



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

**Thursday 9th May 2019, 6.00pm
in the MAT Conference Room.**



<u>ATTENDING :</u> Donna Bryant Sean Davis Alan Horne Pam Miller Susan Reynolds Kevin Thomas Catherine Bird In Attendance Karen Teague		DBr SDa AHo PMi SRe KTh CBi KTe
<u>APOLOGIES :</u> Kristin Pryor Tony Sanders		KPr TSa
		<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>	
	<p>The minutes of the meeting of the Trust Board on Thursday 14th March 2019 were agreed to be an accurate record.</p> <p>Research. Information from schools was being collated for the research element of the Trust Plan. Updates were to be reported to the Standards Committee meeting on 6th June 2019.</p> <p>Curriculum Plans. The curriculum plans were ongoing and significant pieces of work but headteachers were working hard on these. As it had been necessary for KPr to give her apologies for the meeting, she was not able to report back to other Trustees at this time.</p> <p>Careers / Future Pathways. Arrangements had been made for the secondary Careers leads to present to the upcoming Standards Committee meeting.</p> <p>MAT Development and Improvement Fund. The MDIF spend was progressing well, with good returns on investments. A May review had taken place and further spend had been planned. £5000 of uncommitted monies remained to be spent prior to the end of August so a further review meeting was to take place after the release of SATs results to see how best to maximise this spend.</p> <p>All other actions had been completed.</p> <p>See also Confidential Notes SPCMAT/19/03 CON.</p>	
5.	<u>RATIFICATION OF FINANCE & RESOURCES / STANDARDS / C-SAW COMMITTEE MINUTES</u>	
	<p>A meeting of the C-SAW Committee had taken place on 26th March 2019, where the minutes of the Committee's meeting on 8th January 2019 had been approved.</p> <p>Action: TSa to be asked to sit on the CSAW Committee.</p>	DBr

	Trustees ratified these minutes.	
6.	<u>RATIFICATION OF THE C-SAW COMMITTEE'S TERMS OF REFERENCE</u>	
	Trustees ratified the Terms of Reference for the Co-operative Spirituality and Wellbeing, or C-SAW, Committee.	
7.	<u>LOCAL GOVERNING BODIES</u>	
	<p>Matters Arising from LGB Meetings 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.</p> <p>Governor Training Attendance Attendance continued to be very good and feedback extremely positive. Additional topics for training had also been suggested.</p> <p>Trustee feedback from LGB Meetings Due to the nature of the meeting schedule, there had been very few LGB meetings since the last Board meeting. There had been a positive meeting at Cury C of E School, whose governor numbers were to be enhanced by the addition of an experienced Assistant Headteacher from one of the other primary schools in the Trust. A potential new governor had also been introduced to Breage C of E School.</p> <p>Forums / Forum Member Forum meetings continued to take place but it was recognised that time would be needed for these to become properly established.</p> <p>Approval of Pen Portraits of Prospective Governors Pen Portraits from JBa, RBe, THa, JKn, NLo, MNo, JRa and LSt were approved by Trustees.</p>	DBr / KTe
8.	<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>Gender Pay Gap The statutory return had been made, Trustees having signed off by email on the Trust's statement. Trustees ratified their email approval of the Trust's Gender Pay Gap statement. Trustees suggested it would be useful to revisit this subject at a later date in order to look at it by categories to gain a deeper understanding of the detail behind the figures.</p> <p>Keskowethyans The legalities around the land and assets had been completed. The company could now be wound up by the end of July.</p> <p>Schools The individual schools had been allocated a red, amber and green risk rating to identify those which represented the biggest risk. Summary statements were in the process of being prepared for Trustees to have a short overview of each school. These would include a section which indicated what each school had contributed to the life and development of the Trust as well as what it had received from the Trust. These were to be distributed by email to Trustees in the first instance until the new Google team drive had been set up. A draft of the documents to support schools with the preparation for an Ofsted inspection were also included for Trustees' awareness.</p>	DBr

<p>Staffing</p> <p>The process was underway to recruit four Assistant Headteachers for Coverack, Crowan, Cury C of E and Landewednack Schools respectively. [See item below also.]</p> <p>Leadership</p> <p>Richard Lawrence, Hub Leader and data lead for the Trust, had been interviewed and appointed to the Deputy CEO post commencing in September 2019. He would continue to be the Executive Head at Halwin as a part of his overall duties. Continuing the Trust's approach to Executive Headship, Paul Hunkin - Headteacher at Crowan School – was to take up the Executive role for Crowan and Wendron Schools from September. The respective Local Governing Bodies, parents and staff had all been appraised of the new roles.</p> <p>Currently, four Assistant Headteacher posts were out for recruitment, two as a result of retirement / maternity and two as a result of Executive Headship arrangements. There had been a good level of interest and interviews were to take place on Friday 17th May. These would be done together so the best of the candidates could be interviewed once and offered a position at the school with the best match.</p> <p>Support Staff Pay</p> <p>Meetings had taken place with staff significantly affected, in that their pay differential would not be closed in the short term. Letters would go out shortly outlining pay profiles and the new job descriptions. There had been some further amendments to job titles and pay ranges, most notably in the administrative team.</p> <p>If any particular tasks were not included in the generic job description, these could be added as 'school specific' duties. However, all of the standard items must be retained and then the specifics added underneath if necessary. The addition of these duties would not mean the member of staff would move up a grade if the duties were still of the same standard. The number of hours might be increased if the number of duties really necessitated this but, again, these would be on the same grade.</p> <p>Where a member of staff was undertaking a role that was higher than their main role for part of the week, he / she could be given a separate contract for x number of hours per week but only for the hours specific to this role.</p> <p>If necessary, any formal appeals would be heard by Trustees, not LGBs, to ensure consistency in this respect.</p> <p>Governance</p> <p>Work was ongoing around recruitment to Local Governing Bodies and a good number of Pen Portraits from prospective governors had recently been submitted for Trustees' approval. The number of governors on the individual governing bodies was briefly discussed by Trustees.</p> <p>Overall, the Trust was in a stronger position since the last Trust Board meeting. The Clerks to Governors were meeting regularly to ensure that the processes required by the Trust were robustly applied. A resignation had been received from one clerk so an advert was to be posted to recruit a replacement.</p> <p>ICT strategy</p> <p>Work in this area was continuing with awareness raising sessions on Google Education Suite with some of the primary headteachers, led by Richard White at Mullion School. The aspects below were being rolled out but this would take some time:</p> <ul style="list-style-type: none"> • Exploration of Helston hosted service for SIMs – a project with the former Keskowethyans schools was underway • Moving to a cloud based system via Google • Exploration of a project to improve connectivity to the community <p>It was hoped that the Google drive for Trustees and for each LGB would be in place for September. A set of protocols for consistency of use for this new area had been drafted and were being finalised before the roll out.</p> <p>Estates</p> <p>Recent meetings of the restructured Estates Team [RGi Mullion; RCo Helston; SHa Central;</p>	<p>DBr / KTe</p>
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	<p>CFO and CEO] had been really positive. The new roving caretaker, who had taken up post on 1st May 2019, was to join these meetings. The meetings were systematically reviewing Parago jobs, medium sized projects and compliance. RCo and RGi were to share the lead role on Estates until Christmas, at which point it was to be reviewed and a decision made about the future of the Estates Manager role. To date, the team had been working very well together and the new roving caretaker was already settling into the team.</p> <p>An external Project Manager would be brought in for higher level work. This would include undertaking school condition reports to help inform the Trust’s strategic planning.</p> <p>The new build at Trannack School was to go ahead as agreed and would be ready to populate for September 2019. Brief updates were also given on other projects in the pipeline.</p> <p>No response had been received from the auditors or the DfE in respect of the all-weather pitch so it would be necessary for a best value decision to be made on the information currently available. DBr was to email Trustees for their feedback / ratification of this.</p> <p>Trust Plan</p> <p>Post 16. An initial meeting had been held with the headteacher and Chair of Governors at Helston Community College, the CFO, the CEO and the Chair of the Trust Board to discuss Post 16. A subsequent meeting had then been held with senior leaders from both the Trust’s secondary schools to review the actions taken to date and how to improve on these going forward.</p> <p>MDIF. See item 4 above.</p> <p>Staff Attendance. Some initial work had been done with SCOMIS on how to record absence more accurately on SIMs. This was to be further developed at the next secretarial training event in June.</p> <p>Apprenticeships</p> <p>In recognition of its work in this field, Cornwall College had put the Trust forward for the Cornwall Business Awards. DBr had also been invited to present to CASH [Cornwall Association of Secondary Heads] in the Autumn. Currently, the Trust had sixteen apprenticeships underway and more in the pipeline. Approximately half of these were new starter posts; the rest were existing staff using the apprenticeship opportunity to provide ongoing training and development. New starter apprenticeships included Teaching Assistants Administrator, Nursery Assistant and Caretaker. Existing staff training included Higher Level Teaching Assistant, Accountant and Teacher; as well as leadership qualifications such as Masters / NPQL.</p> <p>Overall</p> <p>DBr shared a set of reasons to celebrate and a set of areas of challenge with Trustees.</p>	<p>DBr</p>
<p>9.</p>	<p><u>TRUST PLAN</u></p>	
	<p>There were no updates to be shared with Trustees on this occasion, as the Trust Plan had been covered in depth at the recent meeting in March 2019.</p>	
<p>10.</p>	<p><u>POLICIES</u></p>	
	<p>There were no policies for ratification on this occasion. However, a number were currently being reviewed or completed, including: Health and Safety; Physical Intervention; Data Protection; Wellbeing [Pupils and Staff]; Pay; Staff Appraisal; Educational Visits; Minibus; Recruitment</p>	
<p>11.</p>	<p><u>HEALTH AND SAFETY UPDATE</u></p>	
	<p>No matters had arisen that it had been necessary to report to the Health and Safety Trustee. Unannounced Health and Safety visits to Trust schools by the Health and Safety Trustee would continue to take place over coming weeks.</p> <p>See also Confidential Notes SPCMAT/19/03 CON.</p>	

12.	<u>ANY OTHER BUSINESS</u>	
	<p>Additional closure day. As it would be necessary for furniture, equipment and so on to be moved into the new build at Trannack School before the children could recommence their learning, an additional closure day outside of the school's original INSET days had been requested. Trustees noted this was a one-off event and the gain from this new teaching and learning space would far outweigh the loss of a day's lesson time.</p> <p>Trustees therefore approved this request for one additional closure day at the start of the Autumn term.</p> <p>A parental query had also recently arisen around closure days due to schools being used as polling stations. Going forward, headteachers had been advised to keep one INSET day back if their school building was used as a polling station and there was likely to be an election during the academic year. If more than one polling event was to occur in one academic year, however, it was likely these would have to be exceptional closure days. The question of whether the Trust could argue this was detrimental to the education of the children and other premises should therefore be used arose but it was pointed out that other premises were not always available, as was the case at Wendron. Moreover, the community was one of the Trust's stakeholder groups so it would give a negative message to this key group if the Trust was against its schools being used in this way.</p> <p>Trustees agreed that one INSET day would be held back by those schools used as a polling station if there was likely to be an election during the academic year. However, if more than one polling event was to occur in one academic year, these would be exceptional closure days.</p> <p>There were no further matters for consideration so the meeting was brought to a close at 7.10pm.</p>	
13.	<u>DATES OF FUTURE MEETINGS</u>	
	<p>The next meeting of the Trust Board will be taking place on Thursday 11th July 2019, from 6.00pm, in the MAT Conference Room.</p> <p>This would be the final meeting of the current academic year.</p>	

Chair's Signature _____ Date _____