



SALTERNS ACADEMY TRUST

Minutes of the Salterns Academy Trust meeting held as follows:-

Date: Wednesday 16 September 2020

Time: 6pm

Venue: via 'Zoom'

Present: Andy Cree, Chair and Independent
Paul Hayes, Vice-Chair and Independent

Amanda Barrett, Independent
Claire Copeland, Headteacher of Trafalgar
Nys Hardingham, Headteacher of ALNS
Steven Labeledz, CEO
Tania Osborne, Chair of ALNS

Also in attendance: Caroline Corcoran, CFOO, SAT
Louise Lake, Clerk to the Governors

1. Chair's welcome and introduction

- 1.1 The Chair welcomed Trustees to the meeting and confirmed that the meeting was quorate.
- 1.2 It was noted that the Trust continued to keep an eye on the COVID 19 situation before a decision to meet in person would be made.

2. Apologies for absence

- 2.1 The Trust noted that apologies had been received from Joanne Bennett, Chair of Trafalgar LGB.

3. Administration

(a) Declaration of Members' interests;

- 3.1 Trustees noted that there were no changes to the Register. The annual review of Trustees' entries would be undertaken in due course.

(b) Correspondence

- 3.2 Trustees noted the following three pieces of correspondence:-
 - Letter from Eileen Milner (Chief Executive of the Education and Skills Funding Agency (ESFA)) reminding the Trust of the changed deadlines for receipt of financial matters this year;
 - Letter from Auditors (HWB) – this letter set out the planned internal scrutiny work for 2019/2020 which it was agreed would be conducted remotely.

AGREED: The Trust agreed to the work as outlined in the letter.

 - Letter from Louise Lake tendering her resignation as Clerk to the Trust.

4. Minutes of the Salterns Academy Trust meeting held on 1 July 2020

- 4.1 The Trust considered the minutes of the meeting held on 1 July 2020.

4.2 The Trust agreed the minutes as a correct record, subject to the inclusion of Amanda Barrett who was in attendance. The Trust requested that the minutes be signed by the Chair and placed on the website.

5. Matters arising from the Salterns Academy Trust meeting held on 1 July 2020

5.1 The Trust considered the matters arising from the Trust meeting held on 1 July 2020.

5.2 The Trustees noted the updates to the actions from the last meeting as detailed below:-

Agenda Item	Action	Update
<p>Matters arising from the Salterns Academy Trust meeting held on 20 May</p> <p>Chromebook Lease Scheme</p>	<p>AGREED: Agreement was given to investigate further the parental leasing scheme for Chromebooks with Freedom Tech alongside other providers. A recommendation to be presented to the Trustees before the end of term with a decision to be made out of Committee.</p>	<p>Paper on the agenda providing update.</p>
<p>(b) Draft budget forecast 2020/21</p>	<p>ACTION: Chair to write to ESFA to remind them that they agreed to a two year settlement (19/20, 20/21) in relation to lagged funding for Trafalgar School.</p>	<p>ESFA have now written requesting a business case to support the funding proposal. It was noted that this would be sent once the budget had been agreed.</p>
<p>(c) Capital works at Trafalgar School</p>	<p>AGREED: Indicative approval given to the supply of an extraction system for the technology room, with the price of the most advantageous quote being circulated by email once all three quotes had been received. The final price to not exceed £20,490.</p>	<p>Proceeding in accordance with plan.</p>
<p>10. Pay and Conditions Committee</p> <p>(a) Organisational structures</p>	<p>ACTION: LL to circulate the updated Trafalgar Teaching Organisation structure.</p> <p>[post-meeting note: Located in 'junk' and circulated immediately after meeting on 1 July 2020]</p>	<p>Completed</p>

6. GOVERNANCE ARRANGEMENTS

6.1 The Trust received the following papers from Caroline Corcoran, CFOO. The discussion pertaining to each item is detailed below:

(i) **Standing Orders for the Trust (new)**

- It was noted that this document articulated how the Trust operates including terms of reference for Committees, attendance at meetings and meeting etiquette, the scheme of delegation and code of conduct for Trustees.
- Concern was expressed that there was a requirement in terms of training although this had been ad hoc up until now. It was noted that a plan would be drawn up and consideration given to how best to approach training given the high volume of commitments Trustees have.
- In response to a query about an appropriate data repository, it was noted that a central repository had been created and now consideration would be given to how to widen the access to Trust Board members. Going forward, this would be developed as part of the Trust website.

ACTION: Training to be an agenda item in December.

AGREED: The Standing Orders for the Trust were agreed.

(ii) **Complaints Procedure (updated)**

- It was noted that this was based on the DfE model complaints procedure.
- A request was made that the Trust have sight of a summary of stage two formal complaints made by means of an annual report. However, any serious complaint should be notified to the Board at the earliest opportunity.

AGREED: The updated complaints procedure for both Trafalgar and ALNS were agreed.

AGREED: An annual report outlining stage two complaints received from both schools be submitted to the Trust.

(iii) **Trust Board Annual Plan of Meetings with outline agenda**

- This was noted. It was also noted that the school LGB's both have agenda plans which align with the Trust plan.

(iv) Trust Governance Improvement Plan

- The Trust noted a number of key areas that were being progressed including the production of a new logo and a new website, the recruitment of Trustees to ensure a full complement and work on a new financial system which would in turn lead to more effective reporting.
- It was noted that the proposed logo had not been widely shared but this would now be shared with Trustees.

ACTION: CC to share the proposed logo to Trustees.

(v) Trustees Report and Governance Statement

- It was noted that these two documents form part of the Trust's Annual report. These have been produced in draft to give Trustees an opportunity to review them before they are required to be submitted.
- It was noted that any comments on these documents would be welcomed.

(vi) ACTION: Trustees to provide comments and feedback on the Trustees Report and Governance Statement to Steve Labeledz. The formal sign off of these documents would be undertaken at the December meeting.

7. STRATEGIC DIRECTION

7.1 The Trust received the following papers and verbal updates from Steve Labeledz, Executive Headteacher. The discussion pertaining to each item is detailed below:

(i) Strategic Direction

- It was noted that the Trust's Visions and Values were set in 2014 with minor amendments made since then. The importance of reaffirming these was noted.
- The second part of the paper set out the priorities and objectives for the previous year with the third part setting out the proposed priorities for 2020-2021, which it was noted should sit alongside the other plans.
- The importance of ensuring COVID 19 implications were taken into account when setting the strategic objectives for the Trust for 2020-2021 was emphasised.

- Consideration was given to the vision and values and the way in which they were presented including the importance of 'inclusivity' as being a headline value. It was agreed that whilst the underlining principles remain the same, the way in which they were presented required an overhaul. There was some discussion about how the two schools' vision and values could dovetail with the overarching vision and values of the Trust. It was agreed that this should be re-visited and a virtual workshop held to consider the Trust's Vision and Values. This would then be re-submitted to the Trust for approval.
- It was noted that it was important to identify targets so any plan could be measurable. It was noted that some targets would need to be delivered by the schools and it was important not to impose targets upon the schools which did not sit in their improvement plans. This should also be considered at the workshop and also ensure differentiation between school targets versus Trust targets whilst ensuring they are aligned.
- It was noted that whilst the current content relating to the visions and values of the Trust would be used on the website, the website content could be changed as soon as these were updated.

ACTION: A virtual workshop to be held to consider the Trust's Vision and Values and associated targets. SL to lead with PH investigating technology to support the workshop.

(ii) Headline overview of GCSE grades

- It was noted that as a result of the way in which the results were arrived at, there were no official tables or comparative tables.
- The submissions by both schools were a fair reflection and the grades were accepted.
- There was still no guidance as to how 2021 would be approached.
- It was noted that ALNS had to downgrade teacher predictions before submission although broadly the grades received were in line with what was to be expected.
- It was noted that the Trafalgar results were in line with what was anticipated pre-COVID

- The Chair wished to place on record thanks to all the team in overcoming the challenges presented as a result of COVID to achieve the positive set of results and assisting students with their onward journey.

(iii) Health and Safety Overview for school re-opening

- The Trust noted those new routines, facilities and adjustments required to be put in place by both schools to ensure the health and safety of staff and students to allow for the full re-opening of both schools. Both schools had detailed risk assessment plans in place.
- It was noted that there was a meeting scheduled at the end of the month between Trafalgar and UTC to start re-establishing relationships. However, the approach to the opening of Trafalgar school and UTC had been dovetailed and was working well.

7.2 The Trust received the following paper from Caroline Corcoran, CFOO as follows:-

(i) IT strategy

- The Trust noted the IT Strategy.

8. FINANCE

8.1 The Trust received the following papers and verbal updates from Caroline Corcoran, CFOO. The discussion pertaining to each item is detailed below:

(i) Annual Review of Finance Policy and Appendices (for approval)

AGREED: The Trust agreed the Finance Policy, subject to the updating of the 'Audit Committee' to the 'Risk and Audit Committee'.

(ii) Approving Budget Forecast Return (postponed from July by ESFA) [It was noted that the documentation relating to this item had been circulated as 'Enc 17 – Item viii Budget Plan for 2020-2021]

AGREED: Budget Forecast Return to be submitted to the ESFA.

(iii) Management accounts and financial dashboard

- It was noted that the August figures were incomplete. However, going forward and as a result of the PSF system, reporting would be more streamlined.
- In relation to the dashboards, it was noted that a high level of indicators remained unchanged from May. This posed the question as to the value of the dashboard. Consideration would be given to ensuring that any dashboards considered at future meetings could aid and add value to the discussion. This would be considered in the wider context of reporting.

(iv) Management reports – initial feedback from internal scrutiny

- The CFOO fed back on initial feedback arising from the internal scrutiny. It was noted that the initial findings in relation to whistleblowing was good, some work needed to be done in relation to management information and some improvements were required in relation to the scrutiny of the management of capital projects.

(v) Finance system upgrade

- CFOO talked through the benefits of the new system including the enhanced reporting function and the fact that the system could be cloud based. The cost of £3k p.a. had been included in the SAT budget figures for next year.

AGREED: The Trust to move to a newer version of the finance software using a cloud-based solution, with a proposed implementation date of 1st December 2020 and at an initial cost of £11.125 and ongoing costs of £3k p.a.

(vi) Annual review of reserves (as required in Finance policy)

- Consideration was given to the annual review of reserves and it was noted that the Trust has no specific investments and all reserves are held in the bank.

(vii) Annual review of write-offs and asset disposal (as required in Finance policy)

- Trustees noted that the asset register was not up to date due to the volume of changes over the summer holidays. However, work was ongoing to update the asset register by the end of September and the write-offs report would be submitted to the next Trust Board.

ACTION: Write-offs report to be considered at the December Trust Board meeting

(viii) Budget Plan for 2020-2021

- See minute 8.1(ii).

(ix) Capital Plan

- The intentions for both schools was outlined and it was noted that provision had been made in the budget. Concern was expressed in relation to the toilet and washroom provision at Trafalgar which was now considered a high priority. The 'Emergency fund' was being explored to fund this provision.
- It was noted that some of the works at ALNS would be funded by the expansion project capital funding so would not necessarily appear in the revenue budget.

FOR INFORMATION

The Trust received the following papers for information:-

9. Update on Chromebook Lease Scheme; and

10. ESFA Academies Annual Plan

11. Any other business including agenda items for the next meeting

11.1 There were no further items for discussion.

12. Date and time of next Trust meeting

12.1 The Trust noted the date of the next meeting as follows:- Wednesday 2 December 2020.

There being no further business the meeting closed at 20.45pm.

Post Meeting Note: The Chair would wish to place n record his thanks and that of the Board for the support and guidance provided by Louise Lake, Clerk to the Governing Body. Furthermore, he would wish to offer his sincere thanks for the support offered to both LGBs and wish her well for all future endeavours.

Signed:

Chair:.....dated:

Summary of Actions from this meeting:

Agenda Item	Action	Responsible
6. Governance Arrangements	ACTION: Training to be an agenda item in December.	Clerk
	ACTION: CC to share the proposed logo to Trustees.	CC
	ACTION: Trustees to provide comments and feedback on the Trustees Report and Governance Statement to Steve Labeledz. The formal sign off of these documents would be undertaken at the December meeting.	ALL
7. Strategic Direction	ACTION: A virtual workshop to be held to consider the Trust's Vision and Values and associated targets. SL to lead with PH investigating technology to support the workshop.	SL/PH
8. Finance	ACTION: Write-offs report to be considered at the December Trust Board meeting	CC