



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



**Thursday 22nd October 2020, from 6.00pm
Online meeting due to the Covid 19 pandemic**

<u>ATTENDING :</u> Donna Bryant Sean Davis Alan Hinchliffe Alan Horne Pam Miller Kristin Pryor Susan Reynolds Kevin Thomas In Attendance Karen Teague [Trust Administrator]		DBr SDa AHi AHo PMi KPr SRe KTh KTe
<u>APOLOGIES :</u> None		
		<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 14 th May 2020 were agreed to be an accurate record and were to be duly signed by the Chair when circumstances allowed. Matters arising included updates on: Trustees' Away Day. The away day to look at 'The Nine Characteristics of Effective Trust Boards' or similar and the 3 to 5 year strategic plan had been carried over to when the current crisis was properly over. However, it was acknowledged a Trust review would still be necessary so DBr and KTh were to meet to discuss how this might be done and then feed back to Trustees at the January meeting of the Trust Board. Financial Governance. SRe, as Chair of the Finance and Resources Committee, had made contact with the CFO regarding a schedule for them to periodically touch base on financial matters and was to contact him again shortly. Governor Training. See Item 6 below. Trust Plan. It had been suggested that, in addition to reviewing the success of learning from home in 1L, reviewing the success of online meetings for governance could also be included so DBr was to make this addition. All other actions had been completed.	DBr / KTh SRe DBr

5.	<u>RATIFICATION OF FINANCE & RESOURCES / STANDARDS / C-SAW COMMITTEE MINUTES</u>	
	<p>A meeting of the C-SAW Committee had taken place since on 6th October 2020, where the minutes of the meeting on 13th January 2020 had been approved.</p> <p>No further meetings of the Finance and Resources Committee had taken place since the last Trust Board meeting.</p> <p>A meeting of the Standards Committee had taken place on 15th October 2020, where the minutes of the Committee’s meeting on 11th June 2020 had been approved.</p> <p>Trustees ratified these minutes.</p>	
6.	<u>LOCAL GOVERNING BODIES</u>	
	<p>Matters Arising from LGB Meetings. Trustees discussed the matters raised and agreed responses to these. KTe was to forward the responses to the respective Headteachers / Chairs of Governors for their information and that of their LGBs.</p> <p>Governor Training Attendance. The Governor Training Programme for the current academic year was up and running. An online training session for all those new to / relatively inexperienced at governance or those pending appointment had taken place in September via Google Meet. During the session, DBr had outlined the nature of the Trust, talked through the responsibilities of those in governance and given attendees the opportunity to ask any questions they might have about governance / their role in this, the Trust as a whole and so on. This had been well attended, the level of engagement had been high and feedback had been very positive. Training sessions around The Role of the Chair and Safeguarding for Governors were to take place after the half term break.</p> <p>Trustee feedback from LGB Meetings. Trustees talked through any pertinent feedback from recent LGB meetings.</p> <p>Forums / Forum Member. Not applicable on this occasion.</p> <p>Pen Portraits of Prospective Governors. The Pen Portraits of SCa [Breage LGB], KRi [Breage LGB], TSc [Porthleven LGB], GSp [Wendron LGB], CSc [Wendron LGB] and RAr [Wendron] were approved by Trustees.</p> <p>KTe was to send a letter to formally confirm these appointments.</p> <p>See also Confidential Notes SPCMAT 20 06 CON.</p>	<p>KTe</p> <p>KTe</p>
7.	<u>EXECUTIVE LEADER REPORT AND UPDATES</u>	
	<p>DBr invited questions on her report, which had been forwarded to Trustees ahead of the meeting. Key areas presented and discussed included:</p> <p>Update on Covid 19</p> <p>Arrangements in the schools were going well. New routines had become well established, more schools were expanding their offer as they began to feel more confident and any new developments were being added to the School’s Risk Assessment. External Providers’ Risk Assessments were being sent to DBr for review and for the central record. On a weekly basis, DBr was reviewing the school based Risk Assessments and monitoring the number of suspected cases emerging from each school.</p> <p>Heads were meeting online fortnightly, or more frequently if required. DBr continued to be part of the Cornwall Covid 19 steering group in Cornwall, which had been a helpful conduit for addressing any emergent issues and receiving critical updates.</p> <p>Attendance [a useful proxy for parental confidence] remained high across the schools. Latest figures had been reviewed by the Standards Committee the previous week and shared with Trustees.</p> <p>There had been one local bubble group closure but the arrangements for this had gone smoothly. The school had followed the plan as per their risk assessment and parental confidence remained relatively resilient judging by attendance rates. In the light of this</p>	

closure, processes had been fine-tuned to make it easier in the case of any future events. There were a number of staff away, as they were either symptomatic or isolating following track and trace advice, and this could cause pinch points at times.

The recent Parent Survey indicated a fairly high degree of satisfaction with the safe return of schools in September. In terms of parental concern about the degree of impact on education, there was a spread of concern from very little to high concern. More were worried about the short term impact of the lockdown but were less concerned about the long term impact. Concerns, although still spread, were higher in secondary settings on the longer term impact. There were very high scores for the communication of the arrangements during lockdown, with scores between 90 and 100%. In terms of supporting their children's learning, the majority of parents had felt able to help to a good degree, although a number had not. The key barriers were caring for other members of the family, working from home and sharing IT devices or having poor connectivity. At secondary level, several parents stated they did not have sufficient understanding of the subject matter. The majority of parents had felt well supported by schools: communication, good balance of work, useful feedback and support for wellbeing. However, in some settings parents felt feedback could have been better. There were a range of responses regarding what we could do better next time, the main highlights of which were: greater use of Google classroom; video or face to face sessions; clearer expectations; more feedback. However, there were others who preferred paper medium for the work set. Overall, there was a good degree of praise for what schools had achieved but a clear expectation of an enhanced provision next time around. Individual schools would review their parental responses and amend practice in the light of this.

Trustees asserted the high level of attendance across the Trust schools was a real credit to Headteachers, as it reflected the degree of confidence parents had in the measures put into place by schools, and asked that this be endorsed with Headteachers.

The recent Staff Survey similarly suggested a growing confidence and an awareness of how each colleague could play their part in the safety arrangements. There were a few staff who felt highly anxious but Headteachers were aware of these cases and working to support them as far as possible. However, it was becoming increasingly obvious that staff were feeling very tired. The pressure of hypervigilance, preparing for in class / online learning and external pressures - such as a lack of clarity over examinations, future lockdowns and further changes – was taking its toll.

Each school was continuing to develop its curriculum based on the work undertaken last year and the IT provision for online learning had been subsumed into planning. Schools were assessing pupil progress and had been considering their 'Catch Up' plans. These were based on the Education Endowment Foundations Three Tiers: Quality First Teaching, Intervention and additional Wider Strategies. The Standards Committee had reviewed this approach in their recent meeting.

Free school meals

There was a requirement to provide pupils on benefits-related FSM who were shielding on medical advice and also FSM pupils who were isolating after a positive test / being instructed to isolate with food packages. Arrangements for this had been made with the catering providers / teams.

IT Update

See Item 9 below.

Premises

The current half term had seen further work on ensuring the Compliance Register was up to date, walk rounds to review the Covid provisions and finishing off of delayed summer projects. The SCA committee was due to meet to review works undertaken and to confirm future priorities.

Policies

As there were currently very few Educational Visits, the proposal was to review that policy next term. Currently there were no significant amendments required.

See also Item 11 below.

DBr

	<p>Trust Plan</p> <p>As the priority for the current term had been the safe return of schools, limited progress had been made towards the Trust Plan so the proposal was to review this at the next Board meeting.</p> <p>Pay and Pay Reviews</p> <p>See Item 10 below.</p> <p>Pre-schools</p> <p>Halwin. The Trust had recently received notification the pre-school assets could transfer from the private pre-school to the school and the TUPE process was in hand. The interim arrangements were due to end on 13.12.2020 when the preschool became a part of the school. The governance of the pre-school would be through a subset of the Local Governing Body.</p> <p>Breage. Discussions were underway regarding the pre-school provision at Breage</p> <p>Manaccan. Numbers at the pre-school had declined to the point that the provision was no longer cost effective; the Local Governing Body have made representation about their aspiration to keep the provision going; some amendments were needed to make it run more cost effectively in the short term whilst trying to recruit to make it sustainable. Different models were under discussion but whichever model was taken it had to be financially viable.</p> <p>Breakfast Clubs</p> <p>Several Breakfast Clubs had become unsustainable, with only one or two children attending and notice had therefore been given of their closure.</p> <p>Overall</p> <p>Trustees shared a set of reasons to celebrate and areas of challenge. See Item 8 below.</p> <p>See also Confidential Notes SPCMAT 20 06 CON.</p>	
8.	<p><u>REASONS TO CELEBRATE AND AREAS OF CHALLENGE</u></p>	
	<p>Trustees shared a set of reasons to celebrate and areas of challenge.</p> <p>See also Confidential Notes SPCMAT 20 06 CON.</p>	
9.	<p><u>IT UPDATE</u></p>	
	<p>Updates on the various elements of the Trust's ICT strategy had been shared with Trustees prior to the meeting. Key areas presented and discussed included:</p> <ul style="list-style-type: none"> • Infrastructure • Current hardware and software • Google • WiFi • Internet • Maintenance • Telephony • SIMS Primary • Curriculum / Remote Learning as a legal Duty • Website hosting • Print solutions • Procurement • Email • Licencing • Environmental impact <p>Examples of work undertaken across the Trust schools since September were also shared.</p> <p>RLa was thanked for his thorough update. There were no questions arising on this occasion.</p>	

10.	<u>PAY REVIEWS</u>	
	<p>Performance management reviews for staff were well under way. Pay recommendations were to be considered by a Trustee Pay Panel after the half term break.</p> <p>In addition, Trustees were required to make a decision regarding the recommended price of living rise for teachers and support staff. Trustees were reminded the STCPD made annual recommendations for teachers' pay and these had been reflected in a paper shared with Trustees prior to the meeting, which had included the associated costs. As a Trust, Southerly Point also sought to be equitable for all staff and so Trustees would need to give due consideration to support staff pay increases for April 2021. Two models had been shared with Trustees in respect of support staff, as it was not yet clear whether the proposed uplift to the minimum wage would happen. If it was to be awarded nationally, the Trust would implement the legal requirement but its agreed practice was to also maintain a differential between grades so the cost implications of maintaining a differential had been demonstrated in the paper. If the living wage was not awarded nationally, then Trustees should consider awarding a 2.75% increase to support staff in line with the majority of teaching posts.</p> <p>KTh declared an interest at this point and did not participate in the vote on this matter.</p> <p>Trustees approved a price of living rise for teachers in line with STCPD recommendations.</p> <p>Trustees approved a 2.75% price of living rise for support staff should a new living wage <u>not</u> be introduced in April 2021. Should the government introduce a new living wage, this would be adopted and, in turn, the differential adjusted as per the paper - with all grades not impacted by the new living wage receiving a 2.75% rise.</p>	
11.	<u>POLICIES</u>	
	<p>Approval by the Trust Board was sought for the following updated policies. Details of the additions or amendments had been forwarded to Committee members beforehand, along with draft copies of the full policies, for their prior consideration.</p> <ul style="list-style-type: none"> • Capability • Complaints Procedure • Data Protection and Freedom of Information • Disciplinary • Education of CiC and PLAC • Employer Discretions • Grievance • Health and Safety • Managing Sickness Absence • Online Safety and Data Security • Physical Intervention • Recruitment [Including Safer Recruitment] • Support Staff Pay • Teacher Appraisal • Teachers' Pay <p>A query arose as to whether references to the Estates Manager in the Health and Safety Policy should specify one of the two Estates Managers so DBr and KTe were to check this.</p> <p>DBr advised Trustees that staff feedback on changes to each of these policies had been sought, to ensure stakeholder involvement in the review process, and advice from the Trust's HR provider had also been sought. If anything came back, slight refinements might need to be made.</p> <p>Trustees ratified these policies pending the need for further adjustment.</p>	DBr / KTe
12.	<u>HEALTH AND SAFETY UPDATE</u>	
	See Confidential Notes SPCMAT 20 06 CON.	

13.	ANY OTHER BUSINESS	
	<p>Pay Review Panel. Trustees were asked if they would be able to sit on the Pay Review Panel for the current academic year, which would take place remotely. This would involve a 45 minute session on the afternoon of 12th November and all day on Friday 13th November. The evidential paperwork would be forwarded to panel members in advance. AHo and KTh agreed to sit on the panel with DBr, while AHi was to act as reserve in this respect.</p> <p>Modern Slavery Statement. Trustees <u>ratified</u> the Modern Slavery Statement for the new academic year so this was to be published on the Trust website / school websites.</p> <p>Education and Skills Funding Agency [ESFA] Letter to Academy Trust Accounting Officers, July 2020. A letter from the ESFA around the following matters had been shared with Trustees prior to the meeting:</p> <ul style="list-style-type: none"> • Covid 19 Support • Recent Publications • Resuming ESFA activities • Financial returns for 2020/21 • Fraud risk management • Health and Safety – Good Estates Management for Schools [GEMS] • Academies sector annual report and accounts <p>Trustees were satisfied with what was being done by Executive Leaders and the CFO in these respects.</p> <p>Trustee Declarations. There was an annual requirement that Trustees sign to say they had read the following documents so these had been shared with Trustees prior to the meeting:</p> <ul style="list-style-type: none"> • SPCMAT Code of Conduct for Trustees • The Essential Trustee • Keeping Children Safe in Education 2020 – Part 2 <p>Any Trustees who had not already done so were reminded to return the signed declarations to KTe as soon as possible.</p> <p>The DfE’s ‘Academy Trust Governance – Structures and Role Descriptors’ had also been shared with Trustees for their information.</p> <p>Training for Trustees. The CST Masterclass programme, designed to address the specific ‘top of mind’ issues for executive and governance leaders, had been shared with Trustees prior to the meeting. Masterclasses had included Risk Assurance, Scheme of Delegation, The Trust Dividend and People Aspects of Governance. Trustees were asked to inform KTe of any other relevant training they had undertaken or were to undertake, as training was one of the requirements of the Trustee role.</p> <p>Reappointment of Trustees. It was noted the Terms of Office for those Trustees who had been present from the incorporation of the Trust – namely, SDa, AHo, KPr and KTh – were to end on 8th January 2021. The Trust’s Articles of Association, however, stated that, subject to remaining eligible to be a particular type of Trustee, any Trustee may undertake a further term of office subject to their reappointment being approved by Members. KTh and KPr advised the Board they would be happy to provisionally commit to another term of office. SDa indicated he was unfortunately not able to commit to another term of office. The internet connection to AHo failed for a short while at this point so he was to be emailed. SRe’s term of office was due to end in May 2021 and she indicated that, currently, she would be happy to provisionally commit to another term of office.</p> <p>DBS Checks. There remained no legal requirement to renew DBS checks other than in the case of a break in service or a member of staff being appointed to a role of greater responsibility. However, Trustees had been asked for their views on whether this might be something to consider in certain circumstances. Eg. for some of the longer serving staff members whose checks were some time ago and who had not had these redone due to promotion to a role of greater responsibility. The associated charges had also been shared with Trustees prior to the meeting for their information. A query was raised as to whether additional checks could be enforced if there was no legal requirement for the Trust to undertake these. While they could not be enforced, it was suggested serious concerns would</p>	<p>KTe</p> <p>All Trustees</p> <p>All Trustees</p> <p>DBr</p>

	<p>arise should a member of staff not want to be checked and, if this became established as good practice, it would be hard for an individual to push against this. It was proposed that, as employers were not always aware of events that had happened since the last check, DBS checks be updated after a defined period so the Trust had done all it could to mitigate risk to pupils and any risk of liabilities. The Central Team would review the current timeline and recheck one section at a time, starting with those done farthest away, and then a more regularised schedule could be brought in. The time frame for updating checks could not be added to the contracts of staff so it was proposed this be added to the Trust's Recruitment Policy, as all staff had to adhere to Trust policies or be in breach of contract.</p> <p>Trustees, having acknowledged the cost incurred, agreed the above procedure.</p> <p>Action: add the updating of DBS checks after a defined period to the SPCMAT Recruitment Policy.</p> <p>Note thanks to RLa and LSc. An action from the recent meeting of the Standards Committee had been that the Board note its specific thanks to RLa and LSc for their exceptional work in ensuring a remote learning provision was available to all pupils and for maintaining IT across the Trust in such challenging circumstances.</p> <p>See also Confidential Notes SPCMAT 20 06 CON.</p> <p>There were no further matters for consideration so the meeting was brought to a close at 8.50pm.</p>	DBr / KTe
14.	<u>DATES OF FUTURE MEETINGS</u>	
	<p>The next meeting of the Trust Board was to take place on Thursday 28th January 2021, from 6.00pm, in the Trust Conference Room - or via Google Meet if face to face meetings were still advisable. This would be the Annual General Meeting followed by a Trust Board meeting.</p> <p>Thereafter, meetings were to take place on:</p> <p>18th March 2020 13th May 2020 8th July 2020</p>	

Chair's Signature _____ Date _____