



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



**Thursday 30th January 2020, from 7.30pm,
in the Trust Conference Room.**

<u>ATTENDING :</u> Donna Bryant Alan Horne Kristin Pryor Susan Reynolds Kevin Thomas In Attendance Richard Lawrence Karen Teague		DBr AHo KPr SRe KTh RLa KTe
<u>APOLOGIES :</u> Sean Davis Alan Hinchliffe Pam Miller		SDa AHi PMi
		<u>ACTION</u>
3.	<u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u>	
	The Chair welcomed all those present. Further to his resignation at the Annual General Meeting earlier in the evening, Trustees wished to note their thanks to TSa for all his endeavours during his time in the role of Trustee. 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 31 st October 2019 were agreed to be an accurate record and duly signed by the Chair. Matters arising included updates on: MyConcern. The action around gathering of figures, term on term, in various categories in order to make it possible to map trends and gauge capacity was ongoing. Google areas for Local Governing Bodies. This had proved extremely useful to Trustees during the recent Ofsted inspection, as all the key information was now located in a single, accessible area. Academies Financial Handbook: Foci for the internal audit. Matters briefly discussed included risk around finances but also other processes such as governance, school level operational risk registers, etc. It was proposed that SPi email suggested areas from which Trustees could select as well as propose additional aspects. An external Single Central Record check was also suggested and this was to be referred to the DSLs' Network Group for their consideration of the appropriate body to review these in addition to the work of the group. Staff survey. Anecdotal feedback to the Executive Leaders indicated that staff appreciated the support of the Central Team and the Trust as whole, though this was a slower burn in	LWa / DSLs SPi / Trustees LWa / DSLs

<p>secondary schools. As there was currently so much to do, DBr suggested the focus should be more on what would have the biggest impact and Trustees agreed it would be more pertinent to park this for the moment, as it was not an immediate priority.</p> <p>LGBs: what constitutes matters to be raised with the Trust Board. DBr had been meeting with individuals but had not yet met with the Chairs as a group so a meeting was to be arranged for later in the year when capacity allowed.</p> <p>Governor training. In light of the shift in priorities demonstrated in the recent Ofsted inspection, it had been decided that training would be organised not on data but rather on monitoring the curriculum.</p> <p>Overview of key issues. This had been prepared and presented at the recent Standards Committee meeting.</p> <p>Overview of Ofsted inspections. As Mark Lees had taken up a new role as Acting CEO at Falmouth MAT, it was proposed that Paul Hodson - who had conducted a recent SIP visit at Porthleven School and, in light of the recent Ofsted inspection feedback, had drawn attention to the right areas – be asked to present instead.</p> <p>Spare teachers to offset cost of insurance. Rarely does the demand for supply arrive evenly and therefore to have one or two individuals on staff would often prove to be an inappropriate provision. Historically, also, staff initially employed to act as supply end up filling permanent roles, requiring the school to continue to employ agency supply. Therefore, there were no cost benefits to this approach and practically it was not workable.</p> <p>New structured questions. An additional set of ‘deep dive’ questions had been added to the curriculum section of the structured questions for LGBs in light of the recent Ofsted inspection and training session.</p> <p>Curriculum. This had been introduced as a standing item on the agenda for the last Standards Committee meeting and had been very well received.</p> <p>Staffing spend. This was just slightly over 80% of total income at the present time.</p> <p>ISR range. No countering feedback had been received from the unions following the last IRF meeting so this was now to be taken forward.</p> <p>Estates team. The Estates Manager roles had been formally established and the subsequent restructuring of the secondary site teams was now to be progressed.</p> <p>SCA working group. A date for the next meeting of the SCA working group was to be arranged as soon as possible.</p> <p>Report for RSC Review meeting. DBr was to resend this report for the information of Trustees.</p> <p>Internal scrutiny. Risks around internal scrutiny had been added to the risk register, along with the risks around Brexit.</p> <p>Submitting internal scrutiny reports to the ESFA. DBr was aware of this and would ensure this happened.</p> <p>Trustee Safeguarding Declarations and Skills Audit. KTe was asked to chase up a small number of outstanding returns.</p> <p>Trust Plan: Section 1 – Teaching and Learning. The Standards Committee had indicated they were happy with this element of the Trust Plan.</p> <p>Broad and balanced curriculum. This was to be covered off by having the curriculum as a standing item on the agenda for the Standards Committee.</p> <p>New agenda format. A new agenda format had been trialled at the recent Standards Committee meeting to good effect so this was to be adopted for all Trust Board Committee and Trust Board meetings.</p> <p>Striking Off Application by Keskowethyans MAT Board. Trustees were advised the strike off of Keskowethyans Multi-Academy Trust was temporarily on hold due to an objection having been raised but this was expected to be finalised shortly.</p> <p>The remaining actions had been completed.</p> <p>See also Confidential Notes SPCMAT/20/02 CON.</p>	<p>DBr</p> <p>DBr</p> <p>DBr</p> <p>SDa / DBr</p> <p>DBr</p> <p>DBr</p> <p>KTe</p> <p>DBr / KTe</p>
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5.	<u>RATIFICATION OF FINANCE & RESOURCES / STANDARDS / C-SAW COMMITTEE MINUTES</u>	
	<p>A meeting of the C-SAW Committee had taken place on 13th January 2020, where the minutes of the Committee's meeting on 23rd September 2019 had been approved.</p> <p>A meeting of the Finance and Resources Committee had taken place on Thursday 12th December 2019, where the minutes of the Committee's meeting on 9th July 2019 had been approved.</p> <p>A meeting of the Standards Committee had taken place on 23rd January 2020, where the minutes of the meeting on 17th October 2019 had been approved.</p> <p>Trustees ratified these minutes.</p>	
6.	<u>LOCAL GOVERNING BODIES</u>	
	<p>Matters Arising from LGB Meetings. There were no matters to be raised on this occasion.</p> <p>Governor Training Attendance. A recent Prevent training session had been well attended and a training session for designated Health and Safety Governors was scheduled for 12th February 2020.</p> <p>Trustee feedback from LGB Meetings. Trustees talked through any pertinent feedback from recent LGB meetings.</p> <p>Forums / Forum Member. This had been discussed with Members during the Annual General Meeting earlier in the evening.</p> <p>Approval of Pen Portraits of Prospective Governors. The Pen Portraits of ANo [Cury C of E School], MDa [Cury C of E / Garras School], KNi [Coverack / Manaccan / St Keverne Schools], LMu [Garras School], JSw [Halwin School], LJa [Mullion Primary], KJo [Mullion Primary] and TAt [Sithney School] were approved by Trustees.</p> <p>KTe was to send each a letter to formally confirm his or her appointment.</p>	KTe
7.	<u>CEO REPORT AND UPDATES</u>	
	<p>DBr invited questions on her report, which had been forwarded to Trustees ahead of the meeting. Key areas included:</p> <p>Key Schools</p> <p>Key developments or potential areas for concern in individual schools were outlined for the information of Trustees.</p> <p>Trustees were reminded the Local Governing Body folders for all the Trust schools on Google now contained SIP reports, school improvement plans, school summary sheets, minutes of LGB meetings, governor monitoring records and so on. Curriculum intent statements, pupil premium strategy statements etc could also be found on school websites.</p> <p>KPr advised fellow Trustees the breadth of checks and balances and the degree of support being offered by the Trust had been a joy to report at the recent Ofsted inspection. Communication between LGBs and the Trust Board had improved through the provision of Linked Trustees and standing items for matters to be raised / feedback from Trustees on the respective agendas and the Trust's governance model was strong.</p> <p>See also Confidential Notes SPCMAT/20/02 CON.</p> <p>SEND APA Provision</p> <p>Trustees were informed a county wide review regarding Alternative provision was taking place, as demand was outstripping the budget and county were looking to reduce their outgoings. This meant permanently excluded children would take priority over dual registered pupils. If a child was excluded, and there were insufficient places, dual registered children would be returned to their home school to make space for the excluded child, regardless of whether they were fit to return. This was likely to lead to a county wide rise in exclusions. A key issue was the number of SEND children who were dual registered, as the mainstream schools were unable to meet their needs and yet there was no other suitable provision available. This was exacerbated by unidentified / underfunded need. Schools were doing their best to cope but the Trust schools would inevitably be affected by this situation.</p>	

<p>Trust leaders were working with other local schools to investigate the possibility of a half way provision to help keep children from permanent exclusion and meet their need outside of their home school. This would be reliant on county identifying some funding and this might not be forth coming. The same pot of high needs money was having to pay for out of county placements which were very costly and took a disproportionate part of the high needs block funding.</p> <p>The Standards Committee was to hold a focus meeting to review SEND provision – attendance, achievement, participation, progression and associated barriers to these.</p> <p>Oracy Project and Child’s Eye View</p> <p>These two exciting projects, envisioned and enabled by West Cornwall Teaching School at Parc Eglos, were focused on improving confidence, speech / language and vocabulary. It had been recognised that, for the disadvantaged vulnerable children, there was a vast difference in their acquisition of vocabulary. Subsequently, they did not have the experience and words to make links in their learning, which held their learning journey back.</p> <p>Leadership</p> <p>Breage C of E School. The Headteacher vacancy had now been advertised and there had been promising early interest. The closing date was 3rd February 2020 and interviews had been scheduled to take place on 27th / 28th February 2020.</p> <p>KPr and AHi were to represent Trustees on the shortlisting panel and during the formal interviews. AHo offered to meet with candidates outside of the interviews or during the teaching / task elements of the process. DBr was to create and share a schedule for the two days.</p> <p>Leadership training. A leadership training programme for the Trust, led by DBr and LWa, was underway. The Trust had bought into the Leadership Matters materials, which provided online support such as tutorials via video, and Andy Wolfe, Deputy Chief Education Officer [Leadership Development] for the Church Of England, would be providing additional support for some sessions as part of the rural schools initiative. The aim of this initiative was to further develop leadership at every level of the Trust and to provide succession planning.</p> <p>Staff Pay</p> <p>The cost of future proposals nationally for pay awards - 6.7% uplift for new entrants to teaching / the lower Main Scale posts and 2.5% uplift for more experienced staff - was likely to significantly eradicate any additional income promised by the government. The Trust needed to be mindful of this going forward.</p> <p>The ISR range has now been discussed with unions and this structure would be rolled out to any new leadership posts.</p> <p>Work had been done to review contracts and simplify the wording for the sake of clarity / consistency without materially altering the provisions. Unions were content for these to be rolled out to new staff - post June 2017 - but not to those who TUPE’d over with their former contracts.</p> <p>Pay Reviews</p> <p>See Item 8 below.</p> <p>Governance</p> <p>Local Governing Bodies continued to recruit governors, which was positive. Some schools were still a little light on numbers and Executive Leaders / Trustees needed to work with the schools to address this situation.</p> <p>The Trust also needed more Trustees. The model suggested a Linked Trustee for each school but this remained a challenge. Increased numbers would help but a key issue was ensuring that a knowledgeable Trustee would be available for any Ofsted inspection at a school.</p> <p>It was also important to be mindful of Terms of Office in light of the fact that KTh, KPr, SDa and AHo would have completed the first four year cycle in January 2021 but there were provisions for them to stand again without a break subject to their still being eligible.</p> <p>Forums. While Forums fluctuated in terms of attendance, some of the meetings had been very helpful in shaping provision / opportunities and Headteachers were pressing on with them. The Trust Articles contained the provision for a Forum appointed Member but</p>	<p>DBr</p>
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	<p>achieving this was proving a challenge and this needed to be resolved. [See also minutes of AGM meeting.]</p> <p>Estates</p> <p>The two Estates Managers were now in place and a process to restructure the rest of the secondary team was underway. It was hoped internal applicants would fill the leadership positions but, if not, there would need to be an external recruitment process.</p> <p>Audit</p> <p>Once again, the Finance team had achieved an excellent grading and with even less pick up points than the previous year. Their work was thorough, impressive and held the organisation secure.</p> <p>See also Confidential Notes SPCMAT/20/02 CON.</p>	
8.	<u>PAY AWARDS REPORT AND RECOMMENDATIONS</u>	
	<p>DBr shared her review of the appraisal process following the Pay Committee meetings in Autumn Term 2020, including key points and suggested improvements around greater clarity / consistency across the Trust.</p> <p><u>Q. Does the fact a number of staff did not apply for progression raise a concern around possible cruising?</u></p> <p>A. No. In some instances this was due to lack of evidence. In other instances this resulted from staff members not wanting additional responsibility. In all instances, Heads were directly challenged by DBr over any staff who had not applied.</p> <p>Trustees were asked if they were in agreement with the proposed amendments and Trustees indicated they were happy for these to be made</p>	
9.	<u>SITHNEY PRE-SCHOOL</u>	
	<p>See Confidential Notes SPCMAT/20/02 CON.</p> <p>In light of TSa's resignation, SRe was to return to the role of Linked Trustee for Sithney School.</p>	
10.	<u>TRUST PLAN</u>	
	<p>DBr had shared the most recent version of the Trust Plan with Trustees, including the current review of Autumn term 2019, and Trustees were invited to email any feedback to DBr.</p>	
11.	<u>POLICIES</u>	
	<p>Approval by the Trust Board was sought for the following updated policy. Details of any additions or amendments had been forwarded to Committee members beforehand, along with a draft copy of the full policy, for their prior consideration.</p> <ul style="list-style-type: none"> Admissions: 2021 / 2022 <p>Trustees ratified this policy.</p> <p>Action: Forward to Trust schools, Cornwall Council School Admissions team and the Diocese of Truro</p>	KTe
12.	<u>HEALTH AND SAFETY UPDATE</u>	
	<p>A training session for Designated Health and Safety Governors was to take place on 12th February 2020. This would be led by DBr, RCo [the Estates Manager with responsibility for Health and Safety] and AHo [Health and Safety Trustee] and would provide attendees with a clear overview of the remit for this role.</p> <p>See also Confidential Notes SPCMAT/20/02 CON.</p>	

13.	<u>ANY OTHER BUSINESS</u>	
	<p>Persistent absence. The Standards Committee had asked if the matter of persistent absence could be raised with the Full Board and had asked whether Trustees felt the Committee or Board should be advised if a school had decided to fine a parent.</p> <p>Dbr clarified the procedures that were in place around this and the fact that, in order to be as reasonable as possible in circumstances where parents had no choice around when their holiday could be taken, a letter from their employer stating they were not able to take holiday during the school holiday period could be requested and schools would then take this into consideration. Likewise, where parents in the forces had been on long term deployment.</p> <p>Discussion was had around the pros and cons of fining parents in cases of persistent absence, including how this might be perceived. However, Trustees concluded the bottom line in this matter was the law stated children should attend school and schools had a statutory responsibility to ensure good attendance so the decision to fine had to be seen within this context. The Trust schools would not be required to advise Trustees of a decision to fine.</p> <p>There were no further matters for consideration so the meeting was brought to a close at 9.15pm.</p>	
15.	<u>DATES OF FUTURE MEETINGS</u>	
	<p>The next meeting of the Trust Board was to take place on Thursday 19th March 2020, from 6.00pm, in the Trust Conference Room.</p> <p>Thereafter, meetings were to take place on:</p> <p>14th May 2020 9th July 2020</p>	

Chair's Signature _____ Date _____