the role of governor across the Trust so Trustees were asked if they would advise DBr of any contacts who might be able to fulfil this role, either in the longer term or as support in the interim.</p> <p>Approval of Pen Portraits of Prospective Governors</p> <p>The Pen Portraits from PWO and SHi were approved by Trustees.</p> <p>The Role of the Governor / Trustee in Ofsted Inspections</p> <p>Points discussed included:</p> <ul style="list-style-type: none"> • There was currently no full MAT inspection but rather a rolling programme of school inspections and a MAT review. [Trustees’ attention was drawn to a local MAT whose review had just been published.] • No separate Ofsted framework existed for MAT inspections. • In the new framework for inspection from September 2019, the main shift was an increased emphasis on the quality of education and not merely hard data. It was still necessary for tracking to be taking place but the focus was far more on what could be seen in classrooms / in books and how this related to outcomes, and the overall quality of the curriculum etc. • Trustees were encouraged to review the inspection framework, especially those aspects relating to governance, as this spelt out clearly what should be happening. • Inspectors’ meetings with governors / Trustees generally lasted for around 40 minutes but there was some flex around this, depending on the structure of the MAT. • Trustees would be expected to know a school’s strengths / the measures in place to maintain or enhance the quality of provision and any key areas for concern / the actions in place to address these concerns. • Trustees, governors and staff would be expected to know what difference the MAT had made to the school in terms of increased support, opportunities and so on. 	<p>DBr / KTe</p>

	<ul style="list-style-type: none"> Trustees should be familiar with the MAT website, have a grasp of where to find information and ensure this is up to date Governor induction training needed to be MAT wide. 	
7.	<u>CEO REPORT AND UPDATES</u>	
	<p>DBr invited questions on her report to the Committee, which had been forwarded to Trustees ahead of the meeting. Key areas included:</p> <p>Support Staff Pay</p> <p>Feedback from the consultation had been considered and some adjustment made to the detail of the original proposal. The unions were fully involved in the process. All support staff had now received a letter outlining the feedback from the consultation and the next steps for the implementation of the new pay arrangements. Jobs descriptions were in the process of being reviewed. By the end of June, staff were to receive an updated job description and a letter stating their job title / pay details, including any pay protection element. Pay protection would be in place for 2 years, after which time it would be reviewed to address any remaining anomalies. The new pay arrangements were to be backdated to April.</p> <p>Keskowethyans</p> <p>The legal handover of St Martin land to the LA had been signed off and the Financial return to the EFSA had been submitted. The process for the wind up of the company had been delayed, as a period of 3 months of clear trading was required before wind up could take place.</p> <p>Schools</p> <p>The individual schools had been allocated a red, amber and green risk rating to identify those which represented the biggest risk.</p> <p>DBr advised Trustees of how the new arrangements for Executive Headships were bedding in and the benefits of this model. She then talked through individual schools in terms of any significant areas of concern in teaching and learning / progress and impact / staffing and how these were being managed.</p> <p>One of the benefits of being part of a co-operative trust had been demonstrated recently when governors at one of smallest primary schools who had to deal with an exclusion for the first time had been provided with support by the more experienced governors at Helston Community College.</p> <p>Leadership</p> <p>Paper distributed regarding the proposed change of leadership structure to ensure succession planning, capacity building, avoidance of duplication, and being flexible and fleet of foot in respect of school improvement intervention. Trustees' decision by email was to be ratified later in the meeting. [See Item 12.]</p> <p>Governance</p> <p>Most of the Local Governing Bodies [LGBs] had at least six governors. However, there were less than this currently at a number of schools so recruitment was a focus for these. There had been a good level of representation of LGBs at training events.</p> <p>Most LGBs were beginning to make good use of the structured questions and monitoring visits.</p> <p>All LGBs should now have reviewed the operational risk register for their school. More training had been requested on this and it was to be addressed at the next Governance training session on Wednesday 20th March. The session would be a reminder of what the expectations were from the Trust but would also provide an opportunity for LGBs to ask questions or gain clarity where there was any confusion. It was agreed a number of Trustees would attend this session both for visibility and to ensure they were fully aware of any glitches that remain in the governance structure.</p> <p>Trustees should be aware of school issues, and whether the structured questions and monitoring visits were happening via the minutes of the LGB meetings. However, there had been some glitches in communication issues so these were being explored.</p>	

	<p>There had been good attendance of Trustees to a number of LGB meetings but this had been uneven across the schools due to the recent loss of two Trustees and the capacity issues resulting from this.</p> <p>Ofsted</p> <p>The window for inspections was to open after the Easter break and the Trust was likely to have several inspections. While certain schools were likely to be in scope, the inspectors could choose to go elsewhere if a particular aspect attracted their attention.</p> <p>The slides from Mark Lee’s Lead Inspector training had been forwarded to Trustees. These reiterated Trustees had a key role to play in inspection and, as Linked Trustees, would need to know their schools well.</p> <p>ICT Strategy</p> <p>A productive strategic meeting had taken place the previous week and a number of developments were taking place in respect of ICT:</p> <ul style="list-style-type: none"> • Exploration of a hosted service for SIMs through Helston Community College – a project with the four new schools was already underway. • Exploration of moving to a cloud based system via Google. • Exploration with the EFSA as part of the Rural Gigabit Project to improve connectivity to the community using public buildings as hubs. <p>Trust Plan</p> <p>See Item 9.</p> <p>Reasons to Celebrate and Areas of Challenge.</p> <p>Having taken on board the suggestion of Members at the recent AGM that denoting three things for the Board to celebrate and three for the Board to worry about would be valuable, as this would succinctly show what was at the front of Trustees’ minds in terms of challenges and priorities, DBr shared a set of reasons to celebrate and a set of areas of challenge with Trustees.</p>	
<p>8.</p>	<p><u>LETTER FROM RSC SW</u></p>	
	<p>Trustees were asked if they wished to make any comments or raise any queries in respect of a recent letter from the RSC SW which had been forwarded to Trustees prior to the meeting. None were forthcoming so the Chair moved to the next agenda item.</p>	
<p>9.</p>	<p><u>TRUST PLAN</u></p>	
	<p>DBr briefly talked Trustees through the most recent version of the Trust Plan so they could be mindful of this when determining any specific monitoring activities they wished to undertake in relation to an area of the plan.</p> <p>Teaching and Learning. Trustees discussed whether a champion should be allocated to disadvantaged pupils or whether this was adequately covered by the monitoring and scrutiny of the Standards Committee. It was agreed this role would remain with the Standards Committee. Areas such as writing, maths, GPS, EYFS and GCSE were similarly covered by the Committee’s work.</p> <p>SDa agreed to review MDIF spend / improving outcomes.</p> <p>KTh agreed to champion the 6th Form, continuing a role he had informally undertaken over recent months.</p> <p>The ‘Research’ aspect of the Trust Plan as a specific area for action was discussed. It was suggested that, if there was insufficient capacity at the present time, Trustees could be minded to remove this as a specific item. DBr was to raise this at the upcoming Heads’ Group meeting to gauge progress to date in this respect.</p> <p>It was recognised the Entitlement Curriculum was an important element and a champion for this would be more appropriate later when work on this was more firmly underway. In the interim, KPr was to obtain an overview of how far the various schools had progressed with their curriculum plans.</p> <p>Expectations and Aspirations. Trustees discussed whether a report from the secondary</p>	<p>DBr</p> <p>KPr</p>

	<p>schools regarding work they were doing around Careers / Future Pathways would be helpful. While they were confident both schools were providing meaningful opportunities, an overview of the opportunities pupils had been given might be useful for Ofsted readiness. Therefore, careers leads were to be asked to report back to the Standards Committee, either in the form of a short presentation or a paper.</p> <p>As part of the tracking of professional development, DBr was also to report back on apprenticeships within the Trust at the next meeting of the Standards' Committee.</p> <p>Behaviour and Wellbeing. DBr reported she and the Hub Leaders had been looking for evidence of the Co-operative Values during their school visits.</p> <p>Scomis were shortly to be running a training session which would include improvements in the recording of staff absence, as it was vital to be able to calculate staff absence accurately. This was to be reviewed at a later date once the refinements in recording absence had been embedded.</p> <p>The idea of conducting a staff survey was put forward. However, an earlier survey had yielded very little in the way of helpful data and it was also felt now was not the time to do another so this was put to one side for the time being. The idea of conducting exit surveys was also briefly discussed.</p> <p>In terms of supporting Mental Health, DBr reported a training session on Managing Self Harm had recently been provided for all the Trust schools. The Wellbeing Network Group had recently met but was still gaining traction, as was the CSAW Committee.</p> <p>Leadership. SIAMS training had been taking place, which would strengthen the leadership of those Headteachers new to church schools, as would reports back from visits by the Diocese and members of the CSAW Committee. The Trust's Risk Strategy and the process around the Operational School Level Risk Registers was now working and this was to form part of the upcoming Governance training session.</p> <p>Effective Management. The Finance Team continued to make progress. Some systems needed further work over the course of the coming year.</p> <p>HR spot checks were being carried out during school visits.</p> <p>Overall, Trustees were pleased with how the Plan was developing.</p>	<p>DBr</p> <p>DBr</p>
10.	<u>POLICIES</u>	
	There were no policies for ratification on this occasion.	
11.	<u>HEALTH AND SAFETY UPDATE</u>	
	<p>The Health and Safety Trustee was to go out to visit the remaining four schools to complete the nineteen visits.</p> <p>There had been a failure at one of the primary school kitchens. However, all actions had been completed and the situation fully resolved.</p> <p>For the benefit of those Trustees not at the recent meeting of the Finance and Resources Committee, it was explained a fire assessor had condemned the bus at Parc Eglos so this had been taped off and warning notices put up to advise it was out of bounds. Moves were being made to remove it from the site as soon as possible. Due to the loss of space this represented and the lack of space overall on the site, a portable building to give some space back was being investigated.</p>	
12.	<u>ANY OTHER BUSINESS</u>	
	<p>Linked Trustees. Discussion was had around whether the current structure or a revised one would be most appropriate. It was finally agreed to stay with the current structure until additional Trustees had been recruited and then look at this again once capacity had been improved. In order to ensure Trustees were covering the most poorly performing schools in the interim, KPr was to provide additional capacity by attend learning walks, meetings with Headteachers as required etc.</p>	KPr

	<p>Mark Lees had challenged Trustees by asking them to consider what the link was between LGBs and the Standards Committee. Governors and Trustees were both answerable to Ofsted at varying levels so it was important to tease this out. Governors would be expected to have the detailed local knowledge of schools and their standards</p> <p>LGB minutes showed there was a good level of awareness regarding issues in schools but did not always show what actions were being taken or the impact of these actions. LGBs and Clerks were to be reminded of the need to include recommendations from School Improvement Partners, what was being done in respect of these and what was happening a few months later, etc. Likewise, more information around monitoring visits needed to be included as it was important for LGBs to be able to show Trustees what action was taking place on the ground, and to be able to demonstrate challenge and impact.</p> <p>As a template for both agendas and minutes had been provided for LGBs, along with sets of structured questions across key areas, this evidence should be included.</p> <p>Trustees discussed how Linked Trustees would have access to all the knowledge they required should notification of an inspection be received.</p> <p>Local knowledge of an individual school in terms of its key strengths, any issues or measures to address these and its standards were vital so effective Governor monitoring would form a key part of this.</p> <p>It was hoped the upcoming introduction of G Suite would also facilitate the flow of information to and from Trustees, as well as further centralising this.</p> <p>DBr was to introduce the respective Linked Trustees to the four new schools.</p> <p>School Visit. CBi was to carry out the next school visit with DBr.</p> <p>Leadership Structure. See SPCMAT/19/02 Confidential Notes.</p> <p>Parental request for admission of summer born child out of cohort / normal age group. See SPCMAT/19/02 Confidential Notes.</p> <p>There were no further matters for consideration so the meeting was brought to a close at 8.30pm.</p>	<p>DBr</p> <p>DBr</p> <p>CBi</p>
13.	<u>DATES OF FUTURE MEETINGS</u>	
	<p>The next meeting of the Trust Board will be taking place on Thursday 23rd May 2019, from 6.00pm, in the MAT Conference Room.</p> <p>Thereafter, meetings will take place on:</p> <p>11th July 2019</p>	

Chair's Signature _____ Date _____