



SALTERNS ACADEMY TRUST

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

Date: Wednesday 1 July 2020

Time: 5:30pm

Venue: via 'Zoom'

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

Joanne Bennett, Chair of Trafalgar LGB [Items 1-9 inclusive]
Claire Copeland, Headteacher of Trafalgar
Nys Hardingham, Headteacher of ALNS
Steven Labeledz, CEO

Also in attendance: Caroline Corcoran, CFOO, SAT
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 wished to welcome Caroline Corcoran, the new CFOO.
- 1.2 It was noted that the covid 19 situation and the associated guidance issued to schools on an ongoing basis continued to create a huge additional workload on the staff. The Chair wished to place on record his thanks for their continued efforts.

2. Apologies for absence

- 2.1 The Trust noted that apologies had been received from Tania Osborne.

3. Administration

(a) Declaration of Members' interests;

- 3.1 Trustees noted that there were no changes to the Register.

(b) Correspondence

- 3.2 The Trust noted the ongoing guidance being issued by the DfE.

4. Minutes of the Salterns Academy Trust meeting held on 20 May 2020

- 4.1 The Trust considered the minutes of the meeting held on 20 May 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.

5. Matters arising from the Salterns Academy Trust meeting held on 20 May

- 5.1 The Trust considered the matters arising from the Trust meeting held 20 May 2020.
- 5.2 The Trustees noted the updates to the actions from the last meeting as detailed below:-

Agenda Item	Action	Update
7. Reports from Headteachers	ACTION: SL to identify and take forward the most appropriate methods for lobbying Gavin	Efforts were ongoing to continue dialogue

	Williamson, Secretary of State for Education.	regarding finance and wider opening of schools
8. Strategy for re-opening	ACTION: The Executive Headteacher to circulate the supporting 'principles' document.	LL to circulate after the meeting (to be provided by CC)
9. Use of Reserves to support on-line learning	ACTION: SL to consider insurance options for the hardware purchased for students.	Ongoing – confirmation will be provided before the end of term. 43 laptops arrived from DfE
	ACTION: SL to look into options for a co-ordinated procurement plan for ICT equipment.	See below
11. Any other business including agenda items for the next meeting (ii) Accenture	ACTION: Chair to explore in more detail the 'Accenture' offering.	It was noted that as a result of the longer term nature of restrictions, future offerings were being considered.

Chromebook Lease Scheme

5.3 The CFOO presented a proposal to introduce a chromebook lease scheme at the Trust. Trustees noted the following points:-

- 350 Chromebooks had already been purchased (as agreed at previous meeting) and a further 200 were planned to be purchased by September;
- Consideration was now being given to a lease scheme with Freedom tech – a lead provider;
- Due diligence would need to be undertaken but the hope was that a Scheme could be established before the end of the summer to ensure students were prepared for September;
- The benefits of the Scheme were as follows:-
 - The Scheme provided financially beneficial rates for parents to purchase chromebooks for their child and this could be paid for by direct debit up to 36 months;
 - Parents would not be subject to credit checks;
 - All financial agreement queries and damage etc to chromebooks dealt with by company;
 - There was no cost to the Trust in establishing this Scheme;

- A 'bank' of chromebooks would be provided to each school to ensure continuity in the classroom;
- There is a warranty which forms part of the package meant that gap insurance would cover the cost of a replacement in the event of loss or damage;
- There was no risk to Trust, and indemnity for non-payment by parents is included in the package;
- This provided an opportunity to move to a vision of a chromebook for every child;
- GLF had used Freedom Tech for a number of years and recommended the service provision.

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

- The costs of the chromebooks were comparable and competitive although the exact cost to parents was not yet known. Once confirmed, this information would be circulated;
- For parents that cannot afford the scheme, their children may be able to access a chromebook from the school's 'bank' of chromebooks or receive one of those chromebooks that are currently being purchased by the Trust;
- The importance of equity of access was emphasised by both headteachers and it was noted that this Scheme would be considered against budgets to ensure that provision was put in place for every student;
- In introducing a scheme, it was important that a further differential between students was not created;
- A Trust ICT strategy was being drawn up and the focus would be equality for all students;
- The Trustees noted that this scheme had been adopted by Glyn School and they found during their tender exercise that all solutions in the market place were being delivered through Freedom Tech. However, given that they undertook their tender exercise two years ago, the suggestion was made that the market be re-looked at. Trustees were in agreement that it was important to undertake thorough investigation although they were mindful of the time constraint.

AGREED: Agreement was given to investigate further the parental leasing scheme for Chromebooks with Freedom tech alongside other providers. A recommendation to be presented to the Trustees before the end of term with a decision to be made out of Committee.

6. Finance Committee

(a) Management Accounts and Financial dashboard

6.1 The Trust received the management accounts for the Trust, ALNS and Trafalgar Schools up to the end of May 2020 together with a narrative explaining some of the variances.

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

- Trafalgar School would not necessarily receive lagged funding in 2020/2021;
- It was noted that the current dashboard (up to February 2020) shows a historic picture and it was important that the dashboard showed the current position to allow a trend analysis to be established and help provide an overall picture to inform decision-making. The CFOO confirmed that the presentation of financial dashboards was under consideration;
- It was noted that the reserves holding for ALNS was not consistent with other information and this needed to be looked into.

6.3 The Trust Board noted the management accounts.

(b) Draft budget forecast 2020/21

6.4 The Trust received draft budgets for 2020-2021 in respect of the Trust, ALNS and Trafalgar Schools.

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

- There were changes to the funding formula and it was likely that the teacher 'top up' and pension 'top up' pay would cease although be replaced with a different funding mechanism;
- Whilst the Year 7 catch up funding had been cancelled, a national 'catch up' programme had been announced although it was not yet clear what level of funding would be allocated;
- As a result of lockdown, lettings income had decreased and consideration was now being given to how lettings could be started in Autumn in a 'covid-safe' way;
- ESFA had postponed the required submission of the budget until the end of September and so a final version of the budget would be presented to the September Trust board.
- The Trafalgar budget was based on lagged funding despite previous agreements with the ESFA;
- Four staff at ALNS were currently on furlough although when the government announces changes to the scheme, consideration needed to be given to what to do since these staff were on a '0 hour' contract;

- The resurfacing of the pitch at ALNS was currently subject to tender;
- In relation to the Trust budget, it was noted that the GLF SLA costs had been incorporated. There were also changes to the staff budget as a result of the CEO's reduction in hours.

ACTION: Chair to write to ESFA to remind them that they agreed to a two year settlement (19/20, 20/21) in relation to lagged funding for Trafalgar School.

- 6.6 The Trust Board noted the draft budget forecast 2020/2021 in respect of the Trust, ALNS and Trafalgar Schools.

7. Feedback from Committees

(a) ALNS

- 7.1 The Trustees noted the focus of the two recent ALNS LGB meetings as follows:-

- The meeting on 3 June was convened to examine the risk assessment for the re-opening of the school;
- The meeting on 17 June considered the following areas:
 - Governor development plan which will focus on three main priorities namely, Training, Succession training and Wider parental engagement.
 - Year 11 outcomes and it was noted that the LGB were satisfied with the rigorous process and agreed that it was a good set of results being presented;
 - Disadvantaged and vulnerable students;
 - The high level of attendance at keyworker school - currently 81 students;
 - There had been a high level of attendance at Broadside;
 - The live lessons had gone very well and an ambitious strategy for ongoing delivery was now in place;
 - The financial impact of covid 19 including loss of revenue from lettings;
 - The risk assessment which was now a standing item on each agenda;
 - The expansion project which was still on track for completion at the end of September.

- 7.2 The Chair noted that it was a tremendous achievement to complete the expansion on time under the current circumstances.

(b) Trafalgar

7.3 The Trustees noted the update in relation to the recent Trafalgar LGB meeting as follows:-

- The LGB was strong and working well with the majority of skills gaps now resolved;
- The main focus remained the emotional recovery of the school community;
- There had been a 95% attendance rate amongst the 40 year 10 vulnerable students;
- Currently the school were two assistant headteachers down owing to maternity leave and so it was phenomenal what the SLT had achieved given the finite resources;
- The attendance of children was as a direct result of the dedication of teaching staff.
- 50 students were now attending key worker school.
- Scenario modelling was being undertaken in advance of September;
- Looking at scenarios for September.
- Some changes had been made to the Safeguarding policy as a result of lockdown;
- A video presentation had been produced for the Year 6 transition and the pastoral team were doing some one to one transition meetings with a number of students;

7.4 The Chair wished to place on record his thanks to both schools for their ongoing efforts.

(c) Capital works at Trafalgar School

7.5 The Trust received two proposals regarding capital works at Trafalgar School from Caroline Corcoran, CFOO. The first related to the safety netting over the astro turf pitch and the second, the extraction system in the technology room.

AGREED: The supply and installation of the safety netting over the top of the all-weather pitch at 3 metres height at a cost of £15,865 plus VAT.

AGREED: Indicative approval given to the supply of an extraction system for the technology room, with the price of the most advantageous quote being circulated by email once all three quotes had been received. The final price to not exceed £20,490.

(d) Audit Committee held on 24 June 2020

7.6 The Trustees noted the update in relation to the recent Trust Audit Committee meeting as follows:-

- The strategic risk register was work in progress. The risk assessments undertaken in relation to the re-opening of schools were noted;
- Internal control programme which would start in September would cover whistleblowing, cyber security, management information and reports and capital projects;
- The Audit Committee noted that the Academies Handbook now required Trusts to have separate organisations to undertake internal and external audit work and so this would be addressed as appropriate;
- The Audit Committee considered the Trust Skills audit which was also due to be considered as part of today's agenda.

7.7 The Trust noted the updates.

8. CEO report (to include GLF update and covid 19 response)

8.1 The Trust board received an update from the CEO.

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

- Headteachers and staff had worked extremely hard over recent months and in difficult circumstances;
- The New Executive leadership team was now shaping up;
- In response to a question, the Headteachers apprised the Trust of how they had managed staff welfare issues within school which included their approach to rota and plans for the emotional recovery of the school community;
- Progress 8 score had risen at ALNS from -0.1 to 0.1 and Trafalgar's, progress 8 was now at -0.25. It was noted that both schools had handled the assessment methodology with integrity and rigor;
- It was now understood that the assessment outcome would also take into account any significant changes in cohort which was positive news for Trafalgar as their first mixed cohort came through;
- The suggestion was made that in order to reduce the number of evenings committed to Trust board meetings and committee meetings from 16 to 10 over the year, the Finance and Resources Committee should be absorbed within the main Trust Board and by running two of the Pay and Conditions meetings immediately before a Trust Board meeting. Trustees concurred with this suggestion;

- In terms of the justification for conflating the Trust Board and Finance committee, it was felt that there was justification for this on the basis that the Trust Board now need to look at the financial dashboard and, in addition, school budgets are heavily scrutinized by LGB's so no longer require the scrutiny of a Finance and Resources Committee;
- It was noted that the proposal in terms of the Trust meetings would also help with the work/life balance of the headteachers;
- The importance of ensuring sufficient time to scrutinise issues was emphasized.

8.3 The Trust noted the update.

AGREED: Amalgamation of Trust meetings as proposed.

9. Directors Skills Matrix

9.1 The Trust received a paper setting out a template skills audit. The importance of undertaking this was emphasised since a number of trustees needed to be recruited. It would assist in identifying Trustees with appropriate skills but also assist in formulating training plans.

9.2 The Trustees agreed to complete the skills audit and return to Louise Lake, Clerk to the Trustees by Friday 10 July.

[Joanne Bennett left. 19:18.]

10. Pay and Conditions Committee

(a) Organisational structures

10.1 The Trust Board received the proposed organisational structures relating to both teaching and support staff at both ALNS and Trafalgar Schools.

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

- At Trafalgar, a temporary position in English has been created in order to release the current Director of English who is backfilling the AHT role and, in addition, some of the Headteacher duties to allow the headteacher to undertake her new role. Concern was expressed that that this approach may not create sufficient additional capacity and it was noted that there were some minor changes planned to assist further with capacity which could be undertaken without Board approval;

- There was discussion about the new approach to digital learning and staffing to support that curriculum and how it would be approached in both schools;
- There were no changes to the formal staffing structures at ALNS for the forthcoming year.

AGREED: Revision to the Trafalgar Teaching Organisation structure to approve an additional temporary post in the English department.

ACTION: LL to circulate the updated Trafalgar Teaching Organisation structure.

(b) Approving teaching staff pay policy 2020/21

10.3 The Trust received the Proposed Teaching staff pay policy for 2020/21.

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

- It was important to reward teachers for good performance where possible, and to tie in with the outcome of the School Teachers' Review Body (STRB) pay review process;
- The reward payment referred to in paragraph 12, was confirmed as a non-consolidated payment.

10.5 The Trust agreed the Pay policy for teachers for 2020-2021.

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

CIF Bids

11.1 It was noted that Trafalgar had not been successful in their recent CIF bids. It was hoped that an application next year for the refurbishment of toilets would be successful given the covid 19 situation which had already resulted in fewer toilets.

Local Emergency Committee

11.2 It was noted that the CEO had been invited to join the Local Emergency Committee who had reported low levels of covid 19 infection in the area.

ALNS expansion

11.3 The Headteacher noted that she planned to arrange a visit for Trustees to see the expansion project in the Autumn term.

National profile for Trust with BBC ALNS

- 11.4 The Trust noted that a feature had been carried out at ALNS and broadcast on BBC showing how schools had been adapted in order to re-open to students after lockdown. This had been very positive exposure for the school.

UTC

- 11.5 It was noted that there had been a number of health and safety concerns over UTC since they had chosen to go against Government guidance and bring back all of their year 10 students at the same time which, as a result, had put Trafalgar students at significant risk due to the number of students on site at one time.
- 11.6 The importance of the document entitled 'keeping children safe in education' was emphasised and the need to revisit safeguarding policies in advance of the Autumn term.

12. Date and time of next Trust meeting

- 12.1 The Trust noted the date of the next meeting as follows:- Wednesday 16th September, to be held virtually.

There being no further business the meeting closed at 7.45pm.

Signed:

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

Summary of Actions from this meeting:

Agenda Item	Action	Responsible
Matters arising from the Salterns Academy Trust meeting held on 20 May Chromebook Lease Scheme	AGREED: Agreement was given to investigate further the parental leasing scheme for Chromebooks with Freedom tech alongside other providers. <u>A recommendation to be presented to the Trustees before the end of term with a decision to be made out of Committee.</u>	CC
(b) Draft budget forecast 2020/21	ACTION: Chair to write to ESFA to remind them that they agreed to a two year settlement (19/20, 20/21) in relation to lagged funding for Trafalgar School.	Chair

<p>(c) Capital works at Trafalgar School</p>	<p>AGREED: Indicative approval given to the supply of an extraction system for the technology room, <u>with the price of the most advantageous quote being circulated by email once all three quotes had been received.</u> The final price to not exceed £20,490.</p>	<p>CC</p>
<p>10. Pay and Conditions Committee</p> <p>(a) Organisational structures</p>	<p>ACTION: LL to circulate the updated Trafalgar Teaching Organisation structure.</p> <p>[post-meeting note: Located in 'junk' and circulated immediately after meeting on 1 July 2020]</p>	<p>Clerk</p>