



SALTERNS ACADEMY TRUST

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

Date: Wednesday 29 January 2020

Time: 6pm

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

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

Amanda Barrett, Independent
Joanne Bennett, Chair of Trafalgar LGB
Claire Copeland, Headteacher of Trafalgar
Nys Hardingham, Headteacher of ALNS
Steven Labeledz, CEO
Tania Osborne, Chair of ALNS
Maria Phillips, Independent

Also in attendance: 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.

2. Apologies for absence

2.1 The Trust noted that no apologies had been received.

3. Administration

(a) Declaration of Members’ interests;

3.1 The Chair informed the Board of a new entry to his Register in relation to his appointment to the Merchant Taylors’ School Strategy Committee.

(b) Correspondence

3.2 It was noted that a letter had been received from HWB in relation to changes in internal scrutiny which would impact on the level of service that they could provide going forward.

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

4.1 The Trust considered the minutes of the meeting held on 4 December 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.

5. Matters arising from the Salterns Academy Trust meeting held on 4 December 2019

5.1 The Trust considered the matters arising from the Trust meeting held 4 December 2019.

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

Agenda Item	Action	Update
8. Audit findings report for the year ended August 2019	ACTION: CEO to consider PSF issue with the Finance Manager.	The glitches had now been solved. This would be more closely monitored going forward.

10. Reports from Local Governing Bodies: (a) Resolution from Trafalgar LGB; (b) Resolution from ALNS LGB.	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.	Considered under item 10.
	ACTION: CEO to write to UPAT to confirm that SAT would not be progressing this as an option at this time	To be done by the end of January.
11. Update on Student Outcomes	ACTION: CEO to circulate an update on current Year 11 progress.	Completed.
13. Feedback from the Annual Trust Review	ACTION: CEO to circulate the written feedback upon receipt.	Completed.
	ACTION: CEO to enquire as to when the GAG advance would be issued and put pressure on as necessary.	See paragraph 5.3

5.3 The Trustees noted that the GAG advance monies were received in December and it was confirmed at that time that the financial adjustment to the census would be received in February. However, there had been an administrative error and £50k had been taken back in the February payment. After discussions with the ESFA, it transpired that this was an error and the £50k will be returned with the census adjustment monies now coming in March not February.

ACTION: If the £50k detailed under 5.3 was not returned in the next week, the issue be escalated as appropriate.

Subsequent to the meeting: the £50k was returned on 10/02/20

6. Feedback from the Annual Trust Review

6.1 The Trust received a copy of the letter following the meeting held on 8 November 2019, which summarised the discussions that took place.

6.2 The Chair noted his disappointment at the lack of reference to the considerable time they spent discussing finances including the GAG advance. On a positive note, the Regional Schools Commissioner was keen

to hear about the inclusivity provisions and wished to meet again to discuss, amongst other things, the composition of the Board.

6.3 The Trust noted the update.

7. Management Accounts and Financial Dashboards

7.1 The Trust received the management accounts for December 2019 together with the financial dashboards.

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

- The Trafalgar Accounts did not reflect the GAG advance;
- The contact time ratios had moved closer towards the national average;
- The Student/teacher ratio at ALNS was now better than the national average since they were not carrying so many maternities;
- The money had still not been received from UTC to cover half the cost of the new fencing.

ACTION: To raise an invoice for half the costs of the fencing and send to UTC.

7.3 The Trust noted the financial position as at December 2019.

8. CEO Inspection reports and Inspection Data Summary Reports

8.1 The Trust received three inspections reports, the Autumn inspection report for both schools and the Spring report relating to ALNS (the Spring inspection for Trafalgar was scheduled for 30 January).

8.2 During the course of discussion and in response to questions, the Trust noted the following:

- In response to a query as to why P8 predictions for boys had fallen from -0.27 last Easter to -0.43 in December, it was noted that it was not uncommon to be overconfident for students at this point in Year 10;
- It was further noted that predictions were not an exact science and their accuracy often depended on the subject. For example, it was harder to predict a subject such as English or History where large amounts of writing was required as part of the exam;
- The inspection helped highlight the anomalies and then enabled staff to focus on what interventions could be introduced to make a difference;

- The LGB's were providing intense scrutiny and challenge in relation to predictions;
- The IDSR were circulated and it was noted that any questions should be directed to the CEO.

8.3 The Trust noted the update.

9. Predicted Student Outcomes 2020

9.1 The Trust received the KS4 Forecast for 2020 including the provisional headline figures by ability bands.

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

- It was important to have stretch targets in for higher ability students;
- The year 11 cohort at Trafalgar had a high level of high attaining boys from disadvantaged backgrounds who also had complex needs. It was therefore necessary to have a high level of interventions in place;
- Assurance was given that staff were putting every effort into this group although their lack of engagement remained an issue.

9.3 The Trust noted the predicted student outcomes for 2020.

10. Update on Service Level Agreement with GLF Academies

10.1 The Trust received an update on progress made with the SLA with GLF Academies together with detailed costings for the work that would be undertaken in relation to quality assurance and training, support and development.

10.2 During discussion and in response to questions, the following points were made:-

- Flexibility should be built into the contract so that the support commissioned could be reduced if not being utilised. In response, the Headteachers noted that they intended to maximise all support available within the SLA;
- Whilst the cost of the SLA was estimated to be around £30k per annum, this would be offset by the potential savings to be made in terms of the reduction in Trust staff salary cots;
- The Trust noted the proposed timescales with the SLA to be signed by Easter and implemented from September 2020;
- There was a detailed discussion about the Trust receiving a presentation from GLF, with some feeling that the LGB's had already provided sufficient challenge and scrutiny to the GLF in relation to their offering. On the other hand, there was a strong feeling that in

order for the Trust to make a decision worth over £90k over three years, the GLF should be requested to attend a Trust Board to give a presentation setting out their proposals. It was noted that a presentation had already been made to LGB's on 24 October 2019, and all Trustees were invited to attend. Amanda Barrett, Joanne Bennett, Claire Copeland, Nys Hardingham, Steve Labeledz and Tania Osborne all attended the presentation and were part of the robust questioning that took place by each LGB after the presentation;

- It was agreed that the SLA would be distributed to Trust members and then GLF would be invited to attend either an existing Trust Board or a Committee meeting, in which case the invite would be extended to all the Trust board members.

10.3 The Trust noted the update.

11. Policies

(i) Admissions arrangements

11.1 The Trust noted the admissions arrangements for the schools which the LGB's had approved under delegated authority.

(ii) Complaints Policy

11.2 The Trust noted the minor amendments that had been made to the policy. After discussion, it was agreed that the policy needed to be updated further to reflect that complaints could be made by email. The policy therefore needed to be re-worded to state that complaints needed to be made in writing although this could be via email or letter.

11.3 In response to a question about whether the Trust received a report in relation to complaints, it was agreed that this would be included as part of the LGB Chairs report going forward.

ACTION: CEO to make further amendments (detailed under 11.2) to the Complaints Policy.

12. Updates from Local Governing Bodies:

(a) Trafalgar LGB

12.1 The Trust received an update from the Chair of the Trafalgar LGB. This included details of the school restructure, the composition of the LGB, the year 11 progress 8 predictions and the CIF bids.

(b) ALNS LGB

12.2 The Trust received an update from the Chair and Headteacher of ALNS. This included details of the composition of the LGB, an update on the expansion project, the Broadside provision and governor training. It was noted that the interview to retain gold status for the UNICEF 'Rights Respecting School' was scheduled for 31 January.

12.3 The Trust welcomed the updates.

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

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

14. Date and time of next Trust meeting

14.1 The Trust noted the date of the next meeting as follows:- Wednesday 4 March 2020 at Trafalgar School, London Road, Portsmouth PO2 9RJ at 6pm.

There being no further business the meeting closed at 8.40pm.

Signed:

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

Summary of Actions:

Agenda Item	Action	Responsible
Matters arising from the Salterns Academy Trust meeting held on 4 December 2019 Annual Trust Review	ACTION: If the £50k detailed under 5.3 was not returned in the next week, the issue be escalated as appropriate.	CEO
7. Management Accounts and Financial Dashboards	ACTION: To raise an invoice for half the costs of the fencing and send to UTC.	KT
11.Policies	ACTION: CEO to make further amendments (detailed under 11.2) to the Complaints Policy.	CEO