



SALTERNS ACADEMY TRUST

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

Date: Wednesday 4 December 2019

Time: 6pm

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

Present: Paul Hayes, Vice-Chair and Independent
Steven Labeledz, CEO

Amanda Barrett, Independent (item 4 onwards)
Joanne Bennett, Chair of Trafalgar LGB
Nys Hardingham, Headteacher of ALNS
Maria Phillips, Independent

Also in attendance: Louise Lake, Clerk to the Governors

1. Chair's welcome and introduction

- 1.1 In the absence of Andy Cree, Paul Hayes took the Chair.
- 1.2 The Chair welcomed Trustees to the meeting and confirmed that the meeting was quorate.

2. Apologies for absence

- 2.1 The Trust noted that apologies had been received from Claire Copeland, Headteacher of Trafalgar, Andy Cree, Chair and Tania Osborne, Chair of ALNS LGB.

3. Administration

(a) Declaration of Members' interests;

- 3.1 It was noted that all Directors would be required to complete a new register of interests form.

(b) Correspondence

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

4. Minutes of the Salterns Academy Trust meeting held on 16 October 2019

- 4.1 The Trust considered the minutes of the meeting held on 16 October 2019.
- 4.2 The Trust agreed both set of minutes as a correct record, subject to some minor typographical errors, and requested that they be signed by the Chair and placed on the website.

5. Matters arising from the Salterns Academy Trust meeting held on 16 October 2019

- 5.1 The Trust considered the matters arising from the Trust meeting held 16 October 2019.
- 5.2 The Directors noted the updates as detailed within the table:-

Agenda Item	Action	Update
5. Matters arising from the Salterns Academy Trust meeting held on 16 July 2019	ACTION: CEO to write to the Regional Schools Commissioner setting out the Chair's intention to raise the issue of the lagged funding advance at their meeting on 8 November.	Completed
	ACTION: CEO to seek update from Rod Edwards, Chair of UTC, regarding the contribution towards the fencing.	Negotiations ongoing although support from UTC Chair.
7. Strategic Direction of the Trust	ACTION: Clerk to circulate SWOT analysis undertaken together with the minutes of the joint meeting of the LGB's scheduled for 24 October.	Completed.
10. Strategic Priorities 2019 -2020	ACTION: CEO to amend the priorities incorporating the suggestions made and circulate the draft plan that accompanies the Strategic Priorities document setting out measures for the objectives.	Completed.
11 (b) Dashboard	ACTION: CEO to circulate an updated version of the dashboard which would include a commentary.	Completed.
12. School Resource Management Self-assessment	ACTION: Trustees to feedback on submission by no later than 1 November.	It was noted that no feedback was received. Completed.
13. Salterns Trust Funding Agreement	ACTION: CEO to check the Trust's Articles to ensure alignment with the new funding agreement.	Completed. It was confirmed that there were no issues.
14. Feedback from Trust Committees	ACTION: Chair to write to Sue Wilson to thank her for her efforts whilst Chair of the Trafalgar LGB.	Clerk to check with Chair.

6. Minutes of the joint meeting of LGB's held on 24 October to consider GLF

- 6.1 The Trust received the minutes of the joint meeting of LGB's held on 24 October.
- 6.2 The Trust noted the minutes.

7. Annual report and Financial Statements for the year ended 31 August 2019

- 7.1 The Trust received the Annual Report and Financial Statements for the year ended 31 August 2019.
- 7.2 In response to questions, the following points were noted:-
- This was a healthy Annual Report showing an increase in reserves taking the total figure to £500k;
 - The Trustees' Report would be updated to ensure consistency in terms of references to Trustees and Directors;
 - That whilst both schools had had a good year in terms of improvement, the results in Portsmouth Schools had declined and so the statement "Educational achievement in Portsmouth is improving..." needed to be amended;
 - It was important to celebrate the achievements of both schools.
- 7.3 The Trust agreed and accepted the Annual Report and Financial Statements for the year ended 31 August 2019 and requested that it be signed by the Chair.

8. Audit Findings Report for the year ended August 2019

- 8.1 The Trust received the Audit Findings Report for the year ended August 2019. Two points raised in the management letter raised concern, namely the reconciliation of the canteen system figures and secondly, the VAT reconciliation issue as a result of the PSF system.
- 8.2 In response to the canteen issue, it was agreed that the system should be 'zeroed' and then monitoring could be undertaken from that point. In relation to the PSF system issue, the CEO undertook to look into this further with the Finance Manager.

ACTION: CEO to consider PSF issue with the Finance Manager.

9. Financial Dashboard

9.1 The Trust received the financial dashboard for the end of October.

9.2 During discussion and in response to questions, the following points were noted:-

- Whilst Trafalgar continued to show a large in-year deficit, this was because the new settlement figure could not be included in the budget;
- Whilst there was no target in terms of teacher/student ratio, both schools were now more closely aligned to the national average. It was noted that this figure could be distorted by individuals on maternity leave since they were also included in this ratio;
- Whilst the central budget was under pressure, the overall picture in terms of 'cash at bank' was positive;
- It was noted that there would be an anticipated £20k shortfall in the central trust budget since this was reduced down when putting together the budget for 19/20. The year end position would be reviewed in order to inform the 20/21 budget.

9.2 The Trust noted the financial dashboard for the end of October.

10. Reports from Local Governing Bodies:

(a) **Resolution from Trafalgar LGB**

(b) **Resolution from ALNS LGB**

10.1 The Trust received a resolution from Trafalgar LGB and ALNS LGB both noting their support for entering into an SLA with GLF for 2-3 years with ALNS noting an additional caveat that the role of Accounting Officer remains with the Salterns Academy Trust (SAT).

10.2 During discussion, the following points were made:-

- Two of the Trafalgar LGB members had recently had a poor experience of a large Multi-Academy Trust and so, whilst their preference would have been to retain autonomy, they supported the majority of the LGB in terms of entering an SLA with GLF. However, they wished to ensure that the agreement in no way tied SAT in beyond 2-3 years and that the GLF would provide core functions;
- The Trust noted the process moving forwards, concluding with a proposal for the SLA being put to the Trust in January 2020. The SLA would be in three parts, the school improvement function, the business function and support for executive leadership function;

- In response to whether the Trust would have an opportunity to meet with representatives from the GLF in advance of making a decision on the SLA, the CEO undertook to determine an appropriate time and date for the Trust and LGB's to consider the SLA in more detail and to meet with representatives from GLF;
- In response to a question about whether SAT would need to change systems to align with GLF, it was noted that this would not be a requirement under the SLA.

10.2 There was a brief update in relation to UPAT and it was agreed that this would be an opportunity to consider once the 2-3 year SLA with GLF had concluded. However, in the meantime, it would be courteous to write to UPAT to formally confirm that SAT would not be progressing this as an option at this time.

10.3 The Trust received the resolutions.

ACTION: CEO to determine an appropriate time and date for the Trust and LGB's to consider the SLA in more detail and to meet with representatives from GLF.

ACTION: CEO to write to UPAT to confirm that SAT would not be progressing this as an option at this time.

11. Update on Student Outcomes

- (i) **Provisional Headline Outcomes 2019**
- (ii) **P8 Analysis Portsmouth**
- (iii) **Portsmouth Schools performance table 2019**
- (iv) **Provisional results by ability band**
- (v) **ALNS Key Stage 4 Headline Measures**
- (vi) **Trafalgar Key Stage 4 Headline Measures**

11.1 The Trust received a number of updates in relation to student outcomes.

11.2 In response to questions, the following points were noted:-

- Within Portsmouth, there had been a general decline in outcomes with the City going back into the bottom five of local authorities nationally;
- That the ethnicity table within the analysis was interesting although it would be more useful if it was also broken down by gender;
- It was noted that the curriculum choices made by schools impacts on the P8;
- In response to a question about how SAT Schools compared to schools within GLF, it was noted that GLF had a wide range of schools in terms of P8;

- It was noted that ALNS Key Stage 4 Headline Measures and Trafalgar Key Stage 4 Headline Measures fed into the ISDR which is important in terms of OFSTED;
- It was noted that this was the final boys-only cohort for Trafalgar.
- The figures for progress of current year 11 would be circulated.

11.3 The Trust noted the update.

ACTION: CEO to circulate an update on current Year 11 progress.

12. Financial Policy

12.1 The Trust received the revised Financial Policy which had been subject to a number of minor amendments. It was noted that the Audit findings for 18/19 had drawn attention to the examinations payment being authorised by an individual who did not have delegated authority to agree to that level of expenditure: it was agreed that an exception would be made for this payment and this change had been incorporated into the revised Financial Policy.

12.2 The Trust agreed the revised Financial Policy.

13. Feedback from the Annual Trust Review

13.1 The Trust noted that the Annual Trust meeting had been held although the written follow-up had not yet been received owing to the pre-election period. The CEO noted that this was a constructive meeting and the following areas of discussion were covered:-

- **Performance Outcomes**, with a focus on boys;
- **Broadside/Compass provision**, with a view that SAT could share their expertise with other Trusts;
- **Finance**. The GAG advance was agreed to although this has not yet been issued. In addition, they agreed to continue to fund Trafalgar on an 'actuals' basis;
- **SLA agreement with GLF**: A further meeting was requested to discuss this in more detail;
- **CEO retiring**. The Trust noted that this was of concern to the Schools Commissioner.

13.2 The Trust noted the update and it was agreed that the CEO would circulate the written feedback upon receipt. In addition, the CEO would enquire as to when the GAG advance would be issued and put pressure on as necessary.

ACTION: CEO to circulate the written feedback upon receipt.

ACTION: CEO to enquire as to when the GAG advance would be issued and put pressure on as necessary.

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

14.1 The Trust noted that there were no further items for consideration.

15. Date and time of next Trust meeting

15.1 The Trust noted the date of the next meeting as follows:- Wednesday 29th January 2020 at Trafalgar School, London Road, Portsmouth PO2 9RJ as follows:-

- 5:30pm: Members' meeting
- 6pm: AGM
- 6:30pm: Trust Board

There being no further business the meeting closed at 7:30pm.

Signed:

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

Summary of Actions:

Agenda Item	Action	Responsible
8. Audit findings report for the year ended August 2019	ACTION: CEO to consider PSF issue with the Finance Manager.	CEO
10. Reports from Local Governing Bodies:	ACTION: CEO to determine an appropriate time and date for the Trust and LGB's to consider the SLA in more detail and to meet with representatives from GLF.	CEO
(a) Resolution from Trafalgar LGB;		
(b) Resolution from ALNS LGB.	ACTION: CEO to write to UPAT to confirm that SAT would not be progressing this as an option at this time	CEO

11. Update on Student Outcomes	ACTION: CEO to circulate an update on current Year 11 progress.	CEO
13. Feedback from the Annual Trust Review	ACTION: CEO to circulate the written feedback upon receipt.	CEO
	ACTION: CEO to enquire as to when the GAG advance would be issued and put pressure on as necessary.	CEO

Summary of decisions:

Agenda Item	Decision
7. Annual report and Financial Statements for the year ended 31 August 2019	The Trust agreed the Annual Report and Financial Statements for the year ended 31 August 2019 and requested that it be signed by the Chair.