



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

**Thursday 19th March 2020, from 6.00pm,
in the Trust Conference Room.**



<u>ATTENDING :</u> Donna Bryant Alan Hinchliffe Alan Horne Susan Reynolds Kevin Thomas In Attendance Richard Lawrence Karen Teague		DBr AHi AHo SRe KTh RLa KTe
<u>APOLOGIES :</u> Sean Davis Pam Miller Kristin Pryor		SDa PMi KPr
		<u>ACTION</u>
3.	<u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u>	
	The Chair welcomed all those present. 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 30 th January 2020 were agreed to be an accurate record and duly signed by the Chair. Matters arising included updates on: MyConcern feedback for Trustees. DSLs were reporting the number of new concerns in their schools at each DSLs' Network Group meeting. However, DBr suggested it would be helpful to have a little more clarity around what information the Board would find most helpful / what they wished to achieve through having this so that the information could be effectively triangulated. It was suggested this might usefully be a set of figures [in summary form, rather than simply data] and a corresponding dialogue from the lead of the DSLs' Network Group. This would go to AHi, as Safeguarding Trustee and regular attendee at the Network Group meetings, for feedback to the Standards Committee. This information would enable Trustees to be confident that DSLs knew about each child in each school and that there was an action plan in place. AHi noted he had evidenced a good sample of such feedback at the meetings. Internal audit. A list of potential areas for audit, including Single Central Records, was being compiled. LGB Matters to be Raised With the Trust Board. DBr advised Trustees she was pushing back on Heads and LGBs as to what constituted a matter to be raised with Trustees and what could be addressed via other procedures or routes. Governor training. All training was on hold until the current Coronavirus outbreak had subsided, in line with Government guidance regarding social distancing.	LWa / AHi

	<p>Action: Email Paul Hodson to apologise for having to postpone the Ofsted training session.</p> <p>Curriculum ‘Deep Dives’ at the secondary schools. Executive Leaders had undertaken deep dives on maths and science at the secondary schools. Their foci were in line with where Ofsted inspections seemed to be focussing.</p> <p>SCA Working Group. The SCA Working Group had met and fed back to the Finance and Resources Committee at its recent meeting.</p> <p>RSC Review. See Item 8 below.</p> <p>Trustee Safeguarding Declarations and Skills Audits. All declarations had been completed and returned. All but one of the skills audits had been completed and returned. KTe was following up on the audit that was still pending.</p> <p>Agenda format. The revised agenda format had been trialled successfully at a recent Committee meeting and the agenda for the current Trust Board meeting had therefore taken this format. The format would be used for all future Trust Board and Trust Board Committee meetings.</p> <p>Confirmations of Appointment. Letters confirming their appointment to the role of governor had been sent out to all those potential governors whose Pen Portraits had been approved at the last Trust Board meeting where a Governor Appointment Declaration form had also been submitted. Where GAD forms were still pending, KTe was liaising with Clerks to secure these so that the remaining confirmations could be sent out as soon as possible.</p> <p>Breage Headship. The interview process had been successfully completed and an appointment made, with effect from September 2020. The Interim Headteacher would remain in post for the remainder of this academic year for continuity and this would allow for a smooth transition. See also Item 7 below.</p> <p>SPCMAT Admissions Policy 2021 / 2022. This had been forwarded to all relevant parties and in accordance with the specified deadlines.</p> <p>Updates arising from the Annual General Meeting on Thursday 30th January 2020 included:</p> <p>Trust Plan. Executive Leaders advised Trustees they had RAG rated the Trust Plan to date and the effectiveness of the Trust Board did not need to be added to the plan as this was covered by Section 4c, where the success criteria was ‘Governance deemed effective against MAT objectives grid / external reviews’. See also Item 10 below.</p> <p>Reasons to celebrate and causes for concern. Trustees were reminded they had been asked by Members to report on this so it was suggested this be a standing item for Board meetings.</p> <p>Askel Veur. The action around increased clarity regarding the fact it was Askel Veur that was the Member for the Trust and not its representative was in hand.</p> <p>Risk management. A mapping exercise to look at various scenarios that might potentially occur over coming years and possible responses to these was being undertaken.</p> <p>Protocol for the Appointment of Trustees. A draft had been shared with Trustees and, with the proviso that the role of Members in the appointment of Trustees be clarified against the Trust’s Articles of Association, Trustees agreed to the adoption of this protocol.</p> <p>Virtual meetings. Given the current circumstances and the likelihood of the pandemic lasting for some time, a query around the possibility of meeting by electronic means arose so this was to be checked against the Articles and Government guidance.</p>	<p>DBr</p> <p>KTe</p> <p>KTh/KTe</p> <p>DBr / KTe</p>
5.	<p><u>RATIFICATION OF FINANCE & RESOURCES / STANDARDS / C-SAW COMMITTEE MINUTES</u></p>	
	<p>No further meetings of the C-SAW Committee had taken place since the last Trust Board meeting.</p> <p>A meeting of the Finance and Resources Committee had taken place on Thursday 5th March 2020, where the minutes of the Committee’s meeting on 12th December 2019 had been approved.</p> <p>No further meetings of the Standards Committee had taken place since the last Trust Board meeting.</p> <p>Trustees ratified these minutes.</p>	

successful candidate had been a highly successful Head of School in a challenging local school and would be a welcome addition to the Trust team.

The leadership training programme was being well attended, with about 24 delegates attending last month. A second session had taken place on 10th March and this had been led by the Church of England's Deputy Chief Education Officer [Leadership Development], Andy Wolfe, as part of the rural schools initiative. The aim was to further develop leadership at every level of the Trust and to provide succession planning.

Staff Pay

Work on the contracts had now been completed and these were to be rolled out to staff who joined the Trust since 1st June 2017.

Governance

The Trust schools continued to recruit governors to their LGBs and, where schools were still a little light on numbers, work was being undertaken to address this.

Estates

The two Trust Wide Estates Managers were now in place. The Lead Caretaker Single Site for Mullion Secondary School and the Lead Caretaker Multi Site at Helston Community College were also in post. As no-one was appointed to the Lead Caretaker Single Site role at Helston Community College, one of the existing caretaker team at Helston was to be redeployed to Mullion as allowed for by the portability clause. A recruitment process was now underway for the Lead Caretaker Single Site role at Helston Community College.

Covid 19 / Coronavirus:

It was emphasised that, since the CEO Report had been distributed, the impact of Coronavirus had increased considerably and, as a result, it had been necessary to postpone all meetings until the Autumn Term. However, advice to Headteachers continued to be circulated regularly. The Trust was reliant on guidance from the government around next steps but it was still vital to have contingency plans in place. It was reiterated this was still a constantly changing picture but that Trustees would be kept informed.

DBr informed Trustees she had met with Kate Evans-Hughes [Service Director for Education] and other leaders at County Hall that morning to discuss this matter at county level. She was also liaising with fellow members of the Cornwall Academy Chief Executives [CACE] to share strategies, approaches, etc and offer mutual support.

The current position was that Coverack School had been forced to close from today due to staff shortages, while Cury C of E School and Garras School would need to close from the start of the coming week. As a result, the remaining pupils from these schools would be relocated to Mullion Primary School from Monday 23rd March. For week commencing 23rd, the other Trust schools would stay open for key worker's children and vulnerable children in accordance with Government guidance. This would allow Executive Leaders to more accurately gauge numbers and refine procedures prior to a move towards a hub model. From week commencing 30th March, the two secondary schools would stay open - if numbers at Mullion Secondary School necessitated this – and a hub model would be put into place for the remaining primary children from the Trust schools. This would ensure adequate levels of staffing, safeguarding and so on could be maintained even if it was necessary for groups of staff to self-isolate or contracted the virus themselves. A staff rota would be put in place for each hub school, including reserve staff, to mitigate the risk around not having sufficient staffing. Each Hub School would have a Leader, Support Leader and Key Stage leaders to oversee provision and provide support to staff. This provision would include wraparound care if or where this was required and would continue throughout what would have been the school holiday period.

A spreadsheet was being created that would advise Executive Leaders as to Designated Safeguarding Leads, Single Points of Contact, first aid trained staff, etc within each school so that adequate protections could be assured during the period of the pandemic.

Medically vulnerable staff would not be allowed to return to their schools for the duration of the pandemic, even if the school was closed, for their own protection.

A question arose as to whether schools would be expected to offer this provision for Bank Holidays and / or weekends. DBr advised Trustees that, as yet, no guidance around this had been issued so schools were awaiting confirmation of the Government's position.

	<p>The aim was for County transport to be put into place for pupils still requiring this but it was hoped much of the transportation for remaining pupils in Trust schools would be through school minibuses or parents dropping off / collecting their own children as this would be more manageable.</p> <p>Concern was expressed around some school sites potentially being left empty for what might be a considerable period of time. However, it was recognised this was a national rather than a local issue so, if this was the guidance from the Government, then the Trust would have to follow this. Regular visits to site would be put in place to monitor post and any emergent issues.</p> <p>Whilst it was hoped it would not be needed, it was suggested the Trust have an appeal process around children’s entitlement to attend in order to avoid any unnecessary conflict during this difficult period. This would allow for any changes in parental circumstances, etc.</p> <p>Free School Meals would be provided for eligible children who were on site. A voucher system, for use in shops or food banks, was being out into place nationally for those eligible children not on site. Trustees asked if, in dire circumstances, a letter from the Trust stating a child’s entitlement to FSM might be sufficient for food banks so DBr was to find out.</p> <p>A query arose as to where the Trust stood regarding its external catering contract. The Trust could not renege on the contract but it would now be out of pocket so it was suggested a question should be raised with the Government around this.</p> <p><u>Q. How do we take best advantage of this opportunity for staff to work from home so the quality of teaching and learning might be raised through increased opportunity for planning, creating resources, etc?</u></p> <p>A. Headteachers have been asked to direct staff working from home and Executive Leaders can keep in contact with / direct Headteachers via Google meetings, emails, etc.</p> <p>Packages of work would be sent home with pupils / put onto school websites etc for Monday 23rd March onwards.</p> <p>The Safeguarding Trustee reminded Executive Leaders that it was good practice for any staff emailing pupils during this period to copy in a third party. DBr advised Trustees that the use of Google Classroom would mean communications were monitored and staff knew not to use their personal email addresses to make contact with pupils. There was to be a Designated Safeguarding Lead in each Hub School and measures were being put into place to ensure the appropriate persons would have access to MyConcern, would know how to find information in physical files and so on.</p> <p>Parent contact lists were to be created for each Hub School. Copies of these would also be held centrally to ensure the information could always be accessed if required.</p> <p>Executive Leaders, whilst both on site to meet with Trustees, would be staying apart as far as possible to minimise the risk around neither of them being available due to ill health.</p> <p>A similar system would be put into place for the Finance Team. However, even if both the CFO and Business Manager were to become ill, arrangements had been made to ensure staff would still be paid. Payroll would pay staff according to the information they had received the previous month and any amendments would then be made later.</p> <p>DBr emphasised how everyone in the Central Team, Headteachers and so on had really pulled together in exceptionally demanding circumstances.</p> <p>Overall</p> <p>Trustees shared a set of reasons to celebrate and a set of areas of challenge.</p>	<p>DBr</p> <p>DBr</p>
<p>8.</p>	<p><u>Update from RSC Review</u></p>	
	<p>Further to the information previously shared with Trustees prior to and after this meeting, DBr advised Trustees she and KTh had informed the RSC’s representatives where the Trust currently was – including potential risks, key issues and successes – and discussed its future footprint.</p> <p>See also Confidential Notes SPCMAT 20 03 CON.</p>	

	<p>be reported in the first instance. The protocol had therefore been outlined to the Committee and had been recorded in the minutes of that meeting.</p> <p>See also Confidential Notes SPCMAT 20 03 CON.</p>	
13.	<u>ANY OTHER BUSINESS</u>	
	<p>Bishop Fleming Academy Update. Advice from Bishop Fleming [External Auditors] around the key areas of governance and financial governance Trust Boards would be considering in the current uncertain times was shared with Trustees. DBr talked through these areas to assure Trustees these matters were being considered and acted upon where necessary so procedures would remain robust and statutory duties would continue to be complied with. Trustees were asked if they were happy that decisions made had been commensurate with Executive Leaders' duties and that the Board had been kept sufficiently informed. Trustees indicated they were happy in both these respects. If anything material changed, Trustees were to be advised accordingly.</p> <p>The Chair of the Finance and Resources Committee was to touch base with the CFO from time to time over the next few months.</p> <p>A meeting around the impact of reopening would be put in place when that point arrived.</p> <p>Letter of thanks from the Chair of the Trust Board. KTh, on behalf of Trustees, was to write a letter of thanks to all staff for their commitment, patience and hard work in these very difficult circumstances.</p> <p>There were no further matters for consideration so the meeting was brought to a close at 8.15pm.</p>	SRe / SPi
14.	<u>DATES OF FUTURE MEETINGS</u>	
	<p>The next meeting of the Trust Board had been scheduled to take place on Thursday 14th May 2020, from 6.00pm, in the Trust Conference Room. A physical meeting would not now be possible but it was hoped Trustees could meet remotely via electronic means and also keep in touch via email so as not to become isolated.</p> <p>Thereafter, meetings were scheduled to take place on:</p> <p>9th July 2020</p>	

Chair's Signature _____ Date _____