



**Minutes of the Southerly Point  
Co-operative Multi-Academy Trust  
Board Meeting**



**Tuesday 18<sup>th</sup> October 2022, from 6.30pm,  
in the Trust Conference Room**

<b><u>ATTENDING :</u></b> Mark Blackman Karen Bond Clare Kendle Will Smith <b>In Attendance</b> Karen Teague [Trust Administrator / Clerk to Trust Board]		MBI KBo CKe WSm  KTe
<b><u>APOLOGIES :</u></b> None		
		<b><u>ACTION</u></b>
<b>3.</b>	<b><u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u></b>	
	The Chair welcomed all those present. Under <b>Declarations of Pecuniary Interests</b> , no additional declarations were forthcoming at this time.	
<b>4.</b>	<b><u>MINUTES AND MATTERS ARISING</u></b>	
	The minutes of the meeting of the Trust Board on 20 <sup>th</sup> September 2022 were agreed to be an accurate record and were duly signed by the Chair. Matters arising included updates on: <b>Member Resignation.</b> MBI had advised the DfE of the resignation and how this was being handled by the Trust. A potential new Member had been identified by CKe and her Pen Portrait approved by current Members so the recruitment process was in train. All other actions had been completed.	
<b>5.</b>	<b><u>RATIFICATION OF FINANCE &amp; RESOURCES / STANDARDS / C-SAW COMMITTEE MINUTES</u></b>	
	The Finance and Resources Committee had met immediately before the current meeting, where the minutes of 20 <sup>th</sup> September 2022 had been approved. Trustees <b>ratified</b> these minutes. There had been no further meetings of the Standards Committee or C-SAW Committee since the last Trust Board meeting as, given the current circumstances, all matters other than finance were now being covered off at regular Trust Board meetings.	
<b>6.</b>	<b><u>LOCAL GOVERNING BODIES</u></b>	
	<b>Matters Arising from LGB Meetings.</b> Trustees discussed the matters raised and agreed responses to these. KTe was to forward the responses to the respective Headteachers / Chairs of Governors for their information and that of their LGBs.	KTe

	<p><b>Governor Training Attendance.</b> An overview of governor training attendance had been shared with Trustees prior to the meeting for their information. KTe reported the ‘Safeguarding Training for Governors’ session on 4<sup>th</sup> October 2022 had been well attended and was well received.</p> <p><b>Trustee feedback from LGB Meetings.</b> Not applicable on this occasion.</p> <p><b>Forums / Forum Member.</b> Not applicable on this occasion.</p> <p><b>Pen Portraits of Prospective Governors.</b> The Pen Portrait of PCo [Mullion Primary LGB] had been <b>approved</b> by Trustees via email. KTe had sent / would send a letter to formally confirm the appointment.</p>	KTe
7.	<p><b><u>CEO REPORT AND UPDATES</u></b></p>	
	<p>A CEO Report had been shared with Trustees prior to the meeting for their information. Trustees were then to be asked to receive this report and make comment or seek clarification, as appropriate, during the meeting. The report included:</p> <ul style="list-style-type: none"> <li>• Report <ul style="list-style-type: none"> <li>◦ General Update</li> <li>◦ Update on Progress Towards Transfer of Schools</li> <li>◦ Schools’ Update, including Confidential Data on progress for the two secondary schools</li> <li>◦ School Improvement</li> <li>◦ Central Staffing Update</li> <li>◦ Staffing Update for Schools</li> </ul> </li> <li>• Financial Implications</li> <li>• Wellbeing / Health Implications</li> <li>• Risk Assessment</li> <li>• Equalities Duty Impact</li> </ul> <p>MBI reiterated the key points of his report for discussion.</p> <p><b>TUPE Meetings</b></p> <p>These had been carried out in respect of all the receiving trusts and there had been very little comeback from staff or unions to date.</p> <p><b>Energy Contracts</b></p> <p>MBI tabled an additional update in respect of energy costs in light of recent conversations with the energy provider and the DfE. Trustees were advised an energy contract currently existed for almost all the trust schools but that the provider was refusing to novate the current terms to the receiving trusts or to the individual schools as the point of transfer. In addition, the quotes being given represented a huge increase. For Helston Community College alone, the cost would increase fivefold to £1,000,000. CEOs were liaising with the DfE around anything that might possibly be done in this respect and, in turn, the DfE was liaising with the ESFA to determine whether any additional monies might be available.</p> <p>In this light, it would be necessary for Trustees to consider this matter and for a conversation to be had around when the company would ultimately be wound up, as it was possible the company might continue to hold the current contract for energy until it expired at the start of September 2023 if the wind up was to be delayed. This would necessitate SPCMAT entering into reverse contracts with the receiving trusts or for SPCMAT to retain sufficient monies to cover the fixed price per unit. There would be legal work to do around this but the proposal had been floated with the DfE.</p> <p>Following brief discussion, Trustees noted this situation seemed outrageous.</p> <p>Trustees <b>agreed</b> they would be happy for SPCMAT to preside over the energy contract until September 2023. A similar arrangement might also be applied to the photocopier contract if required.</p> <p><b>Change of Registered Office</b></p> <p>Trustees were informed that Aspire Academy Trust had confirmed they were happy to receive any records etc for storage and to act as the new Registered Office.</p>	

	<p>Trustees acknowledged it would be necessary to retain an Accounting Officer and to agree this formally with the DfE and ESFA.</p> <p>Another option would be to outsource the role and running of the company to one of the other receiving trusts, as all that was required was a legally registered company on Companies House to hold the necessary contracts to the point of their expiry.</p> <p>The aim was still for schools to transfer across to the receiving trusts on 1<sup>st</sup> January 2023. The contracts for any remaining members of the central team would terminate at the end of January. There would then be a short period for tying up any loose ends. Buy back of finance staff would continue to some degree until a final set of accounts could be created in February / March.</p> <p><b>Pay Progression</b></p> <p>MBI advised Trustees a decision was required with reference to a Pay Panel and Appeals Panel. Given the Board now consisted of only four Trustees, the traditional model for signing off on pay progressions and hearing any subsequent appeals would not work so it was proposed that MBI undertake the initial sign off on behalf of the Board and then the remaining Trustees would still be available to convene an Appeals Panel if this was required. Trustees <b>ratified</b> this proposal.</p> <p><b>Action: MBI to provide a succinct timeline through to September 2023 prior to the November meeting of the Trust Board.</b></p> <p>It was noted this might also be a helpful document for sharing with the DfE. See Confidential Notes SPCMAT/22/11 CON.</p>	MBI
<b>8.</b>	<b><u>RISK REGISTER REVIEW</u></b>	
	<p>See also the minutes of the Finance and Resources Committee meeting on Tuesday 18<sup>th</sup> October 2022 at 6.00pm.</p> <p>Trustees <b>ratified</b> the changes to the Trust's Risk Register.</p>	
<b>9.</b>	<b><u>FINANCIAL SCHEME OF DELEGATION</u></b>	
	<p>See also the minutes of the Finance and Resources Committee meeting on Tuesday 18<sup>th</sup> October 2022 at 6.00pm.</p> <p>Trustees <b>ratified</b> the changes to the Trust's Financial Scheme of Delegation.</p>	
<b>10.</b>	<b><u>TRUSTEES' STATEMENT FOR AUDIT</u></b>	
	<p>A copy of the Trustees' Statement had been shared with Trustees prior to the meeting for their consideration and feedback.</p> <p>It was proposed the discussed statement be that used for the auditors.</p> <p>Trustees <b>ratified</b> this proposal and the CEO / Chair of the Trust Board were therefore to add their signatures to the document.</p>	
<b>11.</b>	<b><u>POLICIES</u></b>	
	<p>It had been necessary to review a number of policies in light of recent changes to guidance. Subsequently, the revised policies had been shared with Trustees for their approval by email to allow these to be implemented as soon as possible. These policies were:</p> <ul style="list-style-type: none"> <li>• Exclusions</li> <li>• Pupil Attendance</li> <li>• Staff Code of Conduct</li> </ul> <p>Trustees formally <b>ratified</b> the revised policies.</p> <p>Additional policies were also due for review this term but had not been directly impacted by recent changes in guidance. An overview of these policies had been shared with Trustees for their information and consideration prior to the meeting. If any changes in guidance</p>	

	<p>necessitated a particular change prior to the point of transfer, individual policies would need to be revisited [if time allowed] but it was proposed the review date of these policies be amended to January 2023 subject to this caveat.</p> <p>Trustees <u>ratified</u> this proposal.</p> <p>The Health and Safety Policy had been reviewed but the only change required at this point was an amendment to the name of the Health and Safety Trustee. KBo agreed to take on the role of Health and Safety Trustee, a role she had undertaken previously, as this tied in well with the role of Safeguarding Trustee.</p> <p>Trustees <u>ratified</u> the revision to this policy.</p> <p>The Teacher Pay Policy was pending review and formal ratification once the position had been further clarified at national level.</p>	
<b>12.</b>	<b><u>HEALTH AND SAFETY UPDATE</u></b>	
	There were no health and safety updates to be shared on this occasion.	
<b>13.</b>	<b><u>SAFEGUARDING UPDATE</u></b>	
	<p>The Safeguarding Trustee, KBo, shared any safeguarding updates since the previous meeting of the Trust Board with fellow Trustees. Points shared and discussed included:</p> <ul style="list-style-type: none"> <li>• Monthly Safeguarding Updates continued to be produced and shared with schools.</li> <li>• School level and general feedback on the S157 returns had now been shared with schools.</li> <li>• Guidance on governor monitoring of the SCR had now been shared with schools.</li> <li>• The Safeguarding for Governors training session on 4<sup>th</sup> October was well attended and well received.</li> <li>• In response to a query from KBo around training for Designated Governors for CiC, KTe had contacted the Virtual School who had advised her that, whilst there was no training specifically for governors, they could attend the training sessions for those new to the Designated Teacher role to gain an insight into its remit so they could better support / monitor teachers in that role. The next meeting would be mid Spring Term. Schools were to be made aware of this via the next Monthly Safeguarding Update.</li> <li>• A DSLs' Network group meeting had now been arranged for 9<sup>th</sup> November. An extensive agenda had been shared with DSLs and KBo was to attend.</li> <li>• KBo and KTe / KBO and MBI continued to liaise on a regular basis around any matters pertaining to safeguarding / safeguarding incidents.</li> </ul> <p>A query was raised around Single Central Records, namely where details of the Central Team and Trustees were recorded. KTe clarified this for the information of all Trustees and was asked to send a reminder to all schools to ensure they would have this information readily to hand in case of an Ofsted inspection.</p> <p>No specific safeguarding incidents have been reported since the last Trust Board meeting.</p> <p>There were no further safeguarding updates to be shared on this occasion.</p> <p>See also Confidential Notes SPCMAT/22/11 CON.</p>	
<b>14.</b>	<b><u>ANY OTHER BUSINESS</u></b>	
	There were no further matters for consideration so the meeting was brought to a close at 6.55pm.	
<b>15.</b>	<b><u>DATES OF FUTURE MEETINGS</u></b>	
	<p>The next meeting of the Trust Board will take place on <b>15<sup>th</sup> November</b>, from 7.00pm, in the Trust Conference Room.</p> <p>Thereafter, meetings were to take place on:</p>	

	• 13 <sup>th</sup> December 2022	
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Chair's Signature \_\_\_\_\_ Date \_\_\_\_\_