



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



**Tuesday 15th November 2022, from 6.30pm,
in the Trust Conference Room**

<u>ATTENDING :</u> Mark Blackman Karen Bond Clare Kendle Will Smith In Attendance Karen Teague [Trust Administrator / Clerk to Trust Board]		MBI KBo CKe WSm KTe
<u>APOLOGIES :</u> None		
		<u>ACTION</u>
3.	<u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u>	
	The Chair welcomed all those present. Under Declarations of Pecuniary Interests , no additional declarations were forthcoming at this time.	
4.	<u>MINUTES AND MATTERS ARISING</u>	
	The minutes of the meeting of the Trust Board on 18 th October 2022 were agreed to be an accurate record and were duly signed by the Chair. Matters arising included updates on: Timeline of Winding Up Actions to September 2023. See Item 7 below. All other actions had been completed.	
5.	<u>RATIFICATION OF FINANCE & RESOURCES / STANDARDS / C-SAW COMMITTEE MINUTES</u>	
	The Finance and Resources Committee had met immediately before the current meeting, where the minutes of 18 th October 2022 had been approved. Trustees ratified 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.	
6.	<u>LOCAL GOVERNING BODIES</u>	
	Matters Arising from LGB Meetings. Not applicable on this occasion. Governor Training Attendance. Not applicable on this occasion. Trustee feedback from LGB Meetings. Not applicable on this occasion. Forums / Forum Member. Not applicable on this occasion.	

	<p>Pen Portraits of Prospective Governors. The Pen Portrait of CAs [Parc Eglos LGB] had been approved by Trustees via email. KTe would send a letter to formally confirm their appointment on receipt of all the necessary paperwork.</p>	KTe
7.	<p><u>CEO REPORT AND UPDATES</u></p>	
	<p>The CEO report took the form of a verbal update and discussion on this occasion, primarily around Actions for the Trust to September 2023. A brief paper on the latter had been shared with Trustees for their information prior to the meeting.</p> <p>General Updates</p> <p>Points raised and discussed included:</p> <ul style="list-style-type: none"> • The process remained on track for the transfer of schools on 31st December 2022. Confirmation had been sought from the Trelowarren Estate that the land relating to Garras School was being handed over to an appropriate party but MBI was to meet with a representative the following day to provide reassurances around this. • The Due Diligence process had now largely been completed. • All the Boards of the receiving trusts had approved the transfer of schools. • The Central Team were prepping what needed to go over to the receiving trusts. • Letters were being prepped for the TUPE phase. <p>Planned Winding Up Actions and Associated Staffing</p> <p>Points raised and discussed included:</p> <ul style="list-style-type: none"> • This was a comprehensive list of all actions that would need to be completed, on a monthly basis, to September 2023. • It would be necessary to move quickly in January and February 2023 to ensure everything was sewn up in readiness for the audit in the first week of March and for a clean finish to everything barring the energy contract. • Between March and August 2023, the energy contract would continue to tick over quietly in the background. • There would still be the same requirements regarding meetings, accounts and so on for the duration of the Trust. • The formal winding up of the company would take place at the end of September, following a final audit. At this point the bank accounts would be closed and an archive of finance information would be created for dispatch into storage. • There would need to be an agreement around staffing for the period January to September 2023. See details below. <p>Staffing requirement for Agreement by the Board of Trustees</p> <p>Trustees were advised the work detailed in the paper on Planned Winding Up Actions and Associated Staffing was all required to operate the company, as well as to legally and responsibly close the company in a solvent state. The target date for closure would require advice work to be undertaken.</p> <p>The approach had been discussed with the area DfE team. They were content and the ESFA were reassured this was appropriate given the contract provisions and wind up work.</p> <p>It was proposed that:</p> <ul style="list-style-type: none"> • For January, February and 1 week in March: the CEO and CFO would work full time, with one Finance Officer part time. • From the end of the audit to close of the company in September 2023: 10 days of work each for the CEO and CFO to run the energy contract and to include an audit and company wind up. This would be actioned on a retainer basis to ensure no change of accounting officer or responsible persons before the end of the Trust. <p>Trustees <u>unanimously agreed</u> this proposal.</p>	

8.	<u>CONFIRMATION OF APPOINTMENT OF NEW MEMBER</u>	
	It was formally noted that - following approval by current Members and her submission of the required paperwork, along with a Letter of Assurance to confirm all the necessary safeguarding checks had been undertaken - the appointment of Jane Pyatt to the role of Member had been confirmed since the last Trust Board meeting. Her term of office had formally commenced on 31 st October 2022.	
9.	<u>TEACHER PAY AWARD</u>	
	Following Trustees' in principle agreement during the Finance Committee meeting of September 2022, Trustees formally noted their agreement to follow the National Terms and Conditions for Teachers as set out in the School Teacher's Pay and Conditions Document [STPCD] annually. The published STPCD stated: "In line with the recommendations in the STRB's 32nd Report, from 1 September 2022 a 5% increase will be applied to all pay and allowance ranges and advisory points, with higher increases to some parts of the Main Pay Range as a step towards achieving a minimum starting salary of £30,000. All pay uplifts will be back dated to 1 September 2022." Therefore, the Trust would be applying the September pay award as published in staff's December pay, alongside any uplift in pay scales due to Performance Management or other in school changes, to ensure the provisions for teachers' pay were in line with the published terms before transfer to a new employer.	
10.	<u>ENERGY CONTRACT UPDATE</u>	
	See minutes of Finance Committee meeting on 15 th November 2022 for additional detail. Subject to a brief agreement being drawn up by the Trust's legal advisors to cover the retained funds and the mechanism for over / underpayments, to be agreed with the receiving trusts, Trustees <u>unanimously approved</u> the proposal around the energy contract.	
11.	<u>POLICIES</u>	
	Approval by the Trust Board was sought for the following reviewed policy, shared with Trustees prior to the meeting and recommended for approval by the Finance and Resources Committee: <ul style="list-style-type: none"> • Teacher Pay Policy Trustees formally <u>ratified</u> the policy.	
12.	<u>HEALTH AND SAFETY UPDATE</u>	
	There were no health and safety updates to be shared on this occasion.	
13.	<u>SAFEGUARDING UPDATE</u>	
	The Safeguarding Trustee, KBo, shared any safeguarding updates since the previous meeting of the Trust Board with fellow Trustees. Points shared and discussed included: <ul style="list-style-type: none"> • Monthly Safeguarding Updates continued to be produced and shared with schools. • The final DSLs' Network Group meeting had taken place on 9th November and had been attended by the Safeguarding Trustee. • The newly published Prevent Duty Self-Assessment Tool, which involves evidence gathering against 7 distinct areas to assist schools in ensuring they are compliant with the Prevent Duty, had been shared with DSLs / Headteachers. • The recently released joint NGA and NAHT advice on safeguarding and school inspection had been shared with the Trust Safeguarding Lead for the information of DSLs / Headteachers through the monthly Safeguarding Update. • Annual Safeguarding Training for the Central Team had been arranged for 16th November. 	

	<ul style="list-style-type: none"> KBo continued to liaise with KTe and / or MBI on a regular basis around any matters pertaining to safeguarding. <p>No specific safeguarding incidents have been reported since the last Trust Board meeting. There were no further safeguarding updates to be shared on this occasion.</p> <p>Trustees noted it would be helpful to have some reassurance from MBI that any live safeguarding issues would be dealt with seamlessly during or following the transfer of schools to the receiving trusts, as part of the work around due diligence and quality assurance, and for this to be recorded in the December meeting of the Trust Board.</p> <p>Action: Include this as an agenda item for the December meeting of the Board.</p> <p>See also Confidential Notes SPCMAT/22/12 CON.</p>	KTe / MBI
14.	<u>ANY OTHER BUSINESS</u>	
	<p>Annual General Meeting [AGM] for the Trust's Members and Trustees</p> <p>It was proposed the AGM take place on 24th January 2023, along with the meeting of the Trust Board.</p> <p>Action: KTe to contact Members to determine their availability on 24th January 2023.</p> <p>DfE Round Table Event</p> <p>Wsm and MBI informed Trustees they had been invited to a round table event with the DfE on Friday. This would involve discussion around what could be learnt by the DfE from the process over the previous twelve months so Trustees were invited to forward anything they would like Wsm / MBI to input.</p> <p>Trustee Email Addresses</p> <p>Whilst it was likely there would be a migration to Office 365 and Teams meetings going forward, Trustees were informed they would still have use of their Trustee email addresses for correspondence.</p> <p>There were no further matters for consideration so the meeting was brought to a close at 6.55pm.</p>	KTe
15.	<u>DATES OF FUTURE MEETINGS</u>	
	<p>The next meeting of the Trust Board will take place on 12th December, from 7.00pm, in the Trust Conference Room</p> <p>Thereafter, it is proposed meetings will take place on:</p> <ul style="list-style-type: none"> 24th January 2023 14th March 2023 13th June 2023 <p>There will then be a further and final meeting to agree the winding up of the Trust by 19th September 2023.</p>	

Chair's Signature _____ Date _____