



TRUST BOARD PEOPLE COMMITTEE

Minutes of a Virtual Meeting of the People Committee of the Trust Board of South East Cornwall Multi Academy Regional Trust held on Tuesday 1st March 2022 at 6.15pm following the Remuneration Committee meeting at 5.30 pm.

Present	Yes/No	Present	Yes/No
Mr S Lloyd - Chair	Yes	Mr D Buckley, CEO	Yes
Mrs L Lawson	Yes	In Attendance	
Mr C Stevens	Yes	Mrs K Williams, Clerk	Yes

18. **Welcome**

The Chair welcomed everyone to the meeting.

19. **Declaration of Business or Pecuniary Interest and Academy-related parties - update on any changes since completion of written declaration**

None.

20. **Apologies**

Mrs Lawson had advised that she would be able to join the meeting at around 6.30pm. Mr Stevens needs to leave the meeting at 6.45pm for a prior arrangement.

21. **Approval of the minutes of the previous meeting held on 16th November 2021**

The minutes of the meeting held on 16th November 2021, having been circulated in advance, were agreed as an accurate record.

22. **Matters Arising**

M7. Staff and Student Health and Well-Being - Review staff and pupil health and well-being across the Trust's schools

f) Trustees queried if the Trust Board should write a letter to the government about their concern in the lack of funding to provide support services for staff and students. Mr Buckley advised the content of discussions in the TAS meetings. It was agreed that this should be discussed further at the next Trust Board meeting.

Update: This was discussed at the Trust Board meeting and the Chair of the People Committee will be drafting the letter but it has been delayed due to recent government updates so some further research is needed. Mr Buckley added that a significant amount needs to be cut from Local Authority budgets. The letter will be sent after the next Trust Board meeting in April.

M9. Monitoring of the MAT Strategic Plan towards the Trust's objectives

f) A Trustee noted that there needs to be sufficient time for Trustees to read and digest the papers in preparation for discussions at Trust Board level. It was suggested that this needs to be discussed at the December Trust Board meeting and the papers for this need to be headlined on the agenda to ensure that Trustees give it the attention that it requires. A deadline of December 1st was accepted as reasonable for the circulation of this paper.

Update: Complete. Trustees noted that paperwork for meetings has been circulated well in advance to allow them to prepare. Mr Buckley added that large documents with significant content may need more time for consideration prior to a meeting by Trustees.

23. **Discussion of the new form of Heads Report**

Documents had been circulated in advance of the meeting. From these:

- a) Mr Buckley explained that when we first came together as a Trust, Trustees and governors discussed and agreed what data was needed in the Headteacher's Report which resulted in it being a large document. Due to Covid, the Headteacher's Reports were not being used as there was no comparable data and so it was decided that this would be an opportunity to revise the report. We came to the revised version which provides core data following debates with the MSLT (MAT Senior Leadership Team).
- b) Mr Buckley advised that in the circulated reports, there are some fields which are not completed as we are waiting for more data. Mr Buckley added that there is a wealth of documents that governors can use for data and evidence and so one of the aims of the Headteacher's Report is to highlight which documents governors might need to look at further.
- c) **A Trustee noted that this was an easy report to read and supported the approach being taken. A Trustee asked if there are any inconsistencies in it being completed.** Mr Buckley advised that this should be completed consistently as the MSLT debated and fully understood the report. Where there are two indicators which have been combined into one, it did cause some confusion but the rest of the data should be completed consistently.
- d) **A Trustee asked if this template would stay the same or is there any intention to revise further.** Mr Buckley advised that there is no intention to revise further at this time and all three terms worth of data will be included in the one report. TOLT (Trust Operational Leadership Team) will be providing a similar format report on H&S and Premises operations and this will be due out after Easter to LGC (Local Governing Committee) meetings.
- e) **A Trustee asked if there has been any feedback from governors on the revised Headteacher Reports.** Mr Buckley advised that the feedback that he has received so far has been positive. The Clerk advised that the reports will be discussed at the next Link meeting and it was anticipated that there will be more feedback from governors then but it was expected that this should be positive as governors did find the previous version very long.

24. **New Head of Department focus reports**

Documents had been circulated in advance of the meeting. From these:

- a) Mr Buckley explained the purpose of the Head of Department reports which is to be a single sheet of paper providing data on individual subjects and the key question is how do we encompass this into a document that will be meaningful. This is currently at a development stage and Mr Buckley queried what Trustees would want to know in relation to a particular subject and school.
- b) **A Trustee asked if there would be an equivalent report for primary schools.** Mr Buckley advised that there would be a primary version in a similar format. **Trustees noted staff workload and the need for any new report to be fit for purpose.** Mr Buckley advised the curriculum statement would need to be included at the beginning of the report and this aspect would only change every few years and not all indicators would need to be updated each term.
- c) **A Trustee asked if the report would be a dynamic document which describes the development journey.** Mr Buckley advised that we need to understand the weak areas in each school and be aware of where progress is being made. Mr Buckley explained that we have used this type of reporting previously with the primary schools when there were issues in the foundation subjects. Mr Buckley advised that schools are aware that this is a line of inquiry document but staff can feel exposed when there are red items on reports.
- d) A further draft of the report will be circulated in a future committee meeting for further consideration. The Clerk will circulate the draft available from the MSLT meeting.

Action: The Clerk

Mr Stevens left the meeting at 6.43pm.

Mrs Lawson joined the meeting at 6.45pm.

25. **The new anonymous reporting process and the Everyone's invited agenda**

- a) Mr Buckley summarised the wider implications on staff and student wellbeing at the current time and added that the number of referrals for children has quadrupled and number of staff referrals has at least doubled nationally. Mr Buckley advised that the last term was really challenging for staff.
- b) This year there has been a focus on the "Everyone's invited" agenda. We have decided to undertake something more meaningful than just a survey and have formed a group to look at an appropriate response to this issue. Girls are not reporting issues so the Student Council have been tasked with finding out how students would prefer to anonymously report. The primary students feel that a "worry monster" would be the most appropriate mechanism. The secondary students asked for an extension so they could continue the debate on what should be included in the online survey. The students also wanted a poster competition on launching the reporting tool. Student feedback was really useful and we have checked the working group approaches are right for the students. The online survey will be launched after Easter with a relaunch in September.
- c) Alongside the reporting tool, we are looking at how we lessen the use of gender terms. Mr Buckley explained the issues with gender terms and so we have put together a 5-year plan which includes installing gender neutral toilets and to reduce the gender terms in praise. We have a more ambitious plan to address the Everyone's invited agenda which has long-term objectives rather than a knee jerk reaction.
- d) Trustees noted that this is a huge topic. Anonymised systems are being used in the NHS to report issues which has been useful and they have been overwhelmed with responses. **Trustees noted the importance of consulting the student body and were astounded by the constructive feedback from them. Trustees noted the positive steps being taken.**

26. **Review of behaviour policies and interventions**

- a) Mr Buckley advised that the SMART overarching Behaviour Policy was agreed by Trustees in July 2021. Schools are revising policies to align to the overarching framework. Mr Buckley explained that Looe have gone for a radical change in their policy. There was a peer review at Looe and the next draft of the report will be circulated at the Looe LGC meeting.
- b) In terms of the Safeguarding Review processes, this is continuing in all the schools.
- c) Mr Buckley advised that we have a SMART overarching behaviour Policy which can be circulated again to Trustees. Mr Buckley advised that the Looe Behaviour Policy should also be circulated to the People Committee.

Action: The Clerk

27. **Review of the Safeguarding Peer Review process**

- a) Mr Buckley advised that we have supervision in place for both the secondary and the primary DSLs (Designated Safeguarding Lead) and DDSLs (Deputy Designated Safeguarding Lead) but some of the primary staff did feel more isolated. We took all the DSLs and DDSLs and established groups reviewing all the schools. We have tested out the framework and made a network across the Trust. We now believe that one review per half term would be more than sufficient so we will be moving to one review per term as the demand on DSLs is enough. Any new DSL/DDSLs will be included on the next review where possible. One of the strengths of the Trust is having both primary and secondary DSLs/DDSLs and a network for them to draw on. The DDSLs are not always senior staff and in some cases, this is the first opportunity that they have had to review others and this helps with professional development.
- b) **A Trustee asked how this role is designated.** Mr Buckley advised that in some cases staff take on the DSL role as part of their senior role but DDSLs are often self-nominated. We do try to encourage staff in key roles to take on a DDSL role and we do approach those staff members who would be well suited to the job.

- c) **A Trustee noted that this process appears to be meeting the needs of the schools and processes are being followed appropriately across the Trust.** Mr Buckley advised that in the first few reviews, there were some issues which were raised but in subsequent reviews, this is now not the case as any issues have been addressed and remain addressed. The chances of having further issues has now reduced.

28. **Review of the Trust Strategic Risk Register and plans for renewal with the new 5-year plan**

- a) Mr Buckley advised that we have looked widely at the purpose of the Risk Register and the risks identified were related to the 5-year plan. The risk register was then allocated to the committees but this time, we need to look at the committee's roles and then form the risk register.
- b) We are looking at the strategies within the Strategic Plan but work on this has been delayed. We need the 5-year plan in place to be able to align the Risk Register. Trustees acknowledged that this is work in progress.
- c) Mr Buckley explained that we have reduced the 12 aims of the strategic plan to 8. These don't directly map to the committees but the committees can decide which aims they wish to have responsibility and oversight for. Mr Buckley suggested that whole aims can be allocated to committees and he will provide a proposal for the next round of committee meetings. The Risk Register can then also link to this.

Action: D Buckley

29. **Review of Policies**

- a) None.

30. **Guidance/instructions to LGCs**

- a) The Headteacher Report has been heavily revised following debate at MSLT meetings. Should governors have any feedback on the report, they should contact their Headteacher or the Clerk.
- b) The Everyone's Invited anonymous reporting tool will be implemented after Easter following consultation with students.
- c) School behaviour policies will be aligning to the SMART overarching Behaviour Policy. These policies should be reviewed by Local Governors and then implementation monitored.
- d) Safeguarding Peer Reviews are continuing across the Trust and governors should be provided with details following a review at their school.

31. **LGC summary for matters for the Trust Board**

- a) Trustees noted the information on the summary provided by the Clerk from the LGC minutes.

32. **Agreements made by email**

- a) None.

33. **Summary of the matters for the Trust Board**

- a) The Headteacher's Report has been heavily revised and feedback from governors will be sought at the next Link meeting.
- b) The Safeguarding Peer Review process was discussed and these are continuing across the Trust.
- c) The MAT Student Council was consulted on the use of an anonymous reporting tool for the Everyone's invited agenda and the tool is being implemented in the schools after Easter.

34. **Date of next meeting:**

26-05-2022 at 5.30pm.

The meeting closed at 7.27pm.

Action Summary	
<p>M24. New Head of Department focus reports</p> <p>d) A further draft of the report will be circulated in a future committee meeting for further consideration. The Clerk will circulate the draft available from the MSLT meeting.</p>	<p>Action: The Clerk</p>
<p>M26. Review of behaviour policies and interventions</p> <p>c) Mr Buckley advised that we have a SMART overarching behaviour Policy which can be circulated again to Trustees. Mr Buckley advised that the Looe Behaviour Policy should also be circulated to the People Committee.</p>	<p>Action: The Clerk</p>
<p>M28. Review of the Trust Strategic Risk Register and plans for renewal with the new 5-year plan</p> <p>c) Mr Buckley explained that we have reduced the 12 aims of the strategic plan to 8. These don't directly map to the committees but the committees can decide which aims they wish to have responsibility and oversight for. Mr Buckley suggested that whole aims can be allocated to committees and he will provide a proposal for the next round of committee meetings. The Risk Register can then also link to this.</p>	<p>Action: D Buckley</p>