



SALTERNS ACADEMY TRUST

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

Date: Tuesday 16 July 2019

Time: 5:30pm

Venue: Trafalgar School, London Rd, Portsmouth PO2 9RJ

Present: Andy Cree, Chair
Steven Labeledz, CEO

Claire Copeland, Headteacher of Trafalgar (item 5 onwards)
Flick Drummond, Independent
Nys Hardingham, Headteacher of ALNS
Paul Hayes, Vice-Chair and Independent
Maria Phillips, Independent

Also in attendance: Louise Lake, Clerk to the Governors
Angie Morrish, NGA

1. Chair's welcome and introduction

- 1.1 The Chair welcomed Directors to the meeting of the Trust and confirmed that the meeting was quorate.

2. Apologies for absence

- 2.1 The Trust noted that apologies had been received from Amanda Barrett, Tania Osborne and Sue Wilson.

3. Administration

(a) Declaration of Members' interests;

- 3.1 Paul Hayes declared an interest in item 5 and the presentation scheduled as part of the extraordinary meeting relating to the University of Portsmouth Multi Academy Trust, as he was leading on the project at the University. Directors declared there were no further changes to the register.

(b) Correspondence

- 3.2 It was noted that no correspondence had been received.

(c) Membership

- 3.3 Concern was expressed in relation to attendance of the Chairs of the LGB's. The Trust noted that Sue Wilson had resigned as Chair of the Trafalgar LGB and that Tania Osborne was on holiday. The Chair undertook to re-iterate the roles of the Chairs of LGB on the Trust but also noted that any potential changes to the Trust, e.g. dissolution to enter into a new MAT, would change the constitution.

4. Minutes of the Salterns Academy Trust meeting held on 15 May 2019

- 4.1 The Trust considered the minutes of the meeting held on 15 May 2019.
- 4.2 The Trust agreed the minutes as a correct record, and requested that they be signed by the Chair and placed on the website.

[Claire Copeland joined the meeting]

5. Matters arising from the Salterns Academy Trust meeting held on 15 May 2019

5.1 The Trust considered the matters arising from the Trust meeting held 15 May 2019.

5.2 The Trustees noted the updates as detailed within the table:-

Agenda Item	Action	Update
7. Trust Improvement Plan	ACTION: The CEO to ensure papers were circulated in a timely fashion.	Completed.
	ACTION: Angie Morrish to be invited to the July Board meeting to discuss next steps in the Board's development.	Completed.
	ACTION: The Chair to write to the ESFA regarding Trafalgar School's funding for 2019/20.	It was noted that owing to a number of developments, including the SRMA audit report, it was agreed that this was not appropriate at this point in time.
	ACTION: The CEO to circulate the latest visit reports once complete.	Completed.
8. Update on University MAT (UPAT)	ACTION: The CEO to circulate the dates and times of the next meetings with the University regarding UPAT to ensure a Board representative be present.	Completed.
	ACTION: The Chair to work with the Clerk to determine a date for an extraordinary Board meeting to discuss UPAT in depth inviting Mark Cooper to be present.	Completed.
	ACTION: The CEO to produce reports of previous and future meetings for circulation to all directors.	Completed.
9. Headline Predictions	ACTION: CEO to circulate the new headline predictions data for Year 10 to the Trust members as soon as it was	On today's agenda.

	available, with details of plans and interventions to address ongoing concerns.	
9. Feedback from Trust Committees	ACTION: The CEO to ensure that the LGB reporting template was ready for the next round of meetings and that it included a financial reporting element.	See 5.4
	ACTION: The CEO to ensure that the up-to-date financial dashboard was available at every Trust Board meeting.	Completed.
	ACTION: The Trust to ensure it had a written report from every committee especially if the Chair of the Committee could not attend the appropriate meeting.	Completed.

5.3 The Trust noted that there had been discussions with the ESFA in relation to the lagged funding and the negative impact that could have on Trafalgar given the increase in pupil numbers in September 2019. The Trust noted that although nothing had been confirmed in writing, the CEO was confident that a GAG advance would be received before February 2020.

5.4 The Trust received some draft templates to be used by the LGB's to update the Trust. These templates were based on ESFA guidance. The templates were well received although it was agreed that these should be discussed by the Senior Leadership teams to ensure, amongst other things, that the data required was available. Once this was completed, the templates would be signed off and used.

5.5 The suggestion was made that that it would be useful to map the reporting lines currently in place. The CEO confirmed that this had already been done and so these could be shared.

ACTION: SLT's to discuss and finalise the templates to be used for the LGB's to report to the Trust.

ACTION: CEO to share 'reporting lines' mapping document.

6. 2019-2022 Budget forecast

6.1 The Trust noted that the budget had previously been discussed at both LGB's and the Trust's Finance and Resources Committee. It was noted that a deficit budget would be posted although the outturn report in May 2020 was likely to balance the budget since it would then incorporate the lagged funding due to be received in February 2020.

6.2 The Trust noted that a decision on the GAG advance was due imminently.

6.3 The Trust agreed the 2019-2022 Budget Forecast.

ACTION: CEO to communicate to the Trust the decision of ESFA regarding the GAG advance.

7. Trust Board Evaluation and Leadership Development

7.1 The Trust received a report setting out the findings of a recent board appraisal exercise.

7.2 There was some discussion about the situation the Trust is currently in in terms of potential dissolution and being part of the Portsmouth University MAT. Given the Trust is in a period of transition, it was agreed that any board development work should be put on hold until the future of the Trust is known which was likely to be in November 2019.

8. Trust Business

(i) 2019-2020 Trust Improvement Priorities

8.1 The Trust noted that this would be circulated after the meeting and considered at the meeting in October.

ACTION: Clerk to put '2019-2020 Trust Improvement Priorities' on October 2019 Trust agenda

(ii) Confirmation of Scheme of Delegation

8.2 The Trust considered the updated Scheme of Delegation.

8.3 During discussion, the following points were made:-

- It would be useful to have a 'tracked changes' version of the document;
- The Chairs of the LGB's should take this document to their respective LGB's;
- Given the importance of the upcoming decision on the future of the Trust, it was important to ensure clarity in relation to decision-making, particularly around dissolution. The CEO undertook to approach the DfE to seek advice in this regard.

ACTION: CEO to approach DfE to seek advice regarding Articles of Association and dissolution of the Trust.

(iii) Response to the SRMA (School Resource Management Adviser)

8.4 The Trust considered the SRMA report which highlighted savings of approximately £1M that could be made by the Trust together with the Trust's response to the report.

8.5 The Trust noted that an area of savings highlighted by the report was in relation to staffing ratios. However, since the schools were carrying less maternity covers and, in addition, the ratios were improving (partly as a result of the intake at Trafalgar being at 220 with only circa 60 students leaving in year 11), these numbers would improve.

8.6 The Trust noted the report and the Trust response.

(iv) Note changes to the Academies Financial Handbook

8.7 The Trust noted the updates to the Academies Financial Handbook which included links to benchmarking. The Chair emphasised the need for Trustees to understand their responsibilities in relation to Finances and be familiar with the updated handbook.

9. Feedback from Trust Committees

(a) Finance and Resources Committee Minutes – 19 June 2019

9.1 The Trustees noted the main points arising from the meeting as follows:-

- The Committee had strengthened the relationship with LGB's and had agreed a reporting mechanism;
- The relevant parts of the Trust dashboard would now be sent to LGB's;
- That it was important to determine the treatment of the Trust's reserves on the context of the future of the MAT.

(b) Audit Committee Minutes – 19 June 2019

9.2 The Trust noted the Audit Committee minutes arising from the meeting held on 19 June 2019.

(c) Pay and Conditions Committee

9.3 The Trust received a summary of the meeting held on 19 June 2019. In response to a question about the process for determining CEO remuneration, the Chair of the Trust undertook to review the policy and determine where this should be published.

ACTION: Chair of the Trust to review the CEO remuneration policy and determine where this should be published.

(d) Admiral Lord Nelson School

9.4 The Trust noted the recent focus of the ALNS LGB as follows:-

- NGA review;
- Review of risks;
- Ongoing updates in relation to UPMAT;
- Expansion project;
- Leadership within the LGB;
- Recent TES award; and
- Sports Gold Mark Award.

9.5 The Trust wished to place on record their congratulations to the team at Admiral Lord Nelson School for their success in securing a TES award for 'Creative School of the year'.

(e) Trafalgar School

9.6 The Trust noted the recent focus of the Trafalgar LGB as follows:-

- Ongoing updates in relation to UPMAT;
- The Chair and Deputy Chair had resigned;
- Their new approach to training.

9.7 The Trust wished to place on record their congratulations to the team at Trafalgar School for their success in securing a silver status in the Unicef Rights Respecting School Award.

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

(a) Safeguarding issue

10.1 The Trust noted the details relating to a damaged perimeter fence at Trafalgar that raised concerns around safeguarding of pupils. Whilst it was hoped to recover some of the costs from the contractors that fitted the original fence and as a back-up option to seek a contribution from UTC, the school's primary concern was to replace the fence during the summer holiday.

10.2 The Trust agreed to cover the cost of the replacement of the fencing (£13,141) from Trust reserves if the funds cannot be secured from other sources. In addition, the Chair agreed to meet with Rod Edwards, Chair of the UTC, to take this forward.

ACTION: Chair to meet with Rod Edwards, Chair of the UTC, to consider fencing at Trafalgar School.

11. Date and time of next Trust meeting

11.1 The Trust noted the date of the next meeting as follows:- Wednesday 16th October at 6pm to be held at Admiral Lord Nelson School, Dundas Lane, Portsmouth PO3 5XT.

There being no further business the meeting closed at 7.30pm

Signed:

Chair:.....dated:.....

Summary of Actions:

Agenda Item	Action	Responsible
Item 5: Matters arising from the meeting held on 15 May 2019	ACTION: SLT's to discuss and finalise the templates to be used for the LGB's to report to the Trust.	SL/CC/NH
	ACTION: CEO to share 'reporting lines' mapping document.	SL
Item 6: 2019-2022 Budget forecast	ACTION: CEO to communicate to the Trust the decision of ESFA regarding the GAG advance.	SL
Item 8: Trust business 2019-202 Trust Improvement Priorities	ACTION: Clerk to put '2019-2020 Trust Improvement Priorities' on October 2019 Trust agenda	Clerk
Item 8: Confirmation of Scheme of Delegation	ACTION: CEO to approach DfE to seek advice regarding Articles of Association and dissolution of the Trust.	SL
Item 9: Pay and Conditions Committee	ACTION: Chair of the Trust to review the CEO remuneration policy and determine where this should be published.	Chair

Item 10: Safeguarding issue	ACTION: Chair to meet with Rod Edwards, Chair of the UTC, to consider fencing at Trafalgar School.	Chair
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Summary of decisions:

Agenda Item	Decision
Item 6: 2019-2022 Budget forecast	The Trust agreed the 2019-2022 Budget Forecast.
Item 10: AOB Safeguarding Issue	The Trust agreed to cover the cost of the replacement of the fencing (£13,141) from Trust reserves if the funds cannot be secured from other sources.