



TRUST BOARD PEOPLE COMMITTEE

Minutes of a Meeting of the People Committee of the Trust Board of South East Cornwall Multi Academy Regional Trust held at Liskeard School & Community College School on Monday 17th June at 5.30 pm

Present:
Dr S Brownlow
Mr C Stevens
Mrs K Waghorn

Absent:

In Attendance: Mr D Buckley, CEO
Mrs K Williams, Clerk to Trust Board

12. **Welcome**
The Chair welcomed everyone to the meeting.
13. **Evacuation Procedure**
The evacuation procedure was explained.
14. **Declaration of Business or Pecuniary Interest and Academy-related parties - update on any changes since completion of written declaration**
None
15. **Apologies**
All Trustees were present.
16. **Approval of the minutes of the previous meeting on 14th February 2019**
The minutes were agreed to be a true and accurate record of the meeting and signed by the Chair. It was noted that the confidential appendix had not been printed and would therefore need to be circulated for approval.

Subsequent to the meeting: The Clerk circulated the appendix and Trustees approved its content by email.

17. **Matters Arising**
M6. Terms of reference
Changes have been made and the Committee does not have to monitor the LGCs (Local Governing Committees). A Trustee asked if the revised SoD (Scheme of Delegation) will be ready for the next Trust Board meeting. Mr Buckley advised that it is still be redrafted but it is hoped to be ready for the July meeting.

M7. Issues raised by LGCs

Landulph – Peer Review Report

Mr Buckley advised that a summary of Peer Reviews is now being circulated to governors.

M7. Issues raised by LGCs

Liskeard - Link Trustees – The Clerk advised that the Link Trustees were reviewed and agreed at the Trust Board meeting. It was agreed that the Mr Stevens would be the Link Trustee for Liskeard and Mr

Crisp for Looe. The Trust Board minutes included a section to feedback information to the LGCs and this was circulated by the Clerk to the Chairs of the LGCs.

M7. Issues raised by LGCs

Trewidland – It was noted that the confidential appendix needs to be circulated to the Trustees. It was queried if the circulation of confidential appendixes should be raised at the Trust Board meeting to clarify and confirm the process.

Action: Clerk

5. Draft Cycle of Business

The draft document was circulated in advance of the meeting and was referred to throughout the meeting. The table was discussed and alterations recommended. See amended table below. Clerk to use Cycle of Business document as a basis for drafting agendas for future meetings.

Update: Complete

6. Terms of Reference

e) Staff welfare and professional development were discussed and it was questioned where does performance management and capability sit within the ToR (Terms of Reference). Mr Buckley used the questions and data in HR5/6 to clarify. A Trustee noted that the annual cycle of business would benefit from an extra column detailing the section of the HT report to which it relates and Mr Buckley agreed. Clerk to add.

Update: Complete.

18. Issues raised by the LGC's

a) **A Trustee raised a concern that no issues have arisen from the LGC meetings this term.**

Mr Buckley explained that governors are challenging in the meetings. Trustees have not been circulated the last terms minutes and it was thought that this would be useful. Mr Buckley explained that some of the LGCs are using a new model to ask questions relating to the Headteacher's report in advance of the meeting. **A Trustee wanted assurance that governors are challenging and holding the Headteacher to account.**

b) Trustees agreed that they would still like receive the Headteachers report but also receive draft copies of LGC meetings minutes to compare. It was recommended that Trustees need to be responsible for their own sections and cross check the Headteacher's report and minutes to satisfy themselves that LGCs are challenging appropriately. Some concern was expressed about the workload implications of this for Trustees but it was agreed to proceed on a trial basis. Clerk to add to future agendas and meeting papers.

Action: Clerk

c) Mr Stevens noted that the last Community Link meeting was not well attended and it was recommended that he and Mr Crisp could attend the next Chairs Forum.

d) Mr Buckley recommended that the questions which are being asked by local governors in advance of LGC meetings, could also be added to the papers of the People Committee meetings.

19. Gender Pay Gap Report

a) A Trustee noted that the Gender Pay Gap Report was not circulated. SMART are required to publish this report. **A Trustee queried what the report measures** and it was explained that it is the total take home pay of men and women and to what extent this differs.

b) Mr Buckley explained that differences in pay highlighted in the report relate to the staff employed via the catering and cleaning contracts. **A Trustee noted the questions which need to be raised in future are:** does the Trust have structural issues in the appointment of men and women at different levels of seniority e.g. mostly women in lower paid roles. **A Trustee asked if this report also includes non-teaching staff** and Mr Buckley advised that it does.

- c) Mr Buckley noted that on the top of the leadership levels there is a balance of men and women but there is a large number of women in the cleaning and catering sector. There is also a large part time workforce of TAs (Teaching Assistants). **A Trustee asked if this is an annual report** and it was confirmed that it is. **A Trustee asked if there should be a more recent copy available** and it was noted that there is a lag in data.
- d) **A Trustee asked if we have a predominantly female workforce in the primary schools** and Mr Buckley explained that we are more male than the UK average school although it is still female dominated as there are twice as many females to male staff. There are no male TAs in the primary schools but there are in the secondary schools. **A Trustee asked if there is anything SMART can do to encourage more male applications.** Mr Buckley advised that TAs are difficult to appoint in general and this was discussed at length.
- e) The SMART Gender Pay Gap Report is in line with the sector. Trustees noted the reasons for women working part time and in the catering and cleaning sector. This report will be reviewed when next year's data is available and Trustees will be able to raise more specific questions relating this. It was suggested that Trustees would review this further when the next report is available. Clerk to add to a future agenda.

Action: Clerk

- f) Adverts for TAs were discussed and it was noted that some recruitment adverts do identify that males are underrepresented in an organisation. Mr Buckley noted adverts should not dissuade anyone from applying due to such low numbers of applications.

20. KPIs – Headteacher's reports

These were circulated in advance and it was agreed that for the next meeting, these will be accompanied by minutes of LGC meetings.

a) Dobwalls

HR – **A Trustee queried if staff absence has improved** and Mr Buckley advised that this figure should be 10% and highlighted in yellow as there is one long term sickness.

HR3 – **A Trustee asked for clarification of the leadership levels** and Mr Buckley advised that it is split into teachers and support staff. **A Trustee asked if there are outstanding performance issues that Trustees need to be aware of** and Mr Buckley advised that in terms of leadership there is good progression and no ongoing concerns elsewhere.

HR4 - **A Trustee queried the observations of staff** and this was discussed further. It would be expected that governors should raise a question if any there are any staff who are below minimum. It was noted that Dobwalls have made significant progress in the quality of teaching over the last 18 months.

- b) Safeguarding – **A Trustee queried the difference between persistent absence figure of 88.38% for autumn and then 0 for spring term** and it was thought that this is an error. **A Trustee noted that the number of EHCP is lower than expected** and asked if this would this be an issue. Mr Buckley explained that this could relate to number of days rather than number of pupils and it is sometimes difficult to compare data.

Safe2 – There was an issue raised due to non-compliance. Trustees noted it was yellow rather than red. **A Trustee asked if there had been any exclusions** and Mr Buckley noted that after this report was completed, there were two temporary exclusions and this will be included in the next report. Mr Buckley noted that the behaviour of pupils has improved following Peer Reviews. **A Trustee asked why there are blank areas and what should be added.** Mr Buckley noted that a dash should be used or a zero. **Trustees requested that there should be a standardised approach.** Mr Buckley noted that Karen James, the Data Manager, will ensure consistency in future.

- c) Community – **A Trustee queried the blank area for parents evening in the spring term.** It was noted that Dobwalls is the biggest primary in SMART. A Trustee noted that the phonic parents workshop was well attended and Trustees commented that Mr Gray should have highlighted this

in green. **Trustees asked if parents could be invited to assemblies more often to engage with the school** and this was discussed further.

Trustees queried the number of governors in the LGC and the Clerk advised that there have been several resignations this year.

Mr Buckley explained that student leadership has been radical this year but not captured in the report. Trustees noted that the community sections are still not providing relevant information.

d) **Landulph**

HR – **A Trustee asked about recruitment in the school** and Mr Buckley advised that all the vacancies have been filled. **A Trustee noted that a staff member is working at Trewidland and asked how is this going** and Mr Buckley advised it is working well for both schools.

HR2 – Mr Buckley explained the red areas; there have been two members of staff on legitimate long term sickness.

e) Safeguarding – **A Trustee noted a drop in PP (Pupil Premium) attendance** which could potentially be one child in a small school. It was noted that the 0% for children in care is incorrect and this should be a dash.

Safe2 - Operation Encompass was clarified by Mr Buckley. **A Trustee asked if this is the same child or family** and Mr Buckley advised the schools responsibility. **A Trustee noted that there is a fail in the safeguarding visit.** Mr Buckley advised that an explanation is provided in the narrative.

f) Community – The data for the summer has already been populated. This may be because the that parents evening has already been held. Tweets have reduced.

C2 – no pupil presentations to governors.

C3 – It was noted that the school interacts with the community well but the press releases is low and the reasons for this was discussed.

g) **Trewidland**

HR – **Trustees queried pupil numbers** and Mr Buckley advised that the estimate for September is 15. Mr Buckley summarised the current staffing situation at the school. **A Trustee asked when Trewidland is due for an Ofsted visit** and Mr Buckley noted that one is imminent; Liskeard and Dobwalls are also due. **A Trustee asked about the impact on budgets for Trewidland with such reduced pupil numbers.** Mr Buckley explained that the budget for next year is balanced but the following year would require investment.

h) Safeguarding – **A Trustee queried if attendance should be better** and the reasons for this was discussed and identified in the narrative in the report. It was noted that the safeguarding governor had resigned and therefore there has not been a visit.

i) Community – **A Trustee asked how the school used funding for public relations.** Mr Buckley advised that they purchased banners. It was noted that Diane Corrigan, the Publicity and Web officer will increase the number of press articles for the school. Trustees discussed the capacity of staff being able to promote the school. **A Trustee asked how often is the school newsletter sent to parents** and was advised it is not circulated regularly.

j) **Liskeard**

HR – **A Trustee queried the amount of staff on long term sick** and it was noted that the number has not been highlighted as an area of concern and that it is a historical problem at the school. HR4 – **A Trustee noted that there are more staff working at below minimum.** The reasons were clarified in the narrative and Mr Buckley explained that the figures relate to four members of staff and it was queried if support is being provided. Mr Buckley will address this with Mr Lingard.

Action: Mr Buckley

k) At this point in the meeting, the Trustees were still uncertain with the processes around governors challenging issues in the Headteacher's report and needed assurance that issues are being raised by them. Mr Buckley suggested that Trustees should have confidence in the LGCs to hold to

account the Headteacher but random sampling would be more useful rather than full scrutiny of the reports. Trustees agreed that transparent data is useful and that risks should be identified and supplied to the Trust Board by the CEO. Headteachers should be highlighting issues correctly and Mr Buckley will be addressing this with them.

- l) It was felt that this committee should be providing assurance to the Trust Board and identifying any MAT wide issues relating to HR, Safeguarding and Community. **A Trustee asked about the reporting models used in other trusts** and Mr Buckley noted that SMART are ahead of other schools. Our structure is being used by other MATS (Multi Academy Trusts). Trustees recommended that there should be an item on the Trust Board meeting agendas so that Chairs of committees can update the other Trustees. Clerk to add.

Action: Clerk

- m) A Trustee asked how we move forward to ensure that the right information is brought before the Trustees. Mr Buckley will review the Headteachers report and compile a report for the Trust Board.

Action: D Buckley

21. CEO Risk Report

- a) Mr Buckley advised that Jo Lumbard is bringing together all the schools Risk Registers and amalgamating them into a corporate Risk Register.

22. Strategic Topic - Safeguarding

- a) It was agreed that the next meeting following the meeting cycle and this topic would next be discussed in the summer term 2020.

23. Review of Policies:

Some further comments have been provided by Mrs Waghorn for all three policies which she emailed to the Clerk. Mr Buckley noted that any further comments will be added to the next review. **A Trustee asked for clarification of the process of agreeing policies.** It was discussed that only very minor changes should be suggested at this point and policies should be for recommendation for approval to the Trust Board.

A Trustee noted that policy and procedure should be separated when these policies are next reviewed.

SMART Code of Conduct

SMART Disciplinary

SMART Grievance

Trustees agreed to recommended these policies to the Trust Board for final approval.

24. Date of next meetings:

To be confirmed when the SMART calendar has been finalised.

The meeting closed at 20.10.

Action Summary	
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<p>appropriately. Some concern was expressed about the workload implications of this for Trustees but it was agreed to proceed on a trial basis. Clerk to add to future agendas and meeting papers.</p>	
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