



SALTERNS ACADEMY TRUST

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

Date: Wednesday 20 May 2020

Time: 6pm

Venue: via 'Zoom'

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

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. The Chair thanked Trustees for their attendance at this busy time.

2. Apologies for absence

- 2.1 The Trust noted that no apologies had been received.

3. Administration

(a) Declaration of Members' interests;

- 3.1 Trustees noted two additions to the register of interests for Andy Cree as follows:-

Governor, Merchant Taylors' School; and
Member, UPAT.

(b) Correspondence

- 3.2 It was noted that two letters had been received as follows. Both were circulated as part of the papers for today's meeting:-

- (i) ESFA letter; and

This was a very helpful letter giving some allowances to schools under the current circumstances but also requesting that schools continue to ensure they work to the Academies' Financial Handbook.

- (ii) DfE letter.

(c) Agenda

- 3.3 It was agreed that the agenda should be re-ordered so that item 6, Finance Update, should be considered after item 10 on today's agenda.

4. Minutes of the Salterns Academy Trust meeting held on 2 April 2020

- 4.1 The Trust considered the minutes of the meeting held on 2 April 2020.
- 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, subject to the correction of two minor typographical errors.

5. Matters arising from the Salterns Academy Trust meeting held on 2 April 2020

- 5.1 The Trust considered the matters arising from the Trust meeting held 2 April 2020.
- 5.2 The Trustees noted the updates to both the actions from the last meeting and an ongoing action, all of which are detailed below:-

Agenda Item	Action	Update
7. Future leadership of the Trust (ii) Draft JD's for CEO's/CFO	ACTION : Any comments on JD's to be provided to the CEO by no later than 24 April 2020.	Complete
7. Future leadership of the Trust (iii) Central Staffing Costs and three year Trust budget	ACTION: CEO to check figures and revert to Trustees.	Complete

Date of meeting	Item no	Action	Current update and date
29 January 2020	7. Management Accounts and Financial Dashboards	ACTION: To raise an invoice for half the costs of the fencing and send to UTC.	5 May 2020: SL confirmed that the money had now been received.

7. Reports from Headteachers

- (a) **ALNS**
- (b) **Trafalgar**

7.1 The Trust received detailed updates from both the Headteachers. It was noted that a letter had been sent to respective parents' yesterday setting out the plans for a phased re-opening for year 10 and plans for those students remaining at home.

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

- This was a fast moving situation;
- Both LGB's were positive about the changes to the Trust;
- There had been, and continued to be, strong support from the governing bodies for staff and the schools in the round;

- In respect of the grades for year 11 students, the Trustees noted the process that had been undertaken in order to provide a submission on grades;
- The Trustees noted that both schools were confident that they had undergone a rigorous process and were confident that students would get the grades they deserved. However, there was regional concern that some schools may try to 'play the system' and as a result, all results could be moderated downwards;
- Trafalgar noted serious concerns that they could be judged on the previous performance despite the fact that this was the first year that girls were sitting GCSE's at Trafalgar which would ordinarily see an upturn in overall grades. In response it was noted that this had been raised with the Regional Schools Commissioner's Office on a number of occasions and the Executive Headteacher would continue to emphasise the point. However, it was noted that OFQUAL guidance stated that they wouldn't consider cohorts and in addition, wouldn't consider trajectories;
- ALNS noted that the grading for year 11 students had been led by the Senior Deputy Headteacher. One of the main concerns was in respect of English where often they experienced 'pleasant surprises' in terms of grades. However, this could not be built into the submission since it had to be evidence-based on the performance of students to date. The Headteacher from ALNS confirmed that they would be submitting fair grades based on evidence;
- In relation to any phased re-opening of schools, both schools were doing their best to understand what 'ready' means – although guidance remained unclear. It was noted that the top priority remained the safety of all the community;
- With regards to ALNS, it was noted that should there be a favourable lockdown review, year 10 would be welcomed back from 8 June. This would be subject to the detailed risk assessment being updated and agreed at the extraordinary LGB on 3 June. It was noted that there had been oppositions from Unions and these were being worked through;
- Both schools would be introducing the use of visors in corridors and had increased hand sanitizing facilities and cleaning routines;
- With regards to Trafalgar School, the earliest they would re-open would be 29 June. They were focusing on live learning for year 10 which could then be extended if face to face teaching was not an option. It was noted that staff had been spoken to and were happy to return. Much of the focus would be on those year 10 students who had not engaged with online learning;
- Portsmouth City Council were in favour of schools returning;
- In relation to transition into year 7, Trafalgar School would be handling it on a school by school basis. The new parent's evening had now been filmed and placed on YouTube and consideration was being given to further virtual methods to familiarise students with the setting. Those students with an EHCP had visited the school, adhering to social distancing and other appropriate guidance;

- ALNS would be considering transition days in July, hopefully at a point in time when lockdown measures may be eased and so students could physically visit the school. By leaving it later, it was also hoped that the school could provide a clearer picture as to what Year 7 would look like in September;
- It was noted that ALNS had seen a gradual increase in the number of students attending during lockdown and anticipated circa 30 students after half term. This would be an additional challenge in terms of accommodating these numbers when year 10 may return;
- Covid 19 had seen an increase in costs in relation to cleaning and the cost of free school meals (now taken as vouchers) and it was important to lobby if there was any funding available to fund these additional costs;
- It was noted that ALNS would be eligible for £75k and Trafalgar for £50k from a DfE Covid-19 fund. Trustees agreed that these monies should be pursued but also further lobbying should be done and a letter written to Gavin Williamson. Suggestions were made including joining forces with other Portsmouth Schools and other regional Academy groups to make a stronger case. In addition, the suggestion was made that the MP write to pursue available monies.

ACTION: SL to identify and take forward the most appropriate methods for lobbying Gavin Williamson, Secretary of State for Education.

7.3 The Trust Board noted the update.

8. Strategy for re-opening

8.1 The Trust received a paper setting out a detailed risk-assessment for the partial re-opening of both schools. It was noted that much of the discussion had been covered under item 7.

8.2 During discussion, the following points were noted:-

- Any feedback on the paper would be welcomed;
- The Executive Headteacher would circulate the supporting 'principles' document;
- Any plan for 'Little Admirals' to re-open would need to dovetail with ALNS plans and the LGB would wish to 'sign off' on their approach to ensure it is consistent with ALNS and complements their plans in terms of site usage;
- There would be some further guidance issued by the DfE on or around 28th May in relation to re-opening of schools.

ACTION: The Executive Headteacher to circulate the supporting 'principles' document.

8.3 The Trust noted the update.

9. Use of Reserves to support on-line learning

9.1 The Trust received a paper setting out a proposal to utilise £100,000 of the Trust reserves to invest in supporting on-line learning. During discussion and in response to Trustee questions, the following points were made:-

- That it was important to maximize on-line learning and, in order to facilitate that, the barriers to learning needed to be removed by providing ICT equipment to all students in year 10;
- A co-ordinated procurement plan throughout Portsmouth should be investigated although it was noted that schools often require different equipment;
- There may be a challenge in procuring the number of chromebooks required;
- This scheme would also provide a 'dongle' for those not currently able to access the internet;
- The reality is that whilst students sign for and take responsibility for machines, some will be lost and some damaged. The suggestion was made that consideration be given to an insurance policy;
- It was important to ensure controls were in place to ensure that the equipment and internet access were being used for educational purposes only.

9.2 The Trust agreed to release reserves of £100,000 for the provision of hardware and internet access.

ACTION: SL to consider insurance options for the hardware purchased for students.

ACTION: SL to look into options for a co-ordinated procurement plan for ICT equipment.

10. Update on GLF

10.1 The Trust Board received a verbal update on the current position with regard to GLF. The Trust noted that the amended SLA was awaited and, although it was not moving at the pace that the Trust would like, this was understandable given the current situation.

6. Finance Update

6.1 The Trust the following papers in relation to the Finance Update:

- (i) Management Accounts end of April 2020 – SAT

- (ii) Narrative SAT;
- (iii) Management Accounts end of April 2020 – ALNS;
- (iv) Narrative ALNS;
- (v) Management Accounts end of April 2020 – TRF;
- (vi) Narrative TRF;
- (vii) Aged Creditors – ALNS;
- (viii) Aged Creditors – TRF; and
- (ix) Aged Debtors.

6.2 During discussion, the following points were noted:-

- Assurance was sought in relation to the process for pursuing aged creditors. It was noted that staffing levels should return to normal levels next week and so these debts would be pursued in the usual way;
- It was noted that as a result of Covid 19, there was a significant reduction in income from lettings and catering. It was noted that this shortfall would need to be addressed in the longer term which linked with previous discussions in relation to grants to assist with the impact of Covid 19;
- As a result of Covid 19, including the decision to release £100,000 for online learning, the budget would inevitably look different to what was originally envisaged for this financial year. As much support as possible needed to be leveraged to ensure the Trust remained in a sustainable position.

6.3 The Trust noted the update.

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

(i) Appointment of CFO

11.1 The Trust noted that Caroline Corcoran had been appointed as CFO and would start her role next week. She planned to join the Trust meetings going forward.

(ii) Accenture

11.2 The Trust noted that the Chair had had some discussions with colleagues at “Accenture” who had offered some ‘charity’ days. He intended to find out in more detail what this meant in practise but anticipated some resource to offer teaching workshops and online learning days.

ACTION: Chair to explore in more detail the ‘Accenture’ offering.

Before closing the meeting, the Chair wished to thank the two headteachers for all their ongoing hard work in the current circumstances.

12. Date and time of next Trust meeting

- 12.1 The Trust noted the date of the next meeting as follows:- Wednesday 1st July to be held at a venue to be determined.

There being no further business the meeting closed at 7:23 pm.

Signed:

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

Summary of Actions from this meeting:

Agenda Item	Action	Responsible
7. Reports from Headteachers	ACTION: SL to identify and take forward the most appropriate methods for lobbying Gavin Williamson, Secretary of State for Education.	SL
8. Strategy for re-opening	ACTION: The Executive Headteacher to circulate the supporting 'principles' document.	SL
9. Use of Reserves to support on-line learning	ACTION: SL to consider insurance options for the hardware purchased for students.	SL
	ACTION: SL to look into options for a co-ordinated procurement plan for ICT equipment.	SL
11. Any other business including agenda items for the next meeting (ii) Accenture	ACTION: Chair to explore in more detail the 'Accenture' offering.	Chair