



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



**Thursday 13<sup>th</sup> May 2021, from 6.00pm  
in the Trust Conference Room**

	<p><b>ATTENDING :</b> Donna Bryant Sean Davis Carrie Gilmore [as observer] Karen Harris Alan Hinchliffe Alan Horne Kristin Pryor Susan Reynolds Kevin Thomas</p> <p><b>In Attendance</b> Richard Lawrence Karen Teague [Trust Administrator]</p>	<p><b>DBr</b> <b>SDa</b> <b>CGi</b> <b>KHa</b> <b>AHi</b> <b>AHo</b> <b>KPr</b> <b>SRe</b> <b>KTh</b></p> <p><b>RLa</b> <b>KTe</b></p>
	<p><b>APOLOGIES :</b> None</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>Informal introductions were made for the benefit of the two new Trustees and established Trustees. KHa's term of office had commenced on 13<sup>th</sup> May 2021 and CGi's appointment would be formally confirmed / her term of office commence on receipt of a satisfactory DBS check.</p> <p>KTh advised fellow Trustees that PMi had decided to resign for personal reasons and Trustees noted she would be hugely missed. DBr and KTh had thanked her for the contribution she had made during her time as a Trustee.</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 Thursday 18<sup>th</sup> March 2021 were agreed to be an accurate record and were duly signed by the Chair.</p> <p>Matters arising included updates on:</p> <p><b>CST Improvement Capacity Framework for Trust Governance.</b> Trustees had planned to meet on Tuesday 20<sup>th</sup> April 2021 to complete the framework. However, it had been necessary to reschedule this meeting and it would now be taking place on <b><u>Thursday 27<sup>th</sup> May 2021, from 6.00pm, in the Trust Conference Room.</u></b></p> <p><b>Implementation of approved policies.</b> The new / revised policies approved at the previous meeting were shortly to be implemented.</p>	<b>DBr / KTe</b>

	<p><b>Climate Agenda Letter.</b> The letter had been shared with Trustees and the decision had been made not to support this particular letter as Trustees had agreed it was beyond the remit of the Board to comment in the way they were being asked to.</p> <p>All other actions had been completed.</p> <p>See also Confidential Notes SPCMAT 21 04 CON.</p>	
<b>5.</b>	<b><u>RATIFICATION OF FINANCE &amp; RESOURCES / STANDARDS / C-SAW COMMITTEE MINUTES</u></b>	
	<p>A meeting of the C-SAW Committee had taken place on 19<sup>th</sup> April 2021, where the minutes of the meeting on 11<sup>th</sup> January 2021 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>No further meetings of the Standards Committee had taken place since the last Trust Board meeting.</p> <p>Trustees <b>ratified</b> these minutes.</p>	
<b>6.</b>	<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> Two further training sessions, on Google and Governor Monitoring, had taken place. Both had been well attended and well received. Further training sessions – an induction for Those New to Governance and Ofsted training for Governors / Headteachers - were to take place later in the summer term. KTe was creating an overview of governor training attendance by the respective LGBs to monitor this across the academic year[s]. The sharing of upcoming training opportunities was also to be a more significant part of the recruitment process to reiterate this should be seen as an integral part of the governor role.</p> <p><b>Trustee feedback from LGB Meetings.</b> Trustees were invited to talk through any pertinent feedback from recent LGB meetings.</p> <p><b>Forums / Forum Member.</b> Not applicable on this occasion.</p> <p>DBr outlined the role of the school Forums to the new Trustees and explained the pandemic had pushed back the development of this element of governance so work would now be needed to rebuild this.</p> <p><b>Pen Portraits of Prospective Governors.</b> The Pen Portraits of CHa [Landewednack LGB] and EWo [Helston LGB] and RBr [Grade Ruan] had been <b>approved</b> by Trustees via email.</p> <p>KTe had sent / would send a letter to formally confirm these appointments.</p> <p>See also Confidential Notes SPCMAT 21 04 CON.</p>	<p><b>KTe</b></p> <p><b>KTe</b></p>
<b>7.</b>	<b><u>EXECUTIVE LEADER REPORT AND UPDATES</u></b>	
	<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><b>Update on Covid-19</b></p> <p>There had been little significant change since the last report five working weeks ago. Attendance currently was at about pre-lockdown levels, at 94.1% Nursery to Y11, which needed further scrutiny. All CEV staff were back in school now with the exception of staff who were 28 weeks pregnant. This would be kept under review as the road map unfolded. Domestic residential visits were due to come back into scope from 17th May.</p> <p><b>Exams Update</b></p> <p>A sub-group of the Standards Committee had met to review the Summer 2021 JCQ Centre</p>	

<p>Policies for Determining Teacher Assessed Grades and, after intensive scrutiny of the arrangements in place, signed these off. The policies had now been submitted to Ofqual. The schools awaited any potential feedback but in the meantime preparations for awarding the centre assessed grades continued. Minutes of the meeting had been shared with all Trustees for their information. KPr reported the secondary Headteachers had achieved an incredible amount and done it very well. Moreover, students and parents could be confident the grades awarded would be completely fair.</p> <p><b>Curriculum and Learning</b></p> <p>Schools had adjusted their Catch Up planning to ensure needs were being met. This would be an ongoing focus of the Executive Leader visits for the remainder of the summer term. Executive Leaders were about to embark on a series of school to school 'deep dives'. A subject co-ordinator would accompany one of the Executive Leaders to undertake each review. The initiative was to help subject leads observe and learn from colleagues, as well as focus in on the degree of rigour that might be required of them during an inspection. Both secondary and primary schools were to be involved in this ongoing programme. Ofsted was not the key driver but it was important that staff were prepared for an inspection as all the Trust schools would be in scope when the window reopened fully in September. [Mark Lees - a Lead Inspector, experienced Trust CEO and School Improvement Partner – had been booked to deliver a training session for Trustees, Governors and Headteachers on Wednesday 30<sup>th</sup> June.]</p> <p>It was suggested the Deep Dive visits might also be an ideal opportunity to engage governors or Trustees in an observer role.</p> <p><b>Action: Email Headteachers / Clerks and share dates of visits with Trustees.</b></p> <p>KTh advised DBr that, in his role as Acting Chair of the LGB, he had recently undertaken a governor monitoring visit which had focussed on the science curriculum at Crowan. He would therefore be interested to hear what came from the deep dive there so the information could be triangulated.</p> <p><b>Summer Schools</b></p> <p>Both secondary schools were hoping to run summer schools, details of which were currently being worked up. Landewednack School was also hoping to run a summer school in partnership with the Council summer programme grants.</p> <p><b>Staffing</b></p> <p>There had been several notable staff absences in recent weeks, including senior leaders, but Executive Leaders were mindful of this and the appropriate help or support was being provided to schools where needed.</p> <p>A sub-committee of Trustees had agreed the Co-headship proposal at Parc Eglos School. Internal interviews for the one year co-headship partner had been held on 7th May and JBa [Deputy Headteacher] had been appointed to the role. A clear communication roll out was now taking place to ensure staff and parents were clear about the rationale and the arrangements.</p> <p>There were a number of part time vacancies in the primary schools at the present time. Helston Community College had appointed an excellent new Assistant Headteacher with responsibility for safeguarding the previous week but had not been able to recruit a Head of Maths faculty despite advertising three times. For the moment, they were going to resolve this in house by amending the internal structure to cover each key stage and utilising AHT JHa, who was Head of Maths faculty previously, to cover the oversight of the team. The college had advertised for a teacher to backfill the teaching element. There were a number of other teaching vacancies within the secondary schools.</p> <p>A query arose as to whether Headteachers had flexibility around recruitment and retention points in these instances. DBr explained they did and that a number of ways to promote interest had been explored but there was a national problem currently. Eg. Uncertainty about resettling families due to the pandemic. There were good quality people in the team, just not someone ready to lead at the present time. The Head of Maths at Mullion School was to be invited to undertake a 'deep dive' visit going forward, as results there were excellent.</p>	<p>KTe /DBr</p>
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It was possible NQTs would be appointed to some of the vacant posts. Therefore, it was important the Trust engage with the Cornwall Teaching Hub in order to have access to the Early Careers Framework training programme to support these colleagues in the first two years of their career. This would also link into the Professional Development and Career Planning outlined in the last Executive Leader Report.

#### **Widening the Trust's Reach**

DBr and LWA had been invited to deliver a Leadership and Governance training event at Tavistock College for Dartmoor Multi-Academy Trust. Their input was well received and had built a useful bridge to a similar rural Trust underpinned by Cooperative values and principles.

DBr was also working with the Cornwall Teaching Hubs to support the delivery of their programmes but the specifics of this were yet to be confirmed. Alongside this, DBr was working as a strategic partner leading CACE to help redevelop the Cornwall Standards Board. In addition, DBr was helping to shape a Trust to Trust Peer Review process which should be rolled out in June / July and through into the next academic year.

#### **Governors**

Two governors from an already depleted complement at Cury had given notice of their intention to step down at the end of the academic year. The LGB continued to work alongside Garras governors, however, so it did have oversight; JBa, Deputy Headteacher at Parc Eglos, continued in her role as staff governor at Cury.

In other places LGB numbers were continuing to grow, as evidenced by the Pen Portraits scrutinised and approved by Trustees.

#### **Trust Away Day**

The date and venue had been confirmed as Tuesday 22nd June at the Polurrian Hotel, Mullion. The Trust Review tool outcomes would feed into the day and help Trustees to establish the strategic plan for the next five years.

#### **Pupil Support**

Two new initiatives were being put in place:

- Mentoring via the Youth Worker at Light and Life Church, Helston. A gift had been given to the church specifically to fund this project to support the College.
- The Starfish Project, an annual grant of £20K which had been gifted to the Trust by a local family firm that had set up a foundation/starfish fund. This was to provide external support with the specific aim of changing the trajectory for young people not entitled to Pupil Premium or other funding who may otherwise fall through the cracks. [Subject to agreement of a MOU.] It was hoped that this might become a model for other businesses to follow.

#### **Trust Plan**

There had been little change since the last report but updates included:

##### **Teaching and Learning:**

- Standards Board to review latest data drop based on teacher assessments.
- For the MADE project [focused on enhancing early years pupils' communication and confidence via the arts], face to face sessions had been planned at the open-air Minnack Theatre in June and July subject to the road map.

##### **Expectation and Aspiration:**

- A Trust Sports Day had been planned for June.

##### **Behaviour and Well Being:**

- No updates on this occasion.

##### **Leadership:**

- The Aspiring Leaders' Network Group's first session post lockdown had been well attended and focused on curriculum review and leadership during Covid. A practical session next month was to focus on school budgets.
- A session on Governor Monitoring was held last week with positive feedback from Governors attending.
- All LGBs were now signed up to the National Governance Association [NGA].

	<ul style="list-style-type: none"> <li>• The Away Day to review the long term strategy for the Trust was now booked.</li> </ul> <p><b>Effective Management Systems:</b></p> <ul style="list-style-type: none"> <li>• The Trust’s current HR provider had been given notice that a procurement process would take place after the half term break; a term’s notice period had been given with any new arrangement commencing in January 2022.</li> <li>• The spreadsheet for tracking compliance tracking was to go live in the Trust schools at the end of June.</li> </ul> <p><b>Strategic Futures:</b></p> <ul style="list-style-type: none"> <li>• Area review and Preschool work continued.</li> </ul> <p><b>Academisation Update</b></p> <p>Gavin Williamson [Secretary of State for Education] last week announced the aspiration that schools should be part of a family of schools sending a clear signal that Trusts were the preferred way forward. In order to progress this, he had introduced a ‘try before you buy’ initiative to give maintained schools the chance to work closely with Trusts to see if they felt being part of the organisation would be a good thing. The devil would be in the detail, however. For example, how would the Trusts afford to share their resources; what level of resourcing was required; who would make the strategic decisions that bring about improvements?</p> <p><b>Policies</b></p> <p><b>Safeguarding.</b> Further review of the Safeguarding Policy, specifically Peer on Peer Abuse, was being undertaken in the light of the ‘Everyone’s Invited’ campaign. The proposed changes were to be discussed by a Working Party from the DSLs’ Network Group and emailed round to Trustees for comment / sign off in due course. The group also planned to design a staff survey to check the level of safeguarding understanding in the Trust schools. In the interim, Headteachers had been asked to reassure parents of the measures in place in school to safeguard children against peer on peer abuse, via the schools’ newsletters or other usual communication routes.</p> <p><b>Admissions.</b> The Diocese had recently sent all Trusts the Church of England Education Office’s most recent ‘Checklist for Faith-Based Admissions Criteria’ against which they could check their policies for compliance. Executive Leaders were confident the Trust policy had covered off the various elements but this also included a recommendation that a form verifying the church based criterion be used rather than a letter from the Church Minister / Priest so a ‘Faith Criterion Declaration Form’ had subsequently been created to fulfil this purpose. There had been no change to the policy itself, only to the administration around this, so no formal approval was required but a copy of the form was included in the papers for Trustees’ information. Trustees indicated they were happy with the declaration form.</p> <p>Any further questions on the Executive Leader Report were sought but no further questions were forthcoming at that time.</p> <p>See also Confidential Notes SPCMAT 21 04 CON.</p>	
8.	<p><b><u>REASONS TO CELEBRATE AND AREAS OF CHALLENGE</u></b></p>	
	<p>Trustees shared a set of reasons to celebrate and areas of challenge.</p> <p>See also Confidential Notes SPCMAT 21 04 CON.</p>	
9.	<p><b><u>POLICIES</u></b></p>	
	<p>See Item 7 above.</p>	
10.	<p><b><u>SAFEGUARDING UPDATE</u></b></p>	
	<p>See Item 7 above.</p> <p>A significant issue had arisen at one of the schools but the Safeguarding Trustee had been fully informed and was confident staff had dealt with this well.</p>	

13.	<b><u>HEALTH AND SAFETY UPDATE</u></b>	
	<p>No Health and safety issues had been reported to the Health and Safety Trustee since the previous meeting.</p> <p>Trustees were advised work on rebuilding the fence and wall on the boundary at Breage School had now been finalised.</p>	
14.	<b><u>ANY OTHER BUSINESS</u></b>	
	<p><b>Changes to DfE Guidance on Face Coverings in Schools</b></p> <p>The Prime Minister had announced that pupils in all schools and colleges would no longer be required to wear face coverings in classrooms or communal areas from 17<sup>th</sup> May, though all other protective measures should remain in place and regular rapid testing would continue to help find / isolate asymptomatic cases when they occurred. Face coverings would also no longer be recommended for staff in classrooms but the Government continued to recommend that face coverings should be worn by staff and visitors in situations outside of classrooms where social distancing was not possible.</p> <p>Helston Community College were aiming to remove much of the current stagger after half term and move to a single but split lunch in order to reduce the additional pressures resulting from the staggered elements. The guidance still said to keep year groups separate but it was likely the college would then have more year groups around in narrow corridors without masks and it would be hard to ask pupils to wear masks in corridors when the government had advised they be removed. However, infection levels were very low now so the risk was reduced and other protective measures, such as the one way system, would remain in place.</p> <p>Trustees <b>agreed</b> masks should remain optional / recommended for students in corridors, as these were narrow, so students might feel more comfortable.</p> <p><b>Additional Bank Holiday for Queen’s Platinum Jubilee</b></p> <p>As the actual Bank Holiday for the Queen’s Platinum Jubilee would fall in the school holidays, it had been suggested schools could choose where they took an alternative day in lieu of this but Headteachers had been asked to pause while the Board discussed this.</p> <p>Trustees <b>agreed</b> the Trust schools should take a day in lieu but – as it was unlikely secondary siblings would be sent in if primary pupils were not in school and vice versa – this should be aligned.</p> <p><b>The Taking of Overseas Holidays by Staff</b></p> <p>A pro forma letter around the necessity of staff ensuring that, if they had booked a holiday abroad, they had a duty to ensure they would have time to quarantine if required so that they would be available for work at the commencement of the new academic year had been shared with Trustees prior to the meeting for their consideration.</p> <p>Where staff had to travel and the circumstances met the criteria for “essential overseas travel” [Eg. immediate family member who was critically ill or a bereavement], these situations would be sympathetically dealt with on an individual basis.</p> <p>See also Confidential Notes SPCMAT 21 04 CON.</p> <p><b>The Education Staff Wellbeing Charter</b></p> <p>As part of Mental Health Awareness Week, the DfE had published The Education Staff Wellbeing Charter – a voluntary charter of 11 pledges - endorsed by CST and other national organisations. The charter set out its belief that everyone working in education should have the opportunity to enjoy the highest possible standard of wellbeing and mental health. The DfE had also announced a mental health and wellbeing investment package, with £17.4 million to improve support in schools and colleges. Funding would go towards training senior mental health leads, a new Wellbeing for Education Recovery programme and an adapted ‘Link’ programme, designed to improve partnerships between health and education leaders in local areas. Information around this was shared with Trustees prior to the meeting for their consideration.</p>	

	<p>Prior to this being discussed in due course, Trustees were asked to read the charter and note where any concerns might be caused through the way it was written and email responses to DBr / KTe. After consideration by Trustees, this would then be shared with the Trust’s Wellbeing Network Group for its consideration.</p> <p><b>Delayed Admissions Requests</b></p> <p>RLa advised Trustees of a delayed admission request which had been submitted to Halwin School. Trustees delegated the responsibility for responding on behalf of the Trust Board to DBr.</p> <p><b>Review Meeting on 27<sup>th</sup> May</b></p> <p>Due to the recent changes to the Trust Board, it was proposed the review meeting also look at:</p> <p>Linked Trustees - Where is the greatest need? Would particular skills sets meet the needs of certain LGBs? The mentoring of new Trustees by established Trustees.</p> <p>Standards Committee – CGi to fill the vacancy left by PMI’s resignation.</p> <p>CSAW Committee – SRe to fill the vacancy left by PMI’s resignation.</p> <p>Due to her financial background and experience, KHa was to sit on the Finance and Resources Committee.</p> <p>See also Confidential Notes SPCMAT 21 04 CON.</p> <p>There were no further matters for consideration so the meeting was brought to a close at 8.45pm.</p>	<p><b>All Trustees</b></p> <p><b>DBr</b></p>
<b>15.</b>	<b><u>DATES OF FUTURE MEETINGS</u></b>	
	The next meeting of the Trust Board was to take place on <b>Thursday 8<sup>th</sup> July 2021</b> , from 6.00pm, in the Trust Conference Room.	

Chair’s Signature \_\_\_\_\_ Date \_\_\_\_\_