



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 10th February 2020 at 6 pm

Present	Yes/No	Yes/No
Dr S Brownlow, Chair	Yes	Mr C Marshall
Mr C Stevens	Yes	Yes

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

15. **Welcome Evacuation Procedure**
The Chair welcomed everyone to the meeting. The evacuation procedure was explained.
16. **Declaration of Business or Pecuniary Interest and Academy-related parties - update on any changes since completion of written declaration**
None.
17. **Apologies for Absence**
None.
18. **Approval of the minutes of meeting on 14-10-2019**
The minutes were agreed to be a true and accurate record of the meeting and signed by the Chair.
19. **Matters Arising**
M6. Headteacher's reports and LGC minutes
g) **A Trustee asked what background and training the Safeguarding Link Governors have.** Mr Buckley explained that governors understand what they need to ask during the safeguarding visits and there are four opportunities for safeguarding training per year. It was agreed that this should be discussed at the next Link meeting. Clerk to add to the order of business.
Update: Complete.
M6. Headteacher's reports and LGC minutes
i) A Trustee requested that we have a destinations and IAG agenda item for the next meeting with the relevant data. Clerk to add.
Update: On this agenda.
M8. Governor application form
a) It was discussed that the governor application form and skills audit should be included in the People Link meeting for further consultation.
Update: Complete.
M8. Governor application form
d) A Trustee asked if the Clerk would contact The Diocese of Truro Governance Team to ask what is considered good practice when recruiting governors.
Update: It was discussed that the majority of the Chairs of Governors have had Safer Recruitment training and all Headteachers. It was recommended that during initial meetings with potential governors, Chairs and Headteachers should ensure they adhere to safer recruitment practices. Trustees requested that a reminder emailed should be sent to the Chairs and Headteachers and any Chairs who are outstanding their Safer Recruitment training should complete as soon as practicable. Mr Stevens will draft the email.

M9. Lessons learned from recent disciplinary process –

d) It was agreed that governor hearing panels should be discussed at the People Link meeting. Clerk to add to order of business.

Update: Complete.

M9. Lessons learned from recent disciplinary process –

It was discussed that a pool of people who are experienced enough to sit on appeal panels would be a useful approach to address this situation. This will be discussed further by Mr Buckley, Mrs Callard and the Clerk.

Update: Ongoing.

M10. Stakeholder survey

d) Mr Stevens will return to the People Committee with a structured control process in the spring. He asked if Trustees could please suggest some questions.

Update: Mr Stevens is liaising with Mr Newton Chance. Mr Stevens will discuss a further Stakeholder survey at the summer People Committee meeting. This needs to be completed in readiness for the ARM in September 2020. The effectiveness of the Trust and implications for Ofsted inspections were discussed at length. Mr Stevens and Mr Marshall will discuss the survey further and present a draft survey at the next meeting. Clerk to add to the agenda and also to email Trustees for key principles for inclusion.

Action: Clerk

M11. Strategic Risk

b) The Clerk will circulate the Risk Register to the People Committee.

Update: On this agenda. A Trustee noted that staff absence is a key risk to all the schools.

M12. Review of Policies:

Redundancy and Redeployment

Recommended changes -

Page 13 - redundancy for each year of service (should have FULL year).

A trustee noted that there is no reference to the CBU team. Mr Buckley advised that this is included in a heading as CBU staff are classed as a school but Mr Buckley will check that this has been included.

Update: Complete.

20. Headteacher's Reports and LGC minutes

Documents were circulated in advance of the meeting.

a) A Trustee queried that a CEO summary had not been provided for this meeting. Mr Buckley explained the reasons why this had not been circulated for this meeting and this was accepted by the Trustees.

b) Community

A Trustee noted that Liskeard still have several areas on their report which are TBC and have not been updated. A Trustee thought that more focus is required for links with employers in light of the forthcoming technical certificates. Mr Buckley will discuss this further with Mr Marshall.

Action: D Buckley

c) Landulph have increased their social media presence but there has been a drop in pupil led activities. Mr Buckley explained that the school still has a large amount of pupil led events. It was noted that the school is having SEND parents' evenings which have been very successful.

d) Safeguarding

It was noted that secondary challenge on safeguarding by governors is currently more robust than primary challenge. Mr Buckley explained that the safeguarding mechanism in place is hugely useful. Governors visit the schools and the Safeguarding Peer Review reports are thorough. Trustees recommended that challenge of safeguarding and acceptance of thorough reports need to be minuted.

Recommendation

- e) **A Trustee queried the EHE (Elected Home Educated) numbers on the reports and asked who within governance has responsibility of this.** Mr Buckley explained that exclusions and EHE are scrutinised by himself but governors should also be challenging these. Fixed term and permanent exclusions are reviewed by governors. Trustees recognised that EHE is a potential safeguarding issue and therefore recommended that LGC safeguarding leads should monitor this to ensure there is no off rolling or risk of harm to the individual children involved. This needs to be communicated.

Recommendation

HR

- f) **A Trustee noted that individual names have been listed in the Headteacher report. A Trustee queried staff absence, in particular long term teacher absence at the secondary schools and noted that the situation is not improving despite governor challenge.** Mr Buckley explained that systems are in place to address performance management, staff stress and mental health issues. The Trustees discussed the impact of long term absence on the quality of teaching and learning. Trustees requested the CEO report feedbacks on long term staff absence and what can be done to improve this. Mr Buckley noted that it has been difficult to identify the main issues. Clerk to add to the next agenda.

Action: Clerk

21. **Issues raised by the LGC's**

Liskeard/Saltash – Trust wide bank of staff

Mr Buckley explained that this is not viable so informal networks are being used instead. The position on a supply staff bank should be communicated to heads.

Recommendation

22. **Strategic Risk including Risk Register**

The Risk Register was circulated in advance of the meeting. From this:

- a) A Trustee asked for Mr Buckley to clarify the use of this document. Mr Buckley explained that Trustees need to agree that the mitigations in place are sufficient and review annually.
- b) Trustees agreed that the following risks are within the remit of the People Committee:
- c) Risk 2 (HR) - **A Trustee queried the control procedures at Liskeard.** Mr Buckley explained the control procedures being taken at Liskeard are in place but Trustees thought this could still be an issue. **Trustees agreed that the level of risk could be higher than suggested. The risk register was updated**
- d) Risk 3 (Safeguarding) – Trustees agreed that risk is unlikely to be low due to the nature of safeguarding but agreed the ratings in the Risk Register.
- e) A Trustee queried the role of the Safeguarding Trustee with regards to SEND and Pupil Premium. Helen Casson is the SEND Trustee. Clarification of the Safeguarding Trustees role is needed.
- Action: Clerk**
- f) Risk 8 (HR) – **A Trustee queried if the risk is worded correctly and if the risk is wider than leadership training.** Mr Buckley explained that leadership gaps are tracked through the Leadership Ladders. Trustees felt that this was a bigger risk to SMART than other Trusts due to our size. Mr Buckley explained that we have doubled leadership capacity in the last year. **Trustees agreed that likelihood should be adjusted to 3 and wording changed. This was completed on the live document.**
- g) Risk 9 (HR) – **Trustee agreed that the risk level is correct.**
- h) Risk 10 (HR) – **Trustee agreed that the risk level is correct.**
- i) Risk 11 (HR) – **Trustee agreed that the risk level is correct.**

- j) Risk 14 (Community) – **Trustee agreed that the risk level is correct.**
- k) Risk 15 (People Committee/TB) - **Trustee agreed that the risk level is correct.**
- l) Risk 16 (People Committee) – Trustees noted that internal HR capacity helps to mitigate the risk and helps reduce the likelihood. **Trustee agreed that the risk level is correct.**

23. **HR**

Gender Gap Report

- a) **A Trustee noted that there is a large gender pay gap** which is explained by a combination of women in lower paid roles and women in part time roles across the Trust. **A Trustee asked how we compare with other schools.** Mr Buckley explained that we have improved since last year but currently are lower than average. Mr Buckley also added; with changes to catering and cleaning contracts, the Trust will then be in line with average.
- b) **A Trustee asked what is in place to ensure that we are not making assumptions during performance reviews so that female staff progress.** Mr Buckley explained that rolling out universal appraisal expectations to support staff has been a key measure in addressing possible inequality of access. We insist that all roles identify targets and have an appraiser who helps them to achieve these. We were the first Trust in the area to address the pay differentials and we also invest in “Women in Leadership” training. **A Trustee queried the opportunity of roles** and Mr Buckley advised we need find ways to ensure that conversations between appraisers and appraisees are aspirational enough and on how to create opportunities. The positive action (lawful) and positive discrimination (unlawful) was discussed at length. Mr Buckley explained that we are making use of the apprenticeship levy.
- c) **A Trustee asked if gender is being defined by gender at birth.** It was advised that the gender pay gap report is written in binary terms. Mr Buckley explained that we have good representation of transgender in the schools.

24. **Staff Attendance**

This was discussed in item 20.

25. **Safeguarding**

Prevent Duty and Extremism

- a) It has been advised that any child joining causes such as extinction rebellion, should be reported under prevent duty and extremism. It is Mr Buckley’s belief that support for such causes in not evidence in itself that these children have been radicalised and should not be reported in such circumstances. He has communicated this to the Headteachers that pupils should only be reported if staff make a judgement that they pose a risk to themselves or others. Trustees were in agreement of this position.
- b) Members of the People Committee endorse the following statement. **“Headteachers and DSLs would correctly report any child who they judge to be at risk of harming themselves, harming others or endorsing the harming of others on an individual basis”.**

Recommendation to Trust Board

26. **Community**

Destinations and IAG

- a) The main destinations of students will be available on the Headteacher’s reports later in the year. **A Trustee noted that the number of apprenticeships is reducing.** Mr Buckley explained that the Headteachers have requested for data from Careers Southwest which includes destination data. It is important to know where students are going after GCSE.
- b) Destination and IAG need to be discussed again at the Autumn meeting. Clerk to add to agenda.

27. **Review of Policies:**Support Staff Pay

Mr Buckley explained that this is reviewed annually and aligned to the recommendation of NJC (National Joint Council).

Trustees recommended changes:

1.0 Introduction – This pay policy “lays out” rather than “describes”

6.7 Mileage Allowance – The mileage allowance does not align to HMRC rate of £0.45 per mile.

12.0 Changes to the policy – Trustees suggest that an additional comment is added that “we still commit to NJC”.

3.2 Issues of Equality/Moderation - We have an Equality Statement rather than a policy so Trustees recommend a change of wording.

Presentation – It would be tidier to put all numbers in an annex.

Trustees were content with policy following the recommended changes. The People Committee gave their recommendation for approval by the Trust Board.

28. **Guidance/instructions to LGCs**a) Safeguarding

Trustees recommended that challenge of safeguarding and acceptance of thorough reports needs to be minuted.

b) Trustees recognised that EHE is a potential safeguarding issue and therefore recommended that LGC safeguarding leads should monitor this to ensure there is no off rolling or risk of harm to the individual children involved. This needs to be communicated.

c) Liskeard/Saltash – Trust wide bank of staff

Mr Buckley explained that this is not viable so informal networks are being used instead. The position on a supply staff bank should be communicated to heads.

29. **AOB**

Mr Buckley asked if Trustees would like to be provided with an overview of finalised staff disciplinary procedures. Trustees agreed that they would like this information provided.

30. **Date of next meetings:** 02-06-2020 at 5.30 pm

The meeting closed at 20.30.

Action Summary	
<p>M19. Matters Arising M8. Governor application form d) It was discussed that the majority of the Chairs of Governors have had Safer Recruitment training and all Headteachers. It was recommended that during initial meetings with potential governors, Chairs and Headteachers should ensure they adhere to safer recruitment practices. Trustees requested that a reminder emailed should be sent to the Chairs and Headteachers and any Chairs who are outstanding their Safer Recruitment training should complete as soon as practicable. Mr Stevens will draft the email.</p>	<p>Action: Clerk/C Stevens</p>
<p>M10. Stakeholder survey d) Mr Stevens is liaising with Mr Newton Chance. Mr Stevens will discuss a further Stakeholder survey at the summer People Committee meeting. This needs to be completed in readiness for the ARM in September 2020. The effectiveness of the Trust</p>	<p>Action: Clerk</p>

<p>and implications for Ofsted inspections were discussed at length. Mr Stevens and Mr Marshall will discuss the survey further and present a draft survey at the next meeting. Clerk to add to the agenda and also to email Trustees for key principles for inclusion.</p>	
<p>M20. Headteacher's Reports and LGC minutes <u>b) Community</u> A Trustee noted that Liskeard still have several areas on their report which are TBC and have not been updated. A Trustee thought that more focus is required for links with employers in light of the forthcoming technical certificates. Mr Buckley will discuss this further with Mr Marshall.</p> <p><u>f) HR</u> A Trustee noted that individual names have been listed in the Headteacher report. A Trustee queried staff absence, in particular long term teacher absence at the secondary schools and noted that the situation is not improving despite governor challenge. Mr Buckley explained that systems are in place to address performance management, staff stress and mental health issues. The Trustees discussed the impact of long term absence on the quality of teaching and learning. Trustees requested the CEO report feedbacks on long term staff absence and what can be done to improve this. Mr Buckley noted that it has been difficult to identify the main issues. Clerk to add to the next agenda.</p>	<p>Action: D Buckley</p> <p>Action: Clerk</p>
<p>M22. Strategic Risk including Risk Register e) A Trustee queried the role of the Safeguarding Trustee with regards to SEND and Pupil Premium. Helen Casson is the SEND Trustee. Clarification of the Safeguarding Trustees role is needed.</p>	<p>Action: Clerk</p>
<p>M26. Community - Destinations and IAG b) Destination and IAG need to be discussed again at the Autumn meeting. Clerk to add to agenda.</p>	<p>Action: Clerk</p>
<p>M25. Safeguarding - Prevent Duty and Extremism Members of the People Committee endorse the following statement. <i>"Headteachers and DSLs would correctly report any child who they judge to be at risk of harming themselves, harming others or endorsing the harming of others on an individual basis".</i></p>	<p>Recommendation to the Trust Board</p>