



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



**Monday 12<sup>th</sup> December 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]		<b>MBI KBo CKe WSm  KTe</b>
<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 15 <sup>th</sup> November 2022 were agreed to be an accurate record and were duly signed by the Chair. Matters arising included updates on: <b>Assurances around any safeguarding issues during or immediately following the transfer of schools to the receiving trusts.</b> See Item 13 below. <b>Annual General Meeting.</b> As Members had all confirmed their availability on 24 <sup>th</sup> January 2023, it had been confirmed the AGM would take place on this date as proposed during the November meeting of the Trust Board. 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 15 <sup>th</sup> November 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.	

6.	<b><u>ACCOUNTS 2021 - 2022</u></b>	
	Further to the recommendation of the Finance and Resources Committee at its meeting of 12 <sup>th</sup> December 2022, Trustees unanimously <b>ratified</b> the final accounts for 2021 – 2022 subject to the requested checking points being finalised.	
7.	<b><u>LOCAL GOVERNING BODIES</u></b>	
	<p><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.</p> <p><b>Governor Training Attendance.</b> Not applicable on this occasion.</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 NCI [Mullion Secondary LGB] had been <b>approved</b> by Trustees via email. KTe would send a letter to formally confirm their appointment on receipt of all the necessary paperwork.</p>	<p>KTe</p> <p>KTe</p>
8.	<b><u>CEO REPORT AND UPDATES</u></b>	
	<p>The CEO report took the form of a verbal update and discussion on this occasion. Trustees were advised of the following:</p> <p><b>Progress On Transfer of Schools</b></p> <p>There was a minor land issue relating to Garras School but everything else was on track to meet the deadlines. Both MBI and the DfE were happy with progress to date and did not foresee any reason why the transfer of schools should not take place as planned.</p> <p><b>Teacher Pay Award</b></p> <p>Arrangements around payment of the teacher pay award had now been completed.</p> <p><b>Energy Contract</b></p> <p>The legal agreement around the energy contract had been seen by the Trust’s legal representatives and circulated to the receiving trusts. According to the agreement, SPCMAT would keep the amount required to cover the predicted cost per school along with a 5% margin and a 5% admin fee so the company could continue trading. The hours for SPi and MBI prior to the Trust being formally wound up would be covered off by this.</p> <p><b>Headteachers’ Performance Management</b></p> <p>Performance Management reviews of the past year had been undertaken with all the established Headteachers within the Trust. A number of those transferring were new appointments so the receiving trusts would have these conversations further down the line. No pay increases had been held back but only four of the Headteachers were entitled to an increase so the cost would be marginal.</p> <p><b>Arrangements for the Running of the Trust from January 2023</b></p> <p>Points raised and discussed included:</p> <ul style="list-style-type: none"> <li>• By the end of the first week in January, the Central Offices had to be emptied so work would be done entirely remotely after this point.</li> <li>• KTe and MCo would cease working at the end of January 2023.</li> <li>• Email accounts for the Central Team and Trustees had been transferred across to Office 365 but email addresses had been retained. The content, file structure and so on had transferred with the account so the only real change was in how this would be accessed going forward.</li> <li>• Documentation had also been moved across to Office 365. Back-up copies of all the documents were being saved into a new network attached storage device which</li> </ul>	

	<p>would be transferred to the new Registered Office once the Central Team formally exited the Trust's current Registered Office.</p> <ul style="list-style-type: none"> <li>• Other preparations were also on track for completion within the given window so no significant concerns had been identified.</li> <li>• Whilst there were no concerns in this respect, SPi would not be giving the final authorisation on any transfers after leaving the Central Offices to ensure there was no perceived conflict of interest and the Trust could be seen to be doing everything correctly.</li> <li>• The good working relationships with the other Trusts / CEOs were being maintained.</li> </ul> <p>Any questions or comments were sought by MBI.</p> <p><b><u>Q. Have we made arrangements for the clerking of Board meetings from January onwards?</u></b></p> <p><b>A. KTe will still be in post for the AGM and Trust Board meetings in January. Going forward from that, there will only be two or three short meetings where arrangements can be made as necessary.</b></p>	
<b>9.</b>	<b><u>TRANSFER OF STAFF TO NEW EMPLOYERS</u></b>	
	<p>Trustees were advised the TUPE consultation had been very quiet. A letter around measures had been received from one of the trusts after the agreed consultation period so MBI had registered his annoyance. The letter had subsequently been shared with the appropriate senior leaders and there had been no kickback to date. In all other respects, everything was fine. Post TUPE letters to staff advising them they had a new employer were to go out to schools, via Headteachers' in boxes, on 1<sup>st</sup> January and these would be issued to all staff members on the first day of the new term.</p> <p>Formal ratification of the transfer of SPCMAT staff to the three receiving trusts was sought by MBI.</p> <p>Trustees <b><u>unanimously ratified</u></b> the transfer.</p>	
<b>10.</b>	<b><u>CHANGE OF REGISTERED OFFICE ADDRESS</u></b>	
	<p>Further to previous discussions around this matter by the Trustees, MBI put forward a formal resolution to change the Registered Office for the company to 20 St Austell Business Park, Carclaze, St. Austell, Cornwall, England, PL25 4FD.</p> <p>The resolution was <b><u>unanimously passed</u></b> by members of the Trust Board.</p>	
<b>11.</b>	<b><u>TRANSFER OF FUNDS TO ASPIRE AND KERNOW</u></b>	
	<p>Further to discussions around this matter at the recent meeting of the Finance and Resources Committee, MBI put forward a formal resolution to transfer the school balances in respect of Crowan and Wendron Schools to Aspire Academy Trust and Kernow Learning Multi Academy Trust respectively.</p> <p>See minutes of the Finance and Resources Committee meeting on 12<sup>th</sup> December 2022 for additional information.</p> <p>The resolution was <b><u>unanimously passed</u></b> by members of the Trust Board.</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>	
	The Safeguarding Trustee, KBo, shared any safeguarding updates since the previous meeting of the Trust Board with fellow Trustees. Trustees were assured that, despite the imminent	

	<p>transfer of the SPCMAT schools to the three receiving trusts, safeguarding remained a key priority. Points shared and discussed included:</p> <ul style="list-style-type: none"> <li>• Monthly Safeguarding Updates continued to be produced and shared with schools. The final update was to be shared at the start of week commencing 12<sup>th</sup> December 2022, just prior to the end of the Autumn Term.</li> <li>• Letters of Assurance and other relevant documents pertaining to safeguarding continued to be saved to the shared Google area for the information of all schools.</li> <li>• The Annual Safeguarding Training for the Central Team arranged for 16<sup>th</sup> November had taken place.</li> <li>• KBo and KTe continued to liaise on a regular basis around any matters pertaining to safeguarding.</li> </ul> <p>No specific safeguarding incidents had been reported since the last Trust Board meeting. KBo asked that a huge vote of thanks to KTe for the outstanding work she had done in this respect be minuted.</p> <p><b>Assurances Around Any Safeguarding Issues During or Immediately Following the Transfer of Schools to the Receiving Trusts</b></p> <p>In light of a request from Trustees at the previous meeting for assurances around this matter, MBI advised Trustees that all the receiving trusts had been made aware of any relevant safeguarding staff issues as part of the due diligence process. All child level information was held at school level and would therefore transfer with the school.</p> <p>There were no further safeguarding updates to be shared on this occasion.</p>	
14.	<b><u>ANY OTHER BUSINESS</u></b>	
	<p>WSm noted Trustees' sadness to be moving away from what was now an incredibly well serviced Board by the Executive Team.</p> <p>There were no further matters for consideration so the meeting was brought to a close at 6.50pm.</p>	
15.	<b><u>DATES OF FUTURE MEETINGS</u></b>	
	<p>The next meeting of the Trust Board will take place on <b>24<sup>th</sup> January 2023</b>, following the Trust's Annual General Meeting at 6.00pm. As the building housing the Trust Central Offices will have been handed over to the receiving trust for Helston Community College by this date, the AGM and Trust Board meetings will take place online.</p> <p>Thereafter, it is proposed meetings will take place on:</p> <ul style="list-style-type: none"> <li>• 14<sup>th</sup> March 2023</li> <li>• 13<sup>th</sup> June 2023</li> </ul> <p>There will then be a further and final meeting to agree the winding up of the Trust by 19<sup>th</sup> September 2023.</p>	

Chair's Signature \_\_\_\_\_ Date \_\_\_\_\_