



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



**Thursday 7<sup>th</sup> April 2022, from 6.00pm,  
in the Trust Conference Room**

<p><b><u>ATTENDING :</u></b> Robin Cowen Karen Harris Richard Hoskins Kristin Pryor Susan Reynolds</p> <p><b>In Attendance</b> Maria Collins [Trust Business Manager] David Potter [Finalising appointment to Trust Board] Karen Teague [Trust Administrator / Clerk to Trust Board]</p>		<p>RCo KHa RHo KPr SRe</p> <p>MCo DPo KTe</p>
<p><b><u>APOLOGIES :</u></b> Carrie Gilmore Tim Richards [Director of School Improvement] Will Smith</p>		<p>CGi TRi WSm</p>
		<b><u>ACTION</u></b>
<b>3.</b>	<b><u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u></b>	
	<p>The Chair welcomed all those present.</p> <p>It was formally recognised that RCo, RHo and WSm had been appointed to the role of Trustee since the last meeting of the Trust Board, while the appointment of DPo was being finalised. Due to personal circumstances, CGi was to step down from the role of Trustee with effect from 8<sup>th</sup> April 2022. On behalf of Trustees, the Chair expressed thanks for all CGi had done for the Trust during her period of office.</p> <p>Under <b>Declarations of Pecuniary Interests</b>, no additional declarations were forthcoming at this time.</p>	
<b>4.</b>	<b><u>MINUTES AND MATTERS ARISING</u></b>	
	<p>The minutes of the meeting of the Trust Board on Monday 14<sup>th</sup> February 2022 were agreed to be an accurate record and were duly signed by the Chair.</p> <p>Matters arising included updates on:</p> <p><b>Crowan and Wendron C of E Schools.</b> It was noted the RSC Advisory Board had now confirmed their decision for Crowan School to transfer to Aspire Academy Trust and for Wendron C of E School to transfer to Kernow Learning Multi Academy Trust.</p> <p><b>Review of the Scheme of Delegation.</b> This action was ongoing.</p> <p>All other actions had been completed.</p> <p>The minutes of the meeting of the Trust Board on Thursday 17<sup>th</sup> February 2022 were agreed to be an accurate record and were duly signed by the Chair.</p> <p>Matters arising included updates on:</p>	

	<p><b>Request for Additional Payment for Member of Leadership Team.</b> Full details as requested at the previous meeting had been received and the payment had been agreed.</p> <p>Trustees <b>ratified</b> this decision.</p> <p><b>SPi to seek additional reassurances regarding approval of ill health retirement and report back to the Trust Board.</b> This matter had been approved by Trustees at the recent meeting of the Finance and Resources Committee and minuted accordingly.</p> <p>All other actions had been completed.</p>	
5.	<b><u>RATIFICATION OF FINANCE &amp; RESOURCES / STANDARDS / C-SAW COMMITTEE MINUTES</u></b>	
	<p>No further meetings of the C-SAW Committee had taken place since the last scheduled Trust Board meeting.</p> <p>The Standards Committee had met on 24<sup>th</sup> March 2022, where the minutes of the meeting on 14<sup>th</sup> October 2021 had been approved.</p> <p>The Finance and Resources Committee had met on 10<sup>th</sup> March 2022, where the minutes of the meeting on 9<sup>th</sup> December 2021 had been approved.</p> <p>Trustees <b>ratified</b> these minutes.</p>	
6.	<b><u>LOCAL GOVERNING BODIES</u></b>	
	<p><b>Matters Arising from LGB Meetings.</b> 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><b>Governor Training Attendance.</b> Health and Safety for Governors, Curriculum for Governors and Ofsted Training had been due to take place during the current half term but it had been necessary to reschedule these sessions due to extremely high infection rates in the local area. Induction training for those new to Governance was also being arranged for May 2022. Various options regarding the provision of future governor training sessions were being explored and costed.</p> <p><b>Trustee feedback from LGB Meetings.</b> Trustees were invited to talk through any pertinent feedback from recent LGB meetings but no formal meetings had taken place since the February meeting of the Trust Board.</p> <p><b>Forums / Forum Member.</b> Not applicable on this occasion.</p> <p><b>Pen Portraits of Prospective Governors.</b> The Pen Portraits of CBo [Grade Ruan LGB], CRA [Breage LGB], EGr [Coverack, Manaccan &amp; St Keverne LGB], HRa [Coverack, Manaccan &amp; St Keverne LGB], and MTa [Porthleven] had been <b>approved</b> by Trustees via email. KTe had sent / would send a letter to formally confirm these appointments.</p> <p>It had come to light that Headteachers were not always following the agreed protocol around informing Chairs of Governors of meetings with prospective governors so it was to be made clear to Headteachers they cannot bypass Chairs. KTe suggested the Governor Recruitment Checklist be amended to ensure the approval of the Chair had been given prior to the pen portraits of prospective governors being shared with Trustees for their approval.</p>	<p>KTe</p> <p>KTe</p> <p>KTe</p>
7.	<b><u>EXECUTIVE REPORT AND UPDATES</u></b>	
	<p>As a comprehensive School Improvement report had been prepared by TRi [Director of School Improvement] for the recent Standards Committee meeting, the report and the minutes of that meeting had been shared with all Trustees prior to the Trust Board meeting for their information. Any questions or any feedback that might be useful to TRi were sought.</p> <p>A summary of the review at Landewednack School on the previous day, including Strengths and Concerns, was also shared with Trustees for their information.</p> <p>There was still a lot to be done but the Trust was going back to Crofty MAT for additional School Improvement capacity for the next term.</p>	

	<p><b><u>Q. Will LWa be kept in the same capacity going forward?</u></b></p> <p><b>A. In the discussions around additional support, LWa was not mentioned specifically. Support will be targeted and bespoke, with experts in various areas. For example, discussions are being had with Early Excellence around the provision of Early Years training.</b></p> <p>It was noted it would be good to know over time if there were any particular issues around leadership and so on that could be identified across more schools as it might be necessary to tackle those more widely to ensure they were moved forward. This was to be fed back to TRi.</p> <p><b><u>Q. It is important additional support is not just focused on Landwednack. How can we be assured other high risk schools or schools where improvement is required – particularly those where inspection is imminent - will get the support they need as soon as possible?</u></b></p> <p><b>A. This will be part of the School Improvement package but additional reassurance from TRi around how this will be monitored and addressed will be sought.</b></p> <p>A format for a report to Trustees was to be put together. Any thoughts on this were to be shared with KHa. Individual schools’ details were to go to the Standards Committee and any more general issues were to go to the Trust Board. It was vital to have clear reporting structures so it was obvious what was wanted and why.</p> <p>It was emphasised all schools not yet inspected were untested against the new framework so it was essential to read recent Ofsted reports to see where schools nationally were not meeting standards. Areas of focus should include early reading, assessment, curriculum and SEND.</p> <p>See also Confidential Notes SPCMAT 22 05 CON</p>	<p>KHa</p> <p>KHa</p>
<p>8.</p>	<p><b><u>THE CEO ROLE</u></b></p>	
	<p>It was agreed further discussion around this item was not applicable at the current time, as it would not be appropriate to put someone into this role while there was still enough hiatus going on. Instead, ratification of an extension of TRi’s approval as Accounting Officer – initially agreed for six weeks - was to be sought in the first instance.</p>	
<p>9.</p>	<p><b><u>THE WAY FORWARD</u></b></p>	
	<p>KHa updated Trustees on the key outcomes of a meeting with the RSC on 4<sup>th</sup> April 2022.</p> <p>With regard to the secondary schools, terms of an SLA with Dartmoor Multi Academy Trust – who were highly thought of by the RSC – had been agreed and costed. This would comprise rapid school improvement support for the summer term and reports on a frequent basis.</p> <p>Trustees were advised Ben Parnell [BPa] had now undertaken a review of Helston Community College and was scheduled to undertake a review of Mullion Secondary School the following day.</p> <p><b><u>Q. Will the reports from BPa be available to anyone?</u></b></p> <p><b>A. At some point, yes, via TRi. These will then feed into the work to be undertaken by Dartmoor MAT.</b></p> <p>The Chair asked if Trustees were happy to ratify the agreement with Dartmoor MAT to provide rapid school improvement support to the secondary schools for the summer term and reports on a frequent basis.</p> <p>Trustees <b>ratified</b> the agreement with Dartmoor MAT.</p> <p>It was proposed that no further support be agreed in this respect until the reports from Dartmoor MAT had come back and this could be looked at again in a more informed way.</p> <p>Trustees <b>ratified</b> the proposal.</p> <p>See also Confidential Notes SPCMAT 22 05 CON</p>	

	<p>KHa asked if enough information had been provided for all Trustees to be comfortable. Trustees agreed it had and KHa was thanked for providing a very comprehensive summary. KHa advised Trustees a Members' update was also to take place shortly.</p>	
<b>10.</b>	<b><u>STANDARDS COMMITTEE REPORT</u></b>	
	<p>Standards Committee members had met on 24<sup>th</sup> March 2022 to revise the remit of the Committee. At this time, it had reviewed two baseline reports – a school by school report from the Director of School Improvement and a Chairs' Report summary. These reports, which provided a clear picture of where the Trust was and what steps needed to be taken to develop governance, were discussed in depth. KPr [Chair of the Standards Committee] had subsequently compiled a report to the Trust Board incorporating the following areas:</p> <ul style="list-style-type: none"> <li>• Analysis of Chairs' Report Summary</li> <li>• Improvement of Chairs' Reports</li> <li>• Analysis of Combined School Improvement and Chairs' Reports</li> <li>• Development of Standards Committee</li> <li>• School Improvement Input</li> <li>• Development of SoDA / Terms of Reference / Reporting Structures</li> </ul> <p>KPr reported the meeting had been a very constructive one. The Committee had been able to go into it with a full set of Chairs' reports and school reports so there were two extremely good baselines to compare, contrast and gather KPIs from. Another aim for the next meeting was to have a third line of information to further inform the way forward.</p> <p>Trustees were directed to the minutes of the meeting for additional information.</p> <p>Any questions or comments were sought.</p> <p>It was observed that the Chairs of Governors meetings had provided a good platform for opening up communication. The CoG reports had been both informative and very useful in terms of establishing the way forward. The need to build on the collaboration with Chairs and also amongst Chairs was reiterated.</p>	
<b>11.</b>	<b><u>FINANCE COMMITTEE REPORT</u></b>	
	<p>SRe [Chair of the Finance and Resources Committee] briefly updated Trustees on the most recent meeting of the committee. This incorporated the following areas:</p> <ul style="list-style-type: none"> <li>• Management Accounts</li> <li>• SCA and DFC</li> <li>• Estates</li> <li>• Gender Pay Gap Report</li> <li>• Support Staff Pay Proposal</li> <li>• Pay Protection</li> <li>• Interim Headteacher arrangements for Helston Community College in the Summer Term.</li> <li>• Coverack School after August 2023.</li> <li>• Ill health retirement</li> <li>• Benchmarking paper from Bishop Fleming.</li> </ul> <p>Trustees were directed to the minutes of the meeting for additional information.</p> <p>KHa was to ask for the high level Management Accounts to come to the Trust Board on a regular basis.</p>	<b>KHa</b>
<b>12.</b>	<b><u>BUDGET REPORT</u></b>	
	<p><b>Finance</b></p> <p>Headline figures for the Trust, based on the last set of full accounts produced, were shared with Trustees for their information prior to the meeting. The significant changes since the budget set were those that would have been expected: namely, Crowan, Landewednack, Wendron and Central. All three schools now had higher than planned overspends, which in</p>	

	<p>turn were all due to extra costs associated with the recent OFSTED outcomes. A table listing the headline details for these four settings were included. For all other settings, the Finance Team had no reason to expect any significant changes when the accounts for March were completed. In summary, there was no significant movement in the in-year overspend or end of year reserve expected in March but reassurance that recent extra expenses incurred had been offset by other HR savings achieved.</p> <p>The Management Accounts for February and March were due to be finalised concurrently at the start of the summer term.</p> <p>KHa was to go back with SPi to test the assumptions being made in order to assure the Trust was being prudent and costs were being adequately covered as far as could be seen. If there was any material difference, KHa would bring this up again.</p> <p>In terms of the flow of core funding, it was expected to increase in 22/23 and then decrease in 23/24 with an expectation that MATs would not overspend but hold 22/23 income over to 23/24. On this basis, reserves would increase at the end of 22/23 and show a significant fluctuation.</p> <p>It would also be important to look at when the fixed energy contracts were to finish. In the case of a merger, energy companies are not currently allowing agreements to novate any fixed contracts leading to the necessity to take out new ones with potentially higher costs so this would have to be taken into account.</p> <p><b>Other</b></p> <p>It was reported there had been a number of insurance claims recently where, as a rule, the Trust did not receive many so this could be an area to monitor. Brief details of each were shared for the information of Trustees. Trust did not receive many so this could be an area to monitor. Brief details of each were shared for the information of Trustees.</p>	KHa
13.	<b><u>ESTATES REPORT</u></b>	
	<p>The Estates Manager with responsibility for Health and Safety had continued to complete the action plans linked to the Fire Risk Assessments completed last term. With the support of Matt Grainger, Cornwall Council Health and Safety Co-ordinator, he had also used the opportunity to highlight Health and Safety concerns he had discovered as part of this process and in turn addressed these with the schools. A more formal process for this was planned for the near future. [See also Item 15.]</p> <p>A list of the significant works planned for the remainder of the year and their current status was shared with Trustees for their information. There were also a lot of smaller projects happening or planned for but this was a summary of the more significant projects.</p> <p>Any questions were sought but none were forthcoming at this time.</p>	
14.	<b><u>POLICIES</u></b>	
	<p>Approval by the Trust Board was sought for the following updated and new policies, shared with Trustees prior to the meeting:</p> <ul style="list-style-type: none"> <li>• Low Level Concerns Policy</li> <li>• Education of Children in Care and Previously Looked after Children</li> <li>• Health and Safety Policy</li> </ul> <p>Trustees <b>ratified</b> the policies / policy changes, with the exception of the proposed amendments to the Health and Safety Policy which were to be considered further.</p>	
15.	<b><u>HEALTH AND SAFETY UPDATE</u></b>	
	<p><b>Accidents</b></p> <p>Trustees were informed of any accidents that had been Riddor reportable or any other points of concern.</p>	

	<p><b>Accident Reporting</b></p> <p>Following an audit of the AssessNet accident reporting system by Matt Grainger, Cornwall Council Health and Safety Co-ordinator, it was felt that the number of reports was low in relation to the size of the Trust. Schools were therefore reminded that incidents should be reported in accordance with the guidance provided and as soon as possible following the incident to ensure full compliance with the Trust's Health and Safety Policies. A wider rationale had also been included and schools had been reminded of the potential consequences for not reporting incidents in a timely manner to ensure they were not compromised in this respect.</p> <p><b>Scrutiny</b></p> <p>Trustees were informed discussion had been had with SPi around bringing scrutiny of all schools in respect of health and safety into the Central Services function.</p> <p><b>Action: KHa to communicate this to Chairs of Governors</b></p> <p>See also Confidential Notes SPCMAT 22 05 CON</p>	KHa
16.	<b><u>SAFEGUARDING UPDATE</u></b>	
	<p>Trustees had previously been advised of one safeguarding concern that had been raised and had been assured this was being dealt with by internal and external parties as appropriate to the nature of the concern. A further update on this matter was shared with Trustees as the situation had now been brought to a satisfactory conclusion.</p> <p>It was reported RHo was to take over the role of Safeguarding Trustee previously held by CGi. KTe was to share meeting dates with RHo, facilitate access to the necessary shared areas and so on.</p> <p>See also Confidential Notes SPCMAT 22 05 CON</p>	KTe
17.	<b><u>ANY OTHER BUSINESS</u></b>	
	<p><b>Trustee recruitment.</b> Trustees were advised a further potential Trustee had been identified with a background in secondary education and initial communications had taken place. The importance of having Trustees who could be slotted into different work streams was reiterated. In addition to Trustees with experience of education and finance, Trustees were also needed who would be willing to support LGBs by attending meetings and so on, as this was very useful from a motivational point of view. It had been reiterated to Chairs that all Trustees were linked Trustees who would be willing to offer support and this had to be totally inclusive.</p> <p><b>Review of SoDA.</b> KHa advised Trustees her aim was to have a draft version of the revised Scheme of Delegated Authority ready for sharing by the start of the coming term. RCo had kindly volunteered to be part of the review process, as it would be necessary to have at least two Trustees and 2 Chairs of Governors / governors to review the draft and offer feedback on this.</p> <p>See also Confidential Notes SPCMAT 22 05 CON</p> <p>Thanks were expressed for the high level of work being put into the Trust by KHa.</p> <p>There were no further matters for consideration so the meeting was brought to a close at 7.35pm.</p>	
18.	<b><u>DATES OF FUTURE MEETINGS</u></b>	
	<p>The next meeting of the Trust Board was to take place on <b>Thursday 19<sup>th</sup> May 2022</b>, from 6.00pm, in the Trust Conference Room.</p> <p>Thereafter, meetings were to take place on:</p> <ul style="list-style-type: none"> <li>• Thursday 14<sup>th</sup> July 2022</li> </ul>	

Chair's Signature \_\_\_\_\_ Date \_\_\_\_\_