



SALTERNS ACADEMY TRUST

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

- Date:** Wednesday 30 January 2019
- Time:** 7pm
- Venue:** Admiral Lord Nelson School, Dundas Lane, Portsmouth PO3 5XT
- Present:** Steven Labeledz, CEO
Andy Cree, Chair and Independent
Flick Drummond, Independent
Paul Hayes, Vice-Chair and Independent
Maria Phillips, Independent
- Also in attendance:** Louise Lake, Clerk to the Governors

1. Chair's welcome and introduction

- 1.1 The Chair welcomed Directors to the meeting of the Trust and confirmed that the meeting was quorate.
- 1.2 The Chair noted the importance of close scrutiny of the Trust's finances over the coming year to ensure the ongoing viability of the Trust.

2. Apologies for absence

- 2.1 The Trust noted that apologies had been received from Amanda Barrett, Claire Copeland, Nys Hardingham, Tania Osborne and Sue Wilson.

3. Administration

(a) Declaration of Members' interests;

- 3.1 Paul Hayes declared an interest in item 15, University Multi Academy Trust, as he was leading on the project at the University. Directors declared there were no further changes to the register.
- 3.2 It was agreed that the Directors should reaffirm their submission and so the clerk should send their current entry so that any changes could be made.

ACTION: Clerk to send current Register of Interests entries to Directors so they could update as appropriate.

(b) Correspondence

- 3.3 It was noted that no correspondence had been received.

4. Minutes of the Salterns Academy Trust meeting held on 17 October 2018

- 4.1 The Trust considered the minutes of their meeting held on 17 October 2018.
- 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 17 October 2018

- 5.1 The Trust considered the matters arising from the Trust meeting held on 17 October 2018.

5.2 The Trustees noted the updates as detailed within the table:-

Agenda Item	Action	Update
3. Administration (e) Correspondence	ACTION: Clerk to circulate link to the 'Academies Financial Handbook' to all Directors.	Completed
6. Confirmation of representatives on committees	ACTION: Chair and CEO to consider the composition of the Trust members and then report back to the Trust.	On today's agenda
6. Confirmation of representatives on committees	ACTION: To appoint Committee member to Pay and Conditions Committee at the Trust meeting on 5 December 2018.	On today's agenda
6. Confirmation of representatives on committees	ACTION: Chair to write to the new co-opted non-Director welcoming him on board the Trust Audit Committee.	Completed
7. Update from ALNS LGB	ACTION: the Chairs of the two LGB's together with Maria Phillips would sit with Karen Tyrell, Finance Manager and determine the reporting requirements. This would be done by the first week of November.	Completed
7. Update from ALNS LGB	ACTION: The CEO to present to the November Trust Finance and Resources Committee setting out the new finance system proposals.	The Trust noted the update including plans to appoint an apprentice to provide administrative support so that existing staff could operate at a more strategic level. A new software package had been commissioned.
7. Update from ALNS LGB	ACTION: An advertisement to be placed in the relevant publications immediately to appoint an individual to assist the finance manager with reporting.	It was noted that this had not been successful. ACTION: Maria Phillips requested that she be forwarded details of the post for circulation within her CIMA networks.

<p>7. Update from ALNS LGB</p>	<p>ACTION: Steve Johnson, Facilities and Community Manager, ALNS, to explore the option to extend the life of the astro pitch.</p>	<p>See paragraph 5.3 below.</p>
<p>7. Update from ALNS LGB</p>	<p>ACTION: Clarification on the insurance pay out in relation to the ALNS school hall floor to be sought from the Headteacher of ALNS and then circulated to governors.</p>	<p>The Trust noted the update in relation to the insurance pay out.</p>
<p>11. Headline Outcomes 2017 – 2018</p>	<p>ACTION: Chair of the Trust to set up a meeting with Alison Jeffries to consider collaboration with other Portsmouth Schools through the Portsmouth Education Partnership.</p>	<p>This was postponed as a result of Steve Labeledz's engagement through Maria Dawes initiative for Portsmouth Schools to work together on transition. Action in abeyance whilst SL develops the work for transition.</p> <p>It was noted that unfortunately there had been little engagement with the 'feeder' schools in relation to this transition work.</p>
<p>11. Headline Outcomes 2017 – 2018</p>	<p>ACTION: The predictions for outcomes of next year be placed on the Trust meeting agenda for 5 December 2018.</p>	<p>See Item 14, enclosure 10</p>
<p>12. Strategic Direction of the Trust</p>	<p>ACTION: Clerk to circulate four strategic documents and seek any proposed amendments by no later than 23 October 2018</p>	<p>Completed</p>
<p>15. Any other business including agenda items for the next meeting</p> <p>(a) Data Protection Policy</p>	<p>ACTION: Clerk to recirculate the Data Protection Policy.</p>	<p>Completed</p>

<p>15. Any other business including agenda items for the next meeting</p> <p>(c) Schools' benchmarking website</p>	<p>ACTIONS: Clerk to circulate details of schools' benchmarking website.</p>	<p>Completed</p>
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5.3 In relation to the action detailed above on the astro-turf pitch at ALNS, the Trust noted that refurbishment of the pitch was not a feasible option. It was therefore agreed that the CEO should work with the Headteacher in order to seek a formal quote for the replacement of the astro-turf pitch. It was emphasised that there was no commitment from the Trust at present but this information would be useful in order to make a decision on the future funding of the pitch.

5.4 It was also noted that the Chair had a contact at HMS Temeraire and he would make contact to see if he could assist in any way.

ACTION: CEO and Headteacher of ALNS to seek quote for replacement of astro-turf pitch.

ACTION: Chair to make contact with individual with links to HMS Temeraire.

6. Report of Action taken: Annual report and financial statements for the year ended 31 August 2018

6.1 The Trust noted the report of action taken in relation to the Annual report and financial statements for the year ended 31 August 2018 as a result of having to cancel the Trust meeting scheduled for 5 December 2018.

7. Membership matters

(a) The Trust made the following appointments:-

7.1 **(a) Pay and Conditions Committee:** Flick Drummond; and

(b) Confirmation of Tania Osborne as Director-appointed to ALNS LGB.

7.2 It was agreed that the vacancy on the Audit Committee (in place of Mike Park) and the Training Director vacancy would be filled once a new Director had been appointed.

(b) Resolution from the Trafalgar Local Governing body

7.3 The Trust received the following Resolution from the Trafalgar Local Governing body Meeting:-

“With reference to action no. one, the LGB noted that the Chair and Headteacher had met to consider the skills required on the LGB and also consider whether now was the opportune time to reduce the size of the LGB from eleven to nine governors. Since no suitable applicants for the vacant governor posts had been forthcoming, it was agreed that a recommendation should be made to the Trust to reduce the LGB from eleven to nine governors.”

7.4 The Trust received the Resolution and noted that the current composition of the LGB had a broad range of skills and therefore agreed that it would be sensible to reduce the LGB to 9 governors. Since the LGB are in effect ‘Committees of the Trust’, this was a Trust decision.

AGREED: That the Trafalgar Local Governing Body be reduced to nine members.

8. Update from Local Governing bodies

8.1 There was some discussion about the importance of receiving an update from the two Chairs of the LGB's and it was agreed that they should be requested to submit a written update to each Trust. In order to facilitate this, the CEO would draft a template for them to complete.

ACTION: CEO to draft a template for Chair's to complete for their written submission to each Trust meeting.

(a) Resolution from ALNS LGB

8.2 The Trust received a resolution from the LGB expressing concern in relation to the unfunded pension costs. In response, the Trust wished to note that this remained a risk that they were fully aware of. The Secretary of State had confirmed that this gap in funding would be covered although until the Trust was in receipt of the money, this could not be guaranteed.

(b) Verbal updates

8.3 Since apologies had been received from both Chairs of governors, no verbal updates could be provided.

9. Trust Board Development

- 9.1 The Directors were updated on the NGA training available to the Trust and noted the two elements, the first relating to networking and the second providing a detailed skills audit of all the Directors which would then be analysed in order to inform future development plans.
- 9.2 It was noted that ALNS had chosen to commission their own skills audit and review since they wished to undertake a more detailed exercise which may not have been provided had they been included in the Trust-wide training package.

10. Feedback from Annual Trust Review

- 10.1 The Trust received a paper from Steve Labeledz, providing an update on the Trust Annual Review meeting held with Maria Dawes of the Department for Education.
- 10.2 It was noted that the issue of Finances was raised at this meeting and Maria Dawes recognised the difficulties that the Trust faced and undertook to write to the ESFA. However, it had not been confirmed whether this had been done. It was noted that there had been no progress made in relation to the National Leader of Education (NLE) support.

[post meeting note: the Teaching Schools Council had now been in touch to confirm 3 days of NLE support].

ACTION: Chair to write to:-

- (i) **ESFA; and to**
- (ii) **Maria Dawes to follow up on commitments given at that meeting in relation to writing to the ESFA and the NLE support.**

11. Revised Budget and Dashboard

- 11.1 The Trust received a revised budget and dashboard at 31 December 2018.
- 11.2 **There was a broad ranging discussion covering the following points:-**
- **Staff pay as percentage of GAG;**
 - **Student/teacher ratio;**
 - **The amount of money paid back to ESFA to date;**
 - **The financial situations broken down by school.**

11.3 In response to a question about employing teachers across the two schools, it was noted that this had been tried but the feedback was that it was challenging for the following reasons:-

- The perceptions of the different challenges of working in both schools with different systems and processes initially put staff off;
- Practically it was difficult for teachers to attend all the relevant parents' evenings in both schools;
- The schools had a different daily structure;
- Whilst those teachers employed at Trafalgar are employed by the Trust and could be expected to teach across both schools, the ALNS staff, whilst also employed by the Trust, are only contracted to work at ALNS.

11.4 The Trust noted the revised budget and dashboard.

12. Strategic Plan 2018-2019: Update

12.1 The Trust received a written report from Steve Labedz, CEO setting out an update in relation to the Strategic Plan 2018-2019.

12.2 The Trust noted that two CIF bids had been submitted, the first in relation to the roof at ALNS and the second for the refurbishment of the canteen at Trafalgar.

12.3 The Trust noted the update.

13. CEO Inspection reports

13.1 The Trust received two inspection reports that had been undertaken by the CEO at each of the Schools to consider work carried out against their priorities during the Autumn Term.

13.2 During the course of discussion, the following points were made:-

- This was a really useful summary outlining the current position of the schools and areas for future focus;
- Concern was expressed that some of the senior leaders at Trafalgar may be over-burdened with a heavy timetable alongside their leadership responsibilities. In response, it was noted that whilst Trafalgar did have a relatively small leadership team, the middle leadership team were providing an increasing amount of support. Furthermore an additional assistant headteacher was being recruited for September 2019.

13.3 The Trust noted the CEO inspection reports.

14. Student Outcomes

- 14.1 The Trust received a written paper from the CEO setting out the key stage 4 predictions for 2020 and the headline figures for December 2018.
- 14.2 The Trust noted that the focus across both schools is boys and, in particular, disadvantaged boys. **However, the importance of decreasing the gap for girls between their English attainment and their Maths attainment was emphasised.**

15. University Multi Academy Trust

- 15.1 The Trust received a verbal update from Steve Labeledz, CEO, in relation to some exploratory work currently being undertaken by the University of Portsmouth to establish a Multi Academy Trust in the City.
- 15.2 **There was considerable discussion on the issue and a particular line of enquiry about what the University could offer which was different to the existing Multi Academy Trust. It was emphasised that the Trust would have plenty of opportunity to discuss this at length once more work had been undertaken to develop proposals further.**

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

- 16.1 There were no further items for consideration.

17. Date and time of next Trust meeting

- 17.1 The Trust noted the date of the next meeting as follows:- Wednesday 6th March at 6pm to be held at Trafalgar School, London Rd, Portsmouth PO2 9RJ. In the absence of Andy Cree, Paul Hayes to Chair.

There being no further business the meeting closed at 9.15pm

Signed:

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

Summary of Actions:

Agenda Item	Action	Responsible
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5. Matters arising from the Salterns Academy Trust meeting held on 17 October 2018	ACTION: CEO and Headteacher of ALNS to seek quote for replacement of astor-turf pitch.	CEO/Head ALNS
5. Matters arising from the Salterns Academy Trust meeting held on 17 October 2018	ACTION: Chair to make contact with individual with links to HMS Temeraire.	Chair
5. Matters arising from the Salterns Academy Trust meeting held on 17 October 2018	<p>7. Update from ALNS LGB</p> <p>ACTION:An advertisement to be placed in the relevant publications immediately to appoint an individual to assist the finance manager with reporting.</p> <p>It was noted that this had not been successful.</p> <p>ACTION: Maria Phillips requested that she be forwarded details of the post for circulation within her CIMA networks.</p>	CEO and Maria Phillips
8. Update from Local Governing Bodies	ACTION: CEO to draft a template for Chair's to complete for their written submission to each Trust meeting.	CEO
10. Feedback from Annual Trust Review	<p>ACTION: Chair to write to:-</p> <p>(i) ESFA; and to</p> <p>(ii) Maria Dawes to follow up on commitments given at that meeting in relation to writing to the ESFA and the NLE support.</p>	Chair

Summary of decisions:

Agenda Item	Decision
(b) Resolution from the Trafalgar Local Governing body	AGREED: That the Trafalgar Local Governing Body be reduced to nine members.