



ANNUAL GENERAL MEETING MINUTES

Minutes of the Annual General Meeting of the Salterns Academy Trust held as follows: -

Date: Wednesday 27th January 2021

Time: 6pm

Venue: Zoom

Present:

Trust members	Mike Park, Signatory to Articles	(MPA)
	Steve Labeledz, Member	(SLA)
Trust Directors	Andy Cree, Chair and Independent	(ACR)
	Paul Hayes, Vice-Chair and Independent	(PHA)
	Amanda Barrett, Independent	(ABA)
	Claire Copeland, Headteacher of Trafalgar	(CCO)
	Nys Hardingham, Headteacher of ALNS	(NHA)
	Jo Bennett, Chair of Trafalgar LGB	(JBE)
	Jane Beecher, Proxy Chair of ALNS LGB	(JAB)
Also in attendance	Caroline Corcoran, Chief Financial Operating Officer	(COR)
	Samantha Bartlett, Clerk	(SBA)
	Parent observers	

The meeting commenced at 18:00.

1. Welcome and introduction

- 1.1 The Chair welcomed Members and Directors to the AGM and confirmed the meeting had quorum.
- 1.2 The AGM noted that at the Members' meeting that preceded the AGM, a full update on activity over the past year had been provided.

2. Apologies for absence

- 2.1 The AGM noted apologies from Tania Osborne.

3. Minutes of the last AGM held on 29th January 2020 (enclosure 1)

- 3.1 The AGM considered the minutes of the AGM held on 29th January 2020.
- 3.2 The AGM agreed the minutes as a correct record and requested that they be signed by the Chair.
- 3.3 The outstanding actions were considered and updated as below: -

Date	Agenda item	Action	Assigned	Update	Status
29 January 2020	Annual Report	The CEO undertook to check the copy of the Annual Report that had been submitted to ensure amendments made at the Trust's Audit and Finance and Resources Committees had been incorporated.	SLA	Complete.	Closed.
29 January 2020	Reappointment of the Auditors	A working party (SL/MP/KT) to present options to the Audit Committee in November so that a recommendation for an Audit provider can be made to the AGM in January 2021.	SLA	PHA confirmed HWB has been appointed for a consecutive year. COR is conducting a procurement exercise to ensure the Trust are getting good value for money.	Closed.

ACTION: COR to develop a proposition for the Auditors going forward and bring alternative suggestions to the March Audit and Risk Committee.

4. Annual Report and Financial Accounts (enclosure 2)

- 4.1 The AGM received the Annual report. It was noted that the Report had been discussed at length at both the Trust's Audit and Finance Committee and Trust Board.
- 4.2 The financial accounts received by HWB have been published. From this, ACR has extracted the most significant statements to read: -
- 4.3 The Trust has a series of objectives and Trust values that are inclusive and student centred, ensuring high ambition for all, curriculum excellence, promoting wellbeing, community and collaboration, continuous improvement and professional development. In pursuit of the objectives and the values, the Trust has entered into a service level agreement with the GLF Schools to support the Trust's school improvement programme. The Trust activities are focused on improving the life chances of its students, with a considerable amount of proven success; boasting numbers well above the Portsmouth average that go to university and pursue commensurate careers.
- 4.4 The Trusts' activities of the Board are geared to providing the appropriate and rigorous support and challenge for both schools, to continue to improve and to offer as many opportunities as possible for the students to reach their potential.
- 4.5 Both schools are currently graded good by Ofsted. A pilot inspection under the new Covid framework at ALNS in Spring 2019, suggested that this judgement could be upgraded at the next inspection. Inspections have changed due to Covid.
- 4.6 In a tight financial climate, and with unexpected Covid costs, the Trust has managed to ensure that both schools ran successfully within the forecast budget. This has been aided significantly by the recruitment of a very experienced Chief Financial and Operating Officer, and has already led to greater efficiencies and better performance by the Trust. As detailed in the auditor's report, the Trust completed the year with a positive balance despite additional expenditure to meet the challenge of the Covid pandemic.
- 4.7 The Trust has always followed sound financially led curriculum planning principles which allows the effective and efficient delivery of the best curriculum to meet the needs of all students. This year, the Trust has had to be more adaptable and agile, incorporating a different set of priorities as most learning had to switch online. However, the Trust has acted with

speed and purpose to ensure money is spent to allow the greatest impact in continuing and challenging circumstances.

- 4.8 The government's decision to continue fully funding schools during the lockdown has ensured financial stability and has meant there have been no need for drastic reviews of staffing. However, inevitably, lettings and catering income has been impacted.
- 4.9 The ESFA's decision to continue funding Trafalgar school in actual numbers, rather than the usual back-funding mechanism, has enabled the Trust to manage cashflow well and to build the reserves which have now been invested in, among other things, ICT, infrastructure and technology.
- 4.10 The general annual grant (GAG) from the ESFA constitutes the vast majority of the Trust income, together with other central government payments such as the Pupil Premium Grant, and for capital the Condition Improvement Fund. There is subsidiary income from the local authority catering services, lettings of buildings, parental contributions to school trips and events and work that various staff carry out for other organisations.
- 4.11 The Trust operated in 2019-20 by top slicing 2.9% of the GAG funding from each Academy.
- 4.12 In summary, the Trust received >£11m of income in 2019-20, and the unrestricted free reserves, as at 31st August 2020, were just over £520k.
- 4.13 That completed the annual report and financial accounts. There were no questions or comments raised from the AGM members.

5. Confirmation/Reconfirmation of Director appointments (enclosure 3)

- 5.1 It was noted that at the Members meeting prior to the AGM, all Members voted in favour for the current appointees to continue as follows: -
 - a) Nys Hardingham, CEO and Headteacher of ALNS
 - b) Claire Copeland, CEO and Headteacher of Trafalgar
 - c) Andy Cree, Chair and Independent
 - d) Paul Hayes, Vice-Chair and Independent
 - e) Amanda Barrett, Independent
 - f) Joanne Bennett, Chair of Trafalgar LGB
 - g) Tania Osborne, Chair of ALNS LGB
- 5.2 The members also approved the continuation of Adrian Parry as an independent appointee to the Audit and Risk Committee.
- 5.3 COR reminded the AGM that all information on Directors and Members of the SAT can be found on the website at www.salternstrust.co.uk

6. Election of Chair

6.1 There being one candidate, and following a unanimous show of hands amongst those present, ACR was duly elected Chair with no dissensions.

7. Election of Vice Chair

7.1 There being one candidate, and following a unanimous show of hands amongst those present, PHA was duly elected Vice Chair with no dissensions.

7.2 ACR wished to express thanks to PHA for his continued and significant support as Vice Chair, and as Chair of the Audit and Risk Committee.

8. Reappointment of the Auditors

8.1 The Directors received a recommendation for reappointment of the current auditors HWB. Proposed by PHA. Seconded by CCO and NHA.

9. Update on Members

9.1 COR explained that at the Members meeting held prior to the AGM, the members received and reviewed an application for a new member; Steve Labeledz. The Trust are delighted to announce that the members unanimously approved this application.

9.2 There are now 5 members of the Trust Board: -

- a) David Giles
- b) Mike Parks
- c) Scott Taviner
- d) Andy Cree
- e) Steve Labeledz

9.3 ACR wished to express thanks both personally and on behalf of the Board to Steve Labeledz. Not only as previous Chief Executive of SAT, but also for all of the hard work and his long association within education across Portsmouth. ACR wished SLA all the best in retirement, albeit curtailed by now becoming a member of SAT to maintain an interest in a body that he was instrumental in starting.

9.4 Appreciation was echoed across the AGM.

10. Annual Updates

(a) Chair's update (enclosure 4)

- 10.1 The AGM received a published update from the Chair on activity over the last year.
- 10.2 ACR wished to summarise that, while Covid had dominated most of the work undertaken this year, there has been other work undertaken in parallel at both schools which deserved recognition. There has been a tremendous amount of work required in 2020 to enable key worker school and online learning, and the Board has supported additional ICT provision to enable online learning to occur. Also, there has been the extension to ALNS to enable it to grow in the future. The Condition Improvement Fund works that have been ongoing at both schools throughout the pandemic have meant that the Headteachers and staff have had to deal with this alongside key worker school, online provision, work required for centre-assessed grades, addressing anxiety regarding application of the algorithm on results, restarting school in September, and the potential requirement to start Covid mass-testing. In appreciation of all of the aforementioned challenges, ACR as chair, wished to express thanks and recognition to both Headteachers and their respective staff and colleagues, in delivering tremendous results at ALNS and TS which enables SAT to thrive within Portsmouth education.
- 10.3 No questions or comments were raised by the AGM.

(b) CEO's update (enclosure 5)

- 10.4 The AGM received a written update from the joint Chief Executives on activity over the last year.
- 10.5 On behalf of both Headteachers, NHA expressed pride with everything achieved at both schools and SAT during an unprecedented year. With particular thanks to ACR, SLA and the Trust for its ongoing support.
- 10.6 The CEO's update report was written to consider the objectives. The first objective is around the long-term development and sustainability of the Trust whereby a large amount of work went in to the transition planning for the previous CEO's retirement. Both Headteachers are mindful of the wonderful legacy SLA leaves behind, and it is noted that it will be a privilege to continue working with SLA as a member going forward. Continuing on the first objective, the Trust spent considerable time identifying the future and considering a number of options, eventually deciding to stay as is for the time being, with a service level agreement in place with GLF schools. Looking ahead, the Trust can consider growth locally in terms of merging or taking on other schools. It was proposed that both NHA and CCO share the CEO role with the

close support of COR as Chief Finance Officer. NHA confirmed that COR's appointment has been transformational for the Trust. NHA concluded that the objective was achieved positively, and summarised that school growth is ongoing and both schools continue to be over-subscribed with excellent reputations locally with families and other education providers.

- 10.7 The financial stability of the Trust had been a previous concern; however, this has strengthened over the last few years, due to SLA and CCO's leadership at TS. ALNS has remained steady. TS has moved from a position of significant deficit to now having >£600k in reserves. The large growth is a result of a receipt of significant additional funding in March based upon actual numbers on roll due to the rapid growth of the school roll at TS.
- 10.8 Both schools have benefited enormously from capital investment, being mindful that there is continued renovation programme required at TS to create the best learning environment.
- 10.9 CCO explained that boy's achievement continues to be closely monitored nationally, locally and by the Trust. The GCSE exams were cancelled in the summer so it is not possible to provide quantitative data of that improvement in external measures. However, internal data shows that the extensive work at both schools is effective and showing improvement. Both schools' leadership teams have been working collaboratively for 3-years on a project centered around boys' achievement, with a focus on boys reading, writing and engagement and raising the cultural capital. Also, focusing on boys that are identified with SEND and dis-advantaged. There is best practice research being shared across the schools nationally.
- 10.10 Both schools have continued with the external consultants work in science, languages and humanities. This continued throughout the Covid pandemic and is ongoing.
- 10.11 The Chromebook scheme has been a huge leap forward for both schools and as a Trust in ensuring accessible for all children. The Trust made a significant and required investment in updating the broadband provider and enhancing WIFI capability to support this. Both schools can report that every child has access to remote equipment.
- 10.12 CCO concluded that despite the challenges Covid has inevitably presented to schools, it has not dampened commitments to be outstanding schools and an outstanding Trust. Recruitment continues to be a focus at both schools especially as both have grown rapidly, particularly at Trafalgar. TS and ALNS have created strong links with local teacher training providers and are working with GLF schools within the Portsmouth area to ensure the best trainees are being recruited.

10.13 Both schools' teachers and support staff have worked tirelessly to ensure all children are receiving high quality education remotely as a result of the pandemic. Fully committed to driving the school's improvement priorities. CCO and NHA continue to be excited about their shared role as CEO.

10.14 There were no questions from the Trust Board. ACR echoed the tremendous work undertaken over the last year to both schools and staff.

11. Any Other Business

11.1 Three questions were raised to the AGM ahead of the meeting from parents: -

- a) In respect of the Annual Report, enclosure 2 – page 5; Please can the Trust provide examples of cross school collaboration to evidence how examples of great practice and performance in one school is shared as best practice with the other in order to achieve this Trust objective?

ACR explained there are numerous examples, with NHA and CCO having the shared role of Chief Executive as the first. CCO identified a few handpicked examples to give assurance of cross school collaboration. Firstly, there is proven expertise and strength in the SEND provision at TS, whereas this is identified as an area for development at ALNS. The experiences SENCO from TS has visited ALNS to review the provision in great depth, devising an action plan which has resulted in greater clarity in roles, increased capacity by approving more than one SENCO. This work has continued throughout the pandemic. CCO reiterated the collaborative project that both senior leadership teams are undertaking in terms of boys' achievement and that action groups worked effectively prior to the Covid pandemic, with termly review of action plans with the CEO & Headteachers. Also, in the early days, ALNS gave valuable support to TS in establishing data systems and assessment structures. Moving forward, the service level agreement with GLF schools will enable access to school improvement facilities and expertise beyond the city. It is believed that this work will be crucial in pushing both schools forward to becoming outstanding.

- b) In respect of the Annual Report, enclosure 2 – page 10; I would like to understand the numbers of students and proportion of Boys/Girls in both schools in each year to get the context of the % and this data as a whole especially taking into consideration the comments in the executive headteachers report around boys' achievement. This context is important to understand how marked the progress is given the focus in this area.

NHA shared data on headline outcomes for 2019 and 2020. The data showed that in 2019 for TS, all students were male and the cohort was small at 59. This was the final all-male year that was part of the original

intake from year 7 into the City of Portsmouth Boys School, just as the Trust started working with what then became TS. 2020 was the first year that TS had a mixed cohort, even then the boys out-number the girls by almost 2:1. This is significant, as when reviewed nationally for 2019, in-progress measures shows females out-perform males. Therefore, that gender balance has an impact on the performance measures for the schools. What can be seen from the data, is that whether male or female, in one of the Trusts' schools, for all attainment measures the results were improved in 2020 since 2019. It is difficult to compare both years due to the centre-assessed grades in 2020. There is still some concern for boy's attainment at both schools which is a Trust priority for further improvement. The attainment of children on entry to both school's data was shared, grouped in to higher, middle and lower; the TS cohort is seen to be skewed towards the lower end of the spectrum, although diminishing as it enters in to 2020. NHA gave assurance that a lot of time is spent at Local Governing Body level scrutinising and depth, and further scrutinising the headlines at Trust Board also.

- c) In respect of the Annual Report, enclosure 2 – page 15; How does the Trust intend to meet these? Are parents able to see the underlying plans?

COR shared a visual of the priorities as a Trust and talked through the individual plans being taken to reach those priorities. A summary of the plans will be uploaded on the Trust website. Assurance was given that all plans are regularly reported on to the Trust Board and Local Governing Bodies to keep momentum.

ACTION: COR to upload the summary to the Trust website of the activities planned against each priority.

- 11.2 ACR summarised that there is an exciting future at the SAT. Covid has given the opportunity to create a strong ICT provision which has had a significant impact on the ability to engage with the children throughout the pandemic. The Trust is in a good financial position with a growing roll, and with 2 good Ofsted grades, and indications that both schools can improve upon that in the future.
- 11.3 Finally, ACR as Chair gave thanks to the Trust Board for each of their engagement over the last year.

There being no further business, the meeting closed at 18:53.

Signed:

Chair: Andy Cree

Date: 24/02/2021

Agenda Item	Action	Responsible
Reappointment of the Auditors	To develop a proposition for the Auditors going forward and bring alternative suggestions to the March Audit and Risk Committee.	COR
AOB (Question from parents)	To upload the summary to the Trust website with the activities planned against each priority.	COR