



An Daras Multi Academy Trust

Central Office
St Stephens Community Academy
Roydon Road
Launceston
Cornwall PL15 8HL

Central Office Tel: 01566 772170
E-Mail: clerk2@andaras.org

Chief Executive Officer – W Hermon
Academy Improvement Officer – C Green

23/02/17

Minutes

Resources, Staffing and Safeguarding Committee Spring 2017

Wednesday 22nd February 2017 at 9.30am at St Stephens Community Academy

Note that actions are highlighted in bold and red, and will be carried forward to the next meeting and questions or challenges during the meeting are highlighted in bold and blue

1. Welcome and Apologies

Present: Paul O'Brien, Graeme Barriball, Sally Cooksey, Will Hermon, Jo Callow, John Harris

Apologies: Paul Smith

In Attendance: Clerk

The Vice-Chair (GB) stood up as Chair in the absence of PS. The Directors wished PS a speedy recovery and will arrange to send a card. The committee also welcomes John Harris from WHA LGAB.

2. Declarations of Interest/Pecuniary Interests Relevant to this Agenda

None other than WH and JC are employees of ADMAT.

3. Confirm minutes of previous RSS meeting Autumn (17th October 2016) and matters arising

- Confirmation of Vice-Chair. Clerk. *Confirmed as GB.*
- TORs for Clerk. WH. *WH has a draft set and will meet with the Clerk to discuss this and performance management.*
- Update on Insurance. MB. *WH updated the committee on insurance and confirmed that the MAT is comprehensively covered at the best value possible.*
- Swap TLA with RSS from Spring term. Clerk. *Done.*
- Add Performance Management and Review of Staff Salaries to RSS Extra-Ordinary Meeting Agenda for 7 Nov 16. Clerk. *Done.*
- Add approval for increase to Clerk's hours to Full Board agenda. Clerk. *Done and approved. Will be reviewed again in Autumn 17.*
- Factor increase to Clerk's hours into the budget. MB. *Done.*

The Committee agreed the minutes and the Chair signed them.

4. Confidential Agenda Items

None.

5. Review Documents

a. Funding Agreements for Non-Faith Schools – RSS Compliance

WH discussed that the MAT is required to meet certain performance requirements for the funding available, and that Directors should be aware of this.

b. H&S Scheme of Delegation

WH explained and Directors should be aware of it. The Directors discussed the responsibilities across the MAT. **GB challenged that as Directors are responsible, they should have sight of the H&S reports to ensure that the relevant policies are being implemented.** WH confirmed that this will be arranged.

6. Review Staffing Structure and Budgets

a. Central MAT Team – School Improvement

Carol Green, the academy improvement officer is planning to retire at the end of the Summer Term; she currently does 2 days per week. Amy Elson the academy EYFS improvement officer currently does 2 days per week but will be changing to a more flexible contract. WH stated that a decision needs to be made on whether to replace Carol Green, and if so, in what way? **SC challenged what the alternatives are, and if we buy in this service, what would we get and how consistent would it be?** WH explained options and that perhaps analysis of cost benefits is needed. **P O'B challenged whether it is still needed as it could be done by the HoS and HT for each pod.** WH stated that this might be possible as they have had training and experience now but **SC challenged that this process wouldn't be objective enough if done internally?** The Directors discussed that there is a need for objectivity but it needs to be within financial constraints. **SC challenged how often the external SIP comes in?** WH stated about 10 days across the year.

Action: Options for School Improvement solutions including pros/cons and costs to be presented to Directors at next RSS. WH

b. Individual Schools for Following Academic Year

This is not yet done as the budget is not yet in. Will be much the same but some issues with class sizes etc will need to be looked at. Sharon Neale is currently acting Assistant Head of SSCA; the HoS, WH and the LGAB all recommend that this position be made permanent. The Directors were content and agreed.

c. Staff Salary Adjustments – HR advice

WH discussed staff salary adjustments and that the TLR system is staying.

JC left the meeting. Pay band for JC was discussed and agreed, and it will be back-dated to 1 Jan 17. JC re-joined the meeting; GB informed her and thanked her for her work.

Key Stage Leaders. WH discussed the need to pay the key stage leaders as part of the senior leadership team, except if they are already senior leaders. **GB challenged that if a TLR payment is made, is it a stepped progression?** WH explained the process. **JH challenged how the bonus payments work against income tax?** WH explained that it is taxed but that a new system is required instead of bonus payments. Directors agreed that a minimum TLR2 offer for this role is appropriate.

Safeguarding and Child Protection role. CP originally started in 2 schools but now covers all schools and has a very responsible position. **SC challenged that if CP works additional hours, she should be paid for it.** Directors agreed to increase pay level and also payment for overtime when it is specifically required.

EYFS Improvement Officer is moving to contracted hours.

- d. **From St Catherine's LGAB –Recommend Louise Hussey is made permanent HoS**
Directors agreed.

WH assured Directors that all PPP and NQT requirements are met across the MAT.

7. **Review Academy Risk Register**

a. **MAT Staffing and Safeguarding Risk Indicators**

WH pointed out that 'Recruitment and Retention' of teaching staff should go on the risk register as it is difficult to get good staff. **GB challenged that there is also a need to look at succession planning for key posts in case people leave such as the CEO.** The Directors agreed that there is a need to share knowledge and experience to prevent gaps in the future. **SC challenged that it is not just about mitigating recruitment but also about managing and supporting the teachers we have now.** WH explained some of the new processes that are in place to reduce the pressure on teachers and the Directors discussed this further.

b. **Individual School Risk Indicators**

WH explained that every school does a risk assessment of standards termly.

8. **Review Premises Tenders, Contracts or Projects**

WH explained the process and legal requirements for school meals. WH needs to contact ESPO who will facilitate the tendering of the catering contract. The Directors agreed.

SLAs are on hold until the budget is known.

Office costs – 2 years ago £20K was allocated from reserves by Directors for set up costs and this is still available. Costs of new office are £10,200 annual lease and £1200 service charge that includes some utilities. Set up costs for IT, equipment, partition walls and tables etc is @ £8K. Total initial set up costs is around £20K which has already been set aside. Directors agreed.

The clerk briefed the committee that WHA LGAB's preference is for a gate rather than a barrier at the school, and they would like to see the options. WH stated that this will be provided to the Governors.

9. **Review S175/157 Safeguarding Annual Return and Action Plan**

No issues and MAT is compliant.

10. **Review MAT Improvement Strategy**

WH updated on Visible Learning and all is going well. £10K grant has been accessed for St Catherine's to support staff leadership development and SIAMS training.

11. **Update on Academy Self Evaluation Priorities in Relation to RSS**

WH is drafting a MAT improvement plan and it will be taken to the full Board.

12. Review Utilities Usage and Utilities Providers

WH explained that MB seeks best deals from energy brokers each year and then consents to a yearly contract. Unfortunately the contracts are up on each school at different times and therefore hard to bunch them together, but MB continues to seek best deals.

13. Update on CEO Performance Management Outcomes and Recommendations

WH and JC left the meeting. PO'B explained that objectives were set and that all 15/16 objectives have been met. He made Directors aware of the 16/17 objectives. Evidence is available and the Directors discussed. It was decided to discuss at the next Full Board. WH and JC re-joined the meeting. PO'B thanked the CEO and informed him of the decision to take this matter to the Full Board.

Action: Add to full Board agenda. Clerk

14. MAT Office Staff Performance Management

Performance management for Clerk to the Board will need to be done in the summer term by WH and PO'B. WH explained the need to conduct office staff performance management too and that some roles are changing slightly.

15. Review MAT Non-Negotiable Expectations for Teaching Assistants

WH explained the need and handed out a draft 'non-negotiable expectations' for learning support assistants.

16. Policy Review

- a. Security
- b. Fire (including annual fire risk assessment completion)

c. Asbestos Management Procedures and Policy

WH explained the individual school asbestos files and that daily management is done at a local level. **GB suggested that RSS should have sight of each school asbestos survey and management plan, as ultimately Directors are responsible to ensure the policy is followed.** WH stated that he can make these available. **GB challenged that it is the survey that is key and that removal should occur rather than containment.** WH explained what is known about and the Directors requested to see the surveys and plans at the next meeting. The Clerk also raised that SSCA LGAB have requested guidance on exactly what their responsibility is regarding asbestos management.

Action: Add Asbestos management surveys and plans to next agenda. WH/Clerk
Action: Write short note clarifying Director and Governor responsibilities with regard to asbestos management. WH

GB left the meeting at 10.25am

- d. Safer Recruitment
- e. Tackling Extremism and Radicalisation
- f. Health and Safety
- g. Staff Code of Conduct
- h. Staff Grievance
- i. Staff CPD

- j. ADMAT Capability
- k. ADMAT Absence Management

l. ADMAT Learning Support Staff Performance Management

WH explained the need for TAs performance management and the Browne Jacobson option is clearer and simpler than the LA policy (which is considered too complex). It was agreed that Browne Jacobson should be commissioned to produce a TA performance management policy.

All policies, less c and l, were approved.

17. Date of next meeting confirmed as 6 June 17.

Meeting closed at 10.30am.

TJH Martin
Clerk to Board of Directors

Distribution List:

W.Hermon – CEO Director P. O’Brien – Chair of Board of Directors P. Smith– Director/LGAB G. Barriball – Director	S. Cooksey – Director/LGAB J. Callow – Ex Officio Observer M. Basford – Trust Business Manager C. Paul – By Invitation (in Safeguarding Role)
---	--