



TRUST BOARD

Minutes of a Meeting of the Trust Board of South East Cornwall Multi Academy Regional Trust held at Liskeard School and Community College on Wednesday 28th November 2018 at 6.30pm

Present: Mr D Buckley, CEO
Mr B Cook
Mr K George
Mr J Kitson
Mr R Newton Chance, Chair
Mrs K Waghorn

Absent: Dr S Brownlow
Mrs H Casson
Mr J Crisp
Mr C Stevens

In Attendance: Mrs D Stoneman, Company Secretary and Clerk to SMART Board
Mrs K Williams, prospective Clerk to SMART Board

To provide evidence of challenge, these questions are highlighted in the minutes.

27. **Welcome**

Mr Newton-Chance welcomed everyone to the meeting and thanked them for attending.

28. **Evacuation Procedure**

The route for leaving the building in an emergency was explained.

29. **Declaration of Business or Pecuniary Interest and update of any changes since completion of written declaration**

Mr Buckley declared an interest as a member of staff; no changes were declared.

30. **Apologies**

Apologies were received and accepted from Dr Brownlow, Mrs Cason, Mr Crisp and Mr Stevens. Mr Newton Chance advised that Mr Crisp is the new Learning Director and Mr Stevens the Community Director.

31. **Approval of Minutes**

The minutes of the meetings held on 16th October 2018, having been circulated in advance of the meeting, were agreed as an accurate of the meetings and signed.

32. **Summary of Actions and Matters Arising**

M11 Summary of Actions and Matters Arising

M92 CEO: update on People issues: b) Follow up to Saltash parental complaint – Mrs Williams had checked the schools' behaviour policies to see whether the changes required as a result of the complaint had been made. Those schools which hadn't responded were reminded to do so. Mr Buckley has prepared a general overarching behaviour policy for the six schools which includes the points raised.

M13 Points Raised by LGCs for follow up –

Liskeard – Mrs Lumbard advised that Paul Taylor has spoken to the Local Authority about the rectification of faults with work carried out by PFI contractors. Cornwall Council have agreed to honour their commitment and the work is being done next summer.

Looe – Mr Buckley has discussed the alternative provision and has been reassured that the quality of provision has been externally deemed as high. Monitoring of the positions had taken place and there was some concern that the severity of the problems some of the children were facing had not been properly accounted for.

Dobwalls – Mrs Lumbard and Mr Buckley have addressed these concerns with the governor in question and supported the Headteacher in terms of ongoing training for the member of staff.

saltash.net - Mrs Lumbard has met with Ms Littledyke about this and reviewed the capital plan for saltash.net. The reference to a glass building was unclear.

M15 Consider nomination for Chairs for Local Governing Committees - The Clerk had checked the Articles and to comply, chairs of committees need to be appointed each year. She had informed the Liskeard Chair.

M17 Define process for obtaining references for new governors - This has now been clarified with staff at Looe and removed from their process.

Admissions – Mrs Waghorn advised that she has contacted Steve Green and Rachel Yelland about information needed regarding the consultation. Mrs Lumbard advised that the Local Authority have advised that consultation is not necessary and Steve Green would be contacting the Admissions Committee with this information.

M21 Agree changes to Scheme of Delegation, including status of HT report and schedule for meetings including Governance review and Committee ToR – Mr Buckley advised that all comments received to date regarding the format of the Heads Report have been incorporated by CEO and the latest version circulated. A common view is that the form needs to be populated with data and validated in January before proposing any further changes or confirming this as the final form. The Scheme of Delegation therefore remains as a draft but can be used as a working document.

33. **Receive recommendation from Audit Committee**

Mr Kitson advise that the Audit Committee are recommending approval of the Report and Accounts, subject to amendments which had been identified.

34. **Approval of Report and Accounts for 2017-18**

The 2017-18 Report and Accounts were unanimously approved subject to amendments recommended by the Audit Committee.

35. **CEO verbal update**

- a) Saltash.net – a good new connection has been made with Ivybridge Community College who have provided support which has been positive. The recent one day Ofsted Inspection rated the school as continuing to be ‘good’; the follow-up actions are in hand. The Report has been circulated.
- b) Looe – Scott Yalden has been appointed as headteacher. An advertisement for a deputy head is being prepared.
- c) Liskeard – a new deputy head been appointed and will be starting after Christmas. They have a specialism in Progress 8.
- d) Landulph – a new headteacher has been appointed and will start after Christmas. She has already visited to meet the team.
- e) Mrs Waghorn was thanked for her assistance with the recruitment of the two headships. Although these were Trust appointments, it was clear that the local governors played a significant part.
- f) Dobwalls – new deputy head strength data inclusion and intervention. RSC has accepted that data improved in all year groups except 5.
- g) Trewidland has had a drop in pupil numbers from 37 to 29. The redundancy process has been concluded and voluntary redundancy was taken by one teacher. Trewidland now has a balanced budget. A further 4 pupils have been withdrawn because of the size of the school

and there may be further issues. There is a view that the MAT has been supportive. See confidential appendix.

- h) Mr Buckley advised that they are looking at capacity across the MAT to support Trewidland. The deputy head at Landulph has requested to reduce to .8. Another teacher has been appointed to cover this. It was noted that Landulph will also require support during the transition.
- i) CBU –the business management structure is currently being reviewed. Headteachers are being consulted about the support they need in this area.
- j) Additional leadership training is being provided. The Clerk would provide information about funded leadership training which has been recommended. **ACTION: D STONEMAN**
- k) There was a discussion about comments which had been made on social media by parents about the saltash.net Ofsted report; support has been provided.

Mr Kitson left the meeting.

36. **Reports from Director/Governor Link meetings**

Safeguarding – Mrs Waghorn advised that this had been a positive meeting. The group had looked at the safeguarding section in the headteachers’ reports. Two recommendations were made which have already been actioned. They had also looked at the SMART Safeguarding Policy and the visit protocol with a view to triangulation. Guidance has been prepared by the Heads on the S157 action plan. The meeting had been attended by Mrs Casson as she has expertise in this area.

Premises Health & Safety – Mr George advised that information he had requested had not been provided which he finds frustrating. Mrs Lumbard will look into this. The group are working towards a standardised premises check list and also one for testing. They had considered the draft tender document for the catering contract. Mrs Lumbard advised that the tender document has now been finalised and issues relevant to each school will be discussed at a meeting on 4th December. Directors will be invited to attend the presentations.

Finance – Mr Cook reported that there had been a successful first meeting. This is clearly a well-qualified group of people.

Directors were thanked for the time they have given to this.

37. **Committee Reports**

Finance Committee – the minutes of the meeting held on 15th November had been circulated in advance of the meeting. **A Director asked how schools know the process for the allocation of capital funding.** This is detailed in the Policy. Once this is agreed it will be circulated to the schools.

Some corrections to the minutes were highlighted which the Clerk would amend.

Remuneration Committee – the minutes of the meeting held on 29th October had been circulated in advance of the meeting. Questions were invited. Directors were advised that a further meeting had been held today; a recommendation will be put to the Trust Board in due course. It was noted that the Committee had agreed that the Performance Management process was fair and robust.

38. **Tender for CBU IT Domain**

These were handed to Mr Newton Chance who opened them. **A Director asked if the decision needed to be made only on a financial assessment.** Directors were advised that the presentations made could be taken into account. It was noted that this process would normally be done by a committee but in this case a quick decision is required. Mr Buckley advised that a common system

for IT is required across the MAT. Six companies were contacted initially. Three responded and have given presentations to the IT Network Managers, Mr Green and Mr Buckley.

Mr Buckley was asked to summarise these and make a recommendation to the Trust Board. **A Director asked when agreement is required.** Mr Buckley advised as soon as possible. See confidential appendix.

Following examination of the bid documents and advice from the CEO about the presentations, Directors unanimously agreed that the contract should be awarded to Nexus.

39. **Consider Strategic Risk**

This item had been requested at a previous meeting. It was agreed that this should be considered by the committees.

40. **Appointment of Whistleblowing Director**

It was suggested and agreed that the Community Director, Mr Stevens, should take this position. Mr Newton Chance would contact him about this. **ACTION: R NEWTON CHANCE**

41. **Adoption of Teaching Staff Pay Policy**

The policy was approved with the previous clause regarding the salary scale for the CEO, which had been inserted, having been removed. As previously advised, the Remuneration Committee is carrying out further research on this matter.

42. **Report from the Chair**

Directors thanked Mr Newton Chance for all he has done in a particularly busy term. A Director pointed out that the workload for the Chair of the Trust Board is significant. Mr Newton Chance advised that he is keen to see the recent changes implemented which he feels will streamline processes.

Director Induction – It was agreed that it is not necessary for the new directors to be assigned a mentor. Mr Buckley will meet with them to explain the induction pack.

ACTION: D BUCKLEY

It was agreed that the SMART ID badges should say Director.

43. **Dates and times of future meetings –**

These had yet to be finalised; it was noted that there would be one Trust Board meeting at the end of each term.

The meeting closed at 8.05pm

<p>M35 CEO Verbal Update - Additional leadership training is being provided. The Clerk would provide information about funded leadership training which has been recommended.</p>	<p>D STONEMAN</p>
<p>M40 Appointment of Whistleblowing Director - It was suggested and agreed that the Community Director, Mr Stevens, should take this position. Mr Newton Chance would contact him about this.</p>	<p>R NEWTON CHANCE</p>
<p>M42 Report from the Chair - Director Induction – It was agreed that it is not necessary for the new directors to be assigned a mentor. Mr Buckley will meet with them to explain the induction pack.</p>	<p>D BUCKLEY</p>