



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



**Thursday 31st October 2019, 6.00pm
in the Trust Conference Room.**

<p><u>ATTENDING :</u> Donna Bryant Sean Davis Alan Hinchliffe Alan Horne Pam Miller Kristin Pryor Susan Reynolds Kevin Thomas</p> <p>In Attendance Richard Lawrence [Deputy CEO] Karen Teague</p>		<p>DBr SDa AHi AHo PMi KPr SRe KTh</p> <p>RLa KTe</p>
<p><u>APOLOGIES :</u> Tony Sanders</p>		<p>TSa</p>
		<u>ACTION</u>
3.	<u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u>	
	<p>The Chair welcomed all those present and formally welcomed AHi to the Trust Board. Attendees introduced themselves for the benefit of AHi, as a new Trustee.</p> <p>Under Declarations of Pecuniary Interests, no additional declarations were forthcoming at this time.</p>	
4.	<u>SAFEGUARDING – APPOINTMENT OF A NEW SAFEGUARDING TRUSTEE</u>	
	<p>The Board acknowledged it was vital to have a Trustee in this role following the resignation of CBi. The Safeguarding Trustee would liaise regularly with the Lead of the DSLs’ Network Group and she would report fully to the Board once a year.</p> <p>AHi kindly put himself forward for this role. He was advised he would be welcome to attend the termly meetings of the DSLs’ Network Group and any relevant LGB training sessions to make himself known to DSLs and Governors respectively. KTe was to forward any prior information that might be useful in this respect and would keep him fully informed of any future meeting dates etc going forward.</p>	
5.	<u>MINUTES AND MATTERS ARISING</u>	
	<p>The minutes of the meeting of the Trust Board on Thursday 11th July 2019 were agreed to be an accurate record and duly signed by the Chair.</p> <p>Under matters arising:</p> <p>My Concern. The action for the DSLs’ Network Group around gathering figures, term on term, in various categories in order to make it possible to map trends and gauge capacity was to be carried over.</p> <p>3G Update. There was a delay in the demolition schedule due to unforeseen complexity with the removal of the asbestos in C block. The asbestos was all contained and did not</p>	
		<p>LWa / DSLs</p>

	<p>present an issue in itself but the delay had created a knock on issue for the school and the 3G proposal. This would incur an additional cost of approximately £15,000. The exact cost would not be available in writing until such time as it was necessary to sign off on this.</p> <p>DBr explained the remit for the contractors was only to build the land up to the given height and grass this. It did not include the 3G element so they were unable to cover any of the additional cost incurred. The 3G pitch was still subject to planning and the FA via Sport England currently were contesting the application.</p> <p>Trustees were asked if, despite the above, they would support the College pushing forward on this and Trustees agreed their in principle support of this project.</p> <p>Local Governing Bodies. A technical issue had caused the font on certain documents pertaining to LGB meetings to be changed from that agreed so this was to be followed up on. A new Clerk had recently been appointed so DBr was to ensure the protocols around minutes etc had been made clear to her. It was also proposed that Clerks enter the dates for all the LGB meetings on a Google calendar once G suite was fully up and running. This could all be covered at an upcoming meeting of the Clerks to Governors Network Group.</p> <p>Trustees were talked through the LGB folder layout within Google.</p> <p>Archive store. Plans had changed in this respect and an alternative area was now to be used.</p> <p>Academies Financial Handbook. Further to the action around internal audit, DBr reminded trustees that the foci for the internal audit was in their remit. The Executive Leader would make some suggestions but the final decision lay with the Trustees.</p> <p>Staff absence. A whole piece of work was being done around recording information on SIMS and how best to pull the correct data out of SIMS so as to secure the most accurate data sets from all schools.</p> <p>Staff survey. A Google based survey was being worked on, as this would be the most efficient means by which the subsequent data might be collated. However, it was recognised it was important for no staff to be excluded and that an optional format could be provided if or where required.</p> <p>The remaining actions had been completed.</p>	<p>DBr</p> <p>DBr</p> <p>DBr</p>
6.	<p><u>RATIFICATION OF FINANCE & RESOURCES / STANDARDS / C-SAW COMMITTEE MINUTES</u></p>	
	<p>A meeting of the C-SAW Committee had taken place on 23rd September 2019, where the minutes of the Committee's meeting on 2nd July 2019 had been approved.</p> <p>No 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 17th October 2019, where the minutes of the meeting on 6th June 2019 had been approved.</p> <p>Trustees ratified these minutes.</p>	
7.	<p><u>LOCAL GOVERNING BODIES</u></p>	
	<p>Matters Arising from LGB Meetings</p> <p>Any items from 'Matters to be Raised with the Trust Board' in LGB minutes had been listed, along with the CEO's proposed responses. These were discussed by Trustees, who were in agreement with the proposed responses.</p> <p>Action: Forward responses to the respective Headteachers and Chairs of Governors for sharing at the next LGB meeting.</p> <p>Action: Create an overview of the role of Health and Safety and Safeguarding Governors.</p> <p>Action: Add a folder for 'Management Reports' to each of the LGB areas in G Suite.</p> <p>Action: Organise a further governor training session on 'Understanding School Data'.</p> <p>The Health and Safety Trustee asked if it would be helpful for Health and Safety Governors to accompany him on his school visits. DBr pointed out further written advice on their role</p>	<p>DBr</p> <p>DBr</p> <p>KTe</p> <p>DBr / RLa</p>

<p>was being given, a training session had been arranged for Health and Safety Governors in the spring Term and the Trust-wide Site Supervisor who led on Health and Safety was to undertake walks with new Health and Safety Governors going forward. However, this could also happen in some cases if appropriate.</p> <p>It was noted LGBs did not always appreciate what would constitute a matter to be raised with the Board so DBr was to arrange a meeting for Chairs of Governors where she could offer more guidance on what should be included here.</p> <p>Governor Training Attendance</p> <p>Eight new governors had attended the recent training event for those new to governance and feedback had very positive. Two headteachers had also attended with their governors, which would ensure that messages were clear.</p> <p>Trustee feedback from LGB Meetings</p> <p>Trustees talked through any pertinent feedback from recent LGB meetings.</p> <p>Forums / Forum Member</p> <p>DBr informed Trustees she would be asking Headteachers to bring formal feedback from their schools' Forum meetings to the next Heads' Group meeting so she could produce a paper for Trustees. Many of the Forum meetings were being used to look at the school's entitlement curriculum for pupils.</p> <p>Approval of Pen Portraits of Prospective Governors</p> <p>The Pen Portraits of CBe [Crowan School, RMc [Godolphin School], RMo [Mullion School] and RAs [Trannack School] were approved by Trustees.</p>	<p>DBr</p>
<p>KTe was to send each a letter to formally confirm his or her appointment.</p> <p>Linked Trustees</p> <p>Further to earlier discussions around employing a new model for Linked Trustees, it was agreed that Trustees would be allocated to schools / Local Governing Bodies as follows:</p> <p>Breage - AHo Coverack / Manaccan / St Keverne - SDa Crowan - SRe Cury - KPr Garras - KPr Grade Ruan - AHi Godolphin - KTh Halwin - PMi Helston - KTh Landewednack - AHi Mullion Primary - SDa Mullion Secondary - AHo Parc Eglos - PMi Porthleven - TSa Sithney - TSa Trannack - TSa Wendron – SRe</p> <p>Trustee were reminded they were welcome to attend the meetings of other LGBs in addition to those of their own LGBs if capacity allowed but should advise the Clerk / Headteacher they would be coming.</p>	<p>KTe</p>
<p>DBr and RLa were to produce an overview of the key issues for each school in bullet point form to aid Trustees' knowledge of their schools.</p> <p>If a school were to receive a call from Ofsted, Trustees were asked if they could please make themselves available. Questions about the governance arrangement in the school would be asked as part of its inspection and inspectors would want one Governor and one Trustee to speak with them at that time. Along with the overview of key issues, the schools' Summary Statements would be the best point of reference for Trustees in this instance.</p>	<p>DBr /RLa</p>

<p>West, and Karl Sampson HMI, Assistant Regional Director for the South West, presented at the Cornwall Association of Secondary Headteachers' Conference on 27th September 2019 had been shared with Trustees prior to the meeting.</p> <p>As previously discussed, Ofsted had changed the emphasis of its inspection framework. The curriculum was the key driver of the overall Quality of Education judgement. This was a welcome emphasis but - with the prolonged focus on outcomes and methodologies in the classroom - the wider curriculum, whilst kept broad and balanced, had not had the same degree of attention in all settings. However, it was important to recognise that schools were not building the curriculum from ground zero. The Trust schools had a wide range of work in the Foundation subjects which could be clearly evidenced.</p> <p>Each school was reviewing its curriculum: why, what and when. There was a lot of work underway to map it, to make sure the links between disciplines were clear and to ensure there was coverage of the national curriculum / the elements which make the school's curriculum distinctive for the school. Schools were also reviewing the wider curriculum offer - especially in terms of what the offer should be to make sure that no child was disadvantaged. E.g visits to cities and national trust properties; learning an instrument; etc. Schools were working with their Forums to discuss this offer.</p> <p>Together, headteachers had agreed the assessment approach for the primary schools to balance tracking pupil progress for planning and reporting against potential workload issues. An approach to bring coherence to the whole Trust whilst enabling diversity and distinctiveness in each school had also been devised. It was impossible to have one curriculum approach when the Trust schools have such different structures and structures that have to change year on year depending on the flow of numbers through the cohorts / key stages. The notion was focused around what knowledge and skills children needed to have to be effective 'historians', 'musicians', etc and how these link and overlap to provide a sense of self, a sense of place and a platform for them to make their way in the world. It was hoped this could be encapsulated in a simple diagram for each school to display.</p> <p>In order to monitor the curriculum, new structured questions for Governors to use as a resource were to be devised.</p> <p>It was proposed it could be useful to have the curriculum as a standing item on the agenda for Standards Committee meetings. This would be a focus on School Improvement Partner visits, governor monitoring and Executive Leader visits for the coming year.</p> <p>Leadership</p> <p>The Deputy Headteacher from Parc Eglos School had taken up the post of interim Headteacher at Breage C of E School from October half term. She was to remain in post until the end of the current academic year for reasons of stability. DBr reported she was already settling in well and staff were responding to the new arrangement in a very positive way.</p> <p>Staffing Pay Award</p> <p>AHo declared an interest at this point and did not participate in the vote on this matter.</p> <p>There had been a national recommendation that teachers pay be increased by 2.75% in the coming year. DBr suggested it would be sensible to continue to follow the national guidance as we wish to be the employer of choice and, with increased recruitment and retention issues nationally, the Trust could not afford to be out of kilter. The cost of this had been calculated, as budgeting had allowed for 2%. The Government had promised more money but, even if this was finalised, it would not arrive until September 2020.</p> <p>In addition, Trustees would need to consider the ethical position regarding equity and equality in terms of awarding the recommended 2.75% for teachers to the support staff also in April 2020.</p> <p>The Trust's CFO had prepared a price of living schedule based on a 2.75% pay rise for teachers, support staff and all staff, which was shared with Trustees.</p> <p>It was noted that those support staff whose pay was currently protected would not receive this lift, as it would be offset against the pay protection.</p> <p>The net on cost of an additional 0.75% would be in the region of £25,000.</p> <p>A query arose around additional monies in respect of teachers' pensions. DBr reported the</p>	<p>DBr</p> <p>DBr / KTe</p>
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<p>Government were to give an award but on the M6 scale so this did not fully cover the additional increase and, while the award was to continue for a while yet, this was not certain in the longer term.</p> <p>A further query arose as to whether the additional monies would tip schools over an 80% spend on staffing across the Trust. The precise figure was not immediately available so DBr was to obtain this for the Finance Committee.</p> <p>DBr indicated that it might be necessary for the Finance Committee to look at differentials in terms of support staff pay and make some decisions around what the Trust could afford in terms of keeping differentials in.</p> <p>The ISR range for Headteachers and other Leadership roles in the Trust was also currently being reviewed. This was pressing, as it would be necessary to recruit for Breage and to potentially advertise during the next term.</p> <p>A paper was to be prepared for consideration by the Finance Committee and it was suggested it might be prudent to set up a sub-group to review these two specific items earlier than the next Finance meeting, which was due in December. It was important for the morale of all staff that the Trust's position on the pay award was known as soon as possible.</p> <p>Trustees approved a 2.75% rise for teaching staff and those support staff eligible.</p> <p>Governance</p> <p>It was good to note that a number of LGBs were operating more effectively over the course of the year. However, there were still recruitment needs at a number of LGBs and a need to succession plan.</p> <p>ICT strategy</p> <p>Richard Lawrence [Deputy Executive Leader] was making good headway on the Trust wide IT Strategy, which now comprised 15 elements. A paper outlining the background, aims, short term strategy, foci and progress to date had been shared with all Trustees prior to the meeting. RLa advised Trustees there were a further 25 pages behind this paper in terms of information on schools and work was being done on prioritising the most urgent issues.</p> <p>Trustees thanked RLa for the good work he had put in and for the progress that had been made to date. DBr expressed her gratitude to RLa for taking the lead on IT, as his skills set meant he was the most appropriate person to develop this area within the Trust.</p> <p>KTh formally welcomed RLa in his new capacity as Deputy Chief Executive Officer.</p> <p>Estates</p> <p>Trustees were reminded they had been given an overview of key points, as this information was shared in more detail at the Finance and Resources Committee meetings.</p> <p>The new build at Helston Community College had opened on time in September and any remaining snagging issues were being worked though.</p> <p>The new build at Trannack School had opened on time with a few snagging issues which were being resolved. Feedback from staff and parents had been good. Learning from this project included the need for a longer lead period.</p> <p>The new Maths block at Mullion School would be the next major building project.</p> <p>Garras School's septic tank work was now back on programme.</p> <p>DBr indicated it was necessary to review the current arrangements in respect of estates management either by taking this to the Finance committee meeting for discussion or, if this proved to be too late, by pulling together a smaller group or by a round robin emailing.</p> <p>It would also be necessary to book a meeting of the SCA working group.</p> <p>GDPR</p> <p>The main aspect worked on recently was ensuring that data held in the EU could be accessed post Brexit. This had involved a substantial amount of work. Eg. Double checking privacy notices and emailing / phoning companies to receive reassurances. Thanks were extended to Pat Nicholas for her support with this work.</p> <p>Overall</p> <p>DBr shared a set of reasons to celebrate and a set of areas of challenge with Trustees. The reasons to celebrate included the following feedback from the Director of Education for</p>	<p>DBr/SPI</p> <p>DBr</p> <p>DBr</p> <p>DBr</p>
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10.	<u>TRUSTEE SAFEGUARDING DECLARATIONS AND SKILLS AUDIT</u>	
	<p>As part of the Board’s safeguarding requirements and ongoing self-assessment, Trustees’ attention was drawn to the following:</p> <p>The Essential Trustee. Trustees were to sign a declaration saying they had read this.</p> <p>Trustee Code of Conduct. Trustees approved the updated Code of Conduct and were to sign to say they agreed to abide by this.</p> <p>Keeping Children Safe in Education - Part 2. Trustees were to sign a declaration saying they had read this.</p> <p>Trustee Skills Audit. Trustees were to complete and return the skills audit so an overview of responses could be compiled.</p>	<p>All Trustees</p> <p>All Trustees</p> <p>All Trustees</p> <p>All Trustees</p>
11.	<u>TRUST PLAN</u>	
	<p>DBr briefly talked Trustees through the most recent version of the Trust Plan, inviting any questions or requests for amendments.</p> <p>DBr asked which elements Trustees wanted Executive Leaders to do more on. There had been a lot of scrutiny around estates, fiscal management, IT, etc but was anything further needed around Teaching and Learning in addition to reports to the Standards Committee through having the curriculum as a standing item on its agenda?</p> <p>Action: Consider Section 1 of the Trust Plan [Teaching and Learning] to determine whether anything is felt to be missing or there are any other arrangements that should be made for monitoring and advise DBr of this / bring feedback to the next meeting.</p> <p>DBr explained there was more on the curriculum in this version of the Trust Plan than had previously been the case but the curriculum was broad already.</p> <p>Q. How do we as Trustees know each school has a broad and balanced curriculum?</p> <p>A. This could be a piece of work to go to the next Standards Committee meeting. It can be evidenced in the schools’ curriculum intent statements and so on but the Executive Leaders will have to have a conversation around how best to pull all this together for Trustees, who will not need to see specifics but sufficient detail to give them confidence that everything is in place that needs to be.</p> <p>If asked this by an Ofsted inspector, Trustees could confidently say that DBr and RLa were monitoring this thoroughly and that this was also being monitored by School Improvement Partners, who were mirroring Ofsted visits by looking at the curriculum / curriculum intent, links between disciplines, speaking with pupils, etc.</p> <p>SDa asserted there was a need to work through how to structure the agenda for the Standards Committee to ensure key areas were addressed, as a great deal was now going through this. DBr and SDa were to discuss this further.</p>	<p>All Trustees</p> <p>DBr / RLa</p> <p>DBr / SDa</p>
12.	<u>POLICIES</u>	
	<p>Approval by the Trust Board was sought for the following updated polices. 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"> • Safeguarding and Child Protection • Whistleblowing <p>Trustees ratified these policies.</p>	
13.	<u>HEALTH AND SAFETY UPDATE</u>	
	<p>A sink hole had opened up in a field owned by a local land owner and used by Sithney School. The area had been fenced off and a mining report had been asked for. In the meantime, the</p>	

	<p>school was not using the field. Unfortunately, as the school was not paying rent, the landlord was not obliged to do anything about the situation.</p> <p>DPr was asked to ensure the field remained out of action until the survey had been completed and a report had been forthcoming.</p>	
14.	<u>ANY OTHER BUSINESS</u>	
	<p>KPr left the meeting at 8.30pm.</p> <p>Use of schools as polling stations for election. Wendron Preschool had kindly agreed to the preschool building being used for polling purposes, as this was a discreet unit and its use would not impinge on the general running of the school as a whole. A specific area was to be sectioned off outside for parking.</p> <p>Unfortunately, there was no building other than the school that could be used for this purpose at Trannack. The option of having security present had been offered but this was not deemed to be workable so there was no option other than to close the school on the day of the election. Due to the late notice, this could not be taken as an INSET day as all five days had already been allocated and reported. There was a need for another venue to be found moving forward.</p> <p>Company Secretary Role. An alternative means of Clerking / undertaking the Company Secretary role was to be looked into. As an interim measure, KTe was to take over the role.</p> <p>Striking Off Application by Keskowethyans MAT Board. DPr was pleased to confirm the Keskowethyans Board of Directors had finally been able to hold an Extraordinary Meeting that afternoon to complete a 'Striking Off' application form on behalf of the company. The application would now be forwarded to Companies House for actioning.</p> <p>There were no further matters for consideration so the meeting was brought to a close at 8.40pm.</p>	DPr KTe / MCo
15.	<u>DATES OF FUTURE MEETINGS</u>	
	<p>The next meeting of the Trust Board was to take place on Thursday 30th January 2020, from 6.00pm, in the Trust Conference Room. This would be the Annual General Meeting followed by a Trust Board meeting.</p> <p>Thereafter, meetings were to take place on:</p> <p>19th March 2020 14th May 2020 9th July 2020</p>	

Chair's Signature _____ Date _____